



# NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING  
WEDNESDAY, MAY 10, 2023, AT 6:30 PM  
ALMENA HIGH SCHOOL  
512 W BRYANT STREET  
ALMENA, KS 67622  
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, May 10, 2023, beginning at 6:30 PM in the Almena High School  
512 W Bryant Street  
Almena, KS 67622.

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# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, April 10, 2023, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Also present: Mr. Ken Tharman (Superintendent/ HS Principal), Mr. Marvin Gebhard (GS/ MS Principal), Mrs. Verlaine Schooler (HS English Teacher), Ms. Katie Grote (2nd Grade Teacher), and Amber Brown (Board Clerk).

## I. Call to Order

## II. Adoption of Agenda

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

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

Yea: 5, Nay: 0, Absent: 1

## III. Approval of Minutes

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

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

Yea: 5, Nay: 0, Absent: 1

## IV. Approval of Bills

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

Shanna Hammond: Yea



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Hammond:

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

## V. Hearing of Visitors

### A. Katie Grote

Ms. Grote stated the year is going fine in the second grade. Forensics hosted the WKLL meet last week and it went well. There are two students that have qualified for state in Forensics at this time. Ms. Grote left the meeting at 6:33 pm.

### B. Verlaine Schooler

Mrs. Schooler presented the board with a collection of information from area schools concerning substitute teacher pay. She requested the board to consider increasing the pay for substitute teachers and also consider changing the time allotments to half a day or full day versus the current quarter-day division. The board thanked her for her input. Mrs. Schooler left the meeting at 6:38 pm.

## VI. Old Business

### A. ESSER Update

Mr. Tharman updated the board on the ESSER 3 application; it has been returned for further clarification on the number of parents and community members that responded to the survey and further explanation on how the diverse groups' needs were met.

### B. KESA Update

Mr. Tharman updated the board on the OVT (Outside Validation Team) meeting last week. Once the OVT chair submits the information from the meeting, year one, of the five-year cycle, will be wrapped up.

### C. Summer Custodial Help & Projects

Mr. Tharman shared a document with the results of the walk-through that had been given to the custodians to help with planning the summer projects. He also shared information on possible carpet replacement, the bottom floor of MS epoxy covering, and possible gym floor refinishing. No staff had applied for summer helpers at this time, so Mr. Tharman will open it to juniors, seniors, and the community.

### D. Transportation

Mr. Gebhard shared that Bus #11 is still in Norton waiting to be worked on. There are a lot of activities going on, but we are getting by with the vehicles we have.

## VII. New Business

### A. GS Boiler

Mr. Tharman shared that one of the GS boilers rusted out and the expense of repairing it would cost more than a new one, so it has been opened for bids to replace that boiler. Specifications are listed in the newspaper article and are due by May 6th. Mr. Tharman also wanted to thank Wyatt Compton, Lucas Hansen, and Ty Miller for alerting custodial staff about a leak in the GS heating system and then staying to help clean it up.

### B. KASB Membership & Legal Support

Mr. Tharman presented the board with the quotes for membership renewal with KASB (Kansas Association of School Boards) and legal assistance. I recommend the board approve the KASB Legal



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Assistance and Membership renewal; minus the Season Pass. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

### C. Negotiations

I recommend the board go into executive session to discuss negotiations and protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 7:35 pm. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 7:35 pm the meeting returned to open session; no action taken.

### D. May Board Meeting

The GS / MS spring concert is scheduled for May 8th, which conflicts with the board meeting. The board reviewed the school and personal calendars. I recommend the board move the May board meeting to May 10th @ 6:30 pm to allow the HS and GS concerts to be held on May 8th. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

## VIII. Personnel

### A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:49 pm. This motion, made by Christopher Rogers and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 7:49 pm the meeting returned to open session; no action taken.

## IX. Administrative Reports

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

Mr. Tharman asked for volunteers to hand out diplomas at HS Graduation. Mr. Whitney and Mrs. VanPatten will do those honors. The 8th-grade class has asked Mrs. Smith and Mrs. Hammond to hand out their diplomas. The Norton County Community Foundation & Dane G. Hansen (Greater Northwest Kansas Community Foundation) has awarded Northern Valley Schools \$10,000 towards the brick-and-mortar project. Thank you for your financial assistance on this project. Mr. Tharman updated the board on the bank accounts/ shared discussions on the banners in the gym/ Site Council meeting update/ and the following upcoming events: 4/12- Earth Science - Renewable Energy Day - Cloud County Community College /4/13- FHSU tour - Junior class /4/15- Prom /4/17- Food & Soil Science class to Hastings CCC /4/18- Colby Comm. College tour - Freshmen class /4/20- Senior interviews /4/24- Senior/Faculty games /4/26- StuCo, Dance, Cheer elections /and 5/1- Forensics Dessert Night. Add in all of the FFA, track, golf, forensics events, banquets, concerts, etc ... and it is a very busy last few weeks of the school year.

### B. K-8 Principal Report

Mr. Gebhard shared the GS was done with state assessments. Students attended a musical in Logan and it was very good. A big Thank You to the Dane G. Hansen Foundation for sponsoring these activities for area schools. There are tons of stuff on the calendar; JH track meets and JH state assessments are among them. A big Thank You to Mrs. Mordecai for all of her work, including all of the entries in the league music and band contest and the great school play.

## X. Reports of Board Members



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The board inquired about the lawn sprinklers. Mr. Gebhard shared that he had taken both the HS and MS sprinklers to Kensington to have them worked on, back in October and has not heard back from them. He had called today, but no one answered.

### XI. Adjournment

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

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita Smith: Absent

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

# USD 212

## Cash Summary Report

Accounting Cycle: FY 22-23; Beginning Period: Period 01 (07/01/2022 - 07/31/2022) ; Ending Period: Period 10 (04/01/2023 - 04/30/2023) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 5/8/2023 5:15:38 PM

Year						
Current						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$11,350.19	\$1,147,333.29	(\$986,255.09)	(\$78,220.65)	\$94,207.74
07	FEDERAL FUNDS	\$12,588.74	\$24,330.00	(\$61,403.29)	\$0.00	(\$24,484.55)
08	SUPPLEMENTAL GENERAL FUND	(\$52,669.89)	\$469,217.05	(\$167,176.15)	(\$143,176.64)	\$106,194.37
11	FOUR YEAR OLD AT RISK FUND	\$23,685.51	\$0.00	(\$33,273.92)	\$0.00	(\$9,588.41)
13	K-12 AT RISK FUND	\$12,414.22	\$0.00	(\$93,963.84)	\$0.00	(\$81,549.62)
16	CAPITAL OUTLAY	\$140,120.44	\$281,974.90	(\$27,898.59)	(\$14,119.98)	\$380,076.77
18	DRIVER TRAINING	\$3,941.77	\$1,400.00	\$0.00	\$0.00	\$5,341.77
24	FOOD SERVICE	\$31,547.96	\$96,661.05	(\$119,771.18)	(\$22,487.70)	(\$14,049.87)
26	PROFESSIONAL DEVELOPMENT FUND	\$7,030.35	\$0.00	(\$8,192.32)	(\$1,500.34)	(\$2,662.31)
30	SPECIAL EDUCATION	\$28,837.16	\$154,378.06	(\$195,591.96)	(\$77,560.00)	(\$89,936.74)
34	VOCATIONAL EDUCATION	\$15,771.42	\$470.71	(\$48,642.22)	(\$2,585.94)	(\$34,986.03)
35	GIFTS/GRANTS	\$29,283.39	\$24,106.47	(\$825.25)	\$0.00	\$52,564.61
51	KPERS RETIREMENT CONTRIBUTIONS	\$158.93	\$0.00	\$0.00	\$0.00	\$158.93
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$41,039.67	\$4,671.64	(\$7,276.29)	\$0.00	\$38,435.02
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14
<b>Sub Total</b>		<b>\$532,969.02</b>	<b>\$2,204,543.17</b>	<b>(\$1,750,270.10)</b>	<b>(\$339,651.25)</b>	<b>\$647,590.84</b>
Year						
Prior						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
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
<b>Sub Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>		<b>\$532,969.02</b>	<b>\$2,204,543.17</b>	<b>(\$1,750,270.10)</b>	<b>(\$339,651.25)</b>	<b>\$647,590.84</b>

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

<b>Encumbrances</b>	<b>Liabilities</b>	<b>Available</b>
\$0.00	\$78,090.77	\$172,298.51
\$0.00	\$0.00	(\$24,484.55)
\$0.00	\$143,176.64	\$249,371.01
\$0.00	\$0.00	(\$9,588.41)
\$0.00	\$0.00	(\$81,549.62)
\$0.00	\$14,119.98	\$394,196.75
\$0.00	\$0.00	\$5,341.77
\$0.00	\$22,487.70	\$8,437.83
\$0.00	\$1,500.34	(\$1,161.97)
\$0.00	\$77,560.00	(\$12,376.74)
\$1,743.62	\$2,585.94	(\$30,656.47)
\$0.00	\$0.00	\$52,564.61
\$0.00	\$0.00	\$158.93
\$0.00	\$0.00	\$225,000.00
\$0.00	\$0.00	\$38,435.02
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
<b>\$1,743.62</b>	<b>\$339,521.37</b>	<b>\$988,855.83</b>
<b>Encumbrances</b>	<b>Liabilities</b>	<b>Available</b>
(\$287.16)	\$0.00	(\$287.16)
(\$27.90)	\$0.00	(\$27.90)
<b>(\$315.06)</b>	<b>\$0.00</b>	<b>(\$315.06)</b>
<b>\$1,428.56</b>	<b>\$339,521.37</b>	<b>\$988,540.77</b>

# USD 212

## Cash Summary Report

Accounting Cycle: FY 22-23; Beginning Period: Period 01 (07/01/2022 - 07/31/2022) ; Ending Period: Period 10 (04/01/2023 - 04/30/2023) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 5/8/2023 5:15:39 PM

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
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	(\$143,176.64)	\$0.00	\$0.00	(\$143,176.64)
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	(\$14,119.98)	\$0.00	\$0.00	(\$14,119.98)
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$0.00	(\$22,487.70)	\$0.00	\$0.00	(\$22,487.70)
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	(\$1,500.34)	\$0.00	\$0.00	(\$1,500.34)
30	SPECIAL EDUCATION	\$0.00	(\$77,560.00)	\$0.00	\$0.00	(\$77,560.00)
34	VOCATIONAL EDUCATION	\$0.00	(\$2,585.94)	\$0.00	\$0.00	(\$2,585.94)
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
81	LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>		<b>\$0.00</b>	<b>(\$261,430.60)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$261,430.60)</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2023 to 04/30/2023.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>NVHS</b>	<b>Northern Valley High School</b>							
<b>A</b>	<b>ATHLETICS</b>							
	1010		HIGH SCHOOL ATHLETICS	7,669.61	0.00	0.00	0.00	7,669.61
	<b>A Totals:</b>			7,669.61	0.00	0.00	0.00	7,669.61
<b>B</b>	<b>CLUBS &amp; ORGANIZATIONS</b>							
	2010		STUDENT COUNCIL	8,883.57	0.00	0.00	0.00	8,883.57
	2020		KAY	4,597.70	0.00	82.39	0.00	4,515.31
	2050		HUSKY MUSIC CLUB	1,924.33	0.00	0.00	0.00	1,924.33
	2060		FFA	23,273.56	155.00	1,666.20	0.00	21,762.36
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	-2,568.97	0.00	0.00	0.00	-2,568.97
	2090		FORENSICS	1,235.36	75.00	0.00	0.00	1,310.36
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		FCCLA	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	2,711.80	0.00	0.00	0.00	2,711.80
	3050		Interactive Media	-828.41	15.00	3.87	0.00	-817.28
	FA		FACS	0.00	0.00	0.00	0.00	0.00
	<b>B Totals:</b>			40,212.57	245.00	1,752.46	0.00	38,705.11
<b>C</b>	<b>GRADUATING CLASSES</b>							
	3114		CLASS OF 2014	2,838.60	0.00	0.00	0.00	2,838.60
	3115		CLASS OF 2015	1,341.17	0.00	0.00	0.00	1,341.17
	3116		CLASS OF 2016	27.50	0.00	0.00	0.00	27.50
	3117		CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
	3118		CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3120		CLASS OF 2020	0.00	0.00	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	102.65	0.00	0.00	0.00	102.65
	3123		CLASS OF 2023-SENIORS	1,406.30	0.00	189.84	450.00	1,666.46
	3124		CLASS OF 2024-JUNIORS	10,441.49	0.00	588.42	-450.00	9,403.07
	3126		CLASS OF 2026-FRESHMEN	2,398.00	0.00	0.00	0.00	2,398.00
	3127		Class Of 2027	0.00	200.00	200.00	0.00	0.00
	<b>C Totals:</b>			22,327.21	200.00	978.26	0.00	21,548.95
<b>D</b>	<b>DISTRICT MONIES</b>							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	<b>D Totals:</b>			1,125.00	0.00	0.00	0.00	1,125.00
<b>E</b>	<b>YEARBOOK</b>							
	7000		YEARBOOK	18,689.26	516.00	1,909.62	0.00	17,295.64
	<b>E Totals:</b>			18,689.26	516.00	1,909.62	0.00	17,295.64

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2023 to 04/30/2023.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	1,798.04	250.00	0.00	0.00	2,048.04
	7102		Unknown revenue from 2016-2017	0.00	0.00	0.00	0.00	0.00
	8011		Interest Paid To Account	623.50	15.08	0.00	0.00	638.58
			F Totals:	2,463.01	265.08	0.00	0.00	2,728.09
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:	92,401.04	1,226.08	4,640.34	0.00	88,986.78

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			1,226.08	4,640.34		
NVHS Investment:						
NVHS Bank Balances:	92,401.04		1,226.08	4,640.34	0.00	88,986.78

Report Activity Totals:	92,401.04	1,226.08	4,640.34	0.00	88,986.78
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# USD 212

## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Voucher Number	Bank Name	Account Number	Check Number
Hill City Track Meet	First National Bank & Trust	003174	64339
Vendor	PO Number	Invoice #	Account Code
Hill City High School	23-2479	Hill City Track Meet	06-1000-890-01-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
KASB	First National Bank & Trust	003174	64340
Vendor	PO Number	Invoice #	Account Code
Kansas Assn Of School Boards	23-2480	KASB	06-2300-300-00-02
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
NCKSEC	First National Bank & Trust	003174	64341
Vendor	PO Number	Invoice #	Account Code
NCKSEC	23-2484	NCKSEC	30-1000-564-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Reimbursements	First National Bank & Trust	003174	64342
Vendor	PO Number	Invoice #	Account Code
Amber Brown	23-2485	Reimbursement	06-1000-890-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Reimbursements	First National Bank & Trust	003174	64343
Vendor	PO Number	Invoice #	Account Code
Jessie Thalheim	23-2486	Reimbursement	06-2720-626-00-05
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Sports 4/18-4/25	First National Bank & Trust	003174	64344
Vendor	PO Number	Invoice #	Account Code
Alma High School	23-2494	Sports 4/18-4/25	06-1000-890-01-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number

Sports 4/18-4/25	First National Bank & Trust	003174	64345
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton Community High School (NCHS)	23-2493	Sports 4/18-4/25	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Sports 4/18-4/25	First National Bank & Trust	003174	64346
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Osborne High School	23-2491	Sports 4/18-4/25	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Sports 4/18-4/25	First National Bank & Trust	003174	64347
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Wheatland High School	23-2492	Sports 4/18-4/25	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
JH Music Festival	First National Bank & Trust	003174	64348
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Belinda Thalheim	23-2505	JH Music Festival	06-1000-890-03-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64349
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Long Island	23-2500	4/25/2023	08-2600-411-03-00
City Of Long Island	23-2500	4/25/2023	08-2600-412-03-00
City Of Long Island	23-2500	4/25/2023	08-2600-421-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64350
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Compton Plumbing	23-2495	4/25/2023	08-2600-430-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64351
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	23-2497	4/25/2023	16-1000-700-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

April Bills 2	First National Bank & Trust	003174	64352
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Harlan County Journal	23-2498	4/25/2023	06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64353
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hop-A-Long IT Services	23-2496	4/25/2023	08-1000-300-00-00
Hop-A-Long IT Services	23-2507	4252023	16-1000-700-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64354
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech Wireless, LLC	23-2502	4/25/2023	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Bills 2	First National Bank & Trust	003174	64355
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Windmill Farms LLC dba: Revival Lawn Care	23-2487	4/25/2023	08-2600-400-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
High School Track 4/28-5/2	First National Bank & Trust	003174	64356
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Logan High School	23-2513	High School Track 4/28-5/2	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
High School Track 4/28-5/2	First National Bank & Trust	003174	64357
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Quinter High School	23-2512	High School Track 4/28-5/2	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64365
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PLAINVILLE HIGH SCHOOL	23-2517	High School Athletics 5/4-5/5	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64366

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Rock Hills High School	23-2519	High School Athletics 5/4-5/5	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64367
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Southern Valley Schools	23-2518	High School Athletics 5/4-5/5	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Ed Schurman	First National Bank & Trust	003174	64368
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ed Schurman	23-2515	Ed Schurman	26-2200-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Varsity Golf 5/9/2023	First National Bank & Trust	003174	64387
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillipsburg High School	23-2532	5/2/2023	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bus Purchase	First National Bank & Trust	003174	64388
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Great Plains Resource, LLP	23-2533	5/2/2023	16-2700-700-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
State Forensics	First National Bank & Trust	003174	64389
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hutchinson High School Debate	23-2534	State Forensics	06-1000-890-01-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
VIN Inspection for new Bus	First National Bank & Trust	003174	64390
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton County Sheriff	23-2535	VIN Inspection for new Bus	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Title Transfer	First National Bank & Trust	003174	64391
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton County Treasurer	23-2536	Title Transfer	06-2720-890-00-17

<b>Sub Total</b>			
<b>Voucher Number</b> May Bills	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 64392
<b>Vendor</b> Advocate Of Phillips Co., The	<b>PO Number</b> 23-2528	<b>Invoice #</b> 27	<b>Account Code</b> 06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> May Bills	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 64393
<b>Vendor</b> AFPLANSERV	<b>PO Number</b> 23-2503	<b>Invoice #</b> 1	<b>Account Code</b> 06-2300-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> May Bills	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 64394
<b>Vendor</b> Almena Lumber & Supply	<b>PO Number</b> 23-2545	<b>Invoice #</b> 39	<b>Account Code</b> 06-2300-890-00-30
Almena Lumber & Supply	23-2545	39	06-2600-626-00-02
Almena Lumber & Supply	23-2545	39	06-2720-626-00-04
Almena Lumber & Supply	23-2545	39	06-2720-626-00-05
Almena Lumber & Supply	23-2545	39	06-2720-626-00-06
Almena Lumber & Supply	23-2545	39	06-2720-626-00-10
Almena Lumber & Supply	23-2545	39	06-2720-626-00-12
Almena Lumber & Supply	23-2545	39	06-2720-626-00-14
Almena Lumber & Supply	23-2545	39	06-2720-626-00-15
Almena Lumber & Supply	23-2545	39	06-2720-626-00-18
Almena Lumber & Supply	23-2545	39	06-2720-626-00-19
Almena Lumber & Supply	23-2545	39	06-2720-626-00-20
Almena Lumber & Supply	23-2545	39	06-2720-626-00-22
<b>Sub Total</b>			
<b>Voucher Number</b> May Bills	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 64395
<b>Vendor</b> Amber Brown	<b>PO Number</b> 23-2554	<b>Invoice #</b> 47	<b>Account Code</b> 06-2300-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> May Bills	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 64396
<b>Vendor</b> Carquest	<b>PO Number</b> 23-2506	<b>Invoice #</b> 12	<b>Account Code</b> 34-1000-610-00-01
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64397
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Almena	23-2523	21	08-2600-411-01-00
City Of Almena	23-2523	21	08-2600-411-02-00
City Of Almena	23-2523	21	08-2600-412-01-00
City Of Almena	23-2523	21	08-2600-412-02-00
City Of Almena	23-2523	21	08-2600-421-01-00
City Of Almena	23-2523	21	34-2600-411-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64398
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ComplianceOne	23-2546	40	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64399
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
cwpubonline	23-2504	11	06-1000-610-01-05
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64400
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	23-2552	44	16-1000-700-01-00
Dealers First Financial L.L.C.	23-2552	45	16-1000-700-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64401
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Domain Listings	23-2509	14	08-2200-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64402
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Downtown Car Wash	23-2489	7	06-2720-890-00-04
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64403

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
E.G.A. Service Center	23-2530	30	06-2720-730-00-14
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64404
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Harris School Solutions	23-2510	15	06-2300-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64405
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hinklel Termite and Pest Control	23-2524	22	08-2600-425-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64406
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hop-A-Long IT Services	23-2537	32	06-2300-700-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64407
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Island Insurance	23-2520	19	06-2300-529-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64408
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jacobs Sales	23-2548	41	06-2600-626-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64409
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jamboree Foods	23-2490	8	06-2400-890-00-00
Jamboree Foods	23-2490	8	24-3100-630-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64410
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Kowpoke Supply	23-2525	23	08-2600-430-00-01
Kowpoke Supply	23-2525	23	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64411
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
KSHSAA	23-2538	33	06-1000-890-01-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64412
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Logan Laser and Printing	23-2516	18	06-2300-890-00-04
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64413
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-03
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-08
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-10
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-14
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-18
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64414
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Lookout Books	23-2542	36	06-2200-640-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64415
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Loren Groening Piano Service	23-2501	2	06-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64416
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Lou's Sporting Goods	23-2527	25	06-1000-890-03-01
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64417
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Marvin Gebhard	23-2481	May Bills	06-1000-890-00-02
Marvin Gebhard	23-2482	5/9	06-1000-890-00-02
Marvin Gebhard	23-2483	5	06-2300-890-00-30
Marvin Gebhard	23-2547	3	06-2300-890-00-30
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64418
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Matheson Tri-Gas Inc.	23-2508	13	34-1000-610-00-01
Matheson Tri-Gas Inc.	23-2553	46	34-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64419
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech (Nex-Tech)	23-2526	23	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64420
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Kansas Educational Service Center	23-2499	4	06-1000-610-01-11
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64421
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Kansas Library System	23-2543	38	06-2200-640-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64422
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwestern Office Supplies	23-2522	20	06-1000-610-01-11
Northwestern Office Supplies	23-2522	20	06-1000-610-02-09
Northwestern Office Supplies	23-2522	20	06-1000-610-03-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64423

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton County Solid Waste	23-2541	35	08-2600-421-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64424
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton Telegram	23-2551	43	06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64425
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ostmeyer Inc dba Culligan Soft Water Service	23-2539	34	08-2600-411-03-00
Ostmeyer Inc dba Culligan Soft Water Service	23-2550	43	08-2600-411-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64426
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillips County EMS	23-2540	35	06-2300-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64427
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillips County Review	23-2549	42	06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64428
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Renaissance	23-2529	29	06-1000-590-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64429
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sawyer's Ace Hardware	23-2514	17	06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64430
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Smith Irrigation & Equipment	23-2511	16	08-2600-430-00-01
Smith Irrigation & Equipment	23-2511	16	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64431
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Smoky Hill - USD 629	23-2488	6	06-2300-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
May Bills	First National Bank & Trust	003174	64432
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
VISA (VISA1)	23-2531	31	06-1000-610-00-01
VISA (VISA1)	23-2531	31	06-1000-610-00-02
VISA (VISA1)	23-2531	31	06-1000-610-01-06
VISA (VISA1)	23-2531	31	06-1000-610-01-09
VISA (VISA1)	23-2531	31	06-1000-610-01-10
VISA (VISA1)	23-2531	31	06-1000-890-00-00
VISA (VISA1)	23-2531	31	06-1000-890-01-01
VISA (VISA1)	23-2531	31	06-1000-890-01-09
VISA (VISA1)	23-2531	31	06-2200-640-01-00
VISA (VISA1)	23-2531	31	06-2300-590-00-01
VISA (VISA1)	23-2531	31	06-2300-890-00-00
VISA (VISA1)	23-2531	31	06-2400-890-00-00
VISA (VISA1)	23-2531	31	06-2720-626-00-05
VISA (VISA1)	23-2531	31	06-2720-626-00-15
VISA (VISA1)	23-2531	31	26-2200-502-00-00
<b>Sub Total</b>			
<b>Grand Total</b>			

Payee	Amount	Type
Hill City High School	\$140.00	Accounts Payable
Description	Issue Date	Amount
High School Track Meet	04/11/2023	\$140.00
		<b>\$140.00</b>
Payee	Amount	Type
Kansas Assn Of School Boards	\$6,774.90	Accounts Payable
Description	Issue Date	Amount
Membership renewal	04/11/2023	\$6,774.90
		<b>\$6,774.90</b>
Payee	Amount	Type
NCKSEC	\$28,602.00	Accounts Payable
Description	Issue Date	Amount
Specail Education Coop Split	04/13/2023	\$28,602.00
		<b>\$28,602.00</b>
Payee	Amount	Type
Amber Brown	\$69.03	Accounts Payable
Description	Issue Date	Amount
Mileage Claim	04/17/2023	\$69.03
		<b>\$69.03</b>
Payee	Amount	Type
Jessie Thalheim	\$74.46	Accounts Payable
Description	Issue Date	Amount
Gas Reimbursement	04/17/2023	\$74.46
		<b>\$74.46</b>
Payee	Amount	Type
Alma High School	\$25.00	Accounts Payable
Description	Issue Date	Amount
Golf	04/17/2023	\$25.00
		<b>\$25.00</b>
Payee	Amount	Type

Norton Community High School (NCHS)	\$65.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Golf	04/17/2023	\$65.00
		<b>\$65.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Osborne High School	\$120.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Track Meet	04/17/2023	\$120.00
		<b>\$120.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Wheatland High School	\$45.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
golf	04/17/2023	\$45.00
		<b>\$45.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Belinda Thalheim	\$143.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Middle School Music Festival	04/25/2023	\$143.00
		<b>\$143.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Long Island	\$115.19	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
0062	04/25/2023	\$54.00
0062	04/25/2023	\$40.19
0062	04/25/2023	\$21.00
		<b>\$115.19</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Compton Plumbing	\$80.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
778763	04/25/2023	\$80.00
		<b>\$80.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dealers First Financial L.L.C.	\$130.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
178045	04/25/2023	\$130.00
		<b>\$130.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Harlan County Journal	\$26.55	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
57553	04/25/2023	\$26.55
		<b>\$26.55</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hop-A-Long IT Services	\$4,169.45	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
1551	04/25/2023	\$686.48
1567	04/25/2023	\$3,482.97
		<b>\$4,169.45</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech Wireless, LLC	\$102.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
9695100	04/25/2023	\$102.40
		<b>\$102.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Windmill Farms LLC dba: Revival Lawn Care	\$6,164.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
949 and 950	04/25/2023	\$6,164.00
		<b>\$6,164.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Logan High School	\$125.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
High School Track	04/26/2023	\$125.00
		<b>\$125.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Quinter High School	\$150.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
High School Track	04/26/2023	\$150.00
		<b>\$150.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PLAINVILLE HIGH SCHOOL	\$40.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
JV Golf	04/27/2023	\$40.00
		<b>\$40.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Rock Hills High School	\$120.00	Accounts Payable

Description	Issue Date	Amount
High School Track Meet	04/27/2023	\$120.00
		<b>\$120.00</b>
Payee	Amount	Type
Southern Valley Schools	\$50.00	Accounts Payable
Description	Issue Date	Amount
Varsity Golf	04/27/2023	\$50.00
		<b>\$50.00</b>
Payee	Amount	Type
Ed Schurman	\$1,218.20	Accounts Payable
Description	Issue Date	Amount
Tuition	04/27/2023	\$1,218.20
		<b>\$1,218.20</b>
Payee	Amount	Type
Phillipsburg High School	\$50.00	Accounts Payable
Description	Issue Date	Amount
Varsity Golf	05/02/2023	\$50.00
		<b>\$50.00</b>
Payee	Amount	Type
Great Plains Resource, LLP	\$14,250.00	Accounts Payable
Description	Issue Date	Amount
5/2/2023	05/02/2023	\$14,250.00
		<b>\$14,250.00</b>
Payee	Amount	Type
Hutchinson High School Debate	\$24.00	Accounts Payable
Description	Issue Date	Amount
Lunch Payment For State Forensics	05/03/2023	\$24.00
		<b>\$24.00</b>
Payee	Amount	Type
Norton County Sheriff	\$20.00	Accounts Payable
Description	Issue Date	Amount
VIN Inspection for new Bus	05/03/2023	\$20.00
		<b>\$20.00</b>
Payee	Amount	Type
Norton County Treasurer	\$28.75	Accounts Payable
Description	Issue Date	Amount
Title Transfer	05/03/2023	\$28.75

		<b>\$28.75</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Advocate Of Phillips Co., The	\$81.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
4/27/2023	05/09/2023	\$81.40
		<b>\$81.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
AFPLANSERV	\$14.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
23033163020	05/09/2023	\$14.00
		<b>\$14.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Lumber & Supply	\$3,904.87	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
4302023	05/09/2023	\$91.31
4302023	05/09/2023	\$75.87
4302023	05/09/2023	\$151.52
4302023	05/09/2023	\$143.89
4302023	05/09/2023	\$17.94
4302023	05/09/2023	\$43.79
4302023	05/09/2023	\$73.84
4302023	05/09/2023	\$380.00
4302023	05/09/2023	\$104.25
4302023	05/09/2023	\$1,368.50
4302023	05/09/2023	\$343.55
4302023	05/09/2023	\$354.83
4302023	05/09/2023	\$755.58
		<b>\$3,904.87</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Amber Brown	\$93.85	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Board meetings and Cathy's Retirement	05/09/2023	\$93.85
		<b>\$93.85</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Carquest	\$105.11	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Suburban 3	05/09/2023	\$105.11
		<b>\$105.11</b>

Payee	Amount	Type
City Of Almena	\$1,042.63	Accounts Payable
Description	Issue Date	Amount
4/27/2023	05/09/2023	\$95.20
4/27/2023	05/09/2023	\$224.40
4/27/2023	05/09/2023	\$70.28
4/27/2023	05/09/2023	\$141.41
4/27/2023	05/09/2023	\$400.00
4/27/2023	05/09/2023	\$111.34
		<b>\$1,042.63</b>

Payee	Amount	Type
ComplianceOne	\$30.80	Accounts Payable
Description	Issue Date	Amount
304295	05/09/2023	\$30.80
		<b>\$30.80</b>

Payee	Amount	Type
cwpubonline	\$119.00	Accounts Payable
Description	Issue Date	Amount
39853	05/09/2023	\$119.00
		<b>\$119.00</b>

Payee	Amount	Type
Dealers First Financial L.L.C.	\$920.00	Accounts Payable
Description	Issue Date	Amount
178484	05/09/2023	\$460.00
178484	05/09/2023	\$460.00
		<b>\$920.00</b>

Payee	Amount	Type
Domain Listings	\$288.00	Accounts Payable
Description	Issue Date	Amount
242-1848	05/09/2023	\$288.00
		<b>\$288.00</b>

Payee	Amount	Type
Downtown Car Wash	\$6.47	Accounts Payable
Description	Issue Date	Amount
1735	05/09/2023	\$6.47
		<b>\$6.47</b>

Payee	Amount	Type
E.G.A. Service Center	\$915.95	Accounts Payable

Description	Issue Date	Amount
103730	05/09/2023	\$915.95
		<b>\$915.95</b>
Payee	Amount	Type
Harris School Solutions	\$958.80	Accounts Payable
Description	Issue Date	Amount
Datxt0001401 and Haptxt0001112	05/09/2023	\$958.80
		<b>\$958.80</b>
Payee	Amount	Type
Hinklel Termite and Pest Control	\$106.09	Accounts Payable
Description	Issue Date	Amount
15545	05/09/2023	\$106.09
		<b>\$106.09</b>
Payee	Amount	Type
Hop-A-Long IT Services	\$5,726.18	Accounts Payable
Description	Issue Date	Amount
1577	05/09/2023	\$5,726.18
		<b>\$5,726.18</b>
Payee	Amount	Type
Island Insurance	\$170.00	Accounts Payable
Description	Issue Date	Amount
Bond For Kacie Yocum	05/09/2023	\$170.00
		<b>\$170.00</b>
Payee	Amount	Type
Jacobs Sales	\$192.00	Accounts Payable
Description	Issue Date	Amount
Lawn mower	05/09/2023	\$192.00
		<b>\$192.00</b>
Payee	Amount	Type
Jamboree Foods	\$33.74	Accounts Payable
Description	Issue Date	Amount
4142023	05/09/2023	\$20.18
4142023	05/09/2023	\$13.56
		<b>\$33.74</b>
Payee	Amount	Type
Kowpoke Supply	\$550.01	Accounts Payable
Description	Issue Date	Amount

5/1/2023	05/09/2023	\$121.22
5/1/2023	05/09/2023	\$428.79
		<b>\$550.01</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KSHSAA	\$36.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
23-6905	05/09/2023	\$36.00
		<b>\$36.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Logan Laser and Printing	\$40.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
4/24/2023	05/09/2023	\$40.00
		<b>\$40.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Long Island Feed and Grain, LLC	\$898.37	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
38243	05/09/2023	\$64.09
38243	05/09/2023	\$173.43
38243	05/09/2023	\$337.50
38243	05/09/2023	\$173.72
38243	05/09/2023	\$149.63
		<b>\$898.37</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lookout Books	\$344.85	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
ARU0353750	05/09/2023	\$344.85
		<b>\$344.85</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Loren Groening Piano Service	\$360.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
035238 and 035239	05/09/2023	\$360.00
		<b>\$360.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lou's Sporting Goods	\$156.30	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
APC745275-AX0	05/09/2023	\$156.30
		<b>\$156.30</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Marvin Gebhard	\$118.86	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
KSHSAA Mtg.	05/09/2023	\$20.00
WKLL Music Concert	05/09/2023	\$20.00
Fuel Reimbursement Car 30	05/09/2023	\$30.97
Fuel reimbursement	05/09/2023	\$47.89
		<b>\$118.86</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Matheson Tri-Gas Inc.	\$226.86	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
0028697695-00	05/09/2023	\$23.31
270007	05/09/2023	\$203.55
		<b>\$226.86</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech (Nex-Tech)	\$89.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
5/1/2023	05/09/2023	\$89.00
		<b>\$89.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Kansas Educational Service Center	\$78.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
022597 and 022605	05/09/2023	\$78.00
		<b>\$78.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Kansas Library System	\$32.46	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
2441	05/09/2023	\$32.46
		<b>\$32.46</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwestern Office Supplies	\$1,485.49	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
4/28/2023	05/09/2023	\$573.87
4/28/2023	05/09/2023	\$603.51
4/28/2023	05/09/2023	\$308.11
		<b>\$1,485.49</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton County Solid Waste	\$23.20	Accounts Payable

Description	Issue Date	Amount
63079	05/09/2023	\$23.20
		<b>\$23.20</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton Telegram	\$388.95	Accounts Payable
Description	Issue Date	Amount
3/15-4/26	05/09/2023	\$388.95
		<b>\$388.95</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ostmeyer Inc dba Culligan Soft Water Service	\$90.25	Accounts Payable
Description	Issue Date	Amount
4/30/2023	05/09/2023	\$48.75
Long Island School	05/09/2023	\$41.50
		<b>\$90.25</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillips County EMS	\$191.16	Accounts Payable
Description	Issue Date	Amount
4/21/2023	05/09/2023	\$191.16
		<b>\$191.16</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillips County Review	\$208.66	Accounts Payable
Description	Issue Date	Amount
Janitor wanted ads	05/09/2023	\$208.66
		<b>\$208.66</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Renaissance	\$10.28	Accounts Payable
Description	Issue Date	Amount
5283739	05/09/2023	\$10.28
		<b>\$10.28</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sawyer's Ace Hardware	\$93.60	Accounts Payable
Description	Issue Date	Amount
76640	05/09/2023	\$93.60
		<b>\$93.60</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Smith Irrigation & Equipment	\$1,963.01	Accounts Payable
Description	Issue Date	Amount

129 And 130	05/09/2023	\$1,046.77
129 And 130	05/09/2023	\$916.24
		<b>\$1,963.01</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Smoky Hill - USD 629	\$2,176.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
23-01058	05/09/2023	\$2,176.40
		<b>\$2,176.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
VISA (VISA1)	\$3,882.63	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
4/21/2023	05/09/2023	\$152.18
4/21/2023	05/09/2023	\$64.98
4/21/2023	05/09/2023	\$903.85
4/21/2023	05/09/2023	\$357.94
4/21/2023	05/09/2023	\$117.59
4/21/2023	05/09/2023	\$29.02
4/21/2023	05/09/2023	\$934.38
4/21/2023	05/09/2023	\$47.64
4/21/2023	05/09/2023	\$9.69
4/21/2023	05/09/2023	\$9.96
4/21/2023	05/09/2023	\$405.28
4/21/2023	05/09/2023	\$520.46
4/21/2023	05/09/2023	\$159.47
4/21/2023	05/09/2023	\$154.30
4/21/2023	05/09/2023	\$15.89
		<b>\$3,882.63</b>
		<b>\$91,075.16</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Check Date	Check Number	Payee	Type	Amount
	64392	Advocate Of Phillips Co., The	Accounts Payable	\$81.40
	64393	AFPLANSERV	Accounts Payable	\$14.00
	64394	Almena Lumber & Supply	Accounts Payable	\$3,904.87
	64395	Amber Brown	Accounts Payable	\$93.85
	64396	Carquest	Accounts Payable	\$105.11
	64397	City Of Almena	Accounts Payable	\$1,042.63
	64398	ComplianceOne	Accounts Payable	\$30.80
	64399	cwpubonline	Accounts Payable	\$119.00
	64400	Dealers First Financial L.L.C.	Accounts Payable	\$920.00
	64401	Domain Listings	Accounts Payable	\$288.00
	64402	Downtown Car Wash	Accounts Payable	\$6.47
	64403	E.G.A. Service Center	Accounts Payable	\$915.95
	64404	Harris School Solutions	Accounts Payable	\$958.80
	64405	Hinkle Termite and Pest Control	Accounts Payable	\$106.09
	64406	Hop-A-Long IT Services	Accounts Payable	\$5,726.18
	64407	Island Insurance	Accounts Payable	\$170.00
	64408	Jacobs Sales	Accounts Payable	\$192.00
	64409	Jamboree Foods	Accounts Payable	\$33.74
	64410	Kowpoke Supply	Accounts Payable	\$550.01
	64411	KSHSAA	Accounts Payable	\$36.00
	64412	Logan Laser and Printing	Accounts Payable	\$40.00
	64413	Long Island Feed and Grain, LLC	Accounts Payable	\$898.37
	64414	Lookout Books	Accounts Payable	\$344.85
	64415	Loren Groening Piano Service	Accounts Payable	\$360.00
	64416	Lou's Sporting Goods	Accounts Payable	\$156.30
	64417	Marvin Gebhard	Accounts Payable	\$118.86
	64418	Matheson Tri-Gas Inc.	Accounts Payable	\$226.86
	64419	Nex-Tech (Nex-Tech)	Accounts Payable	\$89.00
	64420	Northwest Kansas Educational Service Center	Accounts Payable	\$78.00
	64421	Northwest Kansas Library System	Accounts Payable	\$32.46
	64422	Northwestern Office Supplies	Accounts Payable	\$1,485.49
	64423	Norton County Solid Waste	Accounts Payable	\$23.20
	64424	Norton Telegram	Accounts Payable	\$388.95
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$90.25
	64426	Phillips County EMS	Accounts Payable	\$191.16
	64427	Phillips County Review	Accounts Payable	\$208.66
	64428	Renaissance	Accounts Payable	\$10.28

	64429	Sawyer's Ace Hardware	Accounts Payable	\$93.60
	64430	Smith Irrigation & Equipment	Accounts Payable	\$1,963.01
	64431	Smoky Hill - USD 629	Accounts Payable	\$2,176.40
	64432	VISA (VISA1)	Accounts Payable	\$3,882.63
04/11/2023	64339	Hill City High School	Accounts Payable	\$140.00
04/11/2023	64340	Kansas Assn Of School Boards	Accounts Payable	\$6,774.90
04/13/2023	64341	NCKSEC	Accounts Payable	\$28,602.00
04/17/2023	64342	Amber Brown	Accounts Payable	\$69.03
04/17/2023	64343	Jessie Thalheim	Accounts Payable	\$74.46
04/17/2023	64344	Alma High School	Accounts Payable	\$25.00
04/17/2023	64345	Norton Community High School (NCHS)	Accounts Payable	\$65.00
04/17/2023	64346	Osborne High School	Accounts Payable	\$120.00
04/17/2023	64347	Wheatland High School	Accounts Payable	\$45.00
04/25/2023	64348	Belinda Thalheim	Accounts Payable	\$143.00
04/25/2023	64349	City Of Long Island	Accounts Payable	\$115.19
04/25/2023	64350	Compton Plumbing	Accounts Payable	\$80.00
04/25/2023	64351	Dealers First Financial L.L.C.	Accounts Payable	\$130.00
04/25/2023	64352	Harlan County Journal	Accounts Payable	\$26.55
04/25/2023	64353	Hop-A-Long IT Services	Accounts Payable	\$4,169.45
04/25/2023	64354	Nex-Tech Wireless, LLC	Accounts Payable	\$102.40
04/25/2023	64355	Windmill Farms LLC dba: Revival Lawn Care	Accounts Payable	\$6,164.00
04/26/2023	64356	Logan High School	Accounts Payable	\$125.00
04/26/2023	64357	Quinter High School	Accounts Payable	\$150.00
04/27/2023	64365	PLAINVILLE HIGH SCHOOL	Accounts Payable	\$40.00
04/27/2023	64366	Rock Hills High School	Accounts Payable	\$120.00
04/27/2023	64367	Southern Valley Schools	Accounts Payable	\$50.00
04/27/2023	64368	Ed Schurman	Accounts Payable	\$1,218.20
05/02/2023	64387	Phillipsburg High School	Accounts Payable	\$50.00
05/02/2023	64388	Great Plains Resource, LLP	Accounts Payable	\$14,250.00
05/03/2023	64389	Hutchinson High School Debate	Accounts Payable	\$24.00
05/03/2023	64390	Norton County Sheriff	Accounts Payable	\$20.00
05/03/2023	64391	Norton County Treasurer	Accounts Payable	\$28.75
<b>Sub Total</b>				<b>\$91,075.16</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Check Date	Check Number	Payee	Description	Type
	64392	Advocate Of Phillips Co., The	Inv: 27	Accounts Payable
	64393	AFPLANSERV	Inv: 1	Accounts Payable
04/17/2023	64344	Alma High School	Inv: Sports 4/18-4/25	Accounts Payable
	64394	Almena Lumber & Supply	Inv: 39	Accounts Payable
	64395	Amber Brown	Inv: 47	Accounts Payable
04/17/2023	64342	Amber Brown	Inv: Reimbursement	Accounts Payable
04/25/2023	64348	Belinda Thalheim	Inv: JH Music Festival	Accounts Payable
	64396	Carquest	Inv: 12	Accounts Payable
	64397	City Of Almena	Inv: 21	Accounts Payable
04/25/2023	64349	City Of Long Island	Inv: 4/25/2023	Accounts Payable
	64398	ComplianceOne	Inv: 40	Accounts Payable
04/25/2023	64350	Compton Plumbing	Inv: 4/25/2023	Accounts Payable
	64399	cwpubonline	Inv: 11	Accounts Payable
	64400	Dealers First Financial L.L.C.	Inv: 44	Accounts Payable
	64400	Dealers First Financial L.L.C.	Inv: 45	Accounts Payable
04/25/2023	64351	Dealers First Financial L.L.C.	Inv: 4/25/2023	Accounts Payable
	64401	Domain Listings	Inv: 14	Accounts Payable
	64402	Downtown Car Wash	Inv: 7	Accounts Payable
	64403	E.G.A. Service Center	Inv: 30	Accounts Payable
04/27/2023	64368	Ed Schurman	Inv: Ed Schurman	Accounts Payable
05/02/2023	64388	Great Plains Resource, LLP	Inv: 5/2/2023	Accounts Payable
04/25/2023	64352	Harlan County Journal	Inv: 4/25/2023	Accounts Payable
	64404	Harris School Solutions	Inv: 15	Accounts Payable
04/11/2023	64339	Hill City High School	Inv: Hill City Track Meet	Accounts Payable
	64405	Hinklel Termite and Pest Control	Inv: 22	Accounts Payable
	64406	Hop-A-Long IT Services	Inv: 32	Accounts Payable
04/25/2023	64353	Hop-A-Long IT Services	Inv: 4/25/2023	Accounts Payable
04/25/2023	64353	Hop-A-Long IT Services	Inv: 4252023	Accounts Payable
05/03/2023	64389	Hutchinson High School Debate	Inv: State Forensics	Accounts Payable
	64407	Island Insurance	Inv: 19	Accounts Payable
	64408	Jacobs Sales	Inv: 41	Accounts Payable
	64409	Jamboree Foods	Inv: 8	Accounts Payable
04/17/2023	64343	Jessie Thalheim	Inv: Reimbursement	Accounts Payable
04/11/2023	64340	Kansas Assn Of School Boards	Inv: KASB	Accounts Payable
	64410	Kowpoke Supply	Inv: 23	Accounts Payable
	64411	KSHSAA	Inv: 33	Accounts Payable
04/26/2023	64356	Logan High School	Inv: High School Track 4/28-5/2	Accounts Payable

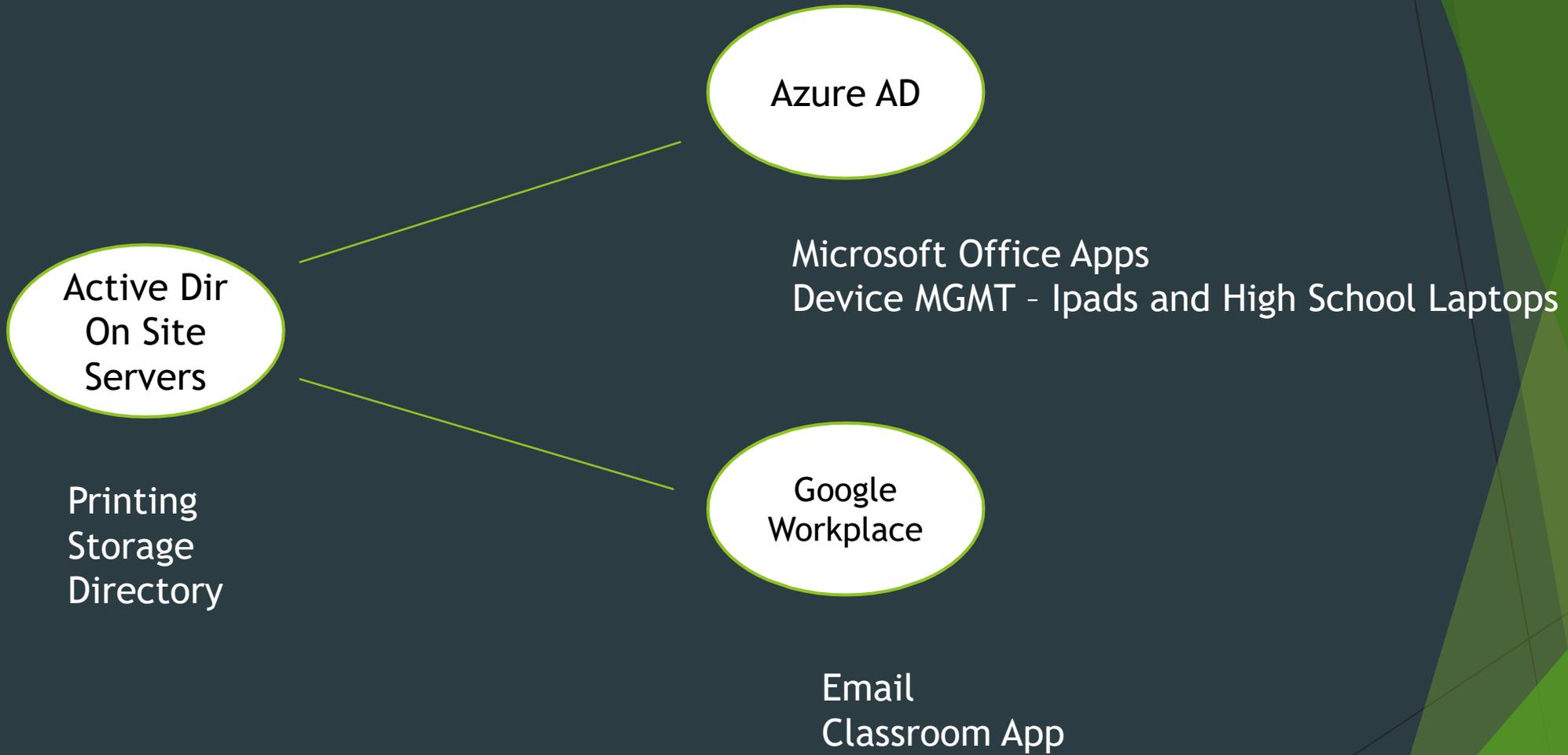
	64412	Logan Laser and Printing	Inv: 18	Accounts Payable
	64413	Long Island Feed and Grain, LLC	Inv: 39	Accounts Payable
	64414	Lookout Books	Inv: 36	Accounts Payable
	64415	Loren Groening Piano Service	Inv: 2	Accounts Payable
	64416	Lou's Sporting Goods	Inv: 25	Accounts Payable
	64417	Marvin Gebhard	Inv: 3	Accounts Payable
	64417	Marvin Gebhard	Inv: 5	Accounts Payable
	64417	Marvin Gebhard	Inv: 5/9	Accounts Payable
	64417	Marvin Gebhard	Inv: May Bills	Accounts Payable
	64418	Matheson Tri-Gas Inc.	Inv: 13	Accounts Payable
	64418	Matheson Tri-Gas Inc.	Inv: 46	Accounts Payable
04/13/2023	64341	NCKSEC	Inv: NCKSEC	Accounts Payable
	64419	Nex-Tech (Nex-Tech)	Inv: 23	Accounts Payable
04/25/2023	64354	Nex-Tech Wireless, LLC	Inv: 4/25/2023	Accounts Payable
	64420	Northwest Kansas Educational Service Center	Inv: 4	Accounts Payable
	64421	Northwest Kansas Library System	Inv: 38	Accounts Payable
	64422	Northwestern Office Supplies	Inv: 20	Accounts Payable
04/17/2023	64345	Norton Community High School (NCHS)	Inv: Sports 4/18-4/25	Accounts Payable
05/03/2023	64390	Norton County Sheriff	Inv: VIN Inspection for new Bus	Accounts Payable
	64423	Norton County Solid Waste	Inv: 35	Accounts Payable
05/03/2023	64391	Norton County Treasurer	Inv: Title Transfer	Accounts Payable
	64424	Norton Telegram	Inv: 43	Accounts Payable
04/17/2023	64346	Osborne High School	Inv: Sports 4/18-4/25	Accounts Payable
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 34	Accounts Payable
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 43	Accounts Payable
	64426	Phillips County EMS	Inv: 35	Accounts Payable
	64427	Phillips County Review	Inv: 42	Accounts Payable
05/02/2023	64387	Phillipsburg High School	Inv: 5/2/2023	Accounts Payable
04/27/2023	64365	PLAINVILLE HIGH SCHOOL	Inv: High School Athletics 5/4-5/5	Accounts Payable
04/26/2023	64357	Quinter High School	Inv: High School Track 4/28-5/2	Accounts Payable
	64428	Renaissance	Inv: 29	Accounts Payable
04/27/2023	64366	Rock Hills High School	Inv: High School Athletics 5/4-5/5	Accounts Payable
	64429	Sawyer's Ace Hardware	Inv: 17	Accounts Payable
	64430	Smith Irrigation & Equipment	Inv: 16	Accounts Payable
	64431	Smoky Hill - USD 629	Inv: 6	Accounts Payable
04/27/2023	64367	Southern Valley Schools	Inv: High School Athletics 5/4-5/5	Accounts Payable
	64432	VISA (VISA1)	Inv: 31	Accounts Payable
04/17/2023	64347	Wheatland High School	Inv: Sports 4/18-4/25	Accounts Payable
04/25/2023	64355	Windmill Farms LLC dba: Revival Lawn Care	Inv: 4/25/2023	Accounts Payable
<b>Sub Total</b>				

Amount
\$81.40
\$14.00
\$25.00
\$3,904.87
\$93.85
\$69.03
\$143.00
\$105.11
\$1,042.63
\$115.19
\$30.80
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\$915.95
\$1,218.20
\$14,250.00
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\$106.09
\$5,726.18
\$686.48
\$3,482.97
\$24.00
\$170.00
\$192.00
\$33.74
\$74.46
\$6,774.90
\$550.01
\$36.00
\$125.00

\$40.00
\$898.37
\$344.85
\$360.00
\$156.30
\$47.89
\$30.97
\$20.00
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\$28,602.00
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\$32.46
\$1,485.49
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\$20.00
\$23.20
\$28.75
\$388.95
\$120.00
\$48.75
\$41.50
\$191.16
\$208.66
\$50.00
\$40.00
\$150.00
\$10.28
\$120.00
\$93.60
\$1,963.01
\$2,176.40
\$50.00
\$3,882.63
\$45.00
\$6,164.00
<b>\$91,075.16</b>

# Northern Valley Proposal

- Hire Hop-A-Long I.T. Vs Hire Just Ryan
- Move Towards Cloud Only Environment Vs On Site w/ Cloud



# What Are the Obvious current Costs?

Ryan	52000	4333.33		4 hours a day 5 days a week. Teaching 2 classes				
M365	2237.76	186.48		28 Licenses				
AV	1128	94		47 machines only				
Intune	252	21		72 ipads				
Firewalls	6000	500		2 firewalls and DNS Filtering				

# What are the hidden costs?

Server Costs	6000	500		5 Servers on a 5 year replacement cycle 60 months/\$30000 cost
Fica Tax on Ryan	4500	375		Tax paid on Ryan as an employee of the school.
Electricity for Servers	2500	208.33		Electricity to run all servers each month
Battery Backups	1200	100		Electricity and hardware costs

## Actual Cost Currently

**Monthly**  
**\$6,318.14**

**Yearly**  
**\$75,817.76**

# RISK

- ▶ What is the Cost of Risk?
  - ▶ If a server fails -- \$5000 - \$10000 or Warranty Costs
  - ▶ Down Time
  - ▶ Unexpected Labor
  - ▶ Security -
    - ▶ Not all machines are properly protected
    - ▶ SPAM Protection -- #1 potential Risk of security issues
  - ▶ Backups - Last Resort
  - ▶ Its hard to put a value on peace of mind!!!

# What are we missing?

- Proper email spam filtering
- Actual tested backups of data
- AV/EDR District Wide
- Single Method/Point of Management

# Why are these things important?

## ▶ Spam Filtering:

- ▶ Spam is the easiest way to get infected or lose sensitive data
- ▶ Phishing attempts are targeted attacks on a user to get sensitive information
  - ▶ Between Ken and Amber's account there are have been several phishing attempts this year
  - ▶ Requests for ACH information, bank account information, ect.
  - ▶ During Covid fake insurance claims or unemployment claims
  - ▶ Students are also targeted - Credit card info, social security, ect.

## ▶ Backups:

- ▶ Whether the data is on servers or in the cloud there needs to be a backup.
  - ▶ The school was infected with ransomware via email after I first started
  - ▶ Cloud is just someone elses computer so data needs to be backed up.
  - ▶ Reduced down time == \$\$\$\$\$

## ▶ AV District Wide:

- ▶ It's the last line of defense on any machine
  - ▶ Students should have the same protection if not more than staff.

## ▶ Single Point of Management

- ▶ Easier to manage for anyone
- ▶ Easier to document
- ▶ Easier to maintain
- ▶ Time == \$\$\$\$\$

# Proposed Changes

- ▶ Hire Hop-A-Long I.T.
  - ▶ Cyber Security Insurance form even asks what MSP (Managed Service Provider) you use.
  - ▶ Less overhead and administrative work in house when hiring my company as opposed to hiring me personally.
  - ▶ Hiring an MSP is generally more cost effective than a full time person.
  - ▶ One Monthly Bill instead of several.
  - ▶ Predictable Cost
  - ▶ 2 Hours on Site M-F and unlimited remote support and on site with a submitted ticket.
    - ▶ I don't offer any guaranteed on site time to any of my other clients
    - ▶ Willing to teach during that time. I would prefer 1 class.
    - ▶ If I hire someone else moving forward it could be them helping too after the 2 dedicated hours.
  - ▶ Willing to train all staff quarterly for an hour on things like one drive, security, share point, ect.
- ▶ Move totally cloud based
  - ▶ Reduces hardware and licensing costs
  - ▶ Data Stored in the cloud can be accessed anywhere. - We cant currently do that.
  - ▶ Reduces RISK - What is this worth???
  - ▶ Makes management easier and more streamlined when we get there. (Intune Management)
- ▶ Have Hop-A-Long I.T. Implement
  - ▶ Proofpoint Spam Filter and Staff Training
    - ▶ Scans all email prior to delivery for all users
    - ▶ Allows us to implement training courses to teach end users how to detect false emails.
    - ▶ Properly manage student emails
  - ▶ SaaS Backups of all M365 Data
    - ▶ Email, Storage Server (Share Point), and One Drive's
  - ▶ Server Backup
    - ▶ Any Archived data saved on 2 old storage servers.
  - ▶ Upgrade staff from Education Standard M365 to Education Premium
    - ▶ Allows us to deploy Microsoft EDR to all devices.

# Continued Changes

- ▶ Implement Printix
  - ▶ Cloud based printing
  - ▶ Easier deployment of all printers to end user devices
- ▶ Optional Changes
  - ▶ Move Library Server to the cloud



# Proposed Change Cost

\$84,000 vs \$75,817.76

## What's Gained

- Modern Management
- Simplified Management
- Hop-A-Long I.T. On Call @ anytime
- Backups
- Hardware Risk Reduction
- Spam protection
- AV/EDR for all devices

OR

- Don't do backups
- Don't worry about AV on all machines
- Don't do Spam Protection
- Still Move to the cloud for simplified MGMT
- Still Hire Hop-A-Long I.T. @ Anytime
- Still Reduce Risk
- Would Reduce Cost back to the \$75,000 area

**BILL VONLINTEL**  
785 259 1331 - Cell

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— [www.kansasoriginalflooring.com](http://www.kansasoriginalflooring.com)

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- Game Lines -  
- Artwork -  
\* Core boring for VOLLEYBALL Standards \*  
- Repair / Installation -

**BEN VONLINTEL**  
785-656-3655 - Cell

SERVING ALL OF KANSAS

3/24/2023

Ken Tharman - Superintendent

QUOTE

USD 212

PO Box 217

Almena KS 67622

Fax - 785-669-2263 Phone – 785 669 2445

Re: Maintenance coats 2022

**Procedure for maintenance coating process:**

We will clean the floor with our auto scrubber using random orbit technology in combination with super shine all cleaning agents and surface prep pads. We will further dry pad the floor with surface prep pads, vacuum and tack. We will apply first coat of **MFMA Approved Hillyard Basecoat 2** and allow to dry. We will tack floor and apply second coat of **MFMA Approved Hillyard 1907** water base finish.

**Maintenance Coat Base Bid High School**

The following price of **\$2,750** is our bid for work. This includes materials and labor. All to be done on **6,900 sq. ft.** existing flooring.

**Maintenance Coat Base Bid Long Island School**

The following price of **\$1,300.00** is our bid for work. This includes materials and labor. All to be done on **3,000 sq. ft.** existing flooring.

**Total 2023 bid for both gyms. \$4,050.00**

**OPTION: Almena Auxiliary gym (SQ.FT. 2,600)**

**ADD: \$1,125.00**

Our company has over 35 years combined experience in the gym floor industry. We would like to provide you with a 2022 maintenance coat bid on your gymnasium floors. The owners will be directly involved with the maintenance coating procedure.

**If this bid is acceptable, please contact us and we will forward a contract and discuss scheduling. You can reach us on my cell – 785 656 3655 or email – [KSOriginalFlooring@gmail.com](mailto:KSOriginalFlooring@gmail.com)**

**Thank you for your consideration.**

Respectfully submitted Ben & Bill VonLintel

**Kansas Original Flooring and Refinishing LLC**

# Cutting Edge Concrete Design

2901 Cottonwood Lane, Hays, KS 67601

785-623-8721

Date: 3/2/23

Name: Marvin Grebhard Job Site: Long Island, KS School

Address: 627 Washington Ave Long Island, KS 67047

Thank you for allowing Cutting Edge Concrete Design turn your ordinary concrete into extraordinary.

**Description of Work:**

Surface Prep: Remove existing paint, Grind concrete fill cracks & holes. Apply 1ct of epoxy primer sealer, 1ct of base color epoxy, 1ct of 100% broadcast flake, 2cts of Urethane sealer

	Supplies + Labor	
Corridor	520 @ 9.00 per	4680.00
Kitchen	180 @ 9.00 per	1620.00
Mens bathroom	252 @ 9.00 per	2268.00
Mens locker	145 @ 9.00 per	1305.00
Womens bathroom	143 @ 9.00 per	1287.00
Womens locker	83 @ 9.00 per	747.00

Terms/Notice: mileage 85 miles @ 2.50 per (strips) per job 1062.50  
 50% deposit is required prior to the start of work and balance is due upon completion.

\$12,969

Reactive stains, epoxies and sealers are very unique chemicals, they give beautiful color and dazzling effects. Depending on your expectations, some of the effects that these stains and coatings create may be construed as defects. Some characteristics may include but not limited to: will not color evenly, will not color sealed or painted surfaces, will give different color on different batches of concrete, will not give exact color, will show concrete defects and blemishes through the stain/sealer and out-gassing of concrete may create bubbling, dimples or blisters in coatings. We propose to hereby furnish material (except where specified) and labor, complete in accordance with above specifications for the sum and terms indicated above. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over above this invoice. Customer agrees to provide electricity (110 volt) and water for the term of the job.

I hereby authorize the commencement and completion of the above written job order. I have read and understand the terms/notice and give permission for personnel to enter the property to perform the above mentioned work. I agree to the payment terms and I agree to an interest charge of 1.5% per month in addition to any legal fees associated in the collection of the balance due.

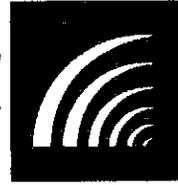
Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received:  
 Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Date: \_\_\_\_\_ Amount: \_\_\_\_\_

# CARPET ONE

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Decorating Center, Inc.



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## PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

### PROPOSAL SUBMITTED TO:

March 17, 2023

USD 212 Northern Valley Schools  
512 West Bryant  
Almena, Kansas 67622  
785-664-8231  
Job: #15912

**Project: Almena School**

### Furnish and Install:

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Learn and Live Rise Up color 968 Douglas, installed with release adhesive system of installation. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package.

Classroom #1 – 2 <sup>nd</sup> Grade	\$ 4,770.00
Classroom #2 – 1 <sup>st</sup> Grade	\$ 4,770.00
Classroom #3 - Preschool	\$ 4,770.00
Classroom #4 – 3 <sup>rd</sup> Grade	\$ 4,770.00
Main Office & West Hallway Ramp 1 <sup>st</sup> Floor	\$ 5,232.00
Charter Offices & Spare Office 2 <sup>nd</sup> Floor	\$ 6,245.00

Sales Tax Exempt ID#: \_\_\_\_\_

**TERMS:** Deposit will be billed upon selection of areas. Balance due upon completion of installation.

# CARPET ONE

America's Largest Carpet Retailer

By **VITZTUM**  
Decorating Center, Inc.



113 East 13th Hays, Kansas 67601 785-625-5623 or 1-800-786-8319

www.hayscarpetone.com • Join us on Facebook 

## PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

### PROPOSAL SUBMITTED TO:

April 18, 2023

USD 212 Northern Valley Schools  
512 West Bryant  
Almena, Kansas 67622  
785-664-8231  
Job: # 15912

**Project: High School - Almena School**

**Furnish and Install:**

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Lean and Live Rise Up color 968 Douglas, installed with release adhesive system of installation. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package.

Notes: Bid includes 6" vinyl base as required main office area. Bid includes custom vinyl nosing for landing areas as required in science classroom area.

Classroom - History	\$ 4,770.00
Classroom - Resource Room	\$ 4,770.00
Classroom - Business Computer Lab	\$ 4,770.00
Classroom - Business Room	\$ 4,770.00
Special Education / Health Room	\$ 3,790.00
Library, Library Office, Library Storage	\$ 11,732.00
Classroom - Science	\$ 6,275.00
Classroom - Math	\$ 4,770.00
Main Office, Superintendent Office, File Room	\$ 4,845.00
Classroom - Yearbook	\$ 4,770.00
Classroom - Conference / Copy Room	\$ 4,770.00

Sales Tax Exempt ID#: \_\_\_\_\_

**TERMS:** Deposit will be billed upon selection of areas. Balance due upon completion of installation.

# CARPET ONE

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## PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

### PROPOSAL SUBMITTED TO:

January 25, 2023

USD 212 Northern Valley Schools  
512 West Bryant  
Almena, Kansas 67622  
785-664-8231  
Job: # 15912

**Project: Long Island School – 3<sup>rd</sup> Floor**

### Furnish and Install:

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Learn and Live Rise Up color 968 Douglas, installed with release adhesive system of installation, for second floor southeast office, south middle classroom, north middle classroom, and hallway floor areas. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package. Bid includes installation of vinyl base as required to complete installation of new floor packages for areas receiving new flooring packages.

Materials and Installation Service	\$ 7,932.00
Sales Tax	\$ exempt
Base Bid Package Price	\$ 7,932.00

Sales Tax Exempt ID#: \_\_\_\_\_

TERMS: \$ 3,500.00 Deposit for special ordered materials. Balance due upon completion of installation.

**State Glass CO Inc.**

Phone (785) 625-9319  
Email stateglassfran@gmail.com

421 Main St.  
Hays, Ks 67601

10/25/2022

**PROPOSAL**

WE PROPOSE TO FURNISH AND INSTALL MATERIALS AS PER SPECIFICATIONS

For: Northern Valley school

TO BE ERECTED: Almena, KS

\$5,875.00 dollars no sale tax, to furnish and install the following material.

For pair of doors and frame. Clear anodized silver frame with clear tempered insulated glass. Concealed panics, LCN heavy duty Manual closers, pulls, continues full hinge.

*Contractor will supply lift when needed*

**This proposal is subjected to revision if not accepted with a purchase order in 30 days from date.**

**Does not include automatic door closers.**

**All window frames and door manufactured by Manko window systems.**

Manhattan, KS

**THIS PROPOSAL IS TO THE FOLLOWING TERMS AND CONDITIONS**

1. Work will be executed as promptly as possible if contract is awarded us, subject to delays occasioned by strikes, lock-outs, fires, carriers and other causes beyond our control.
2. We do not replace breakage or damaged glass unless caused directly by our own workmen.
3. We do not clean any glass or metal store front construction.
4. Subject to revision if not accepted within 30 days after date.
5. After completion of installation, we assume no responsibility for stains or corrosion which may occur on metal store front construction.

TERMS: Progress payment consisting of 90% of value of all materials furnished and work performed during the month is to be paid us on or before the 10th of the following month. Balance in full within 10 days after completion of our contract.

We solicit you early acceptance of this proposal in which event we promise to give the work our most careful attention

ACCEPTED *Karl Therman*

**STATE GLASS CO INC.**

BY Francis Jacobs

DATE 11/14/22

# USD #212 FLEET

As Of: 5/8/2023

Number	Make & Year	Capacity	Seat	Use	Next Year Plans	Expiration Date
3	1995 Chevy Suburban	9	----	LI Administration	LI Activity	----
4	2000 Dodge Mini Van	7	----	PreK Route	PreK Route	----
5	2018 Ford Transit	10	----	Almena Activity	Almena Activity	----
6	2003 Dodge Mini Van	7	----	Almena Spare		----
10	2000 Chevy	22	15	LI Spare	Hogan Route	Nov. 2024
11	2013 Blue Bird	54	36	Husted Route	Husted Route	2038
12	1999 Chevy	21	14	Hogan Route		Nov. 2023
13	2007 International	65	45			2032
14	2012 Chevy Suburban	8	----	Cochran Route	Cochran Route	----
15	2019 Ford Transit	10	----	Almena Activity	Almena Activity	----
16	2012 Thomas	26	17	Winchell Route	Winchell Route	2037
17	2011 Thomas	71	48	Activity	Activity	2036
18	2005 Chevy	28	19	Fisher Route	Fisher Route	2030
19	2013 Thomas	35	23	Almena Spare	Almena Spare	2038
20	2002 International	35	23	Athletic Exchange	Athletic Exchange	2027
30	2008 Chevy Impala	5	----	Almena Administration	LI Administration	----

Needs

- Update Preschool Bus
- Update Administration Car
- LI Activity Van or Suburban

Possible Items to Sell

- Van #6
- Bus #12



American Bus Sales, LLC  
Collinsville, Oklahoma 74021

Phone: 866-574-9970 918-205-5000 Fax: 918-205-5009  
www.americanbussales.net

Date: May 08, 2023  
Northern Valley USD 212  
Attn: Marvin Gebhard  
512 W. Bryant  
Almena, KS 67622  
Email: [mgebhard@usd212.com](mailto:mgebhard@usd212.com) / [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)  
Phone: (785) 664-8231

## 2014 Chevy Micro Bird 30 Passenger - 3785

<b>Unit #:</b>	3785	<b>Mileage:</b>	70,000-80,000*	<b>Capacity:</b>	30 Passenger
<b>Year:</b>	2014	<b>Make:</b>	Chevy	<b>Model:</b>	Micro Bird
<b>Engine:</b>	6.0L Gas	<b>Transmission Model:</b>	Automatic	<b>Brakes:</b>	Hydraulic
<b>Warranty:</b>	30- Day Bumper to Bumper / Extended warranty available see below				

<b>Length:</b>	23 Foot	<b>Exterior Color:</b>	Yellow	<b>Interior Color:</b>	Blue upholstery
<b>Wheels:</b>	Dual rear wheels	<b>Driver's Seat:</b>	OEM	<b>Climate Control:</b>	Dash air conditioning system
<b>Fuel Tank Capacity:</b>	33 Gallon	<b>Seating Style:</b>	Standard S3B Seats	<b>Extended Warranty Options:</b> Engine, Trans., Turbocharger, Engine fuel injectors, water pump, fuel pump & ECM 36 month/Unlimited miles: \$3,750.00 60 month/Unlimited miles: \$4,900.00	
<b>Storage:</b>		<b>Entrance Door:</b>	Electric	Work to be done by licensed mechanic of school's choice	
<b>Chassis Options:</b>	Mud flaps, Tilt steering column, Tow hooks	<b>Body Options:</b>	1 roof hatch, 2 push-out windows		

Your bus(es) Will Include:	
1.	Completely serviced: lube, oil, and filters
2.	105-point mechanical inspection
3.	New exterior paint
4.	Like new condition upholstery
5.	Tires and brakes 50% or better
6.	Lettered to customer's specifications
7.	30-day bumper to bumper warranty
8.	Washed and detailed
9.	Wheels and bumper painted
10.	To meet State Specs

Qty	Price(each)	Total
1-Available	\$61,300.00	\$61,300.00
<b>Doc Fee</b>		\$155.00
<b>Total Price Picked-Up Collinsville, OK</b>		\$61,455.00
<b>Total Delivered Price Almena, KS</b>		62,650.00



Prepared By: Raymond Wakefield | [raymond@americanbus.us](mailto:raymond@americanbus.us) | Office: (866) 574-9970 x105 | Cell: (918) 724-7442



American Bus Sales, LLC  
Collinsville, Oklahoma 74021

Phone: 866-574-9970 918-205-5000 Fax: 918-205-5000  
www.americanbussales.net

Date: May 08, 2023  
Northern Valley USD 212  
Attn: Marvin Gebhard  
512 W. Bryant  
Almena, KS 67622  
Email: [mgebhard@usd212.com](mailto:mgebhard@usd212.com) / [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)  
Phone: (785) 664-8231

## 2019 Chevy Micro Bird 29 Passenger – 3920 thru 3926

<b>Unit #:</b>	3920-3926 (7-Available)	<b>Mileage:</b>	50,000-60,000	<b>Capacity:</b>	29 Passenger
<b>Year:</b>	2019	<b>Make:</b>	Chevy	<b>Model:</b>	Micro Bird
<b>Engine:</b>	6.0L Gas	<b>Transmission Model:</b>	Automatic	<b>Brakes:</b>	Hydraulic
<b>Warranty:</b>	30- Day Bumper to Bumper / Extended warranty available see below				

<b>Length:</b>	23 Foot	<b>Exterior Color:</b>	White roof, Yellow	<b>Interior Color:</b>	Burgundy upholstery
<b>Wheels:</b>	Dual rear wheels	<b>Driver's Seat:</b>	OEM	<b>Climate Control:</b>	Dash air conditioning system
<b>Fuel Tank Capacity:</b>	33 Gallon	<b>Seating Style:</b>	Standard S3B Seats	<b>Technology:</b>	AM/FM Radio
<b>Storage:</b>	Glove box	<b>Entrance Door:</b>	Electric	<b>Extended Warranty Options:</b> Engine, Trans., Turbocharger, Engine fuel injectors, water pump, fuel pump & ECM 36 month/Unlimited miles: \$3,750.00 60 month/Unlimited miles: \$4,900.00	
<b>Chassis Options:</b>	12V power outlet, 220-amp Alternator, Cruise control, Daytime running lights, Engine block heater, Tilt steering column	<b>Body Options:</b>	LED light package	Work to be done by licensed mechanic of school's choice	

- Your bus(es) Will Include:**
1. Completely serviced: lube, oil, and filters
  2. 105-point mechanical inspection
  3. Addressing any necessary paint needs
  4. Like new condition upholstery
  5. Tires and brakes 50% or better
  6. Lettered to customer's specifications
  7. 30-day bumper to bumper warranty
  8. Washed and detailed
  9. Wheels and bumper painted
  10. To meet State Specs

Qty	Price(each)	Total (each)
7-Available	\$77,900.00	\$77,900.00
	<b>Doc Fee (each)</b>	\$155.00
	<b>Total Price Picked-Up Collinsville, OK (each)</b>	\$78,055.00
	<b>Total Delivered Price Almena, KS (each)</b>	79,250.00



Prepared By: Raymond Wakefield | [raymond@americanbus.us](mailto:raymond@americanbus.us) | Office: (866) 574-9970 x105 | Cell: (918) 724-7442

\*All vehicles subject to prior sale. Quote is valid for 30 days\*

# KansasTruck

EQUIPMENT COMPANY, INC.

## QUOTATION

1521 S. Tyler Rd.  
Wichita, KS 67209  
Ph: (316) 722-4291  
(800) 365-0217  
Fax: (316) 722-5917  
sales@kansastruck.net

DATE: May 5th, 2023

QUOTED TO: Unified School District 212

ADDRESS: 512 W Bryant Street

CITY: Almena, KS. 67622

TELEPHONE: 785-669-2445 Attn: Marvin Gebhard

TERMS On Delivery  
DELIVERY 60-90 days +/-  
SHIP VIA Our shop

QUANTITY	DESCRIPTION	PRICE
1	2023 14 passenger GM/ Microbird school bus  Note: Currently there is 3 unit available Current units have a factory pick up date of 6/23/23 Price quoted above is on a per unit/bus basis	\$79,674.00

It is expressly agreed that the undersigned shall not be liable for any damages or expenses because of failure to deliver the merchandise herein described, if such failure or delays are due to any cause beyond its control or the control of its supplier or manufacturer with whom it may or shall contract to cover this sale.

KANSAS TRUCK EQUIPMENT CO., INC.

By Brian Leis  
Ph. 785-488-8214  
[bleis@kansastruck.net](mailto:bleis@kansastruck.net)



MICRO BIRD INC.  
 Drummondville, Quebec

DATE: 4/27/23

Sold to: 8065 KANSAS TRUCK EQUIP. CO LTD  
 1521 SOUTH TYLER ROAD

Purchase Order Acknowledgement  
 Customers:

Ctrl Number:  
 Body Number: 69536  
 Stock Number: 2328345

MICHITA KS 67209  
 Base Model Chassis Engine Model W/Base Year Body Type Ps V.I.N Cust. P.O. P/U Date Requirements  
 UG051H8WST CHEVY ENGINE GAS 6 139 2023 SCHOOL BUS 14 1GB3GRB70P1140002 KANSAS  
 GG 6.6L 139 DW 75"SC 4R NLD 32 Spec: US Color: Yellow Windows: LG/TNT ABS:

Ref #	Qty	Description	Price	Option	Qty	Description	Price
ABS	1	4 WHEEL DISC BRAKES WITH ABS		R9Y	1	FLEET MAINTENANCE CREDIT	
AJ3	1	AIR BAG DRIVER'S SIDE ONLY		TC	1	TRANSPORTATION CHARGES	
AR7	1	SEAT FRONT BUCKET WITH VINYL TRIM		ZGK	1	SPECIAL PAINT	
BNC	1	BODY MOUNT CUSHIONS (PUCK)		TP3	1	DUAL BATTERIES EACH 770 AMP	
B3D	1	SCHOOL BUS CHASSIS EQUIPMENT		UR0	1	ONSTAR DELETE	
C60	1	FRONT DASH AIR		UJ1	1	BRAKE WARNING INDICATOR	
C7N	1	12300 LBS GVWR		UOF	1	RADIO AM/FM WITH MP3	
DTRL	1	DAYTIME RUNNING LAMPS		U05	1	HORN DUAL NOTE TONE	
D31	1	TILT REARVIEW MIRROR		VK3	1	LICENSE PLATE BRACKET	
RNC-HVAC	1	PROV.AUX.HEATER PLUMBING & WIRING		VQ2	1	FLEET PROGRAM	
FR9	1	EMISSIONS FEDERAL SPECS		VZF	1	VOLMETER TEMPERATURE & OIL PRESSU	
FTC-21	1	FUEL TANK 32 GALLONS / 121.1 LITE		V4D	1	STOP TURN SIGNAL CIRCUITS	
GT4	1	REAR AXLE RATIO: 3.73		NWI	1	INTERMITTENT WINDSHIELD WIPERS	
JL4	1	STABILITRAK SYSTEM		NXF	1	TIRE FRONT LT225/75R16S ALS B/L D	
KC4	1	COOLING EXTERNAL ENGINE OIL COOL.		EX1	1	HIGH BACK BUCKET DRIVER'S ONLY	
XM5	1	ALTERNATOR 220 AMPS		GIU	1	EXTERIOR PAINT YELLOW	
L8Z	1	ENGINE OIL 6.6L V8		1WT	1	EQUIPMENT GR INT MODEL 3500 / G	
MYD	1	6 SPEED TRANSMISSION		139	1	139" WHEELBASE	
NBB	1	EMISSION OVERRIDE (NY FR9)	4300		1	FRONT GAWR 4300 LBS	
NST	1	WITHOUT SPARE TIRE	888		1	FRONT BUMPER PAINTED BLACK	
PWF	1	POWER STEERING	8600		1	REAR GAWR 8600 LBS	
QT4	1	WHEEL 16 X 6.5 STEEL HD	917		1	ACCESSORY POWER CIRCUITS	
R05	1	DUAL REAR WHEELS	927		1	RIGHT SIDE DOOR DELETE	
R6H	1	GM OFFITTER ALLOWANCE	93W		1	TRIM VINYL MEDIUM DARK PETER	

Ref #	Qty	Description	Price	Option	Qty	Description	Price
AA	----	OPTION TO MANAGE MATRIX		L1P-L	1	LICENSE PLATE LIGHT LED	
G5	1	G5		LN2-3M	1	REFLECTORS REAR RED - 3M	
US	1	U.S. SCHOOL BUS VEHICLE		LST-L	1	STOP & TAIL LED LIGHTS	
BO	----	BODY		SLND	1	ELEC SYS W/SOLENOID 20GA	
BUL-S	1	BUMPER REAR - STEEL 3/16		WPK	1	8 WAY WIRING POWER ON IGNITION	
BW1	1	PANEL BELOW WINDOW - ALUMINUM		NWQ	1	SEQUENTIAL 8WAY SYSTEM	
B45	1	BODY WHEEL HOUSING DW G5 76"		NSS-S	1	WIRING SYSTEM STANDARD	
CFO	1	CHASSIS PREPARATION		BWS	1	8 WAYS STANDARD (4 AMBER & RED)	
CBT	1	STRUCTURAL CAGE		FC	----	FLOOR COVERING	
ESK	1	EXTERIOR SKINS		PSBC	1	PAINTED ENT/STEP BODY COLOR MATCH	
BWF	1	EXT WINDOW TRIM		BR	----	HEATER	
PGL	1	INT & EXT FINISHING PARTS		HAA	1	HEATER REAR 20900BTU	
FSR-1	1	STANDARD FRONT STRUCTURE		HNHC	1	HEATER HOSE ONLY (1X)	
FS1	1	FLOOR STEEL GALVANIZED 14GA		IA	----	INTERIOR ACCESSORIES	
GRG	1	GRAVEL SHIELDS MOLDED		IM	1	INT MIRROR 6X16 IN	
GUT	1	DRIP RAILS		ENT-S	1	CENTRAL SPEAKERS IN CEILING	
GVWR-123	1	GVWR 12,300LB GM		TWD	1	KIT REFLC (3)	
HSP-1	1	HEAT SHIELD FOR FUEL TANK DELETE		IL	----	INTERIOR LIGHTS	
ISP	1	INT FRONT SKINS STD		LAE-S	1	STANDARD LED DOME LIGHTS	
ITST	1	INTERIOR FINISH STANDARD		LGE	1	STEPWELL LED LIGHT	
NVW	1	MORE VIEW CLR GLASS TP		LE	----	LETTERING	
PAG	1	FUEL FILLER POT		RIB	1	DECAL EMERGENCY DOOR	
P2S	1	SELECT PLYWOOD 1/2INCH		RPT-Y-3M	1	REFLAC TAPE EMER/D YELLOW 3M	
RFCF	1	FRONT CAP SB OR COM STANDARD		PA	----	PAINT	
RFCR	1	REAR CAP SB OR COM STANDARD		BWP	1	BLACK AROUND WARNING LAMPS PAINT	
RSR-1	1	REAR STRUCTURE STANDARD		DWB-EY	1	DECAL MICRO BIRD ENG YLN BACK	
SFS	1	STANDARD FLOOR STRUCTURE		LGM-DB	1	DEC BIRD BLACK	
SMH	1	WHEEL HOUSINGS STEEL		PEY	1	PAINT EXTERIOR SCHOOL BUS YELLOW	
WRT	1	WHEEL WELL TRIM BLACK		PRW	1	PAINT ROOF WHITE G5	
CH	----	CHASSIS		RRW	1	RUB RAIL BLACK	
ALI	1	ALIGNMENT		RD	----	REAR EMERGENCY DOOR	
100AG	1	DRN 139" 4 ROW GM		L2N-1	1	RR DOOR LATCH/SLIDE BAR/3 POINT	
ED	----	ENTRANCE DOOR		RDB	1	EMERGENCY EXIT AJAR BUZZER	
EDG	1	CLEAR GLASS ENTRANCE DOOR		RDR	1	TELESCOPIC RETAINER REAR DOOR	
ERC	1	ROD ELECT CONTROL		RD2	1	RR DOOR 2 GLASSES	
R32	1	DOUBLE OPENING DOOR 32 IN		RU	----	RUBRAILS	
GCS	1	ENTER GRAB LH 10 IN SS PLAIN		RAP	1	RUB RAIL FLOOR LEVEL	
EL	----	EXTERIOR LIGHTS		RRE	1	RUB RAIL SEAT LEVEL	

Ref #	Qty	Description	Option	Qty	Description
FDC	1	FORD OR GM CONSOLE W/SWITCHES	SA	----	STOP ARM
LEU	1	BACK-UP LIGHTS	SSM1	----	STOP ARM SMI STOP INCANDESCENT
LCL-L	1	IDENTIF & CLEARANCE LIGHTS LED	VE	----	VENTILATION
LDN-L	1	DIRECTIONAL LED LIGHTS NO ARROW	SV1	1	SEATIC ROOF VENT
----- State/Province Requirements -----					
AA	****	OPTION TO MANAGE MATRIX	LI1-6L	1	WHT STROBE LIGHT LED ON IGN
KS	1	KANSAS	NNS-S	1	NOISE SUPPRESSION SWITCH
NSTSP-15	1	NSTSP-15	HE	****	HEATER
BO	****	BODY	V40-1	1	SHUT-OFF VALVE W/CABLE UNDER BODY
BBX-PLT	1	BBX TRAY STANDARD	V50	1	HEATER VALVE BLEEDER
BBX-SLD	1	BBX TRAY SLIDES	IA	****	INTERIOR ACCESSORIES
BBX-UNLCK	1	BBX DOOR STD	BPK	1	BODY FLUID KIT FEDERAL
BBX-X	1	BBX W/AMX BAT.	EX2	1	EXTINGUISHER 5 LBS
BUA-1	1	BACKING SAFETY HORN SAE I12D6A	M62	1	PREWIRE FOR 2 WAY RADIO
HU2	1	BUMPER REINFORCEMENTS	SUC	1	SEAT BELT CUTTER
DFT	1	DECAL FUEL TYPE	YL	****	INTERIOR LIGHTS
DG2	1	DRIVE LINE GUARD FRONT/REAR	BSPD	1	IND.LIGHTING CONTROL SWITCH CONSO
JTS-1	1	JOINT STRENGTH STEEL FLR C/FMVSS2	LE	****	LETTERING
MUD	1	MUDFLAPS STANDARD	DBB	1	DECAL BATTERY LOCATION
RT2	1	ROOF HATCH SAFE FLEET ADVANTAGE	DSB	1	DECAL -SCHOOL BUS- REFLEC 3M
THR	1	TOW HOOK REAR	RFR-1-3M	1	REFL TAPE 1IN RR PERIM YLM 3M
UC2	1	UNDERCOATING BODY AND CABIN FLOOR	T2S-3M	1	REFL TAPE LAT 2" YELLOW - 3M
CH	****	CHASSIS	PD	****	PAD
DRL-N	1	LIGHT EXT. OPEN W/HEADLIGHTS OF D	PST-35RC	1	HPADS GREY W/AC RR 35K
EL	****	EXTERIOR LIGHTS	RU	****	RUBRAILS
LE2-L	1	SIDE DIRECT.LED LIGHTS ARMORED YE	RRSK	1	RUB RAIL SKIRT
----- Optional -----					
BA	****	BARRIERS	IA	****	INTERIOR ACCESSORIES
BH36LAA000	1	HSM BAR 36 LH HB GRY FB WO/C	EFIM-1	1	CHILD DETECTION SYSTEM
BH36RAA000	1	HSM BAR 36 RH HB GRY FB WO/C	RRL	1	OEM RADIO WITH MICROBIRD SPEAKERS
KFR	1	36 IN KICK PANEL UNDER RR BARRIER	RD	****	REAR EMERGENCY DOOR
BO	****	BODY	I30	1	INTERLOCK REAR EMERGENCY DOOR
BXB	1	RELOCATE EXHAUST TO REAR	RDM2-G	1	REAR DOOR GLASS (2) DARK TINT 26%
GLC-D	1	GLOVE COMPARTMENT DELETE	RU	****	RUBRAILS
ISRR-5	1	INT FINISH RR W/A/C ACC 35K	RRW	1	RUB RAIL WINDOW LEVEL
ITC-PIRS	1	FRT ROOF SKINS 1 R/E SPEAKERS STD	SE	****	SEATS
RFB	1	LEFT STD ALU RUNNINGBOARD PAINTED	LEGS-S	7	LEG CEW
SKG-3	1	SIDE SKIN SUPP & M/FLAP W/BDI & A	S236LAA026	4	HSM ICS/3PTS 36 LH RR GRY FB WO/C
SSD-D	1	STANDARD SEAT SUPPORT DELETE	S236RAA026	3	HSM ICS/3PTS 36 RH HB GRY FB WO/C
ED	****	ENTRANCE DOOR	VE	****	VENTILATION
GDS	1	ENTR GRAB RR 10 IN SS PLAIN	AA-35TC-RC	1	A/C VAL 35K+OEM EVA/RR/WALL W/CON
EM	****	EXTERIOR MIRRORS	P2A-1	1	2-SPD FAN RR ABOVE WINDSHIELD
MRSB-26	1	MIRROR ROSCO SB HTD W/TIMER	WD	****	WINDOWS
FC	****	FLOOR COVERING	DFU-Y-3M	2	DECAL+TAPE P/O US YELLOW 3M
FBSW-Z	1	SMOOTH BLK FLOOR W/WHITE NOSE - Z	WBC	1	WIN S/S TINT 26% W/2 P/O
WHBS-I	1	WHEEL HOUSE COVERING BLACK ZENITH	WRC	1	2 BACK WINDOWS DARK TINT (26%)
----- Miscellaneous -----					
Ref #	Qty	Description	Option	Qty	

Option	Rev	Description	Price	Ref #	Rev	Description	Price
--------	-----	-------------	-------	-------	-----	-------------	-------

Pick-up date: 23/08/09

Signature

\* Prices do not include any applicable taxes.  
It is the responsibility of the distributor that this order meet all applicable state and customer specifications.



Ken Tharman <ktharman@nvhuskies.org>

---

**FW: Coach Masters**

1 message

---

**mgebhard@nvhuskies.org** <mgebhard@nvhuskies.org>  
To: Ken Tharman <ktharman@nvhuskies.org>

Wed, May 10, 2023 at 8:22 AM

*Marvin J. Gebhard*

*PK-8 Principal*

*Northern Valley Schools*

**From:** alexandria hughes <[alitaylorhughes@gmail.com](mailto:alitaylorhughes@gmail.com)>  
**Sent:** Tuesday, May 9, 2023 3:17 PM  
**To:** [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)  
**Subject:** Re: Coach Masters

This one has 40k miles and is an 06 \$24,500



New Chat from Carlos



Sent from my iPhone

On May 9, 2023, at 10:11 AM, alexandria hughes <[alitaylorhughes@gmail.com](mailto:alitaylorhughes@gmail.com)> wrote:

Okay, i will go take pictures of them both here in a bit once the rain slows down and get you prices!

On Tue, May 9, 2023 at 9:37 AM <[mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)> wrote:

We are open to anything right now. I am meeting with my superintendent tomorrow at 1pm, if you could get me some pics and prices by then I would greatly appreciate it.

Thanks...

Marvin J. Gebhard  
PK-8 Principal  
Northern Valley Schools

-----Original Message-----

From: alexandria hughes <[alitaylorhughes@gmail.com](mailto:alitaylorhughes@gmail.com)>  
Sent: Tuesday, May 9, 2023 9:33 AM  
To: [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)  
Subject: Re: Coach Masters

Okay I will talk to John about it. I do have an older smaller bus that is about \$8,500.

Sent from my iPhone

> On May 9, 2023, at 9:32 AM, [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org) wrote:  
>  
> Cheap!!!  
>

> Not really sure, would need to talk to my superintendent.

>

> Marvin J. Gebhard

> PK-8 Principal

> Northern Valley Schools

>

> -----Original Message-----

> From: alexandria hughes <[alitaylorhughes@gmail.com](mailto:alitaylorhughes@gmail.com)>

> Sent: Tuesday, May 9, 2023 9:27 AM

> To: [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)

> Subject: Re: Coach Masters

>

> I do have one yellow one that I can try to convince him to sell. Where are you guys for price point?

>

>>

>> On May 9, 2023, at 8:36 AM, [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org) wrote:

>>

>> So, unfortunately in the state of Kansas a route bus must be yellow.

>> I am assuming you do not have any yellow smaller buses?

>>

>>

>> Marvin J. Gebhard

>> PK-8 Principal

>> Northern Valley Schools

>>

>> -----Original Message-----

>> From: alexandria hughes <[alitaylorhughes@gmail.com](mailto:alitaylorhughes@gmail.com)>

>> Sent: Monday, May 8, 2023 1:48 PM

>> To: [mgebhard@nvhuskies.org](mailto:mgebhard@nvhuskies.org)

>> Subject: Coach Masters

>>

>> Hi, this is Ali over at Coach masters. Here is a list of the mini buses I have. They are all pretty much the same so I attached photos of one of them.

>>

>> 2013 Chevy StarCraft, 15 passenger, 25,400 miles, \$47,500

>>

>> 2103 Chevy StarCraft, 15 passenger, 51,900 miles, \$44,000

>>

>> 2012 Chevy StarCraft, 15 passenger, 28,900 miles, \$47,000

>>

>>

>>

>



**Normandin Heating & Air Conditioning**  
P.O. Box 125  
Damar, KS 67632  
(785) 839-4444  
ivan@normandinhvac.com

# ESTIMATE

**ADDRESS**  
USD #212 Almena  
512 W Bryant  
Almena, KS 67622

**SHIP TO**  
USD #212 Almena  
512 W Bryant  
Almena, KS 67622

**ESTIMATE #** 1310  
**DATE** 03/29/2023

DATE	SKU	DESCRIPTION
		**HE-MODCON700HL BOILER, 700,000 BTU.
		.
		**LABOR
		**LIFT RENTAL, WIRING, GAS PIPING AND PIPING, VENTING, MISC.
		**MILEAGE -
		**REMOVE AND REPLACE SOUTH BOILER IN GRADE SCHOOL IN ALMENA, HEAT EXCHANGER LEAKING, RUINED BURNER ASSEMBLY ALSO. REPAIR PARTS COST MORE THAN A REPLACEMENT BOILER.**

\*\*\*\*\* THIS QUOTE IS VALID FOR 30 DAYS FROM THE DATE STATED ON ESTIMATE. \*\*\*\*\*

SUBTOTAL	36,100.00
TAX	0.00
<b>TOTAL</b>	<b>\$36,100.00</b>

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Accepted By

Accepted Date



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
www.ksde.org

April 25, 2023

Ken Tharman, Superintendent  
USD 212 Northern Valley  
PO Box 217  
Almena, KS 67622

Dear Mr. Tharman,

Our Fiscal Auditing Team has completed the audit for USD 212, Northern Valley.

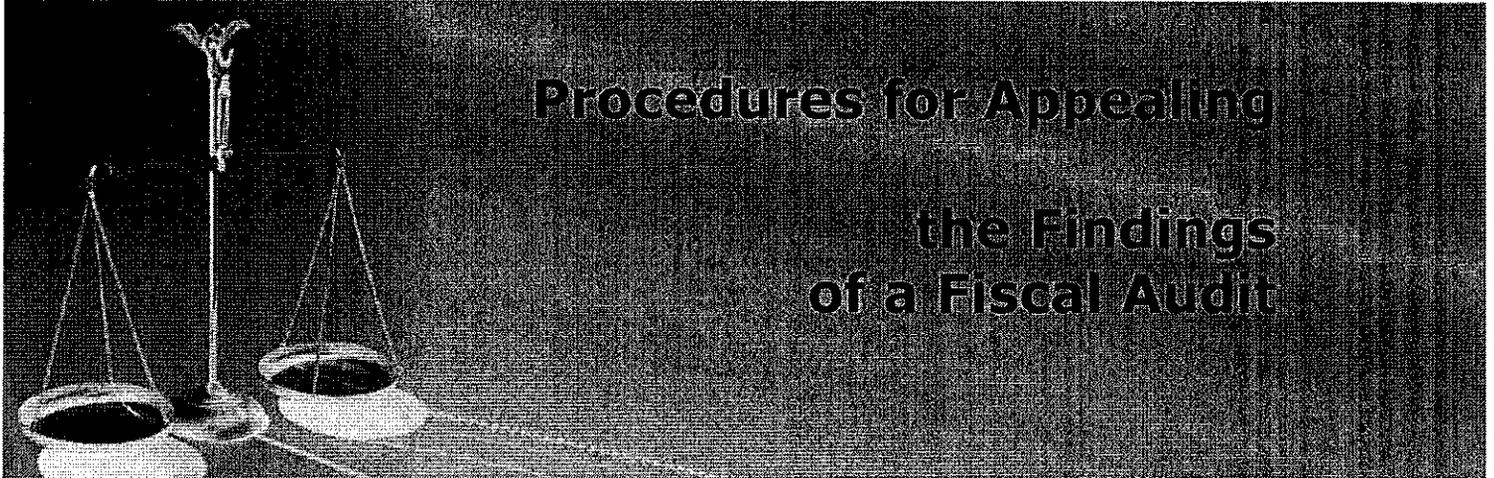
We have changed the September 20, 2022, headcount, equivalency and/or weighted enrollment figures as shown on the enclosed sheets.

As reported on the 18E Annual Statistical Report, it was determined the total Indirect Costs should be \$63,109 rather than \$68,081 as originally filed. This information will be used for computing your Indirect Cost Rate for the upcoming school year. Please note the enclosed summary sheet for the full audit detail.

As reported on the 18E Annual Statistical Report, it was determined the Net Pupil Transportation Costs should be \$94,393 rather than \$86,331 as filed originally. This information will be used to determine the 110% cap for transportation state aid (regular route). Please note the enclosed sheets for the full audit detail.

If you desire to appeal any of the findings of the audit, please send a written response, from the Superintendent, no later than 30 days of the date of this letter (see enclosed procedures). All audit appeals should be addressed to Craig Neuenswander, Deputy Commissioner, Fiscal and Administrative Services.

We appreciate the courtesies extended to our Fiscal Auditing Team. If you have any questions, feel free to contact this office at (785) 296-3872.



## Procedures for Appealing the Findings of a Fiscal Audit

Review this information carefully to avoid appeal denial

1. The findings of an audit conducted by KSDE may be appealed by having the superintendent submit a written request for a review to:

Craig Neuenswander, Deputy Commissioner  
Division of Fiscal and Administrative Services  
Kansas Department of Education  
900 SW Jackson St. Suite 356  
Topeka, KS 66612
2. The appeal must be submitted no later than **30 days from the date of the audit letter**.
3. The appeal letter must include the following information:
  - a. The specific finding(s) the appellant believes to be in error;
  - b. The correction being sought by the appellant; and
  - c. Documentation which directly supports the appellant's claim.
4. Upon receipt of an appeal, the Deputy Commissioner will convene a meeting of agency representatives from School Finance, Fiscal Auditing and other relevant teams. The Review Committee will examine the audit records and the documentation submitted by the appellant district. Additional information may be sought as necessary by the Review Committee.
5. A response in the form of a letter will be sent to the district within 30 days of the receipt of the appeal stating the decision of the Review Committee.
6. The decision of the Review Committee shall be final.

# Overall Audit Summary

**Northern Valley**

**D0212**

**03-31-2023**

DISTRICT

USD #

Date

Josh Fairman

Auditor(s)

## 2022-23 School Year

PROGRAM	SUMMARY	CLAIM	AUDIT	EXCEPTION
Headcount (excl 4yr AR)	Enrollment	138	138	0
WTD FTE (excl Sped)	Weighted Enrollment	337.6	330.2	-7.4

## 2021-22 School Year

School Term*	<input checked="" type="checkbox"/> Seniors Ok?	1,116.00	1,117.00	1.00
Indirect Costs	Table V, 18E	68,081	63,109	-4,972
Transportation Expenditures	Regular Route	86,331	94,393	8,062
Transportation Expenditures	Activity	94,085	65,675	-28,410
Driver Education	Eligible Students	10	10	0
Mentor Teacher	Entitlement	1,000	1,000	0
Changes Due to Verification	Free/Reduced/Paid	-1	0	1
Federal Programs	Expended \$750,000 or more	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Comments:



# FY23 USD Estimated Weighted Enrollment Summary

**Northern Valley**  
District Name

**D0212**  
USD #

**03-31-2023**  
Date

## 9/20/2022 Audited Enrollment and FTE by Grade (for funding formula in 2023-24 School Year)

(includes Virtual & excludes KAMS, Dropout Virtual)

	Headcount from SO66	FTE from SO66	Audited Headcount	Audited FTE	FTE Difference
Kindergarten	16.0	16.0	16.0	16.0	0.0
Grade 1	6.0	5.5	6.0	6.0	0.5
Grade 2	10.0	10.0	10.0	10.0	0.0
Grade 3	10.0	10.0	10.0	9.5	-0.5
Grade 4	8.0	8.0	8.0	8.0	0.0
Grade 5	9.0	9.0	9.0	9.0	0.0
Grade 6	5.0	5.0	5.0	5.0	0.0
Grade 7	14.0	14.0	14.0	14.0	0.0
Grade 8	8.0	8.0	8.0	8.0	0.0
Grade 9	11.0	11.0	11.0	11.0	0.0
Grade 10	12.0	12.0	12.0	12.0	0.0
Grade 11	14.0	14.0	14.0	14.0	0.0
Grade 12	12.0	11.5	12.0	11.5	0.0
Preschool Special Ed	3.0	1.5	3.0	1.5	0.0
Not Graded (Grade Level 18)	0.0	0.0	0.0	0.0	0.0
Enrollment Subtotal	138.0	135.5	138.0	135.5	0.0
Preschool-Aged At-Risk: 3 Yr Old At-Risk (33)	8.0	3.8	7.0	3.3	-0.5
Preschool-Aged At-Risk: 4 Yr Old At-Risk (04)	10.0	5.0	8.0	4.0	-1.0
Pre-Kindergarten (PK) not funded	0.0	0.0	3.0		

## 9/20/2022 Audited Enrollment and FTE by Grade (for funding formula in 2022-23 School Year)

Total Adjusted Enrollment		148.4		146.9	-1.5
CTE Contact Hours and Calculated FTE	92.7	7.7	59.9	5.0	-2.7
Bilingual Headcount	1	0.2	1		
Bilingual Contact Hours	0.0	0.0	0.0	0.2	0.0
At-Risk Headcount	63	30.5	61	29.5	-1.0
SO66 HD AR: Bldg/Dist/High	5.0	2.4	5.0	5.1	0.1
Audited HD AR: Bldg/Dist/High	5.1	2.1	5.1		
Transportation 2.5 miles or more	44.5	14.3	39.5	12.8	-1.5
Under 2.5	0.0		2.0		
Out of District	14.0		14.5		
Total Transported	58.5		56.0		
Virtual FTE (Full Time)	0.0	0.0	0.0	0.0	0.0
Virtual FTE (Part Time)	0.0	0.0	0.0	0.0	0.0
CY Dropout: Diploma Completion Virtual 19<HS Hdcnt		0		0	0
CY Virtual (20 and older) Hdcnt		0		0	0
KAMS		0.0		0.0	0.0
Low/High Enrollment		131.5		130.7	-0.8
Estimated Weighted Enrollment (excluding Special Education)		337.6		330.2	-7.4

*Kansas leads the world in the success of each student.*

Josh Fairman

Northern Valley

Transp Expenditures

03-31-2023

DISTRICT				DATE		
REGULAR ROUTE MILES	49,607	49.18%		ROUTE SALARIES	58,592	
SUMMER SCHOOL & VOCATIONAL MILES	0			ACTIVITY SALARIES	4,716	
ACTIVITY MILES	51,261	50.82%			63,308	
<b>TOTAL MILES (Excluding SPED)</b>	<b>100,868</b>	<b>100.00%</b>				
SPECIAL ED MILES	0					
				ROUTE SALARIES	92.55%	
				ACTIVITY SALARIES	7.45%	
<b>2601 OPERATIONS &amp; MAINTENANCE</b>	<b>Claimed</b>		<b>TOTAL</b>	<b>Audit</b>		
	Regular	Activity		Regular	Activity	
100 SALARIES						
NON CERTIFIED	0	0	3,178	1,563	1,615	sec sal
200 EMPLOYEE BENEFITS						
210 INSURANCE (EMPLOYEE)	0	0	233	115	118	
220 SOCIAL SECURITY	6,403	0		0	0	
290 OTHER	7,250	0	407	200	207	
300 PURCHASED PROFESSIONAL & TECH SERV	0	0		0	0	
400 PURCHASED PROPERTY SERVICES	0	0		0	0	
500 OTHER PURCHASED SERVICES	0	0		0	0	
600 SUPPLIES						
GENERAL SUPPLIES	188	0		0	0	
620 ENERGY						
621 HEATING	510			0		
622 ELECTRICITY	2,737			0		
626 MOTOR FUEL NOT SCHOOL BUSES	1,494	0		0	0	
629 OTHER	0	0		0	0	
680 MISCELLANEOUS SUPPLIES	0	0		0	0	
700 PROPERTY (EQUIPMENT & FURNITURE)	406	0		0	0	
800 OTHER	933	0		0	0	
<b>2700 STUDENT TRANSPORTATION SERVICES</b>						
2710 VEHICLE OPERATING SERVICES						
100 SALARIES						
120 NON CERTIFIED	3,445	0		58,592	4,716	actuals
200 EMPLOYEE BENEFITS						
210 INSURANCE	0	0		0	0	
220 SOCIAL SECURITY	253	0	4,753	4,399	354	
290 OTHER	490	0	1,362	1,261	101	
442 RENT OF VEHICLES (LEASE)	0	0		0	0	
500 OTHER PURCHASED SERVICES						
513 CONTRACTING OF BUSES	0	0		0	0	
519 MILAGE IN LIEU OF TRANSPORTATION	0			0		
520 INSURANCE ON BUSES	0	0		0	0	
626 MOTOR FUEL FOR BUSES	0	0	32,927	16,193	16,734	
730 EQUIPMENT EXCLUDING BUSES	0	0		0	0	
800 OTHER	0	0		0	0	
2720 SUPERVISION						
100 SALARIES						
NON CERTIFIED	31,044	32,311		0	0	
200 EMPLOYEE BENEFITS						
210 INSURANCE	0	0		0	0	
220 SOCIAL SECURITY	2,333	2,429		0	0	
290 OTHER	939	977		0	0	
600 SUPPLIES	16,762	17,446		0	0	

INDIRECT COSTS

D0212

2021-22 Expenditures

	Claim	Audit
Superintendent Salary	\$ 59,659	\$ 54,687
Asst. Supt Salary	\$ -	
Area Director Salary	\$ -	
Board of Education Expenses	\$ 8,422	\$ 8,422
District Election Expenses	\$ -	
Total	\$ 68,081	\$ 63,109

**Fairness in Women's Sports Act**

HB 2238

Spring 2023

In compliance with legislation to be implemented July 1, 2023, the following KSHSAA Policy is adopted by the Executive Board.

*Kansas interscholastic activities under the jurisdiction of the KSHSAA shall be expressly designated as one of the following based on biological sex:*

- 1. Males, men, or boys,*
- 2. females, women, or girls; or*
- 3. coed or mixed.*

*Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.*

*Biological sex means the biological indication of the male and female in the context of reproductive potential or capacity such as sex chromosomes, gonads and nonambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.*

Schools shall utilize information collected on the Preparticipation Physical Exam reflecting the sex identified at birth to determine which gender team is appropriate for respective students. Should a dispute arise from a member school, the school shall refer to the original birth or adoption certificate completed at or near the time of birth. If clarity is not achieved or if the original birth or adoption certificate is not available, the student's parent/guardian shall produce documentation provided by a licensed physician indicating the biological sex of the student based upon an evaluation using current standard assessment protocols. If biological sex is unable to be determined by any of the above means, the student shall be eligible to participate in male, men's, boys, co-ed, or mixed athletic activities only.

*Approved by the KSHSAA Executive Board, 4/26/23*

*Received by the Board of Directors, 4/27/23*

## Class 1A

Champion: Wakefield coached by Ben Witty



### Team Results

Place	School	Coach	Stat		
1	Wakefield	Ben Witty	51		
2	Utica-Nes Tre La Go		40		
3	Almena-Northern Valley		26		

### Individual Results

#### Boys 3200 Meter Run

Place	Name(s)	School	Stat
1	Mike Becker	Downs	9:41.30
2	Brian Callaway	Burr Oak-White Rock	9:55.30
3	Tom Schutz	Tipton Catholic	10:03.10
4	Tony Sharp	Lucas-Luray	10:15.20
5	Allen Kaiser	Grainfield-Wheatland	10:24.40
6	Dennis Tyson	Waverly	10:32.80

#### Boys 110 Meter HH

Place	Name(s)	School	Stat
1	Chad Cohoon	Jetmore	15.58
2	Shane Cox	Randolph-Blue Valley	15.78
3	Bruce Lockhart	Brookville-Ell-Saline	15.98
4	Ben Hunsicker	Morland-West Graham	16.03

5	Scott Griffin	Brookville-Ell-Saline	16.19
6	Chad Ludolph	LeRoy	16.31

## Boys 4x800 Meter Relay

Place	Name(s)	School	Stat
1	Mark Arford, Robbie Covington, David Hagerman, Clint Lowry, Tim Luchinske, Jeremy Ruth	Almena-Northern Valley	8:16.54
2	Robert Evel, Smokey Fairbank, Jason Moran, Kelly Petz, Shane Whipple	Ransom	8:23.10
3	Dan Feldkamp, Roy Haverkamp, Chris Schmitz, Dave Weixelman	Baileyville-B&B	8:25.37
4	John Boeckman, James Copeland, Aaron Duryea, Corey Griffiths, Johnny Johnson	Centralia	8:26.18
5	Galen Lohse, Kim Lohse, Kurt Lohse, Scott Pierson, Daryl Sand, David Wetter	Hanover	8:29.89
6	Tyrel Cotton, Roy Graber, Doug Koehler, Ken Wewe	Pretty Prairie	8:30.23

## Boys 100 Meter Dash

Place	Name(s)	School	Stat
1	Bryce Swafford	Utica-Nes Tre La Go	11.74
2	Barry Ryan	Wakefield	11.92
3	Jody Thyfault	Palco	11.98
4	Brian Eberle	Grainfield-Wheatland	12.05
5	John Barnhardt	Bucklin	12.09
6	Keith Baker	Ashland	12.12

## Boys 1600 Meter Run

Place	Name(s)	School	Stat
1	Mike Becker	Downs	4:33.46
2	Brandon Herd	Protection	4:34.25
3	Ward Willis	Jewell	4:34.83
4	Brian Callaway	Burr Oak-White Rock	4:40.62
5	Tim Luchinske	Almena-Northern Valley	4:42.83
6	Todd Larson	Hartford	4:47.24

## Boys 4x100 Meter Relay

Place	Name(s)	School	Stat
1	Link Estes, Richard Frost, Kevin Jensen, Ron Sothers, Steve West	Scandia-Pike Valley	44.50
2	Rick Carlson, Darrin Dohrman, Luke Foster, Dustin Rorabaugh, Bryce Swafford	Utica-Nes Tre La Go	44.52
3	Brian Austin, John Barnhardt, Myron Erbert, Marvin Fisher, David Randall	Bucklin	44.57
4	Thomas Hayes, Tony Hohman, Kerry Kitchener, Barry Ryan, Larry Ryan	Wakefield	44.60
5	Ramie Baehler, Greg Bahlman, Eric Okeson, Kevin Raney, Verle Welle	Weskan	45.04
6	Jim Albers, Pat Becker, Todd Caudle, Al Lemke, Jim Ricklefs	Denton-Midway	45.19

## Boys 400 Meter Dash

Place	Name(s)	School	Stat
1	Larry Ryan	Wakefield	49.89
2	Van Underwood	Mankato	50.07
3	Todd Caudle	Denton-Midway	50.68
4	Erin Bergquist	Tribune-Greeley County	50.80
5	Jerry Mick	Bennington	52.85
6	Bryce Swafford	Utica-Nes Tre La Go	55.09

## Boys 300 Meter IH

Place	Name(s)	School	Stat
1	Thomas Hayes	Wakefield	39.99
2	Ben Hunsicker	Morland-West Graham	40.21
3	Jon VanEtten	Caldwell	40.42
4	Shannon Kunkel	Ingalls	40.81
5	Aaron Gnagy	Ness City	40.84
6	Scott Griffin	Brookville-Ell-Saline	41.82

## Boys 800 Meter Run

Place	Name(s)	School	Stat
1	Brad Dinkel	Grainfield-Wheatland	1:59.40
2	Larry Ryan	Wakefield	1:59.70
3	Mark Arford	Almena-Northern Valley	2:00.10
4	Donny Ayres	Tescott	2:00.50

5	Tim Cross	Hope	2:01.90
6	Tom VanDorien	Norwich	2:02.90

## Boys 200 Meter Dash

Place	Name(s)	School	Stat
1	Bryce Swafford	Utica-Nes Tre La Go	23.03
2	Todd Caudle	Denton-Midway	23.82
3	Jerry Mick	Bennington	23.89
4	Brian Eberle	Grainfield-Wheatland	23.94
5	Scott Pierson	Hanover	23.99
6	Eric Sporing	Olpe	24.14

## Boys 4x400 Meter Relay

Place	Name(s)	School	Stat
1	Thomas Hayes, Tony Hohman, Kerry Kitchener, Barry Ryan, Larry Ryan	Wakefield	3:26.97
2	Jay Garetson, Tom Grace, Matt Nelson, Eric Nordberg, Kelly Unruh	Copeland	3:29.07
3	Mark Arford, Robbie Covington, David Hagerman, Clint Lowry, Tim Luchinske	Almena-Northern Valley	3:32.53
4	Keith Baker, Rod Lynn, Ray Schweitzer, Lance Walker	Ashland	3:32.72
5	Joe Archer, Jon Bishop, Chris Klug, Dan Kozisek, Steve Smiley	Bushton-Quivira Heights	3:34.20
6	Gunner Boss, Kyle Garst, Jerry Mick, Travis Rome, Darren Stanley	Bennington	3:34.79

## Boys Shot Put

Place	Name(s)	School	Stat
1	Greg Winn	Minneola	53'08.50"
2	Brad Estes	Bucklin	53'01.50"
3	Stephen Hokanson	Coldwater	51'09.00"
4	Darren Grauerholz	Kensington-West Smith County	50'07.50"
5	Brian Fischer	Almena-Northern Valley	50'04.50"
6	Travis McKenzie	Madison	47'04.00"

## Boys Discus

Place	Name(s)	School	Stat
1	Greg Winn	Minneola	173'08.00"
2	Stephen Hokanson	Coldwater	172'07.00"
3	Brad Estes	Bucklin	165'08.00"
4	Darren Grauerholz	Kensington-West Smith County	153'08.00"
5	Mike Unrein	Wilson	144'00.00"
6	Adam Mosher	Beloit-St. John's	138'08.00"

## Boys High Jump

Place	Name(s)	School	Stat
1	Jason Fieser	Norwich	6'08.00"
2	Rick Carlson	Utica-Nes Tre La Go	6'08.00"
3	Brennan Good	Ness City	6'04.00"
4	Dale Louk	Colony-Crest	6'04.00"
5	Chad Cohoon	Jetmore	6'04.00"
6	John Darrow	Glasco	6'02.00"

## Boys Long Jump

Place	Name(s)	School	Stat
1	Trex Anderson	Rolla	22'07.50"
2	Shane Cox	Randolph-Blue Valley	22'03.50"
3	Lonnie Hiebert	Goessel	22'00.25"
4	Pete Loewen	Ingalls	21'08.50"
5	Tom Svaty	Lucas-Luray	21'08.50"
6	Rick Carlson	Utica-Nes Tre La Go	21'07.50"

## Boys Javelin

Place	Name(s)	School	Stat
1	Chad Williams	Lewis	193'04.00"
2	Curt Stufflebean	Burrton	190'10.00"
3	Darren Grauerholz	Kensington-West Smith County	188'11.00"
4	Ed Miller	Morrowville-North Central	185'06.00"
5	Tom Grace	Copeland	182'05.00"
6	Sean Donahue	Frankfort	180'02.00"

## Boys Pole Vault

Place	Name(s)	School	Stat
-------	---------	--------	------

1	Drew McIntire	Argonia	14'06.00"
2	Matt Roth	Attica	13'06.00"
3	Slade Girk	Protection	13'00.00"
4	Dalen Bristow	Wilson	13'00.00"
5	Tony Fangman	Frankfort	12'06.00"
6	Phil Corbin	Williamsburg	12'00.00"

## Boys Triple Jump

Place	Name(s)	School	Stat
1	Trex Anderson	Rolla	45'01.00"
2	Clay Cash	Copeland	45'00.50"
3	Corey Griffiths	Centralia	44'07.00"
4	Tom Grace	Copeland	42'06.25"
5	Rick Carlson	Utica-Nes Tre La Go	42'06.00"
6	Tony Hohman	Wakefield	41'05.00"

# Northern Valley School Calendar

August

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	(16)	17	18
21	22	23	24	25
28	29	30	31	

September

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	(18)	19	20
23	24	25	26	27
30	31			

November

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### Special Days

Aug 11 & 15 --- **Teacher In-service**

Aug 14 ----- **Teacher Workday**

Aug 16 ----- **First Day of School**

Sept 4 ----- **(No School)** Labor Day

Sept 8 ----- **Make up for Monday**

Sept. 15 ----- **Homecoming**

Oct 17 ----- **End of 1<sup>st</sup> Nine weeks (39 days)**

Oct 18 ----- **Start of 2<sup>nd</sup> Nine weeks**

Oct 23 & 24 --- **Parent/Teacher Conf. 4:30-8:00**

Nov 22 – 24 --- **(No School)** Thanksgiving

**Dec 21 ----- End of 1<sup>st</sup> Sem. Dismiss @ 1 PM (75.5 Days)**

Dec 22 – Jan 2 **(No School)** Christmas break

Jan 3 ----- **First Day 2<sup>nd</sup> Semester**

Feb 23 ----- **Teacher In-service**

Mar 4 & 5 ----- **Student Led Conf. (4:30 – 8)**

Mar 5 ----- **End of 3<sup>rd</sup> nine weeks (38 days)**

Mar 6 ----- **Teacher Collaboration (4:30 – 8)**

Mar 6 ----- **Start of 4<sup>th</sup> Nine Weeks**

Mar 11 - 15 -- **Spring Break**

**May 9 ----- Last Day for Seniors**

**May 12 ----- High School Graduation**

**May 13 ----- 8<sup>th</sup> Grade Graduation**

**May 16 ----- End of 2<sup>nd</sup> Sem. Dismiss @ 1 PM (76.5 Days)**

May 17 ----- **Teacher In-service**

**9** Last Day for Seniors

Teacher Workday No School

( ) Beginning and End of Nine Weeks

**Make up Snow Days**

**152 (7 hrs. 30 min/day) Stud. Cont. Hrs. = 1140**  
**8 AM – 4:00 PM**

148 (8.50 hrs./day)      **7:45 AM – 4:15 PM =**  
1258 hrs + 7 (8 hrs./day) = 1,314 Teacher  
Contract Hrs.)  
(164.5 Contract Days)

January

Mo	Tu	We	Th	Fr
1	2	(3)	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February

Mo	Tu	We	Th	Fr
				1
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March

Mo	Tu	We	Th	Fr
4	5	(6)	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	
22	23	24	25	26
29	30			

May

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

# 2023 - 2024 Certified

		Experience	Position
Baird, Kirsten	BA+30	31	Fifth Grade Teacher
Chandler, Amy	MA	11	Fourth Grade Teach
Cole, Jim	BA+30	38	K-12 PE and Drivers
Dole, Sandra	BA+30	18	.5 At-Risk Preschoo
Gebhard, Jillian	BA+30	16	Third Grade Teache
Grote, Katie	MA	12	Second Grade Teac
Hueneke, Kelli	BA+20	9	MS Title / MS Socia
Knuth, Angela	MA	22	Kindergarten
Lewis, Nita	MA	12	High School English
Lowry, Emily	BA+10	12	Jr. High Math / HS M
McKinney, Amy	BA+30	17	High School Busine:
Mordecai, Cindy	BA	7	Middle School Lang
Preston, Shelby			K - 4 Title (1/2 day)
Pugh, Mitch	BA	3	HS Social Studies
Rudd, Sarah	MA	5	HS Band & Music, k
Schurmann, Ed	BA	2	Agricultural Educatio
Thalheim, Jessie	BA+30	10	MS / HS Science
Vincent, Tammy	BA+30	38	First Grade Teacher
???	Not filled		

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K-4 Music

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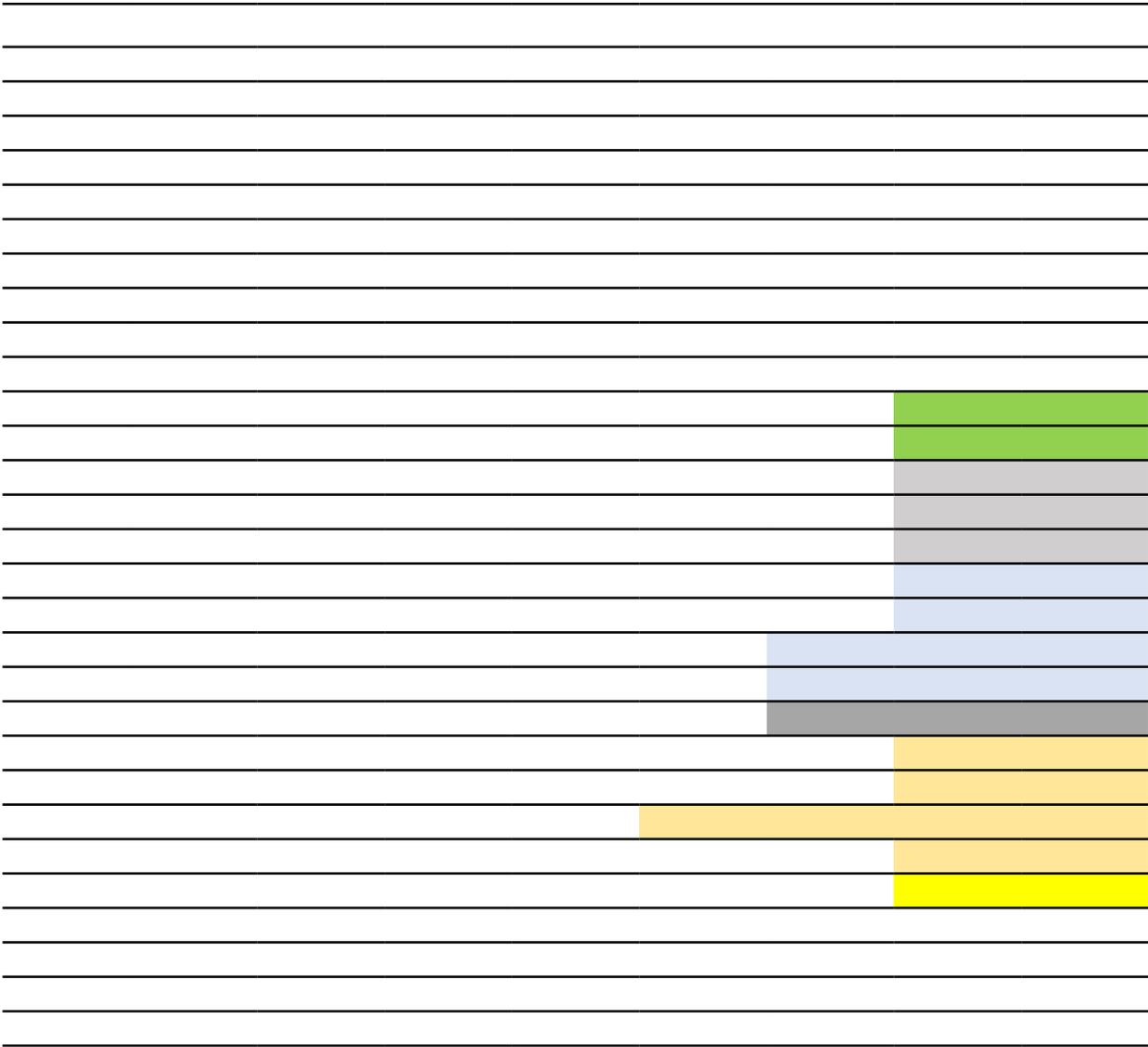
Name				
Monica Bach	LI Cook			
Becky Delimont	Almena Cook / Food Service Director			
Jacque Horacek	Almena Cook			
Ryan Hopkins	IT Director			
Alan Brown	GS Custodian			
Noah Hansen	HS Custodian / Almena Maintenance			
?????	MS Custodian			
John Vincent	Librarian			
Sommer Yocum	MS Secretary			
Kenzi Sheley	GS Secretary			
Kacie Yocum	HS Secretary / Treasurer			
Amber Brown	Board Clerk			
Cindy Wright	Aide			
Randy Husted	Bus Driver			
Jim Winchell	Bus Driver			
Chris Cochrun	Bus Driver			
Cindy Fischer	Bus Driver			













## 2023 - 24 Supplementals

	Position
<b>Monica Bach</b>	JH Service Club (Co) <i>JH Cheer</i>
<b>Glenn Brands</b>	HS Asst. Boys Basketball
<b>Jim Cole</b>	Jr. High Head Football Jr. High Boys Basketball Jr. High Head Boys Track Jr. High Athletic Director (Co) Driver's Education
<b>Brad Cox</b>	JH Asst. Boys Basketball
<b>Becky Delimont</b>	High School Dance Team High School Cheerleading Jr. Class Concessions Jr. Class Prom Sr. Class Sponsor (Co)
<b>Marvin Gebhard</b>	HS Head Football Transportation Director JH Asst. Track Coach JH Athletic Director (Co)
<b>Katie Grote</b>	Forensics / High School Plays
<b>Josh Hansen</b>	<i>HS Asst. Football</i> HS Head Boys Track
<b>Lacey Hansen</b>	HS Head Volleyball HS Asst. Girls Basketball
<b>Kelli Hueneke</b>	MS Scholars Bowl Coach
<b>Angie Knuth</b>	Cross Country HS Asst. Track
<b>Emily Lowry</b>	JH Head Girls Basketball JH Head Girls Track Coach National Honor Society HS Asst. Volleyball
<b>Amy McKinney</b>	Student Council Sponsor Yearbook Sponsor & Photo

Almena Head Teacher  
JH Asst. Volleyball Coach  
JH Asst. Girls Basketball

**Mitch Pugh** JH Asst. Football  
HS Head Girls Basketball  
HS Scholars Bowl Coach  
HS Golf  
Summer Weightlifting (2020)

**Sarah Rudd** Vocal & Instrumental Music  
KAY Sponsor

**Verlaine Schooler** Inservice Secretary

**Edward Schurman** FFA Sponsor

**Kevin Sides** HS Head Boys Basketball

**Jessie Thalheim** HS Athletic Director  
JH Head Volleyball  
Sr. Class Sponsor (Co)  
HS Asst. Track

**John Vincent** JH Service Club (Co)

# 2023 - 2024 Certified

		<b>Experience</b>	<b>Position</b>
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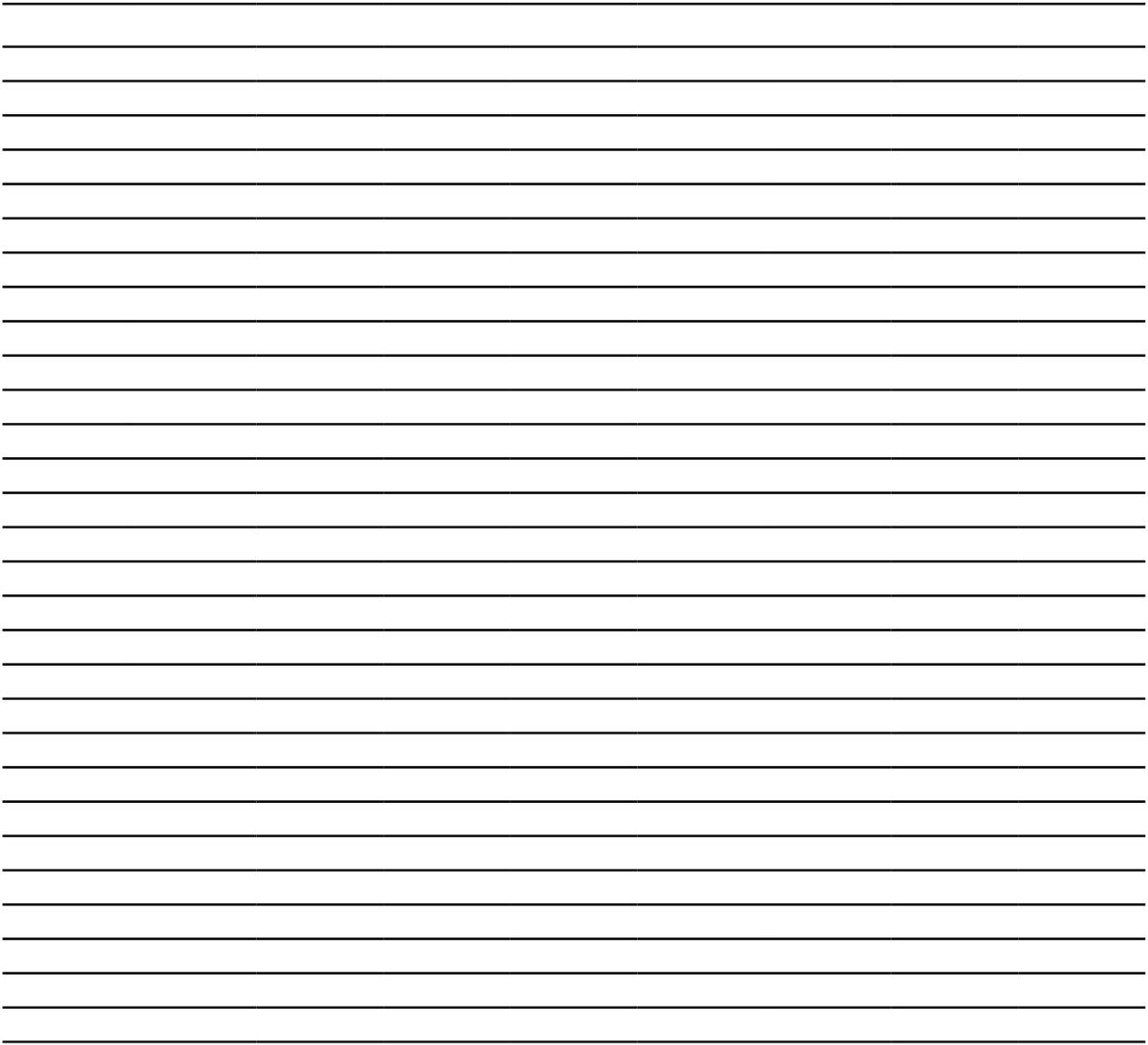


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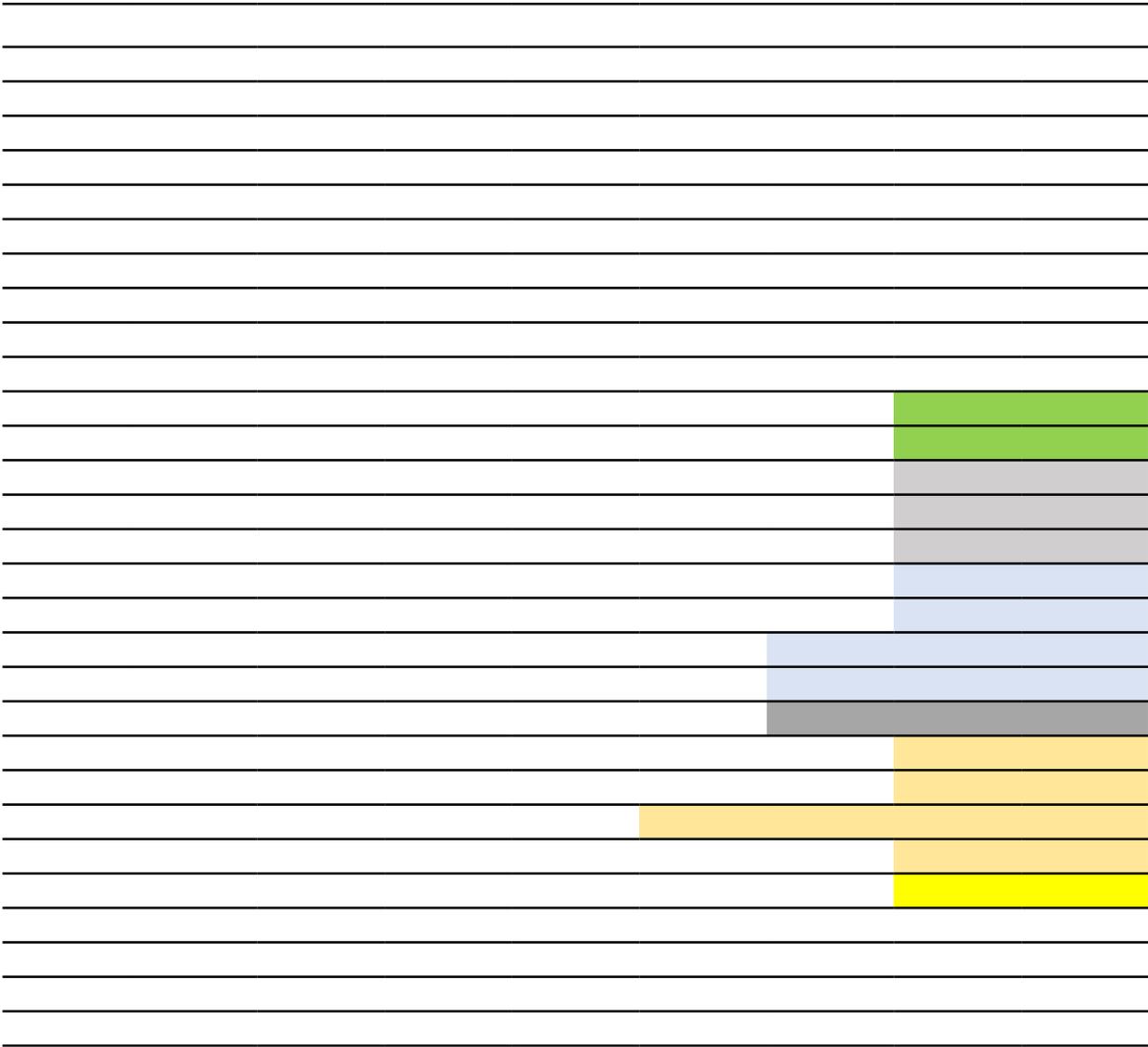

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JH Asst. Football  
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HS Golf  
Summer Weightlifting (2020)

**Sarah Rudd**

Vocal & Instrumental Music  
KAY Sponsor

**Verlaine Schooler**

Inservice Secretary

**Edward Schurman**

FFA Sponsor

**Kevin Sides**

HS Head Boys Basketball

**Jessie Thalheim**

HS Athletic Director  
JH Head Volleyball  
Sr. Class Sponsor (Co)  
HS Asst. Track

**John Vincent**

JH Service Club (Co)



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
www.ksde.org

April 25, 2023

Ken Tharman, Superintendent  
USD 212 Northern Valley  
PO Box 217  
Almena, KS 67622

AUDITED LEGAL MAX

Dear Mr. Tharman,

For the 2022-23 school year, the legal General Fund is **\$1,792,535** and the legal Local Option Budget (LOB) is **\$616,784**. Under KSA 72-5131, the general fund budget is computed using preceding years' enrollment plus current year weightings multiplied times the BASE of \$4,846, plus virtual state aid. The LOB base general fund calculation starts with the total weighted enrollment, excluding special education, KAMS and Virtual state aid. This total is multiplied by the LOB BASE of \$4,912, the higher of the 2008-2009 or current year special education state aid is added, and the sum is multiplied by the authorized district LOB percentage to obtain the maximum LOB budget.

Enclosed is a printout showing data used to compute the General Fund and Local Option Budget. This information is based upon preliminary enrollment. To view the complete data used to calculate the individual weightings, download the "FY 2023 Legal Max" from the school finance website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies>

Please compare Column 40 (computed general fund) with Column 41 (adopted general fund). If the adopted general fund is less than the computed general fund, it will be necessary to republish the general fund in order to spend the additional authority. Please take into consideration that special education state aid and virtual state aid are estimates based on preliminary data. ***If your estimated special education or virtual state aid are padded, it is possible you will not need to republish the general fund. These state aid amounts are finalized in early June, at which time a "Final Legal Max Letter" will be generated.*** All special education state aid must be deposited in the general fund and transferred to the special education fund.

April 25, 2023

AUDITED LEGAL MAX

**USD 212 Northern Valley**  
**2022-23 Legal Maximum General Fund and LOB Budget**  
*(Computed using \$4,846 BASE)*

Col 1	Col 2	Col 3	Col 7	Col 8	Col 9	Col 10	Col 15	Col 17	
FTE Enroll (excl Preschool-Aged AR & virtual) 9/20/19 & 2/20/20	FTE Enroll (excl Preschool-Aged AR & virtual) 9/20/21 & 2/20/22	FTE Enroll (excl Preschool-Aged AR & virtual) 9/20/21 & 2/20/22	Adjusted Enrollment	Preschool-Aged At-Risk (3yr & 4yr Old) (9/20 + 2/20)	Total Adj. Enrollment (incl Preschool-Aged At-Risk)	Low & High Enrollment WTD FTE	Bilingual (max Hrs or Hdct) WTD FTE	Career/Tech Ed WTD FTE	
135.4	122.7	139.6	139.6	7.3	146.9	130.7	0.2	5.0	
Col 20	Col 23	Col 26	Col 27	Col 28	Col 30	Col 31	Col 38		
At-Risk (Free Lunch) WTD FTE	High Density At-Risk WTD FTE	Transportation WTD FTE	Ancillary WTD FTE	Cost of Living WTD FTE	Special Education WTD FTE	KAMS FTE	Total WTD FTE (incl SPED)	Virtual State Aid	
29.5	5.1	12.8	0.0	0.0	39.7	0.0	369.9	0	
Col 40	Col 41	Col 42	Col 46	Col 47	Col 48	Col 49	Col 50	Col 51	Col 52
Computed General Fund	Adopted General Fund	Legal Max General Fund (before reductions)	Prior Year Total Reductions	2022-2023 Adj. Legal General Fund Budget	2022-2023 LOB General Fund	2022-2023 LOB Authorized Percent	Computed Local Option Budget	Adopted Local Option Budget	2022-2023 Legal Max LOB Budget
1,792,535	1,836,149	1,792,535	0	1,792,535	1,869,042	33.00%	616,784	631,373	616,784

**Column Notes**

- Col 7 - Higher of 1st preceding year (Col 3), 2nd preceding year (Col 2) or 3-year average (if eligible) [(Col 1 + Col 2 + Col 3) / 3].
- Col 9 - Adjusted Enrollment (Col 7) plus current Preschool-Aged At Risk (3yr & 4yr old) (Col 8).
- Col 15 - Higher of Bilingual Contact Hours weighting or Bilingual Headcount weighting.
- Col 17 - Career/Tech Ed contact hours divided by 6 then multiplied times factor (0.5).
- Col 20 - Free Meals Headcount times Free Lunch Factor (0.484).
- Col 23 - Higher of USD level or School level high density at-risk.
- Col 39 - Virtual Full-Time = \$5,600; Virtual Part-Time = \$2,800; Virtual Credits (20 & Over) (Max 6 credits) = \$709; Virtual Credits (Dropouts 19 & Under) (Max 6 credits) = \$709
- Col 42 - Legal General Fund: Lesser of Column 40 or Column 41.
- Col 46 - Reductions may include the following: Prior year budget violation, prior year virtual credits or transportation adjustments.
- Col 47 - Adjusted Legal General Fund: Column 42 less Column 46
- Col 52 - Legal LOB: Lesser of Column 50 or Column 51.

# Northern Valley Schools

Time Card for Substitute Teachers

Name of Substitute \_\_\_\_\_

Substituting for: \_\_\_\_\_

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Please Circle One of the Following

2 hrs - 4 hrs = 1/2 day

4 hrs - 6hrs = 3/4 day

6hrs+ = All day

If you substitute full consecutive days for the same teacher during a one week period you may note the number of days below and complete only one time card for that period if you choose to do so.

Number of full consecutive days for the same teacher during one week: \_\_\_\_\_

Signature: \_\_\_\_\_

-----  
For Substitutes to Evaluate Teacher Preparedness:

Excellent: \_\_\_\_\_

Good: \_\_\_\_\_

Satisfactory: \_\_\_\_\_

Inadequate: \_\_\_\_\_

Please write additional comments on back.

-----  
*Please do not write below line.*

(6)

99  
100-109  
110-119  
120-129  
130+

Timestamp	1. What is your USD #?	2. What increments of time does your district pay substitute teachers? Example: 1/4 day, 1/2 day, full day	3. What is the block of time allowed for the increments of time your district pays substitute teachers in question #2? Example: 1/2 day = 3.5 hours, full day = 7.25 hours	4. Is lunch included in the block of time your district allows for in question #3 or is a substitute teacher's lunch "off the clock"?	5. What does your district pay substitute teachers for each interval of time? Example: 1/4 day = \$35, 1/2 day = \$75, Full day = \$150	6. Do substitute teachers in your district have to clock in and out using a timecard system such as Frontline, Timeclock Plus, or other systems?	7. If your district requires substitute teachers to clock in and out, are substitute teachers in your district paid off of the hours represented on the timecard?
4/13/2023 9:23:19	101	1/2 day	as listed	Lunch is not included ("off the clock") in the block of time allowed.	1/2 day = \$55 Full day = \$110	Yes	No
4/13/2023 10:58:10	103	all	1/2=4	Lunch is not included ("off the clock") in the block of time allowed.	150 for full day	No	Our substitute teachers do not clock in
4/13/2023 10:57:58	108	1/2 or full	1/2 day is 3.5 full day is 7	Lunch is not included ("off the clock") in the block of time allowed.	1/2 day = \$60 Full day = \$120	No	Our substitute teachers do not clock in
4/17/2023 10:51:35	113	1/2	1/2 day = 3.5 hours, full day = 7.25 hours	Lunch is included in the block of time allowed.	\$60 1/2 day, \$120 full day	No	Our substitute teachers do not clock in
4/14/2023 7:45:48	115	1/2 day & full day	1/2 day = 3.5 hours, Full day = 7.25 hours	Lunch is included in the block of time allowed.	1/2 day = \$55, Full day = \$110	No	Our substitute teachers do not clock in
4/13/2023 10:05:15	206	1/2 Day, Full Day	3.5 hours, 7.25 hours	Lunch is not included ("off the clock") in the block of time allowed.	1/2 Day = \$50, Full Day = \$100	No	Our substitute teachers do not clock in
4/18/2023 12:06:30	212	1/2, 3/4, & 1	1/2 = 2-4 hrs. - 3/4 = 4-6 hrs. - 1 = 6+	Lunch is included in the block of time allowed.	1/2 = \$45 - 3/4 = \$67.50 - 1 = \$90	No	Our substitute teachers do not clock in
4/13/2023 9:24:52	219	1/2 day	1/2 day = 3.5 hours	Lunch is included in the block of time allowed.	1/2 day = \$60, full day = \$120	No	Our substitute teachers do not clock in
4/13/2023 9:21:11	224	1/2 and full	1/2 = 3.5 1 = 7	Lunch is not included ("off the clock") in the block of time allowed.	1/2 = \$60 1 = \$120 (and will probably go up)	No	Our substitute teachers do not clock in
4/13/2023 13:28:50	237	we can pay by the hour, it is usually 1/2 or day	1/2 day = 3.75 or full day = 7.5	Lunch is included in the block of time allowed.	Hourly 13.20 / 1/2 day \$49.50 / full day \$99	No	Our substitute teachers do not clock in
4/13/2023 9:29:01	239	1/2 day	3.5	Lunch is included in the block of time allowed.	Full day = \$115	No	Our substitute teachers do not clock in
4/13/2023 10:09:41	244	1/4, 1/2, 3/4, and 1	1/2 and 1	Lunch is included in the block of time allowed.	1/2 is \$50 1 is \$100	No	Our substitute teachers do not clock in
4/13/2023 11:42:57	249	1/2 or full day	1/2 or Full Day = 7 hours	Lunch is not included ("off the clock") in the block of time allowed.	\$110 per day	No	Our substitute teachers do not clock in
4/14/2023 13:56:29	254	1/2 day	1/2 day before or after noon	Lunch is included in the block of time allowed.	1/2 day \$50 Full day \$100	No	Our substitute teachers do not clock in
4/13/2023 9:25:07	258	1/2 or full	1/2 = 3.5 hours - anything more than that is a full day.	Lunch is not included ("off the clock") in the block of time allowed.	\$50 half day, \$100 full day	No	Our substitute teachers do not clock in
4/13/2023 9:25:18	268	1/4	every 1/4 = 2 hour increments	Lunch is included in the block of time allowed.	Full day \$120	No	Our substitute teachers do not clock in
4/13/2023 14:37:27	273	1/2	full day = 7.5	Lunch is included in the block of time allowed.	1/2 day = \$47.50 Full Day = \$95	No	Our substitute teachers do not clock in
4/13/2023 10:44:48	282	Hourly beyond a half day. Half day guaranteed.	Full day 7.25	Lunch is included in the block of time allowed.	Full day \$125	No	Our substitute teachers do not clock in
4/13/2023 9:21:47	286	Hourly	7	Lunch is not included ("off the clock") in the block of time allowed.	\$15 hour	Yes	Yes
4/13/2023 9:28:26	290	Hourly	8	Lunch is included in the block of time allowed.	14.50 per hour - up to \$116 per day	Yes	Yes

8

Timestamp	1. What is your USD #?	2. What increments of time does your district pay substitute teachers? Example: 1/4 day, 1/2 day, full day	3. What is the block of time allowed for the increments of time your district pays substitute teachers in question #2? Example: 1/2 day = 3.5 hours, full day = 7.25 hours less than 4 hours = 1/2 day	4. Is lunch included in the block of time your district allows for in question #3 or is a substitute teacher's lunch "off the clock"?	5. What does your district pay substitute teachers for each interval of time? Example: 1/4 day = \$35, 1/2 day = \$75, Full day = \$150	6. Do substitute teachers in your district have to clock in and out using a timecard system such as Frontline, Timeclock, Plus, or other systems?	7. If your district requires substitute teachers to clock in and out, are substitute teachers in your district paid off of the hours represented on the timecard?
4/13/2023 9:22:12	300	1/2 day, full day	less than 4 hours = 1/2 day	Lunch is included in the block of time allowed.	\$110 full day, \$60 half day	No	Our substitute teachers do not clock in
4/15/2023 23:12:54	303	hourly	Hourly	Lunch is included in the block of time allowed.	\$19	Yes	Yes
4/13/2023 14:48:34	305	Pay per hour	Pay per hour	Lunch is included in the block of time allowed.	Glassified-11.21, esub \$110, standard \$135	No	Our substitute teachers do not clock in
4/13/2023 11:17:01	306	1/2 day	1/2 day = 3.5 hours	Lunch is not included ("off the clock") in the block of time allowed.	\$125	No	Our substitute teachers do not clock in
4/13/2023 14:57:14	327	by the hour	15 minutes at a time	Lunch is included in the block of time allowed.	\$125/day	No	Our substitute teachers do not clock in
4/13/2023 10:57:36	330	1/2	1/2 = 3.5 hrs	Lunch is not included ("off the clock") in the block of time allowed.	1/2 = \$55 & Full Day is \$110	No	Our substitute teachers do not clock in
4/14/2023 15:43:31	333	Hourly	Hourly discretionary leave is deducted	Lunch is not included ("off the clock") in the block of time allowed.	120 per day for full day	No	Our substitute teachers do not clock in
4/13/2023 10:58:35	334	1/2 Day or Full Day	3.5 hours or 7 hours	Lunch is included in the block of time allowed.	1/2 day \$80.00 Full Day \$120.00	No	Our substitute teachers do not clock in
4/13/2023 13:06:13	335	1/2 Day	1/2 day = 3.5 hours, full day = 7.25 hours	Lunch is included in the block of time allowed.	1/2 day = \$60, Full day = \$120	No	Our substitute teachers do not clock in
4/13/2023 11:43:24	336	1/2 day minimum	3.5 hours	Lunch is included in the block of time allowed.	Full day = \$120 plus free school lunch; 1/2 day = \$60	No	Our substitute teachers do not clock in
4/13/2023 10:54:37	338	1/2 day	1/2 day = 3.75, full day = 7.5	Lunch is included in the block of time allowed.	1/5 for full day, \$2.50 for 1/2	No	Our substitute teachers do not clock in
4/13/2023 10:17:56	340	1/2 and full and planning subs	4 and 8	Lunch is included in the block of time allowed.	65 and 130	No	Our substitute teachers do not clock in
4/13/2023 9:30:27	346	1/2 day and full day	1/2 day equals 3.5	Lunch is included in the block of time allowed.	1/2 day = 60, Full day = 110	No	Our substitute teachers do not clock in
4/14/2023 15:24:02	347	1/2 and full	1/2 = 4 hours, full day = 8 hours	Lunch is included in the block of time allowed.	\$105 full day, \$52.5 half day	No	Our substitute teachers do not clock in
4/13/2023 16:19:44	359	1/2 day	1/2 day: anything up to 3.5 hours	Lunch is not included ("off the clock") in the block of time allowed.	\$51 and \$102	Yes	No
4/13/2023 9:23:31	366	1/2 day	1/2 day = 3.5 hours	Lunch is not included ("off the clock") in the block of time allowed.	Full day = \$100 - 1/2 day = \$50	No	Our substitute teachers do not clock in
4/13/2023 11:04:30	368	1/2 day	3.5 hours or less is 1/2 day, More than 3.5 hrs is full day	Lunch is included in the block of time allowed.	Full day \$115, 1/2 day \$57.50	No	Our substitute teachers do not clock in
4/13/2023 9:31:22	375	1/2, Full	1/2=Morning until lunch, After lunch to end of day, All school day	Lunch is not included ("off the clock") in the block of time allowed.	1/2=\$55, Full 110	No	Our substitute teachers do not clock in
4/13/2023 9:58:01	387	1/2 day, full day	1/2 day = 3.5 hours, full day = 7.25 hours	Lunch is included in the block of time allowed.	1/2 is \$50, full is \$100	No	Our substitute teachers do not clock in
4/13/2023 9:40:06	389	1/2 and full	3.5 hours 1/2 day and 7.25 full	Lunch is included in the block of time allowed.	1/2 \$50 and full \$100	No	Our substitute teachers do not clock in

20

Timestamp	1. What is your USD #?	2. What increments of time does your district pay substitute teachers? Example: 1/4 day, 1/2 day, full day	3. What is the block of time allowed for the increments of time your district pays substitute teachers in question #2? Example: 1/2 day = 3.5 hours, full day = 7.25 hours	4. Is lunch included in the block of time your district allows for in question #3 or is a substitute teacher's lunch "off the clock"?	5. What does your district pay substitute teachers for each interval of time? Example: 1/4 day = \$35, 1/2 day = \$75, Full day = \$150	6. Do substitute teachers in your district have to clock in and out using a timecard system such as Frontline, Timeclock Plus, or other systems?	7. If your district requires substitute teachers to clock in and out, are substitute teachers in your district paid off of the hours represented on the timecard?
4/13/2023 9:29:40	390	1/2	4 or less = half day; more than 4 = full day	Lunch is not included ("off the clock") in the block of time allowed.	half day = \$55, full day = \$110	No	Our substitute teachers do not clock in
4/13/2023 10:59:02	392	1/2	3.5	Lunch is not included ("off the clock") in the block of time allowed.	1/2 = \$45, Full = \$90	No	Our substitute teachers do not clock in
4/13/2023 14:04:18	395	Half and full	If they sub in am at any time, half day. If it extends past lunch, full day. We don't track hours.	Lunch is included in the block of time allowed.	Half= \$55, Full= \$105	No	Our substitute teachers do not clock in
4/13/2023 10:18:03	398	Hour, 1/2 Day and Full Day	1/2 day = 4 hours, full day = 8 hours	Lunch is included in the block of time allowed.	Full Day is \$100, 1/2 Day is \$50	Yes	No
4/14/2023 17:48:50	399	1/4 & Full Day	4 & 8	Lunch is not included ("off the clock") in the block of time allowed.	100 full day, 50 1/2	No	No
4/13/2023 9:32:57	421	1/2	3.5	Lunch is not included ("off the clock") in the block of time allowed.	\$100, \$50 for 1/2	No	Our substitute teachers do not clock in
4/13/2023 11:01:30	428	1/2 and full	1/2= 3.5 Full=7.0	Lunch is included in the block of time allowed.	1/2 = \$60 Full=\$120	No	Our substitute teachers do not clock in
4/13/2023 9:48:37	429	1/2 or full day, we usually cover 1/4 days in house.	If we have a sub come in for 3/4s a day, we pay them full.	Lunch is included in the block of time allowed.	106\$ per day, free school lunch, 150\$ long term after ten days in same assignment	No	Our substitute teachers do not clock in
4/13/2023 18:55:02	432	Hourly	Hourly	Lunch is included in the block of time allowed.	Full day- \$95	No	Our substitute teachers do not clock in
4/13/2023 10:09:57	434	sub teachers 1/2 or full, sub paras are hourly	full day is anything over 4. Looking to change that to full day is anything over 4.5 as there have been a few 5 minute abusers	Lunch is included in the block of time allowed.	1/2 = \$60, full = \$120	Yes	Yes
4/13/2023 10:00:59	452	1/4	1/2 = 3.5 hours	Lunch is not included ("off the clock") in the block of time allowed.	Full day = \$120	No	Our substitute teachers do not clock in
4/13/2023 12:14:25	460	1/2 Day	Under 3.5 hrs = 1/2 day, over 3.5 hours = full day	Lunch is not included ("off the clock") in the block of time allowed.	Half day = \$52.50, full day = \$105	No	Our substitute teachers do not clock in
4/13/2023 14:07:10	461	.5 and 1.0	50=3 hours and 45 minutes/1.0 = 7.5 hours 1/2=anytime after School start to lunch or anytime after lunch to school dismissal...if a sub works anytime in morning thru school lunch into the afternoon equals full day	Lunch is included in the block of time allowed.	Full day=\$110, 50=\$55	No	Our substitute teachers do not clock in
4/13/2023 10:04:20	462	1/2 day or full day		Lunch is included in the block of time allowed.	1/2 days=\$45, full day=\$90	No	Our substitute teachers do not clock in

54

Timestamp	1. What is your USD #?	2. What increments of time does your district pay substitute teachers? Example: 1/4 day, 1/2 day, full day	3. What is the block of time allowed for the increments of time your district pays substitute teachers in question #2? Example: 1/2 day = 3.5 hours, full day = 7.25 hours	4. Is lunch included in the block of time your district allows for in question #3 or is a substitute teacher's lunch "off the clock"?	5. What does your district pay substitute teachers for each interval of time? Example: 1/4 day = \$35, 1/2 day = \$75, Full day = \$150	6. Do substitute teachers in your district have to clock in and out using a timecard system such as Frontline, Timeclock Plus, or other systems?	7. If your district requires substitute teachers to clock in and out, are substitute teachers in your district paid off of the hours represented on the timecard?
4/14/2023 7:08:29	466	1/4 day, 1/2 day, full day	1/2 day = 3.5 hours, full day = 7.25 hours	Lunch is included in the block of time allowed.	Full - \$120, Half - \$60, quarter - \$30	Yes	Yes
4/13/2023 9:37:54	484	1/2	3.5 / 7	Lunch is not included ("off the clock") in the block of time allowed.	52.50 / 105	No	Our substitute teachers do not clock in
4/13/2023 12:34:30	487	1/2 day, Full day	1/2 day = 4 hours, Full day = 7.25 hours	Lunch is included in the block of time allowed.	1/2 day = \$62.50, Full day = \$125	No	Our substitute teachers do not clock in
4/17/2023 16:19:21	495	1/2 day	3.5	Lunch is included in the block of time allowed.	Full day = \$100, emergency \$115 certified teacher	No	Our substitute teachers do not clock in
4/13/2023 9:28:23	503	1/2 day, full day	1/2 day = 3.5 hours, full day = 7.5 hours	Lunch is included in the block of time allowed.	1/2 day = \$70, Full day = \$140	No	Our substitute teachers do not clock in
4/13/2023 9:50:28	505	1/2 or Full	1/2 day = 4, Full day = 8	Lunch is included in the block of time allowed.	1/2 = \$55, Full \$110	No	Our substitute teachers do not clock in
4/13/2023 11:48:15	511	1/2 and full	1/2 day = 4 hours full day = 7 hours 20 minutes	Lunch is included in the block of time allowed.	1/2 day = \$50, Full day = \$100	No	Our substitute teachers do not clock in

^

## SUBSTITUTE PAY AT NORTHERN VALLEY

Northern Valley Board of Education:

For some time now, I have felt the substitution pay at Northern Valley was very low compared to other schools around. I contacted various schools, where I also substitute, to get their latest information. This is what I found:

- **Northern Valley**

- Length of Day...8 to 8 1/2 hours (Elementary subs need to be here by 7:30)
- Daily Rate of \$90
- After 5 days it increases to \$100
- Increments of
  - 1/2 (2 - 4 hours)
  - 3/4 (4 to 6 hours)
  - All day (6+ hours)
- No difference in pay for licensed or emergency substitute

1/2 hr.  
Leave due to  
leave increments

- **Logan**

- Length of Day...7 hours and 45 minutes
- Daily Rate of \$110
- After 5 days it increases to \$125
- Increments of
  - 1/2 day (0 - 4 hours)
  - Whole day (4+ hours)
- No difference in pay for licensed or emergency substitute

\$110 - 120

- **Norton**

- Length of Day...7 1/2 hours
- Licensed Substitute
  - Daily Rate of \$115
  - Half Day Rate of \$62
- Emergency Substitute
  - Daily Rate of \$110
  - Half Day Rate of \$57
- Long Term
  - After 4 weeks, (20 days), the Daily Rate goes to approximately \$140.
- Increments of
  - 1/2 day (0 - 4 hours)
  - All day (4+ hours)

No difference  
in qualifications?  
Leave - 1/2 day increments

- Phillipsburg

- Length of Day...7 hours 20 minutes
- Licensed Substitute
  - Daily Rate of \$120
  - Half Day of \$60
- Emergency Substitute
  - Daily Rate of \$110
  - Half Day Rate of \$55
- Long Term
  - Every 5 days the rate increases \$10
  - Max of increase is \$30 a day
- Increments of
  - ½ day (0 - 4 hours)
  - All day (4+ hours)

*Lower in  
1/4, 1/2, 3/4, 1  
encourage 1/2 or full*

I hope by seeing this data, the BOE will see the need to adjust Northern Valley's Substitute Pay. I would also like to see the ¾ day gone from our schedule and have any amount of time under 4 hours count as a half day. Please note that all the schools I called, said the substitute amount was usually adjusted every year, so these amounts will probably go up next year.

Thank You!!!

Sincerely,

*Verlaine Schooler*

Verlaine Schooler

Northern Valley  
USD 212  
Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

May 11<sup>th</sup>, 2022

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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.

## II. Activity/Athletic Department

### A. Philosophy

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

### B. Goal and Objectives

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

*Objectives*-The student shall learn:

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

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

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

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

**(5) To enjoy participating in the activity**- For the student to maximize their enjoyment from participating in the activity, it is necessary for the student to acknowledge all of the personal

rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve themselves and the program.

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

### III. Governances

#### A. Board of Education

The Board of Education is the ruling authority for the Northern Valley 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 1<sup>st</sup>** is ineligible, but can appeal.

**C. Physical Exams\*** -

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

#### **D. Insurance**

- (1) The student and parents must sign an Insurance Verification form before the student begins active participation in the activity or sport.
- (2) The school district carries catastrophic insurance coverage through KSHSAA.
  - a. This insurance covers school-time activities with a \$10,000 (ten thousand dollar) deductible.
  - b. Coverage is limited to catastrophic accidents.
  - c. ***The school insurance will not cover expenses for injuries that occur as a result of horseplay or fighting.***
- (3) Parents/guardians are required to have health insurance coverage on their student. They may choose to purchase activity-specific insurance, or they may opt for their student's existing health insurance to cover any potential accidents or injuries.
- (4) Accidents and injuries must be reported in a timely manner. Should an accident or injury occur during the course of sports participation, insurance claims shall be processed as follows:
  - a. **All expenses incurred must first be submitted to the parent/guardian's insurance company for payment.**
  - b. **Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district.**
  - 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.

**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.

**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.

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

### B. Interscholastic Activity Rules

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

### C. Activities

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

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

**D. Enforcement of the Code of Conduct**

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

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

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

***Due Process***

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

***Documentation***

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

**F. PROCEDURES**

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

An appeal to the Review Board, made within the five-day limit, will temporarily stay the penalty until after the Review Board decision. School personnel, the student, and parents will cooperate so that the Review

Board meeting can be held as quickly as possible and the matter can be resolved. If the Review Board affirms that a violation has occurred, the penalty will be implemented by the building administrator on the day the Review Board decision is announced.

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

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

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

## **G. Penalties for Violating the Chemical Free Rules**

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

### ***First Violation***

For activities, which have a schedule of public playing dates, or activities, a first violation of the **Chemical 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.

## VI. Provisions of Participation:

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

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

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

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

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

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

### A. Authorized Transportation:

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

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

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

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

### B. Responsibility for Equipment/Uniforms:

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

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

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

### C. Appearance:

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

#### **D. Language/Gestures:**

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

#### **E. Sportsmanship:**

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

#### **F. Season Defined:**

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

#### **G. Acknowledgement of Risk:**

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

#### **H. Rules for Teams and Clubs:**

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

## **VII. Basic Activity Policies**

### **A. Dual Participation**

1. The following points are recommended as policy for students who wish to participate in more than one activity in the same season: Parents must make a written request to the 6 - 12 principal. The student must make a primary commitment to one **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.

## 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).

## 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.)

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 leave the team or is dismissed from the team, the student will not letter in the activity.
5. The student completes the season in good standing with the school and the coach/sponsor recommends a waiver of the requirements.

## **C. Awards (All Activities)**

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

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

## PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT

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

### Insurance Awareness

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

## CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

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

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

**WARNING:** Although participation in supervised interscholastic athletics and activities may be 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 **2022 – 23** 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

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

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

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

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

Adapted from the CDC and the 3<sup>rd</sup> International Conference in Sport

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

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

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

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

### **Return to Practice and Competition**

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

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

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

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

<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 USD#212



2022 - 2023  
Faculty & Staff Handbook

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## **Mission Statements**

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

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

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

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

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

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

## **EQUAL OPPORTUNITY EMPLOYER**

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

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

## **HANDBOOK PURPOSE**

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

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

## **INCLUSION STATEMENT**

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

# STAFF NAMES

## Administration

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

## High School

Mitch Pugh ..... HS Social Science, HS Scholars  
Bowl, Golf, & HS Girls BB  
Amy McKinney..... Accounting, Business, HS  
Computers, FACS, Yearbook &  
Student Council  
TBD..... HS English  
Jessie Thalheim ..... 6 – 12 Science, HS AD / JH VB  
Ed Schurman ..... Vo-Ag & FFA,  
Sarah Rudd ..... K – 4 Music, HS Band/Vocal,  
SSC, KAY

## Middle School

Jim Cole ..... K – 12 Physical Education, F-  
ball, Boys BB, Track, & Drivers  
Ed., JH Athletic Dir.  
Emily Lowry ..... 6 – 12 Mathematics, JH BB, JH  
Track, & NHS  
Cindy Mordecai..... JH Language Arts & 5 – 8  
Vocal / Band  
Kirsten Baird ..... Fifth Grade  
Kelli Hueneke ..... 5 – 7 Title / MS Social Studies

## Elementary School

Angie Knuth..... Kindergarten, Cross Country, HS  
Asst. Track  
Tammy Vincent..... First Grade  
Katie Grote ..... Second Grade & Forensics  
Jill Gebhard ..... Third Grade  
Amy Chandler ..... Fourth Grade

## Elem. continued

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

## Clerical Staff

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

## Custodial Staff

Alan Brown..... ES Custodian  
Laurie Alsdurf..... MS Custodian  
Kassandra Speer ..... MS Custodian  
Noah Hansen..... HS Custodian / Almena Maint.

## Kitchen Staff

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

## Special Assignment

Phillips County Health Dept. - Nurse

## Bus Drivers

Randy Husted  
Chris Cochrun  
Cindy Fischer  
Nancy Hogan  
Jim Winchell

# **GENERAL INFORMATION TEACHING AND LEARNING**

## **CURRICULUM**

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

## **INSTRUCTIONAL MATERIALS**

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

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

## **LESSON PLANS**

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

## **HOMEWORK**

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

## **GRADES**

Northern Valley Schools will utilize a 4-point grade system.

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

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

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

Grades for each class will be recorded each nine weeks. A semester grade for each class will be recorded at the end of each semester. The semester grade shall be determined by averaging the two nine week grades (percentages), and all + and -'s will be dropped. Letter grades will be recorded on the official transcript. Letter grades and percentages will be duly recorded on all grade reports distributed to students, parents and/or guardians.

## **MAKE-UP WORK**

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

Two class periods are given to complete daily work missed due to each day of excused absence. For example, if you are absent on Monday, and you meet in class on Tuesday, the missed assignment is due on Thursday. If you are absent on Tuesday, and you meet in class on Wednesday; the missed assignment is due on Friday. For extended illness, the student will be limited to five (5) school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration.

No make-up credit will be allowed for un-excused absences.

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

## REPORTS

### *Progress Reports*

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

### *Report Cards*

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

### *Weekly Grade Reporting*

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

### *Attendance (Student)*

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

### *Accidents*

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

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

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

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

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

### *Child Abuse*

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

### *Vandalism*

Employees shall report any vandalism to their immediate supervisor.

## **LUMP SUM PAYMENT**

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

## **WORKERS COMPENSATION**

### *Notice of Accidents*

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

### *Coverage*

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

## **CALENDAR**

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

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

## **LEAVE**

### *Paid Time Off (PTO)*

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

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

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

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

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

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

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

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

### *Absentee Forms*

All teachers are required to complete an absentee request and have it approved by the administrator. In the event of an unforeseen absence, the office in your building will fill out the request. Refer to References.

### *Funeral and Bereavement Leave*

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

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

### *Annual Leave Accounting*

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

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

0-2 hours = .25 day

2-4 hours = .50

4-5 hours = .75

6-8 hours = 1 day

### *Jury Duty*

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

### *Professional Leave*

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

### *Military Leave*

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

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

## **RECORDS**

### *Personnel Records*

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

### *Required Records*

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

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

## **CERTIFICATE**

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

## **ADDRESS CHANGES**

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

## **STUDENT RECORDS**

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

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student. At NO time are teachers to make public student test scores, classroom grades, or report card grades.

## **GIFTS**

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

## **SOLICITATIONS**

### *Solicitation of Employees*

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

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

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

## **TUTORING FOR PAY**

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

## **ABSENCES/SUBSTITUTES**

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

## **SUBSTITUTE FOLDERS**

Substitute folders need to contain the following materials.

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

## **DRESS CODE**

The board encourages appropriate dress for all district employees.

## **COMMUNICATIONS**

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

## **FIELD TRIPS**

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

Advance requests for field trips, including transportation, shall be submitted by the teacher to the principal at least two weeks prior to the requested trip. Once the trip is approved, it is expected that the teacher notify staff/students of the planned trip and the list of students going at least one week prior to the trip. The teacher shall notify parent/guardian of a forthcoming field trip using forms designated by the principal.

## **FUNDRAISING**

All students' sales projects or student fundraising shall require the principal's prior approval.

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

## **PEER GRADING**

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

## **INTERROGATION AND INVESTIGATION OF STUDENTS**

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

## **SEARCHES OF STUDENTS AND PROPERTY**

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

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

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

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

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

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

## **HALL PASSES**

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

## **DISTRIBUTION OF MATERIALS**

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

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

## **ORIENTATION**

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

## **PERSONAL PROPERTY**

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

## **USE OF PERSONAL VEHICLE**

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

## **TELEPHONE USE**

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

## **MAINTENANCE REQUESTS**

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

## **ANIMALS AND PLANTS**

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

## **SAFETY AND SECURITY** **SAFETY RULES**

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

## **SAFETY UNITS**

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

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

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

## **DRILLS AND EVACUATIONS**

### **FIRE DRILLS**

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

## **TORNADO DRILLS**

The intermittent ringing of the classroom bells will signal Tornado drills. You are to form a single line and proceed quickly and quietly to the basement hallway. It is important that you be quiet, so that you may hear any instructions that may be given. You may return quietly to the classroom only when the Superintendent, Principal, or their designee has released the entire student body.

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

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

## **EMERGENCY CLOSINGS**

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

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

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

## **SAFETY PRACTICES**

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

## **SECURITY**

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

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

It is recommended the building administrator also be notified.

## **SECURING WORK AREA**

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

### *Keys and Access Cards*

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

Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

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

### *Crisis Plan*

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

## **HAZING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

A student whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behaviors are found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

## **EQUIPMENT AND SUPPLIES**

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

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

### *Computers*

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

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

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

### *No Right to Privacy*

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

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

### *Ownership*

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

### *Secure Files*

All employees must secure files containing confidential student information.

### *Internet*

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

### *Copying and Duplication*

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

### *Request for Purchases*

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

### *Vehicle Request*

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

## **CONFLICT OF INTEREST**

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

## **OUTSIDE EMPLOYMENT**

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

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

## **CRIMINAL CONVICTIONS**

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

## **DISTRICT PROCEDURES**

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

### *Board Policy*

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

### *Recruitment*

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

### *Contract Procedure*

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

### *Resignation*

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

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

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

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

### *Evaluations*

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

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

### *Staff Development*

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

### *Professional Development Council*

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

## COMPLAINTS/GRIEVANCES

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

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

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

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

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

## CONDUCT

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

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction, or before their first day of duty following said conviction or diversion, whichever comes first. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

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

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

### *Tobacco Free Campus*

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

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

The following definitions apply to this policy:

- “Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.
- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.
- “Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

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

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

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

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

### *Relations with Students*

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

### *Supervision of Students*

Activities sponsored by the school shall include appropriate supervision.

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

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

## **CONFIDENTIALITY**

### *Student Information*

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

### *Personnel Information*

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

## **SEXUAL HARASSMENT**

### *General Policy*

U.S.D. #212 is committed to providing a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is illegal and will not be tolerated in the school district. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and may constitute sexual harassment abuse under Kansas's statutes. This policy applies to males and females, and includes same sex harassment. This policy is applicable to employees while on school premises and in the discharge of their duties at off-site locations. Sexual harassment of employees or students, vendors, and any other having business or other contact with the school district is strictly prohibited.

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

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

### *Definition*

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

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

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful. Sexual harassment may include, but is not limited to: verbal or written harassment or abuse including teasing, jokes, posters, pictures or cartoons; pressure for sexual activity; repeated remarks with sexual or demeaning implication; unwelcome touching, patting, pinching, hugging, or brushing against another's body; suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning an individual's employment; sexual assault or battery as defined by current law. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.

## *Reporting Incidents*

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

Any employee may elect to file a formal complaint under the district's discrimination complaint procedure. Official disciplinary action cannot be taken without a formal hearing. Formal complaints must be put in writing and normally addressed to the building principal or compliance coordinator.

Every individual has the right to bypass the normal reporting chain to report sexual harassment directly to the District School Board or Office of Civil Rights.

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

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy.

Examples of retaliation are ridicule, threats, name-calling, withholding of normally disseminated information, adverse effect on job status, security or compensation, or further harassment.

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

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

1. Employees who believe they have been subjected to sexual harassment should report the problem to their immediate supervisor. If the employee's immediate supervisor is the alleged harasser, the employee should bypass the supervisor and report the harassment directly to the building principal, Director of Special Education, the Superintendent, or the Board of Education.
2. The person seeking information will be counseled as the options for actions available under policy and will be provided a copy of this policy. They will be informed about resources available, such as videos or books, which provide information regarding sexual harassment. They will be informed that they will have the opportunity to participate in discussions regarding the method of resolving the matter.
3. Informal resolution will be attempted. Resolution may be as simple as conducting refresher training, having a discussion with the alleged offender, or sending a memo to all employees indicating concern about sexual harassment in the district. The alleged offender will not be contacted without permission of the complainant.
4. If the problem is resolved informally, a written summary will be made and kept in a confidential file. The compliance coordinator will follow up within one month to determine whether the victim has been subject to any further sexual harassment or retaliation.
5. If the problem cannot be resolved informally, or is not resolved within 5 workdays, the complainant will be advised of formal complaint procedures. The filing of a written complaint is required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

Any questions regarding the U.S.D. #212 Sexual Harassment Policy should be addressed to the Superintendent, 512 W. Bryant, Alma, KS 67622, 785-669-2445.

## **DISCRIMINATION COMPLAINTS**

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

## **HEALTH**

### *School Nurse*

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

### *Blood Borne Pathogens*

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

### *Communicable Diseases*

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

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

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

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

### *Health Examinations*

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

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

## **MEDICATIONS, ADMINISTERING**

### **Supervision of Medication**

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

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

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

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

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

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

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

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

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

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

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

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

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

### Student Self-Administration of Medications

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

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

#### *Eligible to Self-Administer Medication*

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s).

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

### *Authorization Required*

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

### *Employee Immunity*

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

### *Waiver of Liability*

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

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

### *Additional Requirements*

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

## **HAZARDOUS WASTE**

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

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

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

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

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

### *Asbestos*

All Friable Asbestos-containing materials have been removed from Northern Valley Schools. Any remaining asbestos is in a non-friable state. In accordance with E.P.A. Rules and Regulations, all non-friable material will be repaired as it deteriorates or it is physically damaged.

If anyone would like more information regarding the specific location of this material, or a copy of the E.P.A. regulations relevant to this matter, you may contact the office of the Superintendent of Schools at 512 W Bryant, Alma, Kansas 67622.

### *Pest Control*

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

## **SPECIAL EDUCATION INFORMATION**

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

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

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

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

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

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is

confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, information obtained pursuant to Department of Children and Families interventions, social security number information, and professional misconduct background checks.

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

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

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

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

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

# NORTHERN VALLEY USD #212: CALENDAR REQUEST FORM

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

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

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

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

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

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

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

I WILL NOT BE STAYING OVERNIGHT

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

I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

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

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

APPROVED

DENIED

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

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

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

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

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

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

**USD #212 ABSENTEE FORM**

NAME: \_\_\_\_\_

DATE/DATES OF ABSENCE: \_\_\_\_\_

TOTAL NUMBER OF DAYS: \_\_\_\_\_

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

ADMINISTRATIVE APPROVAL: \_\_\_\_\_

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

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

If you are gone a full day YOU ARE GONE A FULL DAY; you cannot count 30 minutes off for lunch!!!							
.5 hr	0.0625	2.5 hr	0.3125	4.5 hr	0.5625	6.5 hr	0.8125
1 hr	0.125	3 hr	0.375	5 hr	0.625	7 hr	0.875
1.5 hr	0.1875	3.5 hr	0.4375	5.5 hr	0.6875	7.5 hr	0.9375
2 hr	0.25	4 hr	0.50	6 hr	0.75	8 hr	1.00

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

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

**Reason for Absence (check one)**

Paid Time Off (PTO): \_\_\_\_\_

Without Pay: \_\_\_\_\_

Bereavement: \_\_\_\_\_ Relationship: \_\_\_\_\_

Professional: \_\_\_\_\_ Event: \_\_\_\_\_

Inservice: \_\_\_\_\_ Event: \_\_\_\_\_

**(requires an Appendix C form)**

Vacation: \_\_\_\_\_ *(12 month Employees only)*

Substitute: \_\_\_\_\_

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

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

Lesson Plans/Material Available for Substitute:      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Substitute's work was:      Excellent: \_\_\_\_\_      Satisfactory: \_\_\_\_\_      Unsatisfactory: \_\_\_\_\_

Comments: \_\_\_\_\_

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

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

TEACHER \_\_\_\_\_

DATE \_\_\_\_\_

Items Requested:

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

Have items been ordered/purchased:      Yes      No

Cost:

Department:

Check made payable to:

Payment due by:

---

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

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

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



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

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

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

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

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

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

\_\_\_\_\_



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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

Conditions under which the medication is to be given:

\_\_\_\_\_

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

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

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

Medication(s) to be Given at School

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

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

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

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

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

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

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

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

---

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

# NORTHERN VALLEY USD #212: ACCIDENT REPORT FORM

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

Employer:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

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

Did you report this injury to your supervisor?

If not, why not?

Date reported:

Supervisor's Name:

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

If not, please explain?

Were there any witnesses?

If yes, who?

Did you go to the hospital or clinic?

Address of the hospital/clinic:

Name of treating physician:

Additional comments:

Date:

Signature:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Northern Valley  
USD 212



K – 12 Handbook

Approved by the USD 212 Board of Education on  
July 13, 2022

## WELCOME TO NORTHERN VALLEY

Dear Students:

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

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

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

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

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

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

GO HUSKIES!

## **CITIZENSHIP STATEMENT**

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

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

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

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

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

## **PHILOSOPHY OF EDUCATION**

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

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

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

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

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

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

**AN EQUAL EMPLOYMENT EDUCATION OPPORTUNITY AGENCY**

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

**FACULTY & STAFF**

**OFFICE STAFF**

Ken Tharman ..... Superintendent & HS Principal  
Marvin Gebhard ..... Pre-K – 8 Principal  
Amber Brown ..... Clerk  
Kinze Cox ..... Treasurer & HS Secretary  
Sommer Yocum ..... Junior High Secretary  
Kenzi Sheley ..... Elementary School Secretary

**TEACHING STAFF**

Jim Cole ..... K – 12 PE / Junior High Athletic Director  
Mitch Pugh ..... HS Social Science  
Amy McKinney ..... 9-12 Computers & Business  
?????? ..... 9-12 English  
Jessie Thalheim ..... 5 – 12 Science / HS Activities Director  
Emily Lowry ..... 6- 12 Math  
Sarah Rudd ..... HS Vocal & Band / K-4 Music / Student Success Coordinator  
Cindy Mordecai ..... 6-8 Language Arts / 5 – 8 Vocal & Band  
Ed Schurman ..... 9-12 Vocational Agriculture & FFA / FACS

Sandra Dole ..... Preschool  
Angie Knuth ..... Kindergarten  
Tammy Vincent ..... First Grade  
Katie Grote ..... Second Grade  
Jill Gebhard ..... Third Grade  
Amy Chandler ..... Fourth Grade  
Kirsten Baird ..... Fifth Grade  
Kelli Hueneke ..... 5-6<sup>th</sup> Title I / 6-8 Social Studies  
Terry Logemann ..... 5-12 Interrelated Teacher  
Tami Dubois ..... K-4<sup>th</sup> Interrelated Teacher  
John Vincent ..... Library Media Tech  
Brandi Shelton ..... Nurse  
Ryan Hopkins ..... Technology Coordinator

**CUSTODIANS**

Alan Brown (ES)  
Kassandra Speer & Laurie Alsdurf (JH)  
Noah Hansen (HS / Almena Maint.)

**CAFETERIA STAFF**

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

**BOARD MEMBERS**

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

**SCHOOL TELEPHONE NUMBERS**

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

## WEBSITE

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

## SCHOOL CLOSING/STORM ROUTES

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

KQNK – Norton Radio – AM 1530/FM 106.7

KKAN/KQMA – Phillipsburg Radio – AM 1490/FM92.5

KRVN – Lexington Radio – AM 880/FM 93.1

KSNK – TV Channel 8

NTV – TV – Channel 13

KOLN – TV – Channel 11

KAKE – TV – Channel 10

KWCH – TV – Channel 7

## HANDBOOK PURPOSE

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

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

## PLANNER USE

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

## PASSES OR PERMITS

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

## INCLUSION STATEMENT

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

## FRIABLE ASBESTOS CONTAINING MATERIAL

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

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

## STUDENT GRIEVANCE PROCEDURES

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

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

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

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

Kansas Commission of Civil Rights 214 West 6 <sup>th</sup> Topeka, KS 66603	Equal Employment Opportunity 12 Grand Building 1150 Guard Kansas City, MO 64106	Department of Health, Education and Welfare Office for Civil Rights 324 East 11 <sup>th</sup> St Kansas City, MO 64106
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**ADA, OCR, VOC/ED GUIDELINES**

Civil Right Comprehensive Notification for Northern Valley Schools

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

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

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

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

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

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

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

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

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

Under 34 CFR 299.10 to 299.12;

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

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

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

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

**POLICY OF PROOF OF IDENTITY OF STUDENTS**

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

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

**CHILD HEALTH ASSESSMENT FOR NEW SCHOOL ENTRANTS**

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

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

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

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

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

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

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

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

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

The following definitions apply to this policy.

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

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

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

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

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

**STUDENT SUBSTANCE ABUSE POLICY**

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

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

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

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

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

**AVAILABLE DRUG PROGRAMS**

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

## USD 212: SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

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

All complaints of sexual harassment are taken seriously. The bringing of false charges will be treated as a serious offense.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **SPECIAL EDUCATION INFORMATION**

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

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

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

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

### **BUILDING AND SCHOOL PROPERTY**

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

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

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

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

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

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

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

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

### **ORGANIZATION**

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

### **AGE OF ENTRANCE**

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

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

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

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

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

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

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

### HS SCHEDULING OF CLASSES

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

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

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

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

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

### REQUIREMENTS FOR GRADUATION FROM NORTHERN VALLEY HIGH SCHOOL

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

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

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

A total of 25 units are required for graduation.

Students shall have completed the following courses:	
<b>9th Grade</b> English I – 1 credit Earth Science – 1 credit PE/Wellness – 1 credit - Algebra I – 1 credit Graphic Design – 1 credit	<b>10th Grade</b> English II – 1 credit Biology – 1 credit World History – 1 credit Geometry – 1 credit

Business Essentials -1 credit Intro to Human Services – ½ credit Intro to Agriculture – ½ credit	Technology elective – 1 credit (can be taken during 10th, 11th or 12th grade)
<b>11th Grade</b> American History – 1 credit English III – 1 credit Science elective – 1 credit Algebra II – 1 credit	<b>12th Grade</b> Government – 1 credit English IV/English Comp. – 1 credit
<b>9th-12th Grade</b> A minimum of 7 additional electives – (1 must be fine arts)	

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

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

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

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

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

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

One unit is equal to two semesters.

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

#### **ATTENDANCE**

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

When a student is absent from class it is impossible to recreate the situation that existed during his or her absence. Make-up work cannot take the place of having been in the classroom when the discussion was being held. Therefore, it is essential that each student be in the classroom every day possible. The maximum number of days a student can miss per semester without obtaining a doctor’s

excuse is ten (10). Absences beyond ten (10) days (and / or one class ten times at high school) without a doctor's excuse will be counted as unexcused for the day or missed classes (see policy on unexcused absences).

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

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

*PHILOSOPHY:*

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

*POLICY:*

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

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

*Excused and Unexcused Absences*

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

*MAKING UP MISSED WORK:*

The student is responsible for getting all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. A student who misses class because of a school sponsored activity may be required by the instructor to complete

assignments in advance of the activity. Students should understand that it may be impossible to earn a daily participation grade if not present in a class.

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

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

*TRUANCY:*

The Board of Education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. All children between the ages of 7 and 18 years of age are required by law to attend school “continuously” as provided by KSA 72-3120, the principal is required to report truanies 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 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.

**Attendance at Games**

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

**COMPUTER USE**

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

## **GRADES**

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

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

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

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

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

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

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

## **HONOR ROLL**

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

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

## **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

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

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

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

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

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

### CHANGE IN ENROLLMENT

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

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

#### BOOK RENTAL

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

This covers workbook and textbook usage.

#### OTHER FEES

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

#### LUNCHES

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

#### BREAKFAST

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

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

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

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

School lunch tickets will not be used. No cash will be accepted in the lunchroom. One carton of milk is paid for in the cost of the lunch. **If extra milk is purchased for mealtime, the cost is \$0.32 per carton and does not qualify for the free / reduced program.** K-4<sup>th</sup> grade may purchase extra milk if they wish in the afternoon.

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

### ***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.

### **CLOSED NOON HOUR**

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

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

### **LOST AND DAMAGED BOOKS**

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

### **CERTIFICATE OF IMMUNIZATION**

Any pupil entering school for the first time in the state, prior to admission, shall be required to present to the appropriate school authorities certification from a licensed physician that such pupil has received or is in the process of receiving immunization against

poliomyelitis, diphtheria, measles, rubella, mumps, pertussis, and tetanus, by such means of immunizations are approved by the Secretary of Health and Environment, or in the way of an alternative to such requirements shall present:

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

### **VISUAL COMPETENCY**

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

### **ACCIDENTS AND SICKNESS**

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

### **COMMUNICABLE DISEASES – STUDENTS**

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

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

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

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

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

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

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

### **SUPERVISION OF MEDICATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Student Self-Administration of Medications

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

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

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

An eligible student shall meet all the following requirements:

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

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

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school

any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during the enrollment or as needed.

#### ***Employee Immunity***

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

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

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

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

#### ***Additional Requirements***

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

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

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

#### **WEAPONS**

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

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

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

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

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

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

### **BULLETINS FROM SCHOOL**

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

### **FIRE DRILLS**

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

### **TORNADO DRILLS**

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

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

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

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

### **PARTIES**

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

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

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

### **HAZING/BULLYING**

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

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

### **SCHOOL BUS PASSENGER CONDUCT**

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

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

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

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

### **TRAFFIC RULES AND REGULATIONS**

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

If it is necessary for you to go to your car during school hours, permission must be secured from the OFFICE. Students are not to be in or about their cars during school hours. Students who drive are asked to use extreme caution when driving in front of the

elementary school. Students failing to follow posted speed limits or are driving in a careless manner will receive a warning from the administration. On the second offense the student will be reported to the authorities. On the third offense, the student will be reported to the authorities and 5 points will be given.

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

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

#### **Level I Acts of Misconduct**

##### **May Include, but not limited to**

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

#### **Possible Discipline Options/Responses**

##### **May Include, but not limited to**

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

#### **Level II Acts of Misconduct**

##### **May Include, but not limited to**

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

#### **Possible Discipline Options/Responses**

##### **May Include, but not limited to**

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

**Level III Acts of Misconduct****May Include, but not limited to**

- Repeated infractions
- Terrorist Threats
- Bullying
- Possession of Illegal Weapon

**Possible Discipline Options/Responses****May Include, but not limited to**

- Principal-Parent conference
- Involvement of Support Services
- Exclusion from extracurricular activities or trips
- Implementation of a Behavior Plan

**Level IV Acts of Misconduct****May Include, but not limited to**

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

**Possible Discipline Options/Responses****May Include, but not limited to**

- In School Suspension
- Out of School Suspension

\*All disciplinary guidelines are subject to administrative discretion.

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

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

13. Sexual harassment is defined as a practice which undermines the learning process of a school by creating an environment which is upsetting, threatening, or degrading to the student being harassed. Examples of sexual harassment would be, but are not limited to the following, uninvited or unwelcome notes, letters, telephone calls, or other materials of a sexual nature. It could also involve uninvited and deliberate touching, groping, leaning on or over, or cornering, uninvited sexually suggestive looks, gestures, pressure for sexual favors, persistent pressure for dates and other intimate situations. Sexual harassment could also involve sexual teasing, making of suggestive remarks, asking improper questions or telling jokes that are off color explicitly related to sex. Sexual harassment could also include attempted or actual rape or sexual assault or the visual display of materials that may be perceived as offensive to either male or female, i.e., posters, calendars, photographs, graffiti or signs. Violations of this regulation will result in suspension or expulsion.
14. Boy and girl relationships are a normal part of growing and maturing. In the school, however, there is to be no public display of affection. Parents/guardians will be contacted for those who cannot refrain from improper displays. Repeated violations of this regulation will result in detention and/or suspension.
15. When a substitute teacher has taken the place of a regularly assigned teacher, the expectation is, students will be on their "best" behavior. Any student referred to the office for disciplinary reasons can expect consequences resulting in detention(s) and/or suspension.
16. Electronic Devices and Cell Phones are to be silenced during the school day and not to be used during class time. Exceptions will be determined by the classroom teacher. 1<sup>st</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2<sup>nd</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3<sup>rd</sup> Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified. Further Violations will result in doubling of ISS days and parent/guardian notification.
17. Cell phones, cameras, and/or video recorders are NOT permitted to be used in ANY LOCKER ROOM AT ANY TIME including before and after school or any school sponsored events.
18. NO BULLYING: bullying is defined as any non-instigated, unprovoked, and intentional gesture; written, verbal, or electronic communication; physical act; or threat that a reasonable person would find severe or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.
19. Food or drinks obtained during lunch must stay outside the school building and are to be disposed of properly prior to entering the building.

\*All disciplinary guidelines are subject to administrative discretion.

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

*Consequences for Conduct Violation:*

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

<b>Offense</b>	<b>Points</b>	<b>Penalty</b>
Weapons Violation	13	Long Term Suspension/Expulsion
Arson	13	Long Term Suspension/Expulsion
Terroristic Threat	13	Long Term Suspension/Expulsion
Conduct which impinges on the safety of others	13	Long Term Suspension/Expulsion
Alcohol or Drugs	5	1-10 Day Suspension
Fighting/Use of Physical Force	2-5	1-10 Day Suspension
Tobacco	5	1-10 Day Suspension
Theft	2-5	1-10 Day Suspension
Disrespect & Insubordination	2-5	Detention/Suspension
Destruction of Property	2-5	Detention/Suspension
Bullying or Harassment	2-5	Detention/Suspension
Cheating or Plagiarism	1-5	Detention/Suspension & Zero on Assignment
Disruptive Behavior	1-2	Detention 1 to 6 Hours
Skipping Class or School	1-2	Detention 1 to 6 Hours
Inappropriate Language	1-2	Detention 1 to 6 Hours
Skipping After School	0-2	Detention 1 to 6 Hours

Bus Referral	0-1	3 Points = loss of bus privilege
PDA	0-1	And/or 1 to 4 Hours of Detention
Repeatedly Unprepared for Class	0-1	And/or 1 to 4 Hours of Detention
Food/Drink Violation	0-1	And/or 1 to 4 Hours of Detention
Every 3 <sup>rd</sup> Tardy	0-1	And/or 1 to 4 Hours of Detention
Computer Network	0-1	And/or 1 to 4 Hours of Detention
Lying	0-1	And/or 1 to 4 Hours of Detention
Miscellaneous Violation	0-1	And/or 1 to 4 Hours of Detention
Unexcused Absences All Day (1 <sup>st</sup> Offense)	0	2 Hours Detention
Unexcused Absences All Day (2 <sup>nd</sup> Offense)	1	4 to 6 Hours Detention
Unexcused Absences All Day (3 <sup>rd</sup> Offense)	2	2 Days ISS
Unexcused Absences All Day (4 <sup>th</sup> Offense)	3	5 Days ISS
Unexcused Absences From Class or Activity (1 <sup>st</sup> Offense)	0	Time Missed During Detention
Unexcused Absences From Class or Activity (2 <sup>nd</sup> Offense)	1	Double Time Missed During Detention
Unexcused Absences From Class or Activity (3 <sup>rd</sup> Offense)	2	1 Days ISS
Unexcused Absences From Class or Activity (4 <sup>th</sup> Offense)	3	3 Days ISS

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

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

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

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

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

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

#### *SUSPENSION*

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

#### *EXPULSION*

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

#### **SCHOOL TELEPHONE**

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

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

## **LOCKERS**

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

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

## **SEARCHES OF LOCKERS AND STUDENTS**

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

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

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

## **DRESS CODE**

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

## **GUESTS**

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

## **POSTING OF MATERIALS ON SCHOOL PREMISES**

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

## **PUBLIC DISPLAY OF AFFECTION**

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

## **PLAGIARISM**

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

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

## **SPORTS AND ACTIVITIES**

### **ELIGIBILITY**

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

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

6-12 students who wish to participate in any school sponsored activity (on or off campus) other than attending regularly scheduled classes during the normal school day and participating in practices, must have passed at least five units of credit the preceding semester. Students failing two (2) or more subjects in one week or failing one (1) class two or more weeks in a row will be considered

ineligible. Eligibility is determined utilizing the student's eligibility for the first week in the second semester. Thereafter, the cumulative class grades earned each week in the second semester will apply. Each instructor will list by name and subject any student who is receiving a failing grade and have his/her list to the building administrator and building secretary by Monday morning. The "Failing List" will be compiled and emailed to all staff members.

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

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

#### ***LEAGUE***

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

#### ***ACADEMIC LETTERS***

9<sup>th</sup>-12<sup>th</sup> Students may letter academically by making a 3.3 GPA or above for the last semester of previous year and the first semester periods of each school year and having no grade below a B (no C, D, or F grades). Classes which will not be included in the GPA for Academic lettering are; Band, Vocal, PE (Except for Freshmen PE/Wellness), and Teacher Aide. Freshmen letters will be used on the first semester of the school year.

#### ***PHYSICAL FORMS***

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

#### ***TRAVELING TO AND FROM ACTIVITIES***

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

#### ***AGE RULE***

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

#### ***ALCOHOL TESTING AT SCHOOL ACTIVITIES***

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

#### ***INSURANCE***

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

#### ***INDIVIDUAL ENTRY FEES***

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

## ACTIVITY FUND

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

## REMOVED SPECTATOR POLICY

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

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

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

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

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

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

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

## NORTHERN VALLEY CHAPTER OF THE NATIONAL HONOR SOCIETY BYLAWS

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

### *NORTHERN VALLEY NHS ELIGIBILITY REQUIREMENTS:*

- Students may be selected after the first semester of their junior year and must have a 3.5 cumulative GPA or better.
- Students must have been in attendance at Northern Valley the equivalent of one semester. The semester guidelines may be waived for a student who has transferred to the school, after seeking and receiving a recommendation from the student's previous principal.

- Once identified, eligible candidates will receive an invitation to join National Honor Society. The invitation will include an Interest Survey. Candidates will have at least one week to complete the survey and return it to the Chapter Advisor.

**SELECTION AND EVALUATION PROCESS:**

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

**MEMBERSHIP:**

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

**MEETINGS:**

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

**DUES:**

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

**DISMISSAL:**

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

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

**NEW YORK – WASHINGTON TRIP POLICY**

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

1. The school sponsors this trip; therefore, all school rules will apply.
2. Only juniors and seniors are eligible for this activity.
3. Students participating in this activity agree to abide by the rules established by the trip’s organizer/director.
4. The person going as the school representative shall have the authority to judge the actions and determine whether policies have been violated. They will have the authority to determine the proper response on the trip and will report all violations to the administration upon returning from the trip. All rules violations will be dealt with in the same manner as if the violation had occurred during school hours.
5. Before going on the trip, each student will have to meet certain eligibility requirements. Eligibility will be based upon first semester grades and discipline referrals. To be eligible academically, a student must have met the standards as prescribed by the Kansas State High School Activities Association. In addition, students who have been discipline problems during the school year will have their situation reviewed to determine the advisability of allowing them to take part in this activity.
6. All students will make up all of their work in advance. Special assignment sheet will be circulated to all teachers who have students going, and copies will be made available to each student. All work not completed may be recorded as a 0%.

**SENIOR END OF YEAR POLICY**

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

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

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

### 6 – 12 HANDBOOK AWARENESS STATEMENT

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

#### INSURANCE AWARENESS

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

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

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

#### STUDENT COMPUTER/INTERNET USAGE AGREEMENT

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

**Please check the appropriate response:**

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

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

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

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

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

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

This to certify that \_\_\_\_\_ has my permission to ride from the  
(Student Name)  
\_\_\_\_\_ activity contest on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
(Activity) (Date) (Location)

I certify that I have made arranged transportation with \_\_\_\_\_ for this student.

**(Non-student** Adult transportation)

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

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

This form must be on file with the Activity Director prior to the dismissal of school on the day of the contest.

**(Parent/Guardian must sign this form; phone call requests will not be accepted)**

Parents will be called to verify permission.

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

\_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
**Signature of Athletic/Activity Administrator**

Approved -- Not Approved

Parent called \_\_\_\_\_  
Initials

Parent not called \_\_\_\_\_ Reason: \_\_\_\_\_  
Initials

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

## Lines of Effective Communication

**2022-2023 Negotiated Agreement**



**Between**

**Northern Valley USD # 212**

*(Approved by the Board of Education, June 13<sup>th</sup>, 2022 )*

**And**

**The Northern Valley Education Association**

*(Ratified by the members of NVEA, May 17<sup>th</sup>, 2022 )*

# USD 212 – Northern Valley – 2022 - 23

## ARTICLE 1-DEFINITIONS AND GENERAL AGREEMENTS

### Section 1

#### **Duty Day**

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

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

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

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

Each professional employee shall be assigned a duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break. Staff members will be provided a free lunch, if they eat in the cafeteria to help monitor students for the lunch period.

### Section 2

#### **Duty Year**

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

### Section 3

#### **Payroll Dates**

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

### Section 4

#### **Preparation Time**

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

### Section 5

#### **Grant Writing**

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

### Section 6

#### **School Calendar**

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

Labor Day	-	1 school day
Thanksgiving Vacation	-	2 school days
Winter Break	-	10 calendar days

#### **School Calendar (Cont.)**

Spring Break	-	4 school days
Good Friday	-	1 school day

The Board shall have the right to change the number of vacation days in developing the school calendar. The administration and a teacher representative shall meet together to discuss and make calendar recommendations to the board. Any recommendations should be presented to the Board on or before the January meeting.

## **Section 7**

### **Early Termination of Contract**

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

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

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

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

## **Section 8**

### **Reproduction of Agreement**

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

## **Section 9**

### **Savings Clause**

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

## **Section 10**

### **Duration of Agreement**

This agreement shall become effective July 1, 2022, provided it is ratified by a majority of the Board and a majority of the members of the negotiating unit and shall expire June 30, 2023.

## **Section 11**

### **Supervision of Student Teachers**

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

## **Section 12**

### **Administering Medication to Students**

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

## **Section 13**

### **Access to Teacher Files**

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

## ***ARTICLE 2-SALARY AND BENEFITS***

### **Section 1**

#### **Salary Schedule Placement**

1. Teachers new to the district will be granted credit for all prior teaching experience and credit for the last degree and hours earned after the last degree. At the time of initial employment, the Board may pay a salary in addition to the schedule amount if determined necessary by the Board.

2. Horizontal movement is allowed at the hiring schedule rate.
3. Column movement shall be allowed for earning the degree and/or hours required by the hiring schedule columns. Hours above the last degree are hours earned after the granting of the last degree. Additional college hours must be graduate hours in the teacher's field of study or hours approved in advance by the Superintendent with a grade of "C" or above or "P" in a pass/fail course. The teacher shall provide suitable evidence in the form of an official transcript of the additional hours, or may provide a letter from the instructor indicating the successful completion of a course in place of an official transcript by September 10, to receive credit for the current school year. The letter from the instructor does not replace the official transcript in the teacher's personnel file. Official transcripts must be provided no later than November 1.
4. Teachers shall normally qualify for advancement of one step for each year of public school teaching experience; however, the district board reserves the right to freeze step placement. If there is no freeze on steps, teachers will be paid according to their years' of experience on the vertical steps.
5. Professional development points will count toward salary schedule movement. (20 PDC points = 1 hour college credit). PDC points may not count for more than ½ of the hours needed for column movement on the salary schedule, prior to the earning of a master's degree. After earning a master's degree, full PDC credit shall be given for salary schedule movement.

## **Section 2**

### **Supplemental Salary**

The current supplemental salary schedule shall be included in the 2022-2023 agreement.

## **Section 3**

### **Contract Extension**

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

## **Section 4**

### **Activity Pass**

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

## **Section 5**

### **Fringe Benefits**

#### **A. Defined Benefit**

The Board will pay in addition to salary, a fringe benefit for full-time certified teachers in the amount of \$400.00 per month to be applied to the cost of the district's group health insurance plan. Upon termination or non-renewal of the teacher's contract of employment for any reason all board payments of fringe benefits shall terminate on the date employment with the district ceases.

#### **B. Retiree Insurance**

Retired employees and their dependents shall be entitled to continue coverage under the district-sponsored group health insurance program, provided the retired employee makes written application with the clerk of the board of education for such continued coverage within thirty (30) days following the retirement of the employee. Retired

### **Salary and Benefits (Cont.)**

employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier. The premium amount will be determined by the carrier. Such payment shall be made to the board of education or directly to the insurance carrier, as may be determined by the Board. The coverage under the group health-care benefits will cease at such time as (1) the retired employee attains the age of 65 years of age, (2) the retired employee fails to make their required premium payments on a timely basis, or (3) the retired employee becomes covered or is eligible to be covered under a group plan of another employer.

#### **C. Insurance Refunds**

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

- D. Mileage will be paid at a rate of \$0.56 per mile to those teachers that start their day teaching in either Long Island or Almena, and then commute to the alternate town, to teach, as part of their duty day. Teachers will be required to turn in those days, said travel occurred, to the district office at the end of the semester in order to get reimbursed for mileage.

### **Section 6**

#### **Salary Deduction**

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

### **Section 7**

#### **Voluntary Tax Sheltered Annuities**

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

### **Section 8**

#### **Dues Deduction**

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

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

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

### ***ARTICLE 3-LEAVE***

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

0-2 hours = .25 day

2-4 hours = .50 day

4-5 hours = .75 day

6-8 hours = 1 day

#### **Leave (Cont.)**

#### **Section 1**

#### **Paid Time Off (PTO)**

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

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

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

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

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

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

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

## **Section 2**

### **Funeral and Bereavement Leave**

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

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

## **Section 3**

### **Annual Leave Accounting**

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

## **Section 4**

### **Jury Duty**

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

## **Section 5**

### **Professional Leave**

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

## **Leave (Cont.)**

## **Section 6**

### **Military Leave**

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

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

## **Section 7**

### **Unpaid Leave**

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

## **Section 8**

### **Covering Classes**

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

## **Section 9**

### **Salary Reduction Plan**

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

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

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

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

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

## ***ARTICLE 4-EVALUATION***

### **Section 1**

#### **Evaluation Procedure**

1. Every teacher in the first two years of employment shall be evaluated at least once each semester by the sixtieth (60<sup>th</sup>) school day of the semester. Every teacher in the third and fourth year of employment shall be evaluated at least once each school year by February 15. Every teacher employed five (5) or more years shall be evaluated at least once every three (3) years and by February 15 of the year evaluated.
2. One formal evaluation and pre-observation conference shall be scheduled in advance by the evaluator. A post-observation conference will be held and a copy of the administrator's observation notes will be provided within five (5) school days. Further evaluation observations may be scheduled or unscheduled as determined by the evaluator. The teacher may request the formal observation be videotaped.
3. The number of evaluations as stated in paragraph 1 are a minimum. The administration has the right to conduct more frequent evaluations and observations. Observations will be done openly, and all observations for evaluation purposes will be done openly and with the knowledge of the teacher.
4. The evaluator shall complete written observation notes for all scheduled and unscheduled observations and a copy will be given to the teacher.
5. The evaluations shall be completed by the administrative staff.
6. Prior to completion of the formal evaluation, the evaluator shall observe the teacher for at least two class periods or two 30-minute sessions.
7. The evaluator shall meet with the teacher for completion of the formal evaluation prior to the due date.
8. The teacher may make a written response to the evaluation within two (2) weeks of the presentation of the evaluated document. The teacher's response will be filed with the evaluation document.
9. The Board and Association shall form an Evaluation Committee to review the current evaluation procedure and evaluation instrument in consideration of any changes in Board approved criteria. The committee shall include three (3) teachers and two (2) administrators. Any recommendations for change shall be provided to the Board and Association. The NVEA and the USD 212 Board of Education have agreed to use the KEEP evaluation instrument designed by the Kansas State Department of Education.

### **Section 2**

#### **Evaluation Instrument**

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

### **Section 3**

#### **Plan of Assistance**

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

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

- a. The assistance to be provided to the teacher by the administration.
- b. The actions or improvements to be achieved by the teacher.
- c. Identification of outside resources that may be available, if any.
- d. The time and criteria for future evaluation of the completion of the plan of assistance.

Written documents of the plan of assistance will be maintained in the same manner as evaluation documents.

The plan of assistance will be developed by the administration for any teacher prior to non-renewal by the board.

## ***ARTICLE 5-TEACHER GRIEVANCE PROCEDURE***

### **Section 1**

#### **Teacher Grievance Procedure**

##### **A. Purpose**

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

##### **B. Procedure**

###### **1. Level One**

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

###### **2. Level Two**

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

###### **3. Level Three**

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

###### **4. Level Four**

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

##### **C. Rights of Teachers to Representations**

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

**D. Miscellaneous**

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

**ARTICLE 6-REDUCTION IN FORCE**

**Section 1**

**Reduction of Teaching Staff**

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

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

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

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

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

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DISCIPLINE**

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

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

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

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

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

#### **IV. FORMS OF DISCIPLINE**

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

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

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

#### **V. PROCEDURES FOR ADMINISTERING POLICY**

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

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

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

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

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

**UNIFIED SCHOOL DISTRICT NO. 212**

**GRIEVANCE REPORT FORM**

Procedure: Level II – Principal \_\_\_ Level III – Superintendent \_\_\_\_\_ Level IV – Board \_\_\_\_\_ Date Filed \_\_\_\_\_

(Check one to indicate level of grievance)

Name of Grievant

Building

Assignment

\_\_\_\_\_

A. Date cause of grievance occurred: \_\_\_\_\_

B. Relevant contract provisions: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Relief Desired: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

.....  
Date Received: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

**Unified School District No. 212**  
**“B” Supplemental Salary Schedule for Teachers**  
**2022 - 2023**

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

**Athletics (A)**

**A. Basketball**

High School Level

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

Middle School Level

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

**B. Cheerleading**

High School Level

Head Coach (1)	8.00%
----------------	-------

Middle School Level

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

**C. Cross Country**

High School Level

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

**D. Dance Team**

High School Level

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

**E. Football**

High School Level

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

Middle School Level

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

**F. Golf**

High School Level

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

**G. Track**

High School Level

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

### Middle School Level

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

### H. **Volleyball**

#### High School Level

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

#### Middle School Level

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

### I. **Other**

#### High School Level

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

(A) – See attached schedule for determination of percentages

## **Class and Activity Sponsorships**

### High School Level

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

### Middle School Level

Service Club (1)	4.00%
Scholars Bowl (Class I)	4.5%

## **Administrative and Special Assignments**

General Fund (Administration):

Athletic Director-High School (1)	18.00%
With one (1) class period provided daily as the schedule allows	
Jr. High Athletic Director	6.00%
Head Teacher	8.00%
Driver Education	10.00%
Transportation Director	4.00%

## **Chairman of the Sit Team**

\$40 per Referral

## **Curricular Contract Extensions**

Vocal & Instrumental Music	11.9%
FFA	13.0%
Yearbook Sponsor & Photo	11%

**Unified School District No. 212  
Almena, Kansas**

*Salary Schedule for Coaches*

<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
4.50	6.25	8.00	9.75	11.50

**Class Definitions:**

Class I – J.H. Scholars Bowl Coach

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

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

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

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

USD #212 Teacher Hiring Schedule  
 2022-23 School  
 Year

Base	34500
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+10	BA+20	BA+30	MA	MA+15
1	34500	35100	35700	36300	37800	38400
2	34925	35525	36125	36725	38225	38825
3	35350	35950	36550	37150	38650	39250
4	35775	36375	36975	37575	39075	39675
5	36200	36800	37400	38000	39500	40100
6	36625	37225	37825	38425	39925	40525
7	37050	37650	38250	38850	40350	40950
8	37475	38075	38675	39275	40775	41375
9	37900	38500	39100	39700	41200	41800
10	38325	38925	39525	40125	41625	42225
11	38750	39350	39950	40550	42050	42650
12	39175	39775	40375	40975	42475	43075
13	39600	40200	40800	41400	42900	43500
14	40025		41225	41825	43325	43925
15	40450		41650	42250	43750	44350
16	40875		42075	42675	44175	44775
17	41300		42500	43100	44600	45200
18			42925	43525	45025	45625
19			43350	43950	45450	46050
20			43775	44375	45875	46475
21				44800	46300	46900
22				45225	46300	46900
23				45650	46725	47325
24				46075	47150	47750
25				46500	47575	48175
26				46925	48000	48600
27				47350	48425	49025
28				47775	49275	49875
29				48200	49700	50300
30				48625	50125	50725
31				49050	50550	51150
32				49475	50975	51575
33				49900	51400	52000
34				50325	51825	52425
35				50750	52250	52850
36				51175	52675	53275
37				51600	53100	53700
38				52025	53525	54125
39				52450	53950	54550
40				52875	54375	54975



For Office Use Only

Enter Date  
K's State ID #

School Year 22/23

Grade 4th

# NORTHERN VALLEY SCHOOLS USD 212 Enrollment Sheet

Student Name Priester Ethan  Male / Female Age 10  
Last First Middle Circle

Birth Date 3/12/13 Birth Place \_\_\_\_\_ State \_\_\_\_\_  
Month/Day/Year City

Are you Hispanic/Latino or of Spanish origin? Yes  No  Primary Language \_\_\_\_\_  
Ethnic Code - Asian / Black or African American / Native Hawaiian (Pacific Islander) / \_\_\_\_\_  
Circle One

Permanent Address 414 N. 1st Ave Norton  
Street City

Foster Father's Name Mordecai Don Phone \_\_\_\_\_  
Last First Middle

Home Address same  
Street City State Zip  
Father's Employer USD 211 Work Phone 785-877-3338 Cell Phone 871-7316

Foster Mother's Name Mordecai Cindy Phone 785-871-0501  
Last First Middle

Home Address same  
Street City State Zip  
Mother's Employer USD 212 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent's Email Address cmordecai@nvhuskies.org

Student's Previous School Phillipsburg Elementary Phillipsburg KS 785-543-2174  
School City State Phone Number

Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_  
Family Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_

Additional Children

Date of Birth

_____	_____
_____	_____
_____	_____

Emergency Contact Schunacher Crystal Phone Number 785-787-5700  
Last First Middle

Employer St. Francis Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

2<sup>nd</sup> Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
Last First Middle

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of person filling out this form Cindy Mordecai Relationship foster mom

## Allocations

	Direct Allocation	True Up Allocation	Total Allocation		20% Minimum
ESSER III Allocations	\$246,039	\$0	\$246,039	ESSER III Allocations	\$49,208
Approved Total	\$231,208	\$0	\$231,208	Approved Total	\$49,208
Amount Left	\$14,831	\$0	\$14,831	Amount Still Needed	\$0
In Review Total	\$0	\$0	\$0	In Review Total	\$0
Amount Left	\$14,831	\$0	\$14,831	Amount Still Needed	\$0

## Line Items

ID	Allocation Type	Learning Loss	Function Code	Object Code	Allowable Use	Total Expenditures	Status
212-3-0001	Direct	False	1000	650	9	\$30,000	Approved
212-3-0003	Direct	False	2200	120	12	\$100,000	Approved
212-3-0004	Direct	True	2200	120	12	\$49,208	Approved
212-3-0005	Direct	False	2710	730	16	\$52,000	Approved

## Line Item Details

Line Item ID: 212-3-0001

### Allocation Type

Direct Allocation

### Is this Item for the 20% Minimum Learning Loss Set Aside Expenditure

NO - this item is not marked for Learning Loss Set Aside Expenditure

### Account Name

Federal

### Account Number

7

### Function Code

1000 - Instruction

### Object Code

650 - Supplies-Technology Related

### Allowable Use

9 - Purchasing educational technology (including hardware, software, and connectivity) for the LEA's students.

### **Please describe the expenditures within the account and how they will address a COVID-19 need**

Purchase of new iPads / 70 iPads will cover grades K - 5. These up - to - date units will be compatible with our management system when remote learning is necessary, due to Covid - 19.

**Budgeted Expenditures in SFY 2021** \$0

**Budgeted Expenditures in SFY 2022** \$0

**Budgeted Expenditures in SFY 2023** \$30,000

**Budgeted Expenditures in SFY 2024** \$0

**Total Expenditures** \$30,000

### Status

Approved

Line Item ID: 212-3-0003

**Allocation Type**

Direct Allocation

**Is this Item for the 20% Minimum Learning Loss Set Aside Expenditure**

NO - this item is not marked for Learning Loss Set Aside Expenditure

**Account Name**

Federal

**Account Number**

7

**Function Code**

2200 - Support Services (Instructional Staff)

**Object Code**

120 - Regular Non-Certified Salaries

**Allowable Use**

12 - Addressing learning loss among students, including vulnerable populations.

**Please describe the expenditures within the account and how they will address a COVID-19 need**

Salary for technology director to continue operation and maintenance of computers, servers, and equipment./ When Covid hit in 2020, we found the necessity to hire a technology director 20 hours / week to help monitor, troubleshoot, and manage devices, students, and staff. We can continue to keep this employee on up until September 2024 by using these funds.

<b>Budgeted Expenditures in SFY 2021</b>	\$0
<b>Budgeted Expenditures in SFY 2022</b>	\$0
<b>Budgeted Expenditures in SFY 2023</b>	\$48,000
<b>Budgeted Expenditures in SFY 2024</b>	\$52,000
<b>Total Expenditures</b>	<u>\$100,000</u>

**Status**

Approved

Line Item ID: 212-3-0004

**Allocation Type**

Direct Allocation

**Is this Item for the 20% Minimum Learning Loss Set Aside Expenditure**

YES - this item is marked for Learning Loss Set Aside Expenditure

**Account Name**

Federal

**Account Number**

7

**Function Code**

2200 - Support Services (Instructional Staff)

**Object Code**

120 - Regular Non-Certified Salaries

**Allowable Use**

12 - Addressing learning loss among students, including vulnerable populations.

**Please describe the expenditures within the account and how they will address a COVID-19 need**

Extra help to address learning loss, these teachers will work with at-risk students both during the day for study skills and during our enrichment time to address lower test scores and get them back to grade level. /The plan is to hire 3 teachers (one per building) ... once a week (on the day we do not have school because we are a four day school week).

<b>Budgeted Expenditures in SFY 2021</b>	\$0
<b>Budgeted Expenditures in SFY 2022</b>	\$0
<b>Budgeted Expenditures in SFY 2023</b>	\$49,208
<b>Budgeted Expenditures in SFY 2024</b>	\$0
<b>Total Expenditures</b>	<u>\$49,208</u>

**Status**

Approved

Line Item ID: 212-3-0005

**Allocation Type**

Direct Allocation

**Is this Item for the 20% Minimum Learning Loss Set Aside Expenditure**

NO - this item is not marked for Learning Loss Set Aside Expenditure

**Account Name**

Federal

**Account Number**

7

**Function Code**

2710 - Vehicle Operation

**Object Code**

730 - Equipment

**Allowable Use**

16 - Other activities necessary to maintain LEA operations and services and employ existing LEA staff.

**Please describe the expenditures within the account and how they will address a COVID-19 need**

Purchasing good used vehicle to keep students at appropriate distance during transport to school. The purchase of a good used 25 – 40 passenger bus will allow our students to spread out more on routes. This will improve the air quality and lessen the chance of cross contamination should Covid-19 be contracted by a student/ staff member.

<b>Budgeted Expenditures in SFY 2021</b>	\$0
<b>Budgeted Expenditures in SFY 2022</b>	\$0
<b>Budgeted Expenditures in SFY 2023</b>	\$52,000
<b>Budgeted Expenditures in SFY 2024</b>	\$0
<b>Total Expenditures</b>	<u>\$52,000</u>

**Status**

Approved

**Line Item Comment from KSDE**

This requires prior approval with the Equipment Purchase Form this can be found at Form 9-311-166 (ksde.org)