



NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING
MONDAY, AUGUST 11, 2025, AT 6:30 PM
LONG ISLAND MIDDLE SCHOOL
627 WASHINGTON
LONG ISLAND, KS 67647
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, August 11, 2025, beginning at 6:30 PM in the Long Island Middle School
627 Washington
Long Island, KS 67647.

I. Call to Order	
II. Adoption of Agenda	
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A. Jessica Ledbetter	
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A. Superintendent / 9-12 Principal Report	
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X. Reports of Board Members	
XI. Adjournment	



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, July 28, 2025, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

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

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 6, Nay: 0, Absent: 1

III. Approval of Minutes

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

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

Yea: 6, Nay: 0, Absent: 1

IV. Approval of Bills

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

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



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

V. Hearing of Visitors

VI. Old Business

A. Transportation

Mr. Gebhard shared that Randy has been going through the vehicles and he has set up the Highway Patrol inspection for August 7th.

B. Summer Projects

Mr. Tharman expressed gratitude to the summer workers: Stephanie Whitney, Elle Tharman, Cindy Mordecai, Dean Lewis, Clayson Patterson, Silvia Marqez, and Noah Hansen. They have done a great job along with the contractors in completing and/or working on the following projects. Carpet in FACS and HS Social Studies / Hobarts went through mixers and sharpened slicers / JH Boys stalls and walls installed / Tile floors in buildings cleaned and waxed ... still a few to go / Elevator installed needing phone line finished / Epoxy floor guy ... set back ... but on the agenda / Gym floor ... painted .. waiting to coat and finish / Rooms cleaned / Carpets cleaned / Yards maintained / Exterior concrete work still needs done.

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss non-elected personnel matters to protect the privacy interests of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:00 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

At 7:00 PM the meeting returned to open session.

B. Almena Cook Position

I recommend the board the approve hiring Diane Joppa for the position of Almena Cook for the 2025-26 school year. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

C. Supplementals

I recommend the board approve Emily Lowry's resignation for HS Asst. VB coach and approve Nita Lewis's application for HS Asst. VB coach as well as approve Mrs. Lewis's request to split the concession



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stand supplemental with Emily Lowry. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

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

Yea: 6, Nay: 0, Absent: 1

VIII. New Business

A. June KASB Policy Updates

Mr. Tharman reviewed the KASB Policy changes along with the bills that prompted them. I recommend the board approve the KASB June Policy updates as presented. This motion, made by Rich Wenzl and seconded by Christopher Rogers, Carried.

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

Yea: 6, Nay: 0, Absent: 1

B. K - 12 Student Handbook

Mr. Tharman went over the updated graduation requirements for 2028 and beyond graduates that were added to the handbook, along with the updated personnel. I recommend the board approve the K-12 handbook as presented (with the updated date change on the cover). This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

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

Yea: 6, Nay: 0, Absent: 1

C. Consent Calendar

Mr. Tharman reviewed the change in meal prices on the fee schedule along with the change in mileage reimbursement to seventy cents a mile to match the state. I recommend the board approve the Consent Calendar and Fee schedule as presented. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

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



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

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

Those board members currently holding those appointments are: Professional Development - Shanna Hammond / KASB Governmental Relations - Rich Wenzl / Negotiations - Hilary VanPatten & Laquita Smith / and NCKSEC Interlocal #636 Representative - Christopher Rogers. I move that we maintain those members currently assigned for 2025-26.. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

E. Unencumbered Cash Balances

I recommend the board go into executive session to discuss non-elected 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 7:25 PM. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

At 7:25 PM the meeting returned to open session. I recommend the board go into executive session to discuss non-elected 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 7:30 PM. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

At 7:30 PM the meeting returned to open session; no action taken.



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F. Liability Insurance Renewal

I recommend the board approve the renewal of the KICS Liability Insurance Policy. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

G. Student Accident Insurance Renewal

I recommend the board approve the renewal of the Student Accident Insurance Policy. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

H. Cardiac Emergency Response Plan

Mr. Tharman reviewed the purpose of the CERP and the requirement to send a copy to KDHE. I recommend the board approve the Cardiac Emergency Response Plan as presented. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

I. Building Needs Assessment

Mr. Tharman reviewed the purpose of the Building Needs Assessment and the District Leadership Teams review of state assessment scores and student population. I recommend the board accept the Building Needs Assessment as presented. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea



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Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

J. Out-of-District Requests

I recommend the board approve the out-of-district requests listed. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

K. Activity Handbook

Mr. Tharman went over the updates in the handbook. I recommend the board approve the Activity Handbook as presented. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman shared that the summer has pretty much been everything shared in tonight's board meeting. The budget review in Topeka went well and a couple of suggestions had been made. All board members were invited to the Back-to-School breakfast on August 11th @ 8:15 AM in the Almena Community Bible Church. Enrollment will be August 4th & 5th and the next board meeting will be in two weeks (Aug. 11th).

B. K-8 Principal Report

Mr. Gebhard wanted to thank the Norton Eagles Auxiliary for the donation of \$300 for the Grade School. The stage curtains have been hung in Long Island. He has been working on interviewing para applicants and putting the finishing touches on the class schedules for the GS and MS.

X. Reports of Board Members

XI. Adjournment

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

Shanna Hammond: Yea

Brandi Keith: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea



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

USD 212

Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 02 (08/01/2025 - 08/31/2025) ; Ending Period: Period 02 (08/01/2025 - 08/31/2025) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 8/8/2025 8:12:20 AM

Year						
Current						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$0.08	\$0.00	(\$17,421.47)	\$3,707.05	(\$13,714.34)
07	FEDERAL FUNDS	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)
08	SUPPLEMENTAL GENERAL FUND	\$114,245.78	\$0.00	(\$232.30)	\$0.00	\$114,013.48
11	FOUR YEAR OLD AT RISK FUND	\$25,344.64	\$0.00	\$0.00	\$0.00	\$25,344.64
13	K-12 AT RISK FUND	\$25,532.18	\$0.00	(\$936.32)	\$0.00	\$24,595.86
14	BILINGUAL EDUCATION	\$1,090.00	\$0.00	\$0.00	\$0.00	\$1,090.00
16	CAPITAL OUTLAY	\$152,418.64	\$0.00	(\$8,493.03)	\$10,053.91	\$153,979.52
18	DRIVER TRAINING	\$5,355.83	\$0.00	\$0.00	\$0.00	\$5,355.83
24	FOOD SERVICE	\$52,793.37	\$0.00	(\$1,143.79)	\$219.08	\$51,868.66
26	PROFESSIONAL DEVELOPMENT FUND	\$10,793.75	\$0.00	\$0.00	\$0.00	\$10,793.75
30	SPECIAL EDUCATION	\$71,981.96	\$0.00	\$0.00	\$0.00	\$71,981.96
34	VOCATIONAL EDUCATION	\$36,409.20	\$0.00	\$0.00	\$0.00	\$36,409.20
35	GIFTS/GRANTS	\$66,923.95	\$0.00	\$0.00	\$0.00	\$66,923.95
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$38,867.33	\$0.00	\$0.00	\$0.00	\$38,867.33
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14
Sub Total		\$829,625.84	\$0.00	(\$28,226.91)	\$13,980.04	\$815,378.97
Grand Total		\$829,625.84	\$0.00	(\$28,226.91)	\$13,980.04	\$815,378.97

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

Encumbrances	Liabilities	Available
(\$28,951.13)	(\$192.00)	(\$42,857.47)
\$0.00	\$0.00	(\$0.03)
(\$17,613.70)	\$0.00	\$96,399.78
(\$371.29)	\$0.00	\$24,973.35
\$0.00	\$0.00	\$24,595.86
\$0.00	\$0.00	\$1,090.00
(\$295.00)	\$0.00	\$153,684.52
\$0.00	\$0.00	\$5,355.83
(\$1,038.02)	\$0.00	\$50,830.64
(\$1,458.48)	\$0.00	\$9,335.27
(\$59,539.50)	\$0.00	\$12,442.46
(\$260.28)	\$0.00	\$36,148.92
(\$6,200.00)	\$0.00	\$60,723.95
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$225,000.00
(\$238.90)	\$0.00	\$38,628.43
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
(\$115,966.30)	(\$192.00)	\$699,220.67
(\$115,966.30)	(\$192.00)	\$699,220.67

USD 212

Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 02 (08/01/2025 - 08/31/2025) ; Ending Period: Period 02 (08/01/2025 - 08/31/2025) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes;
Created On: 8/8/2025 8:12:21 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Payments on PY Expense	Cash Journal Entries	Other Total
06	GENERAL FUND	\$3,515.05	\$192.00	\$0.00	\$0.00	\$3,707.05
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	FOUR YEAR OLD AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	K-12 AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	BILINGUAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	CAPITAL OUTLAY	\$10,053.91	\$0.00	\$0.00	\$0.00	\$10,053.91
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$219.08	\$0.00	\$0.00	\$0.00	\$219.08
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	SPECIAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
81	LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$13,788.04	\$192.00	\$0.00	\$0.00	\$13,980.04

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 08/31/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
NVHS	Northern Valley High School							
A	ATHLETICS							
	1010		HIGH SCHOOL ATHLETICS	9,445.60	250.00	297.43	0.00	9,398.17
	3040		High School Girls Basketball	1,336.00	0.00	0.00	0.00	1,336.00
	A Totals:			10,781.60	250.00	297.43	0.00	10,734.17
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	10,777.84	0.00	0.00	0.00	10,777.84
	2020		KAY	4,362.58	0.00	3.50	0.00	4,359.08
	2050		HUSKY MUSIC CLUB	2,160.33	100.00	0.00	0.00	2,260.33
	2060		FFA	7,984.56	0.00	0.00	0.00	7,984.56
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	2,603.01	0.00	0.00	0.00	2,603.01
	2090		FORENSICS	1,939.96	0.00	0.00	0.00	1,939.96
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	1,288.33	0.00	0.00	0.00	1,288.33
	3030		FACS	1,324.23	0.00	0.00	0.00	1,324.23
	3050		Interactive Media	92.34	0.00	0.00	0.00	92.34
	B Totals:			33,516.81	100.00	3.50	0.00	33,613.31
C	GRADUATING CLASSES							
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3121		CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
	3125		CLASS OF 2025-Seniors	27.00	0.00	0.00	0.00	27.00
	3126		CLASS OF 2026-Juniors	6,407.37	0.00	4.10	0.00	6,403.27
	3127		Class Of 2027- Sophmores	1,653.47	0.00	0.00	0.00	1,653.47
	3128		Class of 2028- Freshmen	2,402.77	0.00	0.00	0.00	2,402.77
	3129		Class of 2029	122.67	0.00	0.00	0.00	122.67
	C Totals:			14,384.78	0.00	4.10	0.00	14,380.68
D	DISTRICT MONIES							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	D Totals:			1,125.00	0.00	0.00	0.00	1,125.00
E	YEARBOOK							
	7000		YEARBOOK	12,159.98	0.00	13.13	0.00	12,146.85
	E Totals:			12,159.98	0.00	13.13	0.00	12,146.85
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	1,553.18	710.00	0.00	0.00	2,263.18
	8011		Interest Paid To Account	928.19	0.00	0.00	0.00	928.19
	F Totals:			2,522.84	710.00	0.00	0.00	3,232.84

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 08/31/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G	SALES TAX							
	8010		SALES TAX	-85.62	0.00	0.00	0.00	-85.62
G Totals:				-85.62	0.00	0.00	0.00	-85.62
NVHS Activity Totals:				74,405.39	1,060.00	318.16	0.00	75,147.23

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			1,060.00	318.16		
NVHS Investment:						
NVHS Bank Balances:	74,405.39		1,060.00	318.16	0.00	75,147.23

	74,405.39	1,060.00	318.16	0.00	75,147.23
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Report Activity Totals:

USD 212

Purchase Order Detail Report

Cycle: FY 25-26; Purchase Order: <ALL Purchase Orders>; Begin Date: 07/28/2025; End Date: 08/08/2025; Vendor: [All Vendors]; Created On: 8/8/2025 9:52:58 AM

PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0036	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0037	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0038	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0039	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0040	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0041	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					

PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0042	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0043	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0044	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0045	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0046	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0047	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0048	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type

25-0049	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0050	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0051	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0052	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0053	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0054	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0055	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
1					
Sub Total					

PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0056	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0057	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0058	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0059	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0060	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0061	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0062	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type

25-0063	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0064	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0065	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0066	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
1					
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0067	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0068	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0069	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		

1					
1					
1					
1					
1					
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0070	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0071	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0072	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0073	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0074	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type
25-0075	0	Issued	Active		Dollar
Item No.	Qty	Received Qty	Units	Product No.	Vendor Part Number
1	1.00	0.00	each		
Sub Total					
PO Number	Change No.	Order Status	Order Active Status	Comments	PO Type

Terms	Vendor Sawyer's Ace Hardware	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Invoice: 214547		No	0.00	\$55.97
Terms	Vendor Dealers First Financial L.L.C.	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Invoice: 20248		No	0.00	\$295.00
Terms	Vendor Long Island Feed and Grain, LLC	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Invoice: 41851		No	0.00	\$229.33
Terms	Vendor Landry Gebhard	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship		No	0.00	\$800.00
Terms	Vendor Haley Hansen	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship		No	0.00	\$1,000.00
Terms	Vendor Delaney Sides	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship		No	0.00	\$1,000.00

Terms	Vendor Wendy Adams	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship	No		0.00	\$800.00
Terms	Vendor izzie Koch	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship	No		0.00	\$800.00
Terms	Vendor Tatum Lentz	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship	No		0.00	\$800.00
Terms	Vendor Brookelyn Schurman	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship	No		0.00	\$500.00
Terms	Vendor Caden Lowry	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Brassfield Scholarship	No		0.00	\$500.00
Terms	Vendor 4B Farm, LLC	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Inv: 8163	No		0.00	\$95.97
Terms	Vendor Gone Logo	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
INV: 052925	No		0.00	\$431.00
Terms	Vendor	Date Closed	Received Date	Date Promised

Hobart				
Description	Request No.	1099	Tax Rate	Unit Price
IN: VB64760		No	0.00	\$471.00
Terms	Vendor	Date Closed	Received Date	Date Promised
	School Specialty			
Description	Request No.	1099	Tax Rate	Unit Price
In: 208135880014		No	0.00	\$17.14
Terms	Vendor	Date Closed	Received Date	Date Promised
	All American Glass			
Description	Request No.	1099	Tax Rate	Unit Price
In: AAG-02		No	0.00	\$360.00
Terms	Vendor	Date Closed	Received Date	Date Promised
	Garth Gebhard			
Description	Request No.	1099	Tax Rate	Unit Price
In: 99		No	0.00	\$728.68
Terms	Vendor	Date Closed	Received Date	Date Promised
	Uline			
Description	Request No.	1099	Tax Rate	Unit Price
In: 195040078 and 195063262		No	0.00	\$368.33
Terms	Vendor	Date Closed	Received Date	Date Promised
	NEX-Tech Wireless			
Description	Request No.	1099	Tax Rate	Unit Price
IN: 1225167		No	0.00	\$109.01
Terms	Vendor	Date Closed	Received Date	Date Promised
	City Of Long Island			
Description	Request No.	1099	Tax Rate	Unit Price
City bill		No	0.00	\$338.18

Terms	Vendor Bomgaars Supply	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Multiple invoices		No	0.00	\$3.30
Terms	Vendor Cash-Wa Distributing Co Inc	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Under Payment		No	0.00	\$12.12
Terms	Vendor AFPLANSERV	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
IN: 25063063020		No	0.00	\$12.00
Terms	Vendor Fire Alarm Specialist, Inc	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
IN: 39114		No	0.00	\$209.00
Terms	Vendor Kowpoke Supply	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
July Statements		No	0.00	\$1,609.82
Terms	Vendor Renaissance	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Inv: 5574508		No	0.00	\$3,031.17
Terms	Vendor Cash-Wa Distributing Co Inc	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
14604302 and 14612965		No	0.00	\$309.37
Terms	Vendor	Date Closed	Received Date	Date Promised

Almena Market Inc.				
Description	Request No.	1099	Tax Rate	Unit Price
July Statement		No	0.00	\$36.86
Terms	Vendor	Date Closed	Received Date	Date Promised
	Ideal Linen & Uniform			
Description	Request No.	1099	Tax Rate	Unit Price
IN: 22202741		No	0.00	\$78.30
Terms	Vendor	Date Closed	Received Date	Date Promised
	Northwestern Office Supplies			
Description	Request No.	1099	Tax Rate	Unit Price
IN: 1028		No	0.00	\$287.16
Terms	Vendor	Date Closed	Received Date	Date Promised
	Nex-Tech (Nex-Tech)			
Description	Request No.	1099	Tax Rate	Unit Price
July bill		No	0.00	\$441.62
Terms	Vendor	Date Closed	Received Date	Date Promised
	Jamboree Foods			
Description	Request No.	1099	Tax Rate	Unit Price
July Statement		No	0.00	\$34.17
Terms	Vendor	Date Closed	Received Date	Date Promised
	KANSAS ORIGINAL FLOORING & REFINISHING LLC			
Description	Request No.	1099	Tax Rate	Unit Price
Gym Floor Work		No	0.00	\$9,915.00
Terms	Vendor	Date Closed	Received Date	Date Promised
	City Of Almena			
Description	Request No.	1099	Tax Rate	Unit Price
August City Bill		No	0.00	\$881.01

Terms	Vendor Prairie Land Electric Cooperative, Inc.	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Bill for August 2025		No	0.00	\$1,638.14
Terms	Vendor Randy Husted	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
DOT Physical Reimbursement		No	0.00	\$100.00
Terms	Vendor The Norton Telegram Norton	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
1 Year Subscription		No	0.00	\$52.00
Terms	Vendor Ostmeyer Inc dba Culligan Soft Water Service	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Long iSland and Almena invoices		No	0.00	\$109.00
Terms	Vendor Ideal Linen & Uniform	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Invoice: 22199966		No	0.00	\$78.30
Terms	Vendor Almena Lumber & Supply	Date Closed	Received Date	Date Promised
Description	Request No. 1099		Tax Rate	Unit Price
Fuel bill for July		No	0.00	\$5,682.80

Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-430-00-01	\$55.97	\$55.97
		\$55.97
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
16-1000-700-01-00	\$295.00	\$295.00
		\$295.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2600-626-00-02	\$174.40	
06-2720-626-00-02	\$27.49	
06-2720-626-00-20	\$27.44	\$229.33
		\$229.33
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$800.00	\$800.00
		\$800.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$1,000.00	\$1,000.00
		\$1,000.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$1,000.00	\$1,000.00
		\$1,000.00

Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$800.00	\$800.00
		\$800.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$800.00	\$800.00
		\$800.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$800.00	\$800.00
		\$800.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$500.00	\$500.00
		\$500.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
35-1000-610-01-04	\$500.00	\$500.00
		\$500.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
24-3100-630-01-00	\$95.97	\$95.97
		\$95.97
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-3400-890-01-01	\$431.00	\$431.00
		\$431.00
Requisition Date	Date Issued	Warehouse

8/7/2025		
Account Code	Amt Allocated	Item Total
24-2600-490-00-00	\$235.50	
24-2600-490-03-00	\$235.50	\$471.00
		\$471.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-1000-610-02-04	\$17.14	\$17.14
		\$17.14
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2720-730-00-18	\$360.00	\$360.00
		\$360.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-430-00-02	\$728.68	\$728.68
		\$728.68
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-610-00-01	\$368.33	\$368.33
		\$368.33
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2720-890-00-17	\$109.01	\$109.01
		\$109.01
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-411-03-00	\$274.91	
08-2600-412-03-00	\$40.00	
08-2600-421-03-00	\$23.27	\$338.18
		\$338.18

Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-430-00-00	\$3.30	\$3.30
		\$3.30
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
24-3100-630-01-00	\$12.12	\$12.12
		\$12.12
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2300-300-00-00	\$12.00	\$12.00
		\$12.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-400-00-01	\$209.00	\$209.00
		\$209.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-430-00-01	\$1,000.00	
08-2600-430-00-02	\$609.82	\$1,609.82
		\$1,609.82
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-1000-590-00-00	\$3,031.17	\$3,031.17
		\$3,031.17
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
24-3100-630-01-00	\$309.37	\$309.37
		\$309.37
Requisition Date	Date Issued	Warehouse

8/7/2025		
Account Code	Amt Allocated	Item Total
08-2600-610-00-01	\$36.86	\$36.86
		\$36.86
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-610-00-01	\$78.30	\$78.30
		\$78.30
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-1000-610-01-11	\$190.90	
06-1000-610-02-09	\$43.28	
06-1000-610-03-09	\$52.98	\$287.16
		\$287.16
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2300-532-00-01	\$61.62	
06-2400-532-00-00	\$342.21	
06-2400-532-00-01	\$37.79	\$441.62
		\$441.62
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2300-890-00-00	\$34.17	\$34.17
		\$34.17
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-300-00-01	\$9,915.00	\$9,915.00
		\$9,915.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-411-01-00	\$82.13	

08-2600-411-02-00	\$247.60	
08-2600-412-01-00	\$70.17	
08-2600-412-02-00	\$140.94	
08-2600-421-01-00	\$225.00	
34-2600-411-00-00	\$115.17	\$881.01
		\$881.01

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
06-2300-590-00-02	\$16.00	\$16.00
		\$16.00

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
06-2300-300-00-03	\$800.00	\$800.00
		\$800.00

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
08-2600-421-01-00	\$9.00	\$9.00
		\$9.00

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
08-2600-430-00-01	\$806.30	\$806.30
		\$806.30

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
26-2200-500-00-00	\$1,428.48	\$1,428.48
		\$1,428.48

Requisition Date	Date Issued	Warehouse
	8/7/2025	

Account Code	Amt Allocated	Item Total
06-1000-890-01-01	\$6,350.00	\$6,350.00
		\$6,350.00

Requisition Date	Date Issued	Warehouse
-------------------------	--------------------	------------------

8/7/2025		
Account Code	Amt Allocated	Item Total
06-2300-590-00-02	\$876.00	\$876.00
		\$876.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-1000-610-00-02	\$2,889.11	
06-1000-610-01-02	\$27.50	
06-1000-610-01-03	\$133.06	
06-1000-610-01-05	\$73.45	
06-1000-610-01-10	\$449.27	
06-1000-610-02-02	\$284.33	
06-1000-610-02-04	\$356.96	
06-1000-610-02-05	\$108.58	
06-1000-610-02-09	\$240.18	
06-1000-610-03-03	\$215.63	
06-1000-700-00-00	\$996.15	
06-2300-890-00-00	\$1,029.07	
06-2300-890-00-01	\$164.36	
06-2400-890-00-00	\$1,758.58	
06-2720-890-00-17	\$29.47	
06-2740-290-00-00	\$304.00	
08-2600-430-00-02	\$354.87	
08-2600-610-00-01	\$195.81	
08-2600-700-00-01	\$1,520.14	
11-1000-610-00-00	\$251.30	
11-1000-700-00-00	\$119.99	
24-3100-700-01-00	\$149.56	
55-1000-644-00-02	\$238.90	\$11,890.27
		\$11,890.27
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
30-1000-564-00-00	\$59,539.50	\$59,539.50
		\$59,539.50
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
26-2200-502-00-00	\$30.00	\$30.00
		\$30.00

Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2600-622-01-00	\$1,012.29	
06-2600-622-03-00	\$480.74	
34-2600-622-00-00	\$145.11	\$1,638.14
		\$1,638.14
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2740-290-00-00	\$100.00	\$100.00
		\$100.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2300-590-00-02	\$52.00	\$52.00
		\$52.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-411-01-01	\$86.00	
08-2600-411-03-00	\$23.00	\$109.00
		\$109.00
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
08-2600-610-00-01	\$78.30	\$78.30
		\$78.30
Requisition Date	Date Issued	Warehouse
	8/7/2025	
Account Code	Amt Allocated	Item Total
06-2600-626-00-01	\$256.89	
06-2720-626-00-06	\$56.16	
06-2720-626-00-14	\$74.13	
06-2720-629-00-05	\$89.28	
06-2720-629-00-06	\$87.26	
06-2720-629-00-07	\$75.45	
06-2720-629-00-11	\$67.16	

06-2720-629-00-14	\$62.07	
06-2720-629-00-15	\$81.73	
06-2720-629-00-22	\$135.92	
06-2720-730-00-11	\$1,591.37	
06-2720-730-00-14	\$700.00	
06-2720-730-00-19	\$12.48	
06-2720-730-00-23	\$5.50	
06-2720-890-00-01	\$149.66	
06-2720-890-00-02	\$100.00	
06-2720-890-00-05	\$644.86	
06-2720-890-00-06	\$58.54	
06-2720-890-00-07	\$53.50	
06-2720-890-00-11	\$425.00	
06-2720-890-00-14	\$121.02	
06-2720-890-00-15	\$57.54	
06-2720-890-00-18	\$125.00	
06-2720-890-00-19	\$75.00	
06-2720-890-00-22	\$432.28	
06-2720-890-00-23	\$125.00	
06-2720-891-00-14	\$20.00	\$5,682.80
		\$5,682.80
		\$115,966.30

USD #212 FLEET

as of: 8/8/2025

<u>Number</u>	<u>Make & Year</u>	<u>Capacity</u>	<u>Two to a Seat</u>	<u>Use</u>	<u>Expiration Date</u>
1	2006 Chevy	32	----	Almena Activity	----
3	1995 Chevy Suburban	9	----	Long Island Admin.	----
5	2018 Ford Transit	10	----	Almena Activity	----
6	2024 Chevy Suburban	9	----	Almena Activity	----
7	Ford	8	----	Almena Admin.	----
11	2013 Blue Bird	54	36	Husted Route	2038
12	2005 Chevy	18	12	Preschool Route	2030
13	2007 International	65	45	Long Island Activity	2032
14	2012 Chevy Suburban	8	----	Cochrun Route	----
15	2019 Ford Transit	10	----	Long Island Activity	----
16	2012 Thomas	26	17	Long Island Spare	2037
17	2011 Thomas	71	48	Spare Activity	2036
18	2005 Chevy	28	19	Winchell Route	2030
19	2013 Thomas	35	23	Fischer Route	2038
20	2002 International	35	23	Almena Spare	5/1/2026

Northern Valley USD #212



~~2025021 - 2026321~~
Faculty & Staff Handbook

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Mission Statements

NORTHERN VALLEY HIGH SCHOOL MISSION STATEMENT

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

LONG ISLAND MIDDLE SCHOOL MISSION STATEMENT

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

ALMENA ELEMENTARY SCHOOL MISSION STATEMENT

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

EQUAL OPPORTUNITY EMPLOYER

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

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

HANDBOOK PURPOSE

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

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

INCLUSION STATEMENT

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

STAFF NAMES

Administration

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

High School

Mitch PughJH / 6-12 HS Social Science,
MHS Scholars Bowl, Golf, &
MHS Football and Boys Girls
BB

Amy McKinney.....Accounting, Business, HS
Computers, FACS, Yearbook,
Hd. Teacher & Student
Council

Nita Lewis FBD Hannah Mongeau HS English, SSC, HS
VB & KAY, HS VB, & NHS

Jessie Thalheim6 – 12 MS Science, HS AD / JH
VB Activities Director

Dean Lewis Ed Sehurman Alissa Krafft PT Vo-Ag
teacher, Maintenance, HS VB
and Girls BB&, FFA, & FACS

Jessica Ledbetter Sarah Rudd FACS teacher – 4
Music, HS Band/Vocal, SSC,
KAY

Ross Cole HS Computers / PE, HS Boys
BB, JH track

Ryan Hopkins Technology Director

Middle School

Jim Cole Max Boehler.....K – 8 12 Physical Education, JH
F- football, & Boys BB, Track,
& Drivers Ed., JH Athletic Dir.

Emily Lowry6 – 12 JH & HS Mathematics, &
JH BB, JH Track, & NHS

Cindy Mordecai.....JH Language Arts & K-5K – 128
Vocal / 5 – 12 Band

Kirsten BairdFifth Grade

Ellen Kuhl Kelli Hueneke 5 – 7 Title MS Language Arts /
MS Social Studies

Sarah RuddHS Music, 5 – 12 Band, HS
Technology

Elementary School

Shelby Preston Angie Knuth Kindergarten, HS
Cheer, Cross-Country, HS Asst.
Track

Angie Knuth Tammy Vincent First Grade, Cross
Country, HS Track

Melinda Davis Katie Grote Second Grade & Forensics

Jill Gebhard Third Grade

Amy Chandler Fourth Grade

Kelli Hueneke K – 7 Title / 6th Grade

Elem. continued

Cindy Wright.....Pre-K Teacher Aide
Adriana Ankenman Tami Dubois K – 4 Interrelated
Teacher, HS Dance

Suzi Brooks Sandra Dole Preschool

Terry Logemann 5 – 12 Interrelated Teacher

Katie Grote Shelby Preston K – 84 Title,
Forensics

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

Clerical Staff

Amber Brown.....Board Clerk, Concession Stand

Kacie Yocum Kinze Cox Treasurer/ HS Sec

Kenzi Sheley Sheri Sammons ES Secretary

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

Custodial Staff

Noah Hansen Alan Brown Hal Hansen ES Custodian

Julie Hilbur Silvia Marquez Laurie Alsdurf MS Custodian

Kassandra Speer MS Custodian

Clayson Patterson Noah Hansen HS Custodian /
Almena Maint.

Kitchen Staff

Diane Joppa Becky Deliment Head Cook, Jr. Class
Sponsor, Almena Cook HS Cheer
& Dance

Jacque Horacek Almena Cook

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

Special Assignment

Phillips County Health Dept. - Nurse

Bus Drivers

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

STAFF NAMES

Administration

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

High School

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

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

Brent OrmeHS Social Science, FACS,
Activities Director

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

Middle School

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

Emily LowryJH & HS Mathematics, JH BB,
JH VB

Cindy Mordecai.....JH Language Arts

Kirsten BairdFifth Grade

Kathryn WhitneyK-12 Music, 5-12 Band

Elementary School

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

Tammy Vincent.....First Grade

Katie GroteSecond Grade, Forensics, Head
HS VB

Jill GebhardThird Grade, NHS

Amy ChandlerFourth Grade

Kelli HuenekeK-7 Title / 6th Grade

Elem. continued

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

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

Sandra Dole.....Preschool

Terry Logemann5-12 Interrelated Teacher

John Vincent.....Library/Media

Clerical Staff

Lidia Knapp.....Board Clerk

Nicole SimeonTreasurer/ HS Sec

Sheri Sammons.....ES Secretary

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

Custodial Staff

Hal HansenES Custodian

Julie Hilburn.....MS Custodian

Noah HansenHS Custodian / Almena Maint.

Kitchen Staff

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

Jacque HoracekAlmena Cook

Monica BachLong Island Cook, JH Service
Club, JH Cheer

Special Assignment

Phillips County Health Dept.—Nurse

Bus Drivers

Randy Husted

Julie Hilburn

Cindy Fischer

Cindy Wright

GENERAL INFORMATION TEACHING AND LEARNING

CURRICULUM

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

INSTRUCTIONAL MATERIALS

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

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

LESSON PLANS

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

HOMEWORK

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

GRADES

Northern Valley Schools will utilize a 4-point grade system.
A = 4 points, B = 3 points, C = 2 points, D = 1 point and F or I = 0 points.

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

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

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

MAKE-UP WORK

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

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

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

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

REPORTS

Progress Reports

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

Report Cards

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

Weekly Grade Reporting

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

Attendance (Student)

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

Accidents

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

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

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

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

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

Child Abuse

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

Vandalism

Employees shall report any vandalism to their immediate supervisor.

LUMP SUM PAYMENT

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

WORKERS COMPENSATION

Notice of Accidents

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

Coverage

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

CALENDAR

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

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

LEAVE

Paid Time Off (PTO)

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

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

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

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

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

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

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

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

Absentee Forms

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

Funeral and Bereavement Leave

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

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

Annual Leave Accounting

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

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

0-2 hours = .25 day

2-4 hours = .50

4-5 hours = .75

6-8 hours = 1 day

Jury Duty

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

Professional Leave

The superintendent may grant professional leave. Requests for professional leave must be presented to the superintendent at least one (1) week prior to the planned activity. All obligations for expenses must be

approved in advance of the planned activity. If an administrator requests a teacher to attend a conference or meeting, the actual cost of registration, travel, housing and meals will be paid by the district.

Military Leave

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

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

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

RECORDS

Personnel Records

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

Required Records

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

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

CERTIFICATE

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

ADDRESS CHANGES

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

STUDENT RECORDS

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

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in

discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student. At NO time are teachers to make public student test scores, classroom grades, or report card grades.

GIFTS

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

SOLICITATIONS

Solicitation of Employees

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

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

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

TUTORING FOR PAY

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

ABSENCES/SUBSTITUTES

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

SUBSTITUTE FOLDERS

Substitute folders need to contain the following materials.

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

DRESS CODE

The board encourages appropriate dress for all district employees.

COMMUNICATIONS

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

FIELD TRIPS

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

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

FUND-RAISING

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

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

PEER GRADING

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

INTERROGATION AND INVESTIGATION OF STUDENTS

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

SEARCHES OF STUDENTS AND PROPERTY

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

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

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

RELEASE OF STUDENTS FROM SCHOOL DURING THE DAY

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

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

HALL PASSES

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

DISTRIBUTION OF MATERIALS

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

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

ORIENTATION

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

PERSONAL PROPERTY

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

USE OF PERSONAL VEHICLE

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

TELEPHONE USE

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

MAINTENANCE REQUESTS

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

ANIMALS AND PLANTS

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

SAFETY AND SECURITY

SAFETY RULES

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

SAFETY UNITS

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

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

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

DRILLS AND EVACUATIONS

FIRE DRILLS

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

TORNADO DRILLS

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

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

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

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

EMERGENCY CLOSINGS

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

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

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

SAFETY PRACTICES

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

SECURITY

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

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

It is recommended the building administrator also be notified.

SECURING WORK AREA

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

Keys and Access Cards

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

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

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

Crisis Plan

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

HAZING

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

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

Individuals may also be referred to law enforcement officials.

EQUIPMENT AND SUPPLIES

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

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

Computers

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

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

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

No Right to Privacy

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

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

Ownership

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

Secure Files

All employees must secure files containing confidential student information.

Internet

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

Copying and Duplication

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

Request for Purchases

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

Vehicle Request

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

CONFLICT OF INTEREST

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

OUTSIDE EMPLOYMENT

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

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

CRIMINAL CONVICTIONS

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

DISTRICT PROCEDURES

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

Board Policy

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

Recruitment

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

Contract Procedure

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

Resignation

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

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

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

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

Evaluations

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

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

Staff Development

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

Professional Development Council

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

COMPLAINTS/GRIEVANCES

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

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

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

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

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

CONDUCT

Drug Free Schools and Communities Act/Drug Free Workplace

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

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

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

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

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

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

Tobacco Free Campus

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

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

The following definitions apply to this policy:

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

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

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

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

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

Relations with Students

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

Supervision of Students

Activities sponsored by the school shall include appropriate supervision.

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

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

CONFIDENTIALITY

Student Information

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

Personnel Information

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

SEXUAL HARASSMENT

General Policy

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

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

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

Definition

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

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

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful.

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

Reporting Incidents

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

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

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

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

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

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

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

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

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

required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

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

DISCRIMINATION COMPLAINTS

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

HEALTH

School Nurse

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

Blood Borne Pathogens

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

Communicable Diseases

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

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

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

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

Health Examinations

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

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

MEDICATIONS, ADMINISTERING

Supervision of Medication

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine.

Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

Eligible to Self-Administer Medication

An eligible student shall meet all the following requirements:

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

Authorization Required

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

Employee Immunity

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

Waiver of Liability

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

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

Additional Requirements

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

HAZARDOUS WASTE

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

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

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

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

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

Asbestos

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

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

Pest Control

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

SPECIAL EDUCATION INFORMATION

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

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

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

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

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

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

STUDENT PRIVACY RIGHTS

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

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

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

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

STUDENT LIST FOR ATHLETICS AND/OR SCHOOL SPONSORED ACTIVITIES

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

NORTHERN VALLEY USD #212: CALENDAR REQUEST FORM

TRAINING/CONFERENCE _____

DATE REQUEST SUBMITTED _____ DATE OF EVENT _____

TIME _____ LOCATION _____

VEHICLE NEEDED: VAN _____ CAR _____ SUBURBAN _____ BUS _____

LEAVING TIME _____ REQUESTED BY _____

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

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

 I WILL NOT BE STAYING OVERNIGHT

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

I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

PRINCIPAL'S SIGNATURE _____

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

APPROVED

DENIED

REASON FOR DENIAL _____

SUPERINTENDENT'S SIGNATURE _____

BUDGET CODE _____

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

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

NORTHERN VALLEY SCHOOL
REQUEST FOR PURCHASE ORDER

TEACHER _____

DATE _____

Items Requested:

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

Have items been ordered/purchased: Yes No

Cost:

Department:

Check made payable to:

Payment due by:

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: _____
