

Monthly Board Meeting
Monday, July 8, 2024 6:00 PM Central

Board of Education Office
1619 S. Old Hwy 75
Sabetha, KS 66534

Phillip Buessing: Present
Todd Grimes: Present
Stan Keim: Present
Kathy Lippert: Present
Doug Renyer: Present
Jim Scoby: Absent
Leslie Scoby: Present

Present: 6, Absent: 1.

Also in attendance were Superintendent Todd Evans and Board Clerk Deb Damman, and others on the attached sign-in sheet. After the first agenda item, which was a 30 minute executive session, the meeting was broadcast on YouTube for the public.

1. Call Meeting To Order
2. Approve Agenda As Presented Or Amended
3. Executive session for the purpose of consultation with an attorney which would be deemed privileged in the attorney-client relationship
4. Hear From The Following:
5. Administrative Reports:
6. Consent Agenda
7. Approve Building-Level Student Handbooks
8. Informational Item SHS Football Field & Track
9. Approve SHS Booster Club to purchase new scorer's table (with advertising)
10. Approve Needs Assessment
11. Approve the Anticipated Mill Rate for FY 25 - Necessary for Revenue Neutral Timeline
12. Approve Foundation Board for the 2024-25 School year
13. Approve Recommended Staff
14. Approve Recommended Supplemental Staff
15. Executive session for the purpose of discussing employer-employee negotiations
16. Approve Negotiated Agreement with Prairie Hills Education Association for the 24-25 School year.
17. Approve compensation package for USD 113 Administration
18. Adjourn

AXTELL PUBLIC SCHOOL - BOARD REPORT – JULY 2024

Gay Frazee - Principal
504 Pine Street
Axtell, KS 66403

Phone: (785)736-2237
Fax: (785)736-2295



Facebook:
<https://www.facebook.com/APSEagles>

Twitter: @Axtell Eagles

Website: www.usd113.org

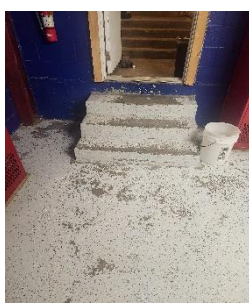
NEWS

- **Grain Belt Express Grant**—APS received a \$500 grant to help create a new multi-purpose room that will enhance the educational environment for our students. The planned multi-purpose room will serve several vital functions within the school. It will include an area dedicated to Life Skills education, support MTSS small groups, and provide a meeting space for various school activities and functions. This versatile space will benefit our students by offering a conducive environment for diverse learning and support activities.
- **Summer School** – Summer Camp/School was help for K-8 students during June.
- **Grades K-2:** The students gained valuable knowledge at the Summer camp and had a blast with various fun activities. Math activities included exciting games like Race to the Top and Race to 100. The kids had the time of their lives, engaging in activities that allowed them to subitize, count, add, take turns, and, most importantly, laugh! They started each morning reading session with the Ninja Books series. Students learned what it is like to be diverse, humble, shy, focused, quiet, loved, and angry. They also spent time blending boards with nonsense words and real words, practicing memory words, and putting together 6-7-word sentences.
- **Grades 3-5:** The students completed a reading series about Accidental Inventions. They learned about the history of Popsicles, chips, cookies, the Frisbee, Post-It Notes, Playdough, and the ice cream cone. These stories exposed them to a ton of new vocabulary words. Of course, when you learn about some of those things, you need to experiment so they made Playdough and chocolate chip cookies! They also worked on various math skills, such as addition and subtraction with regrouping, adding decimals, and quickly answering multiplication facts. They had a mystery: which superhero was the villain secretly trying to take down the city? Each correct answer page crossed a villain off the list.
- **Grades 6-8:** The 2024 Summer LEAPES Program, sponsored by Kansas State of Salina, has introduced many of our local students the opportunity to learn about computers and engineering, from programming activities to learning about the history of computers. Students have been learning about:
 - State Machines
 - Graphing Mathematic Functions
 - Coding
 - Taking virtual tours of the Kansas Mesonet
 - Artificial Intelligence
 - Building mBots
 - Programming CyberPi
 - Developed Flight Plans for Drones
 - Demonstrate the concept by developing code to create a flight path creating the letters: "K-S-U"

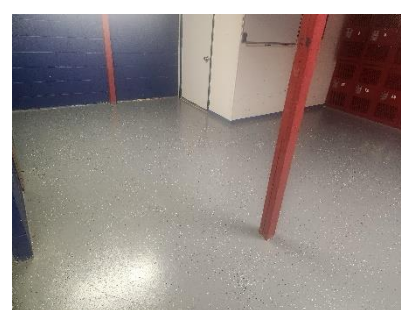
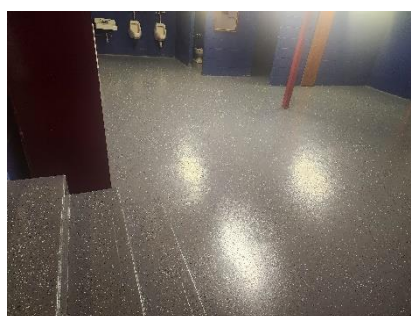
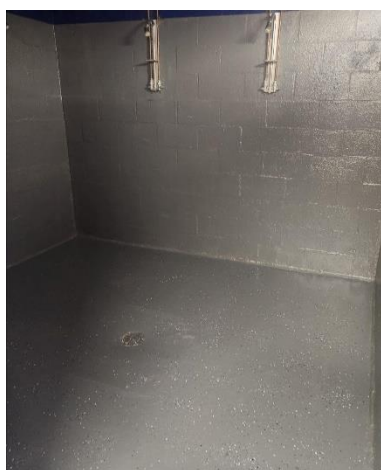


Furthermore, students will understand basic navigation commands and be able to connect to their Tello via Wi-Fi, upload, execute, and save their missions while using the DroneBlock and mBlock app. Students have been creating loops and variables to tell their mBots and Drones the assignment to be done. This class creates a smarter future through robotic innovation!

- **Picnic:** After the last day of camp, Mrs. Frazee had a pizza party for all the students. The students loved their “Summer Camp.”
- **Lift-A-Thon:** The junior high and high school athletes participated in a lift-a-thon on Friday, June 28.
- **Carpet:** The carpet installation in the business and JH math/science classrooms has been completed.
- **Summer Maintenance:** Things are moving along smoothly and on schedule. Titus and Alliyah did a great job giving the boy’s locker room a facelift.
 - Boys shower room before pics (after power washing):



- After re-doing the floors and showers.



Sabetha Elementary School



Andrew Lillie
Principal
Facebook: <http://www.facebook.com/SabethaElementary/>

101 Oregon Street
Sabetha, KS 66534

Phone: (785) 284-3448
Email: lilliea@usd113.org

Building Report

July 2024 BOE Meeting

Academics: SES completed a targeted intervention summer school on Monday. We invited specific students to a summer academy designed around explicit instruction and small group or 1-on-1 interventions. We piloted a partnership with the Sabetha hospital during summer school to utilize one of their dyslexia experts to facilitate interventions as well. The data and feedback from teachers and staff was that students made great progress this summer!

Playground Resurfacing: Our PreK/Kindergarten playgrounds got an upgrade thanks to a generous community donor and Sabetha PTO. The new turf surface increases safety, decreases maintenance, and looks great! We are grateful to live in an amazing community who takes great pride in its schools! Thank you to Mammoth Construction for the excellent work! Some before/after photos below.



Summer Maintenance: Maintenance in the building is well underway and Mr. Aaron, Mr. Louis and our summer help, Spencer have been working hard cleaning carpets, waxing floors and cleaning classrooms getting ready for the start of the new school year in a little over a month.

UPCOMING EVENTS

- **August 1:** Enrollment
- **August 6 & 7:** Classified Inservice
- **August 12-14:** Back to school inservice
- **August 13:** SES Open House
- **August 15:** 1st Day of School



Prairie Hills USD 113



Sabetha Middle School

Be Positive • Be Respectful • Be a Learner

Telephone: (785) 284-2151

www.usd113.org

751 Bluejay Blvd.

Fax: (785) 284-0061

Sabetha, Kansas 66534

To: USD 113 BOE Members
From: Matthew D. Garber
Date: 7/1/24
Re: July BOE Meeting Building Report

1. **Building Maintenance:** Our summer maintenance crew is making great strides this summer! It is the first summer in several years that we have been fully staffed during the summer.
2. **Building Events:** Our building has been very busy the past few weeks. Events include:
 - Summer League Girls Basketball
 - Summer League Boys Basketball
 - SMS Summer School
 - Drama Camp
 - Football Camp
 - Volleyball Camp
3. **Class Schedules:** Student class schedules and assignments should be completed by the middle of July. Dana Michael is helping with this.
4. **Fire Alarm Panel Replacement:** Our old fire alarm panel is in the process of being replaced. We are working through some issues and are hoping to have this project completed soon.

Lisa Suhr - Director of Student Learning
Board Report - July 8, 2024

Federal Programs:

- End of year reporting for Title Programs is underway and I appreciate the close collaboration I have with Deb Damman on the financial side of this aspect of my job!

Professional Learning

- On June 27, 2024 the admin team met for our summer admin “bootcamp.” We utilized the nice training room at Northwind Technical Services for the day. Our overarching question for the day was “What should we see in every classroom that makes a difference in student success?” We spent time reflecting on our walkthrough observation tool and making plans for re-aligning it to current district priorities and recent and planned professional learning. Observational walkthroughs are frequent, informal visits by the principal or other instructional leader for the purpose of looking for specific instructional practices and to facilitate feedback. (These are different from formal evaluation observations.) During the admin bootcamp, we were joined (via Zoom) by Robert Ovsak and Camille Wheeler from Greenbush consortium who will continue to work with our staff on upcoming professional learning days for 24-25 on Greenbush’s “High Impact Instructional Practices and Strategies.” As a break in our learning, we were given a tour of Northwinds by former SHS graduate, Matt Bosworth. We discussed the various post-secondary training needed by the various employment positions at Northwind and how technological advances change the work they do there.

Other topics:

- KSU Memorandum of Understanding for SHS and AHS computer science courses: I’m in support of our participation in the MOU that is part of this month’s agenda with KSU. This opportunity is part of the CyberPipeline project which has a goal of making high quality computer science education available to high school students at little or no cost. The benefit to us to engage in this MOU is that the teachers of the computer science class will be able to facilitate a support “call” to KSU faculty if they have questions about content or student projects that they cannot answer themselves. Additionally, the MOU allows USD 113 to take advantage of their bulk pricing on a product called Codio which is a learning management system specifically for teaching and practicing computer science content.
- An important part of my recent work has been the re-ordering of consumable materials and digital licenses for curriculum materials for the coming year.
- The parent messaging tool within PowerSchool (SwiftK12) has been replaced with their new product, School Messenger. Any parent who has not yet “opted in” for text messaging through this platform can still do so by sending the word “Yes” as a text message to the number 67587. This product does NOT replace the more broad messaging system TextCaster which all patrons may participate in.
- PowerSchool: I have completed the year-end “roll over” process for our student information system and am busy getting things ready for the 24-25 school year including online enrollment.

Todd Evans | Superintendent | evanst@usd113.org

Lisa Suhr | Director of Student Learning | suhr@usd113.org

www.usd113.org

1619 S. Old Hwy 75 | Sabetha, KS 66534 | phone 785-284-2175 | fax 785-284-3739

boe@usd113.org

SABETHA HIGH SCHOOL



July 8, 2024 BOE Report



Looking forward to 24-25!!

We have reached the halfway point of the summer and with that, we shift our focus from wrapping up last year to looking forward to the next. One of the things I have always appreciated about the education profession is the opportunity for a fresh start each fall. We are looking forward to that restart with students and staff alike!

Summer activities at SHS are beginning to wrap up as tennis camp, drama camp, cheer camp, and summer leagues are already finished while summer school, driver's education, and summer workouts will be finishing up in the next couple of weeks. We still have football and volleyball camps to look forward to this week as student-athletes and coaches prepare for their fall seasons.

I am extremely thankful for our custodial staff who has also made great progress in carpet cleaning and floor waxing as they have mostly finished up the classrooms on the upper level. Our gym floors have been redone and new flooring in the hallways upstairs is to be completed in a couple of weeks!

SHS Celebrations!

Over the last month, we have had lots of great things to celebrate at SHS! At the risk of forgetting some from the long list, below are some highlights from the last month.

- Alexia Hayden and Christian McAfee were deservedly named Outstanding Senior Athletes for the class of 2024 sponsored by the Bank of Blue Valley.
- Our SHS Cheer team participated in camp at Baker University last month with the team earning several distinctions and seniors Halley Mitchell and Brecken Edelman being named All-American.
- Joshua Grimm, Turner Howard, and Coach Garrett Michael all participated in the Kansas Shrine Bowl held in Emporia on June 29th. They all represented SHS well as the East squad (of which they were a part) earned the victory.
- Several SHS softball and baseball players were named to All-State teams following their spring seasons: Alexia Hayden, Laura Edelman, Erin Boltz, Jyllian Stapleton, and Kiera Keim earned honors for softball and Christian McAfee, Jacob Grimm, Marcus Bauman, Mitchell Kramer, Will Ulrich, and Chase Frey earned honors for baseball.
- The SHS football team spent a morning helping a family in our community with cleaning out a house. A great opportunity for our young men to give back and serve others.



Upcoming SHS events:

- July 8-11 - SHS Volleyball Camp
- July 8-10 - SHS Football Camp
- August 1 - Enrollment
- August 12 - First day for staff
- August 15 - First day for students

**Respectfully,
Nathan Bauman
Sabetha High School Principal**

It's a GREAT day to be a BLUEJAY!!



Bank Reconciliation

June 2024 — Bank Account: APS ACTIVITY ACCOUNT — Status: O — Created By: KOHAKE,
MICHELLE L

PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding | |
|--------------------------------------|--------------------|---------------------|------------------|--|
| Monthly Beginning Balance | | | -14,690.76 | |
| ACH | 0.00 | 0.00 | 0.00 | |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 | |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 | |
| Cash Receipt Deposits | 3,793.84 | 5,399.30 | 0.00 | |
| Checks | -4,837.98 | -20,441.12 | -693.08 | |
| Fee Management Payments | 0.00 | 0.00 | 0.00 | |
| Food Service Payments | 0.00 | 0.00 | 0.00 | |
| Food Service Purchases | 0.00 | 0.00 | 0.00 | |
| Journal Entries | 0.00 | 0.00 | 0.00 | |
| Wire Transfers | 0.00 | 0.00 | 0.00 | |
| Manual Adjustments | | | 0.00 | |
| Grand Totals | -\$1,044.14 | -\$15,041.82 | -\$693.08 | |
| | | | | |
| Bank Statement Ending Balance | 78,486.75 | | | |
| + Outstanding Balance | -693.08 | | | |
| - Monthly Ending Balance | 77,793.67 | | | |
| = Variance | \$0.00 | | | |

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------|----------------|----------|---|----------|--------|----------|
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 55.00 | 0.00 | 55.00 |
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 1,000.00 | 0.00 | 1,000.00 |
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 30.00 | 0.00 | 30.00 |
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 124.75 | 0.00 | 124.75 |
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 200.00 | 0.00 | 200.00 |
| 05/29/2024 | 202410900087 | APS 5/29 | 5/29 Deposit- Cheer Uniform Deposit, Student Patches, Donation- State Track, YB Sponsor | 195.71 | 0.00 | 195.71 |

Bank Reconciliation

June 2024 — Bank Account: APS ACTIVITY ACCOUNT — Status: O — Created By: KOHAKE,
MICHELLE L

PRAIRIE HILLS USD 113

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|----------|--|-------------------|---------------|-------------------|
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 252.68 | 0.00 | 252.68 |
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 156.20 | 0.00 | 156.20 |
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 500.00 | 0.00 | 500.00 |
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 210.00 | 0.00 | 210.00 |
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 2,460.00 | 0.00 | 2,460.00 |
| 06/18/2024 | 202410900088 | APS 6/18 | Booster- State Track, Petty Cash, Super Hero Grant- Invenergy Transmission Grant, Library-Best Choice Labels, Cheer- Donuts, YB Sponsors | 175.00 | 0.00 | 175.00 |
| 06/27/2024 | 202410900089 | APS 6/28 | June Interest- Bank Statement | 39.96 | 0.00 | 39.96 |
| Cash Receipt Deposit Total: | | | | \$5,399.30 | \$0.00 | \$5,399.30 |

Outstanding Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|----------------------------------|------------|----------------|----------------------|-------------|-------------------------------|-----------------|
| 04711 | 11/11/2022 | 11/11/2022 | O - Other | M - Manual | DEB RONNEBAUM | 59.94 |
| 04762 | 12/20/2022 | 12/20/2022 | O - Other | M - Manual | COOPER DETERS | 120.00 |
| 2310900001 | 01/04/2023 | 01/04/2023 | A - Accounts Payable | R - Regular | ERIC HAMMES | 30.00 |
| 2310900038 | 01/30/2023 | 01/30/2023 | A - Accounts Payable | R - Regular | TONY BROWN | 0.00 |
| 2310900275 | 10/19/2023 | 10/19/2023 | A - Accounts Payable | R - Regular | JARETT GROS | 95.00 |
| 2310900308 | 11/02/2023 | 11/02/2023 | A - Accounts Payable | R - Regular | WALKER R LOWDERMILK | 90.00 |
| 2310900391 | 01/03/2024 | 01/03/2024 | A - Accounts Payable | R - Regular | WASHINGTON COUNTY HIGH SCHOOL | 40.00 |
| 2310900527 | 05/10/2024 | 05/10/2024 | A - Accounts Payable | R - Regular | LEIGHA J PAPA | 8.14 |
| 2310900540 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | KAYLEE SANDMANN | 250.00 |
| Outstanding Checks Total: | | | | | | \$693.08 |

Bank Reconciliation

June 2024 — Bank Account: APS ACTIVITY ACCOUNT — Status: 0 — Created By: KOHAKE,
MICHELLE L

PRAIRIE HILLS USD 113

Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|----------------------|------------|----------------|----------------------|-------------|------------------------------|--------------------|
| 2310900504 | 04/19/2024 | 04/19/2024 | A - Accounts Payable | R - Regular | GAY J FRAZEE | 84.88 |
| 2310900508 | 04/19/2024 | 04/19/2024 | A - Accounts Payable | R - Regular | KRISTIN STRATHMAN | 19.83 |
| 2310900517 | 05/01/2024 | 05/01/2024 | A - Accounts Payable | R - Regular | NEMAHA CENTRAL SCHOOL | 60.00 |
| 2310900525 | 05/10/2024 | 05/10/2024 | A - Accounts Payable | R - Regular | UR INVITED | 146.00 |
| 2310900530 | 05/17/2024 | 05/17/2024 | A - Accounts Payable | R - Regular | UNITED STATES AWARDS INC | 471.43 |
| 2310900531 | 05/20/2024 | 05/20/2024 | A - Accounts Payable | R - Regular | AXTELL LUMBER | 159.35 |
| 2310900532 | 05/20/2024 | 05/20/2024 | A - Accounts Payable | R - Regular | AXTELL POST OFFICE | 25.97 |
| 2310900533 | 05/20/2024 | 05/20/2024 | A - Accounts Payable | R - Regular | LUMBER & LASER | 26.00 |
| 2310900534 | 05/20/2024 | 05/20/2024 | A - Accounts Payable | R - Regular | KANSAS FFA | 185.00 |
| 2310900535 | 05/21/2024 | 05/21/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 13,463.93 |
| 2310900536 | 05/30/2024 | 05/30/2024 | A - Accounts Payable | R - Regular | KSHSAA | 586.00 |
| 2310900537 | 05/30/2024 | 05/30/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 174.75 |
| 2310900538 | 05/30/2024 | 05/30/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 450.00 |
| 2310900539 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | AXTELL COMMUNITY GROCERY LLC | 259.68 |
| 2310900541 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | VISA | 2,428.91 |
| 2310900542 | 06/11/2024 | 06/11/2024 | A - Accounts Payable | R - Regular | FUTURE FARMERS OF AMERICA | 679.39 |
| 2310900543 | 06/18/2024 | 06/18/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 1,220.00 |
| Checks Total: | | | | | | \$20,441.12 |



Statement Ending 06/28/2024

PO Box 123
Bern, KS 66408

UNIFIED SCHOOL DISTRICT 113

Page 1 of 6

Account Number: XXX6992

RETURN SERVICE REQUESTED

AXTELL PUB SCHOOL ACTIV FUND
UNIFIED SCHOOL DISTRICT 113
GAY J FRAZEE
504 PINE ST
AXTELL KS 66403-9628

Managing Your Accounts



Branch Information

413 Maple Street
PO Box H
Axtell, KS 66403



Branch Number

(785) 736-2973



Online Access

www.statebankofbern.com

Please take a moment to review and update your contact information, specifically phone number (mobile and home), email address, and home address, by contacting either the Bern or Axtell branch.

We have noticed a fair amount of our customers have held accounts for extended periods of time and have gotten new phone numbers, updated email addresses, or changed addresses since the accounts were created, without providing the updated information to our bank. Keeping your personal information up to date is critical for ensuring your financial security and the seamless provision of our services. Accurate information allows us to contact you promptly regarding account updates, suspicious activity, and electronic banking functionality. It also helps prevent identity theft and fraud. Your diligence in this matter helps us serve you better and protects your financial wellbeing.

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|--------------|----------------|----------------|
| NOW PUBLIC | XXX6992 | \$78,486.75 |

NOW PUBLIC-XXX6992

Account Summary

| Date | Description | Amount |
|------------|--------------------------|--------------------|
| 05/25/2024 | Beginning Balance | \$93,528.57 |
| | 3 Credit(s) This Period | \$5,399.30 |
| | 17 Debit(s) This Period | \$20,441.12 |
| 06/28/2024 | Ending Balance | \$78,486.75 |

Interest Summary

| Description | Amount |
|--|----------|
| Interest Earned From 05/25/2024 Through 06/28/2024 | |
| Annual Percentage Yield Earned | 0.50% |
| Interest Days | 35 |
| Interest Earned | \$39.96 |
| Interest Paid This Period | \$39.96 |
| Interest Paid Year-to-Date | \$245.92 |
| Average Available Balance | \$0.00 |

Account Activity

| Post Date | Description | Debits | Credits | Balance |
|------------|--------------------------|----------|---------|--------------------|
| 05/25/2024 | Beginning Balance | | | \$93,528.57 |
| 05/28/2024 | CHECK # 2310900533 | \$26.00 | | \$93,502.57 |
| 05/28/2024 | CHECK # 2310900531 | \$159.35 | | \$93,343.22 |
| 05/28/2024 | CHECK # 2310900534 | \$185.00 | | \$93,158.22 |
| 05/28/2024 | CHECK # 2310900530 | \$471.43 | | \$92,686.79 |
| 05/29/2024 | CHECK # 2310900504 | \$84.88 | | \$92,601.91 |



THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT.

CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT

Table with columns NO., \$, and a blank column for recording check details.

MONTH _____ 20 _____
BANK BALANCE SHOWN ON THIS STATEMENT \$ _____
ADD +
DEPOSITS NOT CREDITED IN THIS STATEMENT (IF ANY) \$ _____
TOTAL \$ _____
SUBTRACT -
CHECKS OUTSTANDING \$ _____
BALANCE \$ _____
SHOULD AGREE WITH YOUR CHECK BOOK BALANCE AFTER DEDUCTING SERVICE CHARGE (IF ANY) SHOWN ON THIS STATEMENT FOR PREVIOUS MONTH.

DIRECT DEPOSITS AND PREAUTHORIZED WITHDRAWALS YOUR RIGHTS AND RESPONSIBILITIES

In recent years, a number of new services known as "ELECTRONIC FUND TRANSFERS" have been introduced. Among these services are direct deposits to your account of certain recurring payments to you (such as your Social Security benefits) and preauthorized transfers from your account to a third party to pay certain recurring bills.

TYPES OF TRANSFERS. This notice applies if you have arranged for us to accept certain direct deposits and/or pay certain recurring bills on your account. COST. We do not charge for direct deposits to your account. The charge, if any, for preauthorized withdrawals is disclosed below (if no charge is disclosed, we do not charge for this service.) We will charge you \$10.00 for each stop-payment order you give for an Electronic Fund Transfer item.

RIGHT TO DOCUMENTATION OF TRANSFERS

- (a) Direct Deposits. If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company you can call us at the telephone number listed below to find out whether or not the deposit has been made.
(b) Periodic Statements. You will receive at least an annual account statement from us. In addition, you will receive a monthly account statement for each month in which a transfer occurs.

STOP PAYMENTS PROCEDURES AND NOTICE OF VARYING AMOUNTS

- (a) Right to Stop Payment and Procedure for Doing So. If you have told us in advance to make regular payments out of your account, you can stop any of these payments. Here's how:

Call us or write us at the telephone number shown below in time for us to receive your request three business days or more before the payment is scheduled to be made. If you call, we may also require you to put your request in writing and to get it to us within 14 days after you call.

- (b) Notice of Varying Amounts. If these regular payments may vary, the person you are going to pay will tell you 10 days before each payment, when it will be made and how much it will be. (You may choose instead to get this notice only when the payment would differ by more than a certain amount from the previous payment, or when the amount would fall outside certain limits that you set.)

- (c) Liability for Failure to Stop Payment of Preauthorized Transfer. If you order us to stop one of these payments three business days or more before the transfer is scheduled, and we do not do so, we will be liable for your losses or damages.

LIABILITY FOR FAILURE TO MAKE TRANSFER. If we do not complete a transfer to or from your account on time or in the correct amount according to our agreement with you, we will be liable for your losses or damages. However, there are some exceptions. We will NOT be liable for instance:

- If, through no fault of ours, you do not have enough money in your account to make the transfer,
• If the transfer would go over the credit limit on your overdraft line,
• If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions that we have taken.

There may be other exceptions stated in our agreement with you.

DISCLOSURE OF ACCOUNT INFORMATION TO THIRD PARTIES. We will disclose information to third parties about your account or the transfers you make: (1) where it is necessary for completing transfers, (2) in order to verify the existence and condition of your account for a third party, such as a merchant, (3) in order to comply with government agency or court orders, or (4) if you give us your written permission.

UNAUTHORIZED TRANSFERS.

- (a) Liability Disclosure. If your statement shows transfers that you did not make or authorize, tell us at once. If you do not tell us within 60 days after the statement was mailed to you, you may not get back any money you lost after the 60 days if we can prove that we could have stopped someone from taking the money if you had told us in time. If a good reason (such as a long trip or a hospital stay) kept you from telling us, we will extend the time periods.

- (b) Address and Telephone Number. If you believe that someone has transferred or may transfer money from your account without your permission, call or write us at the telephone number or address shown below.

ERROR RESOLUTION. In Case of Errors or Questions About Your Electronic Transfers call or write us at the telephone number or address shown below as soon as you can if you think your statement is wrong or if you need more information about a transfer listed on the statement. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number.
(2) Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or questions in writing within 10 business days.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. An account is considered a new account for 30 days after the first deposit is made, if you are a new customer. We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation.

NOW PUBLIC-XXX6992 (continued)

Account Activity (continued)

| Post Date | Description | Debits | Credits | Balance |
|-------------------|------------------------------|-------------|------------|--------------------|
| 05/30/2024 | CHECK # 2310900508 | \$19.83 | | \$92,582.08 |
| 05/30/2024 | CHECK # 2310900532 | \$25.97 | | \$92,556.11 |
| 05/30/2024 | CHECK # 2310900525 | \$146.00 | | \$92,410.11 |
| 05/31/2024 | DEPOSIT | | \$1,605.46 | \$94,015.57 |
| 06/03/2024 | CHECK # 2310900535 | \$13,463.93 | | \$80,551.64 |
| 06/04/2024 | CHECK # 2310900517 | \$60.00 | | \$80,491.64 |
| 06/04/2024 | CHECK # 2310900536 | \$586.00 | | \$79,905.64 |
| 06/07/2024 | CHECK # 2310900537 | \$174.75 | | \$79,730.89 |
| 06/07/2024 | CHECK # 2310900538 | \$450.00 | | \$79,280.89 |
| 06/11/2024 | CHECK # 2310900539 | \$259.68 | | \$79,021.21 |
| 06/18/2024 | DEPOSIT | | \$3,753.88 | \$82,775.09 |
| 06/18/2024 | CHECK # 2310900542 | \$679.39 | | \$82,095.70 |
| 06/21/2024 | CHECK # 2310900543 | \$1,220.00 | | \$80,875.70 |
| 06/26/2024 | VISA PAYMENT 486544XXXXX1795 | \$2,428.91 | | \$78,446.79 |
| 06/28/2024 | INTEREST | | \$39.96 | \$78,486.75 |
| 06/28/2024 | Ending Balance | | | \$78,486.75 |

Checks Cleared

| Check Nbr | Date | Amount | Check Nbr | Date | Amount | Check Nbr | Date | Amount |
|-------------|------------|----------|------------|------------|-------------|-------------|------------|------------|
| 2310900504 | 05/29/2024 | \$84.88 | 2310900532 | 05/30/2024 | \$25.97 | 2310900538 | 06/07/2024 | \$450.00 |
| 2310900508* | 05/30/2024 | \$19.83 | 2310900533 | 05/28/2024 | \$26.00 | 2310900539 | 06/11/2024 | \$259.68 |
| 2310900517* | 06/04/2024 | \$60.00 | 2310900534 | 05/28/2024 | \$185.00 | 2310900542* | 06/18/2024 | \$679.39 |
| 2310900525* | 05/30/2024 | \$146.00 | 2310900535 | 06/03/2024 | \$13,463.93 | 2310900543 | 06/21/2024 | \$1,220.00 |
| 2310900530* | 05/28/2024 | \$471.43 | 2310900536 | 06/04/2024 | \$586.00 | | | |
| 2310900531 | 05/28/2024 | \$159.35 | 2310900537 | 06/07/2024 | \$174.75 | | | |

* Indicates skipped check number

Overdraft and Returned Item Fees

| | Total for this period | Total year-to-date |
|---------------------------------|-----------------------|--------------------|
| Total Overdraft Fees | \$0.00 | \$0.00 |
| Total Returned Item Fees | \$0.00 | \$0.00 |

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900504

Check Date 06/19/2024 Check Amount \$84.88

Pay ** Eighty-Four Dollars & 88 Cents

VOID AFTER 90 DAYS

To the Order Of: GAY J FRAZEE
 7034 70Y 99
 SUMNERFIELD, KS 66541

Michelle Kohala
 Gay Frazee

2310900504 * 1011074464 3056992*

#10900504 05/29/2024 \$84.88

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900508

Check Date 06/16/2024 Check Amount \$19.83

Pay ** Nineteen Dollars & 83 Cents

VOID AFTER 90 DAYS

To the Order Of: KRISTIN STRATHMAN
 2743 INDIAN RD
 AXTELL, KS 66403

Michelle Kohala
 Gay Frazee

2310900508 * 1011074464 3056992*

#10900508 05/30/2024 \$19.83

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900517

Check Date 06/11/2024 Check Amount \$60.00

Pay ** Sixty Dollars & 0 Cents

VOID AFTER 90 DAYS

To the Order Of: MEMASA CENTRAL SCHOOL
 251 N 17TH ST
 SENeca, KS 66535

Michelle Kohala
 Gay Frazee

2310900517 * 1011074464 3056992*

#10900517 06/04/2024 \$60.00

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900525

Check Date 06/18/2024 Check Amount \$146.00

Pay ** One Hundred Forty-Six Dollars & 0 Cents

VOID AFTER 90 DAYS

To the Order Of: UR INVITED
 1224 18TH ROAD
 MORRISVILLE, KS 66506

Michelle Kohala
 Gay Frazee

2310900525 * 1011074464 3056992*

#10900525 05/30/2024 \$146.00

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900530

Check Date 06/17/2024 Check Amount \$471.43

Pay ** Four Hundred Seventy-One Dollars & 43 Cents

VOID AFTER 90 DAYS

To the Order Of: UNITED STATES AWARDS INC
 3005 S. OAKHURST
 PO BOX 1057
 PITTSBURGH, KS 65762

Michelle Kohala
 Gay Frazee

2310900530 * 1011074464 3056992*

#10900530 05/28/2024 \$471.43

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900531

Check Date 06/20/2024 Check Amount \$159.35

Pay ** One Hundred Fifty-Nine Dollars & 35 Cents

VOID AFTER 90 DAYS

To the Order Of: AXTELL LUMBER
 308 FIFTH ST
 AXTELL, KS 66403

Michelle Kohala
 Gay Frazee

2310900531 * 1011074464 3056992*

#10900531 05/28/2024 \$159.35

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900532

Check Date 06/20/2024 Check Amount \$25.97

Pay ** Twenty-Five Dollars & 97 Cents

VOID AFTER 90 DAYS

To the Order Of: AXTELL POST OFFICE
 206 5TH STREET
 AXTELL, KS 66403

Michelle Kohala
 Gay Frazee

2310900532 * 1011074464 3056992*

#10900532 05/30/2024 \$25.97

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900533

Check Date 06/20/2024 Check Amount \$26.00

Pay ** Twenty-Six Dollars & 0 Cents

VOID AFTER 90 DAYS

To the Order Of: LAMSON & LASER
 2071 JAY-AWK RD
 AXTELL, KS 66403

Michelle Kohala
 Gay Frazee

2310900533 * 1011074464 3056992*

#10900533 05/28/2024 \$26.00

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900534

Check Date 06/20/2024 Check Amount \$185.00

Pay ** One Hundred Eighty-Five Dollars & 0 Cents

VOID AFTER 90 DAYS

To the Order Of: KANSAS PFA
 113 MESSENGER HALL
 KANSAS CITY, KS 66103

Michelle Kohala
 Gay Frazee

2310900534 * 1011074464 3056992*

#10900534 05/28/2024 \$185.00

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900535

Check Date 06/20/2024 Check Amount \$13,463.93

Pay ** Thirteen Thousand Four Hundred Sixty-Three Dollars & 93 Cents

VOID AFTER 90 DAYS

To the Order Of: PRARIE HILLS USD 113
 1619 S CH HWY 75
 SARASOTA, KS 66541

Michelle Kohala
 Gay Frazee

2310900535 * 1011074464 3056992*

#10900535 06/03/2024 \$13,463.93

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900536

Check Date 06/20/2024 Check Amount \$884.00

Pay ** Five Hundred Eighty-Six Dollars & 0 Cents

VOID AFTER 90 DAYS

To the Order Of: KSI-8244
 PO Box 496
 TOPERKA, KS 66801-0496

Michelle Kohala
 Gay Frazee

2310900536 * 1011074464 3056992*

#10900536 05/28/2024 \$884.00

UNIFIED SCHOOL DISTRICT 113
 AXTELL PUBLIC SCHOOL ACTIVITY FUND
 504 PINE STREET
 AXTELL KS 66403

STATE BANK OF KANSAS
 413 W. 14TH STREET
 AXTELL KS 66403

CHECK # 2310900537

Check Date 06/20/2024 Check Amount \$174.75

Pay ** One Hundred Seventy-Four Dollars & 75 Cents

VOID AFTER 90 DAYS

To the Order Of: PRARIE HILLS USD 113
 1619 S CH HWY 75
 SARASOTA, KS 66541

Michelle Kohala
 Gay Frazee

2310900537 * 1011074464 3056992*

#10900537 05/28/2024 \$174.75

UNIFIED SCHOOL DISTRICT 113
AXTELL PUBLIC SCHOOL ACTIVITY FUND
504 PINE STREET
AXTELL KS 66403

STATE BANK OF BERN
110 NORTH STREET
AXTELL KS 66403

CHECK # 2310900538

Check Date 06/07/2024 Check Amount \$450.00

Pay ** Four Hundred Fifty Dollars & 0 Cents

VOID AFTER 90 DAYS
Michelle Kohake
Lily Mraz

To the Order Of: PRAIRIE HILLS USD 113
1615 S OHIO HWY 75
SARASOTA, KS 66584

2310900538 # 1011074461 3056992#

#10900538 06/07/2024 \$450.00

UNIFIED SCHOOL DISTRICT 113
AXTELL PUBLIC SCHOOL ACTIVITY FUND
504 PINE STREET
AXTELL KS 66403

STATE BANK OF BERN
110 NORTH STREET
AXTELL KS 66403

CHECK # 2310900539

Check Date 06/11/2024 Check Amount \$259.68

Pay ** Two Hundred Fifty-Nine Dollars & 68 Cents

VOID AFTER 90 DAYS
Michelle Kohake
Lily Mraz

To the Order Of: AXTELL COMMUNITY GROCERY LLC
402 MAPLE STREET
PO BOX 204
AXTELL, KS 66403

2310900539 # 1011074461 3056992#

#10900539 06/11/2024 \$259.68

UNIFIED SCHOOL DISTRICT 113
AXTELL PUBLIC SCHOOL ACTIVITY FUND
504 PINE STREET
AXTELL KS 66403

STATE BANK OF BERN
110 NORTH STREET
AXTELL KS 66403

CHECK # 2310900542

Check Date 06/18/2024 Check Amount \$679.39

Pay ** Six Hundred Seventy-Nine Dollars & 39 Cents

VOID AFTER 90 DAYS
Michelle Kohake
Lily Mraz

To the Order Of: FUTURE FARMERS OF AMERICA
PO Box 651263
COLUMBIANA, OH 45268-1803

2310900542 # 1011074461 3056992#

#10900542 06/18/2024 \$679.39

UNIFIED SCHOOL DISTRICT 113
AXTELL PUBLIC SCHOOL ACTIVITY FUND
504 PINE STREET
AXTELL KS 66403

STATE BANK OF BERN
110 NORTH STREET
AXTELL KS 66403

CHECK # 2310900543

Check Date 06/19/2024 Check Amount \$1,220.00

Pay ** One Thousand Two Hundred Twenty Dollars & 0 Cents

VOID AFTER 90 DAYS
Michelle Kohake
Lily Mraz

To the Order Of: PRAIRIE HILLS USD 113
1615 S OHIO HWY 75
SARASOTA, KS 66584

2310900543 # 1011074461 3056992#

#10900543 06/21/2024 \$1,220.00

CHECKING DEPOSIT SLIP

The Deposit Account Holder is the Registered Holder of the Bank Account to the Signature Card.

DATE: 6/28/24

| CURRENCY - COIN | |
|----------------------|----------------|
| cash | 15.00 |
| checks | 1605.96 |
| check | 1592.14 |
| TOTAL DEPOSIT | 1605.46 |

STATE BANK OF BERN
110 NORTH STREET
AXTELL, KANSAS
66403-0001

NAME: Axtell Public School - mk
ACCT NO: 305-6992

#0000 05/31/2024 \$1,605.46

CHECKING DEPOSIT SLIP

The Deposit Account Holder is the Registered Holder of the Bank Account to the Signature Card.

DATE: 6/18/24

| CURRENCY - COIN | |
|----------------------|-----------------|
| cash | 875.00 |
| checks | 2,778.88 |
| TOTAL DEPOSIT | 3,753.88 |

STATE BANK OF BERN
110 NORTH STREET
AXTELL, KANSAS
66403-0001

NAME: Axtell Public School - mk
ACCT NO: 305-6992

#0000 06/18/2024 \$3,753.88

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Bank Reconciliation

June 2024 — Bank Account: SHS ACTIVITY ACCOUNT — Status: 0 — Created By: GRIMM, PRAIRIE HILLS USD 113
 CHERIE

| | System Totals | On Statement | Outstanding |
|------------------------------|---------------------|---------------------|------------------|
| Monthly Beginning Balance | | | -21,092.24 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 10,792.12 | 10,792.12 | 0.00 |
| Checks | -21,609.99 | -41,949.70 | -752.53 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | -403.20 | -403.20 | 0.00 |
| Manual Adjustments | 0.00 | 0.00 | 0.00 |
| Grand Totals | -\$11,221.07 | -\$31,560.78 | -\$752.53 |

Bank Statement Ending Balance 160,168.81
 + Outstanding Balance -752.53
 - Monthly Ending Balance 159,416.28
 = Variance **\$0.00**

Reconciled 7/1/24 CG MB

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------|----------------|-------|--|----------|--------|----------|
| 06/11/2024 | 202441000449 | CG | Entry fees for Track | 1,050.00 | 0.00 | 1,050.00 |
| 06/11/2024 | 202441000450 | CG | Donations from loyalty program with Casey's | 32.80 | 0.00 | 32.80 |
| 06/11/2024 | 202441000452 | CG | Donation to Track Fund | 24.00 | 0.00 | 24.00 |
| 06/11/2024 | 202441000453 | CG | Entry fees for JV Baseball | 450.00 | 0.00 | 450.00 |
| 06/11/2024 | 202441000454 | CG | Entry fees for Golf | 1,140.00 | 0.00 | 1,140.00 |
| 06/11/2024 | 202441000455 | CG | Vending Machines | 635.65 | 0.00 | 635.65 |
| 06/11/2024 | 202441000455 | CG | Vending Machines | 57.21 | 0.00 | 57.21 |
| 06/24/2024 | 202441000456 | CG | Profit from Food Truck for the end of the year | 52.40 | 0.00 | 52.40 |
| 06/24/2024 | 202441000457 | CG | Entry fees for Golf and Basketball | 135.00 | 0.00 | 135.00 |
| 06/24/2024 | 202441000457 | CG | Entry fees for Golf and Basketball | 100.00 | 0.00 | 100.00 |
| 06/24/2024 | 202441000458 | CG | Golf Entry Fee | 40.00 | 0.00 | 40.00 |

Bank Reconciliation

June 2024 — Bank Account: SHS ACTIVITY ACCOUNT — Status: O — Created By: GRIMM, PRAIRIE HILLS USD 113

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|-------|--------------------------------------|--------------------|---------------|--------------------|
| 06/24/2024 | 202441000459 | CG | Entry fees for JV Baseball Tourm | 450.00 | 0.00 | 450.00 |
| 06/24/2024 | 202441000460 | CG | Reimb for Booster Club Expenses | 3,066.98 | 0.00 | 3,066.98 |
| 06/24/2024 | 202441000461 | CG | Reimb Softball Officials Expenses | 2,800.00 | 0.00 | 2,800.00 |
| 06/24/2024 | 202441000462 | CG | Track Entry Fee | 150.00 | 0.00 | 150.00 |
| 06/24/2024 | 202441000463 | CG | Entry fees for JV BB, Golf and Track | 150.00 | 0.00 | 150.00 |
| 06/24/2024 | 202441000463 | CG | Entry fees for JV BB, Golf and Track | 195.00 | 0.00 | 195.00 |
| 06/28/2024 | 202441000464 | CG | Entry fees for JV BB, Golf and Track | 150.00 | 0.00 | 150.00 |
| 06/30/2024 | 202441000465 | CG | Donation made to Golf | 100.00 | 0.00 | 100.00 |
| | | | Interest on bank statement 6/28/24 | 13.08 | 0.00 | 13.08 |
| Cash Receipt Deposit Total: | | | | \$10,792.12 | \$0.00 | \$10,792.12 |

Outstanding Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|----------------------------------|------------|----------------|----------------------|-------------|---------------------|-----------------|
| 2341000622 | 11/02/2023 | 11/02/2023 | A - Accounts Payable | R - Regular | LEIGHA J PAPA | 38.75 |
| 2341000670 | 11/29/2023 | 11/29/2023 | A - Accounts Payable | R - Regular | KALEB G MOELLER | 13.78 |
| 2341000981 | 04/05/2024 | 04/05/2024 | A - Accounts Payable | R - Regular | KAYLYNN KRAMER | 100.00 |
| 2341001152 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | BENEDICTINE COLLEGE | 200.00 |
| 2341001157 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | UNIVERSITY OF MIAMI | 200.00 |
| 2341001158 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | BENEDICTINE COLLEGE | 100.00 |
| 2341001161 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | BENEDICTINE COLLEGE | 100.00 |
| Outstanding Checks Total: | | | | | | \$752.53 |

Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|--------------|------------|----------------|----------------------|-------------|----------------------|----------|
| 2341000988 | 04/08/2024 | 04/08/2024 | A - Accounts Payable | R - Regular | JOHN WONDRA | 150.00 |
| 2341001094 | 05/15/2024 | 05/15/2024 | A - Accounts Payable | R - Regular | BIG SEVEN LEAGUE | 39.00 |
| 2341001106 | 05/15/2024 | 05/15/2024 | A - Accounts Payable | R - Regular | SABETHA HERALD INC | 85.00 |
| 2341001111 | 05/22/2024 | 05/22/2024 | A - Accounts Payable | R - Regular | AMAZON | 79.39 |
| 2341001112 | 05/22/2024 | 05/22/2024 | A - Accounts Payable | R - Regular | JOSTENS INC | 93.71 |
| 2341001113 | 05/22/2024 | 05/22/2024 | A - Accounts Payable | R - Regular | RIDDELL ALL AMERICAN | 2,473.47 |
| 2341001114 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | AMAZON | 83.22 |

Bank Reconciliation

June 2024 — Bank Account: SHS ACTIVITY ACCOUNT — Status: 0 — Created By: GRIMM, PRAIRIE HILLS USD 113

CHERIE

Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|--------------|------------|----------------|----------------------|-------------|---|----------|
| 2341001115 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | CHAMPION TEAMWEAR | 299.52 |
| 2341001116 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | CITY OF SABETHA | 200.00 |
| 2341001117 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | FALLS CITY MERCANTILE | 616.57 |
| 2341001118 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | FUTURE FARMERS OF AMERICA | 596.00 |
| 2341001119 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | CUSTOM LIFE CO | 238.00 |
| 2341001120 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | GRIMM'S GARDENS LLC | 321.33 |
| 2341001121 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | BELIEVE KIDS FUNDRAISING | 3,513.00 |
| 2341001122 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | RIDDELL ALL AMERICAN | 233.08 |
| 2341001123 | 05/23/2024 | 05/23/2024 | A - Accounts Payable | R - Regular | SABETHA HERALD INC | 52.00 |
| 2341001124 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | AMAZON | 32.45 |
| 2341001125 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | BIG SEVEN LEAGUE | 1,705.81 |
| 2341001126 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | COLLEGE BOARD | 1,570.00 |
| 2341001128 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | FACTORY 233 | 1,194.36 |
| 2341001129 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | FALLS CITY MERCANTILE | 49.17 |
| 2341001130 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 1,849.21 |
| 2341001131 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | J & R INC | 379.06 |
| 2341001132 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | KSHSAA | 507.00 |
| 2341001133 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | PEPSI COLA BOTTLING COMPANY OF MARYSVILLE INC | 1,801.24 |
| 2341001134 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | RED DIRT RACE MANAGEMENT INC | 1,223.28 |
| 2341001135 | 05/28/2024 | 05/28/2024 | A - Accounts Payable | R - Regular | WATERS HARDWARE | 57.98 |
| 2341001136 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | AMAZON | 375.36 |
| 2341001137 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | CHEERLEADING COMPANY INC | 431.69 |
| 2341001138 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 391.31 |
| 2341001139 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | BSN SPORTS LLC | 273.50 |
| 2341001140 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | WASHBURN RURAL HIGH SCHOOL | 25.00 |
| 2341001141 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | 905 MAIN | 750.60 |
| 2341001142 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | AMAZON | 79.16 |
| 2341001143 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | C & K SERVICE | 19.82 |
| 2341001144 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | MANNING MUSIC | 48.90 |

Bank Reconciliation

June 2024 — Bank Account: SHS ACTIVITY ACCOUNT — Status: O — Created By: GRIMM, PRAIRIE HILLS USD 113

| Checks | | | | | | |
|----------------------|------------|----------------|----------------------|-------------|---|--------------------|
| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
| 2341001145 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | NEMAHA CENTRAL SCHOOL | 60.00 |
| 2341001146 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | TEE IT UP DRIVING RANGE | 25.00 |
| 2341001147 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | LORI TINKLIN | 37.50 |
| 2341001148 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | VILLAGE SAMPLER | 205.50 |
| 2341001149 | 06/06/2024 | 06/06/2024 | A - Accounts Payable | R - Regular | AMAZON | 275.50 |
| 2341001150 | 06/07/2024 | 06/07/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 11,136.38 |
| 2341001151 | 06/07/2024 | 06/07/2024 | A - Accounts Payable | R - Regular | VISA | 2,389.62 |
| 2341001153 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 2,388.17 |
| 2341001154 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | PEPSI COLA BOTTLING COMPANY OF MARYSVILLE INC | 996.65 |
| 2341001155 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | PORTA PHONE COMPANY INC | 1,249.00 |
| 2341001156 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | SENECA WHOLESale COMPANY INC | 364.00 |
| 2341001159 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | EDELMANS INC | 86.93 |
| 2341001160 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 116.89 |
| 2341001162 | 06/10/2024 | 06/10/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 780.37 |
| Checks Total: | | | | | | \$41,949.70 |

| Wire Transfers | | | | | | |
|------------------------------|------------|----------------|----------------------|-------------------|------------------------|-----------------|
| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
| 1410000017 | 06/06/2024 | 06/06/2024 | A - Accounts Payable | W - Wire Transfer | KANSAS DEPT OF REVENUE | 403.20 |
| Wire Transfers Total: | | | | | | \$403.20 |

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ACCOUNT: 8005984448 06/28/2024
DOCUMENT 64

PRAIRIE HILLS USD 113
SABETHA HIGH SCHOOL
CHERIE GRIMM
ACTIVITIES FUND
1011 BLUE JAY BLVD
SABETHA KS 66534-9552

29
15
49

=====

PUBLIC FUND NOW ACCOUNT 8005984448

=====

LAST STATEMENT 05/31/24 191,729.59
16 CREDITS 10,792.12
51 DEBITS 42,352.90
THIS STATEMENT 06/28/24 160,168.81
TOTAL DAYS IN STATEMENT PERIOD 06/01/24 THROUGH 06/28/24: 28

| ----- DEPOSITS ----- | | | | | | | | | | | |
|----------------------|-------|--------|-------|-------|----------|-------|-------|----------|--------------|--------------|--------------|
| REF # | DATE | AMOUNT | REF # | DATE | AMOUNT | REF # | DATE | AMOUNT | | | |
| | 06/11 | 24.00 | | 06/11 | 1,050.00 | | 06/20 | 235.00 | 000014793809 | 000014793815 | 000014883777 |
| | 06/11 | 32.80 | | 06/11 | 1,140.00 | | 06/20 | 450.00 | 000014793807 | 000014793823 | 000014883771 |
| | 06/11 | 100.00 | | 06/20 | 40.00 | | 06/20 | 495.00 | 000014793805 | 000014883775 | 000014883763 |
| | 06/11 | 450.00 | | 06/20 | 52.40 | | 06/20 | 2,800.00 | 000014793811 | 000014883779 | 000014883767 |
| | 06/11 | 692.86 | | 06/20 | 150.00 | | 06/20 | 3,066.98 | 000014793840 | 000014883765 | 000014883769 |

| ----- OTHER CREDITS ----- | | | |
|---------------------------|-------|--------|---|
| DESCRIPTION | DATE | AMOUNT | |
| INTEREST | 06/28 | 13.08 | ✓ |

| ----- CHECKS ----- | | | | | | | | | | | |
|--------------------|------|----------|----------|-------|----------|----------|-------|----------|--------------|--------------|--------------|
| CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT | | | |
| *06/03 | | 238.00 | 41001114 | 06/04 | 83.22 | 41001128 | 06/10 | 1,194.36 | 000014695301 | 000920011767 | 000910089337 |
| *06/07 | | 379.06 | 41001115 | 06/04 | 299.52 | 41001129 | 06/04 | 49.17 | 000014748844 | 000920009991 | 000920009862 |
| *06/17 | | 205.50 | 41001116 | 06/04 | 200.00 | 41001130 | 06/11 | 1,849.21 | 000014847207 | 000920010259 | 000920023530 |
| *06/17 | | 750.60 | 41001117 | 06/04 | 616.57 | 41001132 | 06/04 | 507.00 | 000014846095 | 000920009857 | 000910088010 |
| 1156*06/17 | | 364.00 | 41001118 | 06/04 | 596.00 | 41001133 | 06/05 | 1,801.24 | 000013847413 | 000910288271 | 000920012982 |
| 24100145*06/14 | | 60.00 | 41001120 | 06/05 | 321.33 | 41001134 | 06/04 | 1,223.28 | 000013828099 | 000920013086 | 000910087879 |
| 41000988*06/03 | | 150.00 | 41001121 | 06/21 | 3,513.00 | 41001135 | 06/05 | 57.98 | 000920008597 | 000920043405 | 000920013587 |
| 41001094*06/07 | | 39.00 | 41001122 | 06/04 | 233.08 | 41001136 | 06/04 | 375.36 | 000920018716 | 000920011480 | 000920011765 |
| 41001106*06/03 | | 85.00 | 41001123 | 06/03 | 52.00 | 41001137 | 06/05 | 431.69 | 000920008381 | 000920008369 | 000910088347 |
| 41001111 06/04 | | 79.39 | 41001124 | 06/04 | 32.45 | 41001138 | 06/11 | 391.31 | 000920011768 | 000920011766 | 000920023529 |
| 41001112 06/05 | | 93.71 | 41001125 | 06/07 | 1,705.81 | 41001139 | 06/04 | 273.50 | 000920013468 | 000920018715 | 000920011173 |
| 41001113 06/04 | | 2,473.47 | 41001126 | 06/12 | 1,570.00 | 41001140 | 06/24 | 25.00 | 000920011481 | 000920027846 | 000910093974 |

*** CONTINUED ***

\$ 238 - Custom Life # 1119
 \$ 379.06 - J+R Inc # 1131
 \$ 205.50 - Village Sampler # 1148
 \$ 750.60 - 905 Main - # 1141
 \$ 364.00 - Seneca Wholesale - # 1156
 \$ 60.00 - NC - # 1145

431 00014 02 PAGE: 2
ACCOUNT: 8005984448 06/28/2024
DOCUMENT 64

PRAIRIE HILLS USD 113
SABETHA HIGH SCHOOL
CHERIE GRIMM
ACTIVITIES FUND

===== PUBLIC FUND NOW ACCOUNT 8005984448 =====

| ----- CHECKS ----- | | | | | | | | | | | | |
|--------------------|-------|--------|----------|-------|-----------|----------|-------|--------|---|--------------|--------------|--------------|
| CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT | | | | |
| 41001142 | 06/17 | 79.16 | 41001149 | 06/17 | 275.50 | 41001159 | 06/12 | 86.93 | ✓ | 000920034013 | 000920034014 | 000014807090 |
| 41001143 | 06/10 | 19.82 | 41001150 | 06/10 | 11,136.38 | 41001160 | 06/18 | 116.89 | ✓ | 000014779275 | 000920020371 | 000920038079 |
| 41001144 | 06/11 | 48.90 | 41001153 | 06/18 | 2,388.17 | 41001162 | 06/18 | 780.37 | ✓ | 000910089576 | 000920038078 | 000920038080 |
| 41001146 | 06/18 | 25.00 | 41001154 | 06/20 | 996.65 | | | | | 000920038871 | 000920142017 | |
| 41001147 | 06/12 | 37.50 | 41001155 | 06/24 | 1,249.00 | | | | | 000014799903 | 000910093992 | |

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

| ----- OTHER DEBITS ----- | | | |
|---|-------|----------|--------------|
| DESCRIPTION | DATE | AMOUNT | |
| KSDEPTOFREVENUE TAXDRAFTS 004900584159F03 | 06/07 | 403.20 | 000018510245 |
| VISA PAYMENT 486544XXXX1795 | 06/26 | 2,389.62 | 000012884338 |

| ----- I N T E R E S T ----- | | | |
|-----------------------------|------------|-----------------------------------|-------|
| AVERAGE LEDGER BALANCE: | 170,496.72 | INTEREST EARNED: | 13.08 |
| INTEREST PAID THIS PERIOD: | 13.08 | DAYS IN PERIOD 06/01/24-06/28/24: | 28 |
| INTEREST PAID 2024: | 103.13 | ANNUAL PERCENTAGE YIELD EARNED: | .10% |
| TAX IDENTIFICATION NUMBER: | 90-0584159 | | |

----- ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES -----

| ***** | | | |
|-----------------------------|-------------|--------------|---|
| | TOTAL FOR | TOTAL | |
| | THIS PERIOD | YEAR TO DATE | |
| * TOTAL OVERDRAFT FEES: | \$.00 | \$10.00 | * |
| * TOTAL RETURNED ITEM FEES: | \$.00 | \$.00 | * |
| ***** | | | |

| ----- DAILY BALANCE ----- | | | | | |
|---------------------------|------------|-------|------------|-------|------------|
| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
| 06/03 | 191,204.59 | 06/05 | 181,456.63 | 06/10 | 166,579.00 |
| 06/04 | 184,162.58 | 06/07 | 178,929.56 | 06/11 | 167,779.24 |

* * * C O N T I N U E D * * *

431 00014 02 PAGE: 3
ACCOUNT: 8005984448 06/28/2024
DOCUMENT 64

PRAIRIE HILLS USD 113
SABETHA HIGH SCHOOL
CHERIE GRIMM
ACTIVITIES FUND

=====

PUBLIC FUND NOW ACCOUNT 8005984448

=====

| ----- DAILY BALANCE ----- | | | | | |
|---------------------------|------------|-----------|------------|-----------|------------|
| DATE..... | BALANCE | DATE..... | BALANCE | DATE..... | BALANCE |
| 06/12 | 166,084.81 | 06/18 | 161,039.62 | 06/24 | 162,545.35 |
| 06/14 | 166,024.81 | 06/20 | 167,332.35 | 06/26 | 160,155.73 |
| 06/17 | 164,350.05 | 06/21 | 163,819.35 | 06/28 | 160,168.81 |

- END OF STATEMENT -

Balancing Your Checking Account

This form will assist you in balancing your checking account. Please complete all the information for the Statement Balance and Register Balance forms, and click the Calculate Balance buttons near the bottom of the page. **When the Adjusted Statement and Adjusted Check Register Balances at the bottom of the page equals each other, you have balanced your checking account.** If they do not equal each other, make sure all the information entered is correct and complete, and calculate and compare balances again.



823 Broadway
Marysville, KS 66508

Statement Ending 06/28/2024

ADDRESS SERVICE REQUESTED

PRAIRIE HILLS USD 113
SABETHA MIDDLE SCHOOL
751 BLUE JAY BLVD
SABETHA KS 66534-9421

Managing Your Accounts

| | |
|-----------------|--------------------------------------|
| Bank Name | United Bank & Trust - Sabetha |
| Phone Number | 785-284-2187 |
| Mailing Address | 935 Main Street Sabetha, KS 66534 |
| Online Access | www.ubankonline.com |
| Tele-Banking | 1-800-553-1781 |

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|-----------------|----------------|----------------|
| PUBLIC FUND NOW | XXXXXX5700 | \$60,682.74 |

PUBLIC FUND NOW-XXXXXX5700

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 06/01/2024 | Beginning Balance | \$64,583.46 |
| | 1 Credit(s) This Period | \$4.74 |
| | 4 Debit(s) This Period | \$3,905.46 |
| 06/28/2024 | Ending Balance | \$60,682.74 |

Interest Summary

| Description | Amount |
|--|-------------|
| Interest Earned From 06/01/2024 Through 06/28/2024 | |
| Annual Percentage Yield Earned | 0.10% |
| Interest Days | 28 |
| Interest Earned | \$4.74 |
| Interest Paid This Period | \$4.74 |
| Interest Paid Year-to-Date | \$34.63 |
| Average Ledger Balance | \$61,747.38 |

Other Credits

| Date | Description | Amount |
|------------|-------------|--------|
| 06/28/2024 | INTEREST | \$4.74 |

Electronic Debits

| Date | Description | Amount |
|------------|------------------------------|----------|
| 06/26/2024 | VISA PAYMENT 486544XXXXX1795 | \$255.35 |

Checks Cleared

| Check Nbr | Date | Amount | Check Nbr | Date | Amount |
|-------------|------------|----------|-------------|------------|------------|
| 2341100303 | 06/18/2024 | \$175.00 | 2341100311* | 06/07/2024 | \$3,208.38 |
| 2341100309* | 06/06/2024 | \$266.73 | | | |

* Indicates skipped check number

Daily Balances

| Date | Amount | Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|------------|-------------|
| 06/06/2024 | \$64,316.73 | 06/18/2024 | \$60,933.35 | 06/28/2024 | \$60,682.74 |
| 06/07/2024 | \$61,108.35 | 06/26/2024 | \$60,678.00 | | |





823 Broadway
Marysville, KS 66508

ADDRESS SERVICE REQUESTED

PRAIRIE HILLS USD 113
SABETHA MIDDLE SCHOOL
PETTY CASH
751 BLUE JAY BLVD
SABETHA KS 66534-9421

Statement Ending 06/28/2024

Managing Your Accounts

| | |
|-----------------|--------------------------------------|
| Bank Name | United Bank & Trust - Sabetha |
| Phone Number | 785-284-2187 |
| Mailing Address | 935 Main Street Sabetha, KS 66534 |
| Online Access | www.ubankonline.com |
| Tele-Banking | 1-800-553-1781 |

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|----------------------|----------------|----------------|
| PUBLIC FUND CHECKING | XXXXXX3308 | \$200.00 |

PUBLIC FUND CHECKING-XXXXXX3308

Account Summary

| Date | Description | Amount |
|------------|--------------------------|-----------------|
| 06/01/2024 | Beginning Balance | \$200.00 |
| | 0 Credit(s) This Period | \$0.00 |
| | 0 Debit(s) This Period | \$0.00 |
| 06/28/2024 | Ending Balance | \$200.00 |



No eFunds Activity for the month of June

Prairie Hills USD 113, KS

Welcome, buser1 | Message Center | Change Password | [Print](#) | [Logout](#)

Sabetha Middle School

Start date: 2024-06-01

End date: 2024-06-28

Lookup By: Deposit Date

Deposit Table: Sabetha Middle (*****5700)

[View Report](#) | [Clear Dates](#)

Reconciliation Report From to 2024-06-01 to 2024-06-28

No reconciliation items are available for the given date range.

Pending

No pending reconciliation items are available for the given date range.

Questions? Concerns? Do not hesitate to contact **Customer Service**

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Bank Reconciliation

December 2023 — Bank Account: SMS CD — Status: C — Created By: BUSER, LORETTA PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|-----------------|-----------------|---------------|
| Monthly Beginning Balance | | | 0.00 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 226.39 | 226.39 | 0.00 |
| Checks | 0.00 | 0.00 | 0.00 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | 0.00 | 0.00 | 0.00 |
| Grand Totals | \$226.39 | \$226.39 | \$0.00 |

| | |
|-------------------------------|---------------|
| Bank Statement Ending Balance | 21,591.83 |
| + Outstanding Balance | 0.00 |
| - Monthly Ending Balance | 21,591.83 |
| = Variance | \$0.00 |

| Cash Receipt Deposits | Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|------------|----------------|-------------|--|-----------------|---------------|-----------------|
| | 12/27/2023 | 202441100119 | SMS12272023 | SMS CD Quarterly Interest Earned Ending in December 2023 | 226.39 | 0.00 | 226.39 |
| Cash Receipt Deposit Total: | | | | | \$226.39 | \$0.00 | \$226.39 |

Bank Reconciliation

January 2023 — Bank Account: SMS CD — Status: C — Created By: BUSER, LORETTA — PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|---------------|--------------------|---------------|
| Monthly Beginning Balance | | | 0.00 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 0.02 | 0.02 | 0.00 |
| Checks | 0.00 | 0.00 | 0.00 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 21,117.22 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | 0.00 | 0.00 | 0.00 |
| Grand Totals | \$0.02 | \$21,117.24 | \$0.00 |

| | |
|-------------------------------|-----------|
| Bank Statement Ending Balance | 21,117.24 |
| + Outstanding Balance | 0.00 |
| - Monthly Ending Balance | 21,117.24 |
| = Variance | \$0.00 |

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|-------------|----------------------------|---------------|---------------|---------------|
| 01/01/2023 | 202341100020 | SMS01302023 | SMS CD Interest Adjustment | 0.02 | 0.00 | 0.02 |
| Cash Receipt Deposit Total: | | | | \$0.02 | \$0.00 | \$0.02 |

Journal Entries

| Post Date | Account | Description | Debit | Credit | Total |
|--------------------------------|------------------------|-------------|--------------------|---------------|---------------------|
| 12/31/2022 | 56 A 7189 000 0411 000 | | 21,117.22 | 0.00 | -21,117.22 |
| Journal Entries Totals: | | | \$21,117.22 | \$0.00 | -\$21,117.22 |

Bank Reconciliation

June 2023 — Bank Account: SMS CD — Status: C — Created By: DAMMAN, DEBRA K — PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|----------------|----------------|---------------|
| Monthly Beginning Balance | | | 0.00 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 11.34 | 11.34 | 0.00 |
| Checks | 0.00 | 0.00 | 0.00 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | | | 0.00 |
| Grand Totals | \$11.34 | \$11.34 | \$0.00 |

| | |
|-------------------------------|---------------|
| Bank Statement Ending Balance | 21,138.99 |
| + Outstanding Balance | 0.00 |
| - Monthly Ending Balance | 21,138.99 |
| = Variance | \$0.00 |

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|-----------------------------|----------------|-------------|--|----------------|---------------|----------------|
| 06/28/2023 | 202341100111 | SMS06282023 | Interest Earned for March to June 2023 | 11.34 | 0.00 | 11.34 |
| Cash Receipt Deposit Total: | | | | \$11.34 | \$0.00 | \$11.34 |

Bank Reconciliation

March 2023 — Bank Account: SMS CD — Status: C — Created By: BUSER, LORETTA — PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|----------------|----------------|---------------|
| Monthly Beginning Balance | | | 0.00 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 10.41 | 10.41 | 0.00 |
| Checks | 0.00 | 0.00 | 0.00 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | 0.00 | 0.00 | 0.00 |
| Grand Totals | \$10.41 | \$10.41 | \$0.00 |

| | |
|-------------------------------|---------------|
| Bank Statement Ending Balance | 21,127.65 |
| + Outstanding Balance | 0.00 |
| - Monthly Ending Balance | 21,127.65 |
| = Variance | \$0.00 |

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|-------------|--|----------------|---------------|----------------|
| 03/17/2023 | 202341100054 | SMS03172023 | SMS Interest Earned for 3rd Qtr of 2022/2023 school year | 10.30 | 0.00 | 10.30 |
| 03/22/2023 | 202341100060 | SMS03222023 | SMS interest per calling the bank was \$10.30, interest was actually \$10.41 Adding 11 cent difference to account for interest earned in 3rd Qtr. | 0.11 | 0.00 | 0.11 |
| Cash Receipt Deposit Total: | | | | \$10.41 | \$0.00 | \$10.41 |

Bank Reconciliation

September 2023 — Bank Account: SMS CD — Status: C — Created By: BUSER, LORETTA — PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|-----------------|-----------------|---------------|
| Monthly Beginning Balance | | | 0.00 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 226.45 | 226.45 | 0.00 |
| Checks | 0.00 | 0.00 | 0.00 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | | | 0.00 |
| Grand Totals | \$226.45 | \$226.45 | \$0.00 |

| | |
|-------------------------------|---------------|
| Bank Statement Ending Balance | 21,365.44 |
| + Outstanding Balance | 0.00 |
| - Monthly Ending Balance | 21,365.44 |
| = Variance | \$0.00 |

Cash Receipt Deposits

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|-------------|---|-----------------|-----------------|-----------------|
| 09/29/2023 | 202441100040 | SMS09292023 | Interest Deposit for CD | 248.22 | 0.00 | 248.22 |
| 09/29/2023 | 202441100056 | SMS09292023 | Interest Deposit for CD | 0.00 | 248.22 | -248.22 |
| 09/29/2023 | 202441100057 | SMS09292023 | Interest earned for the Quarter from July to September for SMS CD | 226.45 | 0.00 | 226.45 |
| Cash Receipt Deposit Total: | | | | \$474.67 | \$248.22 | \$226.45 |

Activity Account Detail by Fiscal Year

PRAIRIE HILLS USD 113

For: 2023-2024
 Building(s) 0411 - SMS
 Program(s) All

| Account Number | Account Description | Beginning Balance | Debit | Credit | Ending Balance |
|------------------------|---------------------------|-------------------|-------------------|-------------------|------------------|
| 56 Q 9541 000 0411 752 | CONCESSIONS | 4,669.99 | 11,946.11 | 17,070.60 | 9,794.48 |
| 56 Q 9541 000 0411 753 | LIBRARY FUND | 4,999.10 | 4,869.10 | 821.52 | 951.52 |
| 56 Q 9541 000 0411 761 | CD/SAVINGS ACCOUNT EQUITY | 0.00 | 6,248.22 | 22,248.27 | 16,000.05 |
| 56 Q 9541 000 0411 801 | ANGEL FUND | 525.79 | 621.89 | 4,869.10 | 4,773.00 |
| 56 Q 9541 000 0411 806 | GIFTS/DONATIONS (MISC) | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| 56 Q 9541 000 0411 807 | NEEDY CHILDREN | 976.93 | 991.93 | 219.89 | 204.89 |
| 56 Q 9541 000 0411 908 | STUDENT COUNCIL | 219.89 | 219.89 | 621.89 | 621.89 |
| 56 Q 9541 000 0411 999 | EMPLOYEE FUND | 25,721.40 | 25,828.95 | 1,287.67 | 1,180.12 |
| 56 Q 9652 000 0411 000 | ENCUMBRANCE OFFSET | 0.00 | 1,699.00 | 1,699.00 | 0.00 |
| 56 Q 9653 000 0411 000 | RESERVE FOR ENCUMBRANCE | 0.00 | 1,699.00 | 1,699.00 | 0.00 |
| 56 Q 9999 000 0411 000 | PRIOR YEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| GRAND TOTALS : | | 74,188.74 | 219,009.58 | 215,471.40 | 70,650.56 |

Activity Account Detail by Fiscal Year

PRAIRIE HILLS USD 113

For: 2023-2024
 Building(s) 0411 - SMS
 Program(s) All

| Account Number | Account Description | Beginning Balance | Debit | Credit | Ending Balance |
|------------------------|-------------------------------|-------------------|-----------|-----------|----------------|
| 56 Q 9541 000 0411 601 | ART FEE | 2,273.46 | 106.00 | 374.00 | 2,541.46 |
| 56 Q 9541 000 0411 604 | ACTIVITY CARD FEE | 6,837.54 | 8,399.81 | 7,120.56 | 5,558.29 |
| 56 Q 9541 000 0411 605 | SCHOOL AGENDA/PLANNER | 122.50 | 735.00 | 750.00 | 137.50 |
| 56 Q 9541 000 0411 606 | YEARBOOK FEE | 517.06 | 2,572.89 | 2,866.38 | 810.55 |
| 56 Q 9541 000 0411 622 | PICTURE FUND | 2,174.51 | 0.00 | 0.00 | 2,174.51 |
| 56 Q 9541 000 0411 624 | TECHNOLOGY CLASS FEES | 1,232.33 | 0.00 | 0.00 | 1,232.33 |
| 56 Q 9541 000 0411 625 | CAMP FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 654 | VENDING/POP MACHINES | 560.31 | 1,249.94 | 1,570.14 | 880.51 |
| 56 Q 9541 000 0411 655 | STAFF/STUDENT PURCHASES/SALES | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 666 | SALES TAX | 115.83 | 2,000.20 | 1,990.78 | 106.41 |
| 56 Q 9541 000 0411 702 | ATHLETIC GATE REVENUE | 11,342.19 | 22,645.89 | 29,949.75 | 18,646.05 |
| 56 Q 9541 000 0411 716 | COUNTRY MART ED | 11,897.01 | 20,216.86 | 10,856.85 | 2,537.00 |

Activity Account Detail by Fiscal Year

PRAIRIE HILLS USD 113

For: 2023-2024
 Building(s) 0411 - SMS
 Program(s) All

| Account Number | Account Description | Beginning Balance | Debit | Credit | Ending Balance |
|------------------------|-------------------------------|-------------------|-----------|-----------|----------------|
| 56 Q 9541 000 0411 501 | STUDENT LUNCH | 2.90 | 80,864.25 | 80,861.35 | 0.00 |
| 56 Q 9541 000 0411 504 | ADULT MEALS/STUDENT ALA CARTE | 0.00 | 3,411.40 | 3,411.40 | 0.00 |
| 56 Q 9541 000 0411 505 | SPECIAL FUNCTIONS SALES - | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 506 | SUMMER SCHOOL MEALS/SNACKS | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 507 | BAND INSTRUMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 508 | IPAD FEES | 0.00 | 5,710.00 | 5,710.00 | 0.00 |
| 56 Q 9541 000 0411 509 | TEXTBOOK RENTAL FEES | 0.00 | 4,150.00 | 4,150.00 | 0.00 |
| 56 Q 9541 000 0411 511 | KSHSAA PARTICIPATION FEE | 0.00 | 6,793.25 | 6,793.25 | 0.00 |
| 56 Q 9541 000 0411 512 | INSTRUCTIONAL FEES | 0.00 | 2,730.00 | 2,730.00 | 0.00 |
| 56 Q 9541 000 0411 513 | DRIVER'S EDUCATION FEES | 0.00 | 3,300.00 | 3,300.00 | 0.00 |
| 56 Q 9541 000 0411 515 | SUMMER WEIGHTS-DISTRICT SHARE | 0.00 | 0.00 | 0.00 | 0.00 |
| 56 Q 9541 000 0411 516 | PHOTOCOPIES | 0.00 | 0.00 | 0.00 | 0.00 |

INVOICE

CIVIUM Architecture & Planning, PA
1250 SW Oakley Ave Ste 200
Topeka KS 66604
785.234.6664



Todd Evans, Superintendent
Prairie Hills USD 113
1619 S Old Highway 75
Sabetha, KS 66534
E: evanst@usd113.org

June 30, 2024
Project No: 23015
Invoice No: 240602

Project: Sabetha HS Science Room Remodel

Professional Services through June 30, 2024

| Task | Fee | Percent Complete | Earned | Previous | Current |
|--------------|-------------------|------------------|-----------------|-----------------|-----------------|
| Architecture | \$6,020.00 | 75.00% | 4,515.00 | 4,515.00 | 0.00 |
| MEP | \$3,480.00 | 60.00% | 2,088.00 | 0.00 | 2,088.00 |
| TOTAL | \$9,500.00 | 47.53% | 4,515.00 | 4,515.00 | 2,088.00 |

Reimbursable Expenses

| | | | | | |
|----------------------------|---------|----|-------|-------|---|
| Travel & Lodging - Civium | 0 mis X | \$ | 0.670 | - | |
| Printing & Reproductions | | | | - | |
| TOTAL REIMBURSABLES | | | | x1.10 | - |

TOTAL THIS INVOICE: 2,088.00

USD 113 Job Description

Job Title: Food Service Worker

Exemption Status/Test: Nonexempt

Reports to: Food Service Director

Date Revised: July 8, 2024

Dept./School: Child Nutrition

Primary Purpose

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications

Education/Certification(s)/License(s):

Food Safety & Sanitation Certificate required within 6 months of hire date.

Special Knowledge/Skills:

Ability to understand written and verbal food preparation and safety instructions

Working knowledge of kitchen equipment and food production procedures

Ability to operate large and small kitchen equipment and tools

Ability to perform basic math

Experience:

None

Essential Job Functions

Duties/Responsibilities:

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies and procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures.
4. Maintain a clean and organized storage area.
5. Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
6. Keep garbage collection containers and areas neat and sanitary.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Maintain personal appearance and hygiene.

USD 113 Job Description

9. Handle and record cashier functions accurately.
10. Help record food requisitions and order necessary supplies.
11. Maintain daily food preparation records.
12. Promote teamwork and interaction with fellow staff members.
13. Complete annual continuing education requirements.
14. Follow district safety protocols and emergency procedures.
15. Comply with all district policies, rules, and regulations.
16. Other duties as assigned.

Mental Demands/Physical Requirements/Environmental Conditions:

1. Requires the ability to maintain emotional control while under stress and in stressful situations.
2. Requires the ability to frequently stand for prolonged periods of time, continually walk, and climb (ladder).
3. Requires the ability to frequently use standard large and small kitchen equipment and tools, including electric slicer, mixer, pressure steamer, deep fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.
4. Requires the ability to frequently kneel/squat, bend/stoop, push/pull, twist, grasp/squeeze, flex/extend wrist, and reach, including overhead.
5. Requires the ability to frequently lift and carry items 15-44 lbs.
6. Requires the ability to work inside in a commercial kitchen environment, with exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards.
7. Requires the ability to work with hands in water, around machinery with moving parts, and on slippery surfaces.
8. Requires the ability to work and concentrate in noisy and crowded environments.
9. Requires the ability to work with frequent interruptions.
10. Requires timeliness and regular attendance and/or physical presence at the job.

Supervisory Responsibilities

None

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties, responsibilities, and activities may change at any time with or without notice.

Reviewed by _____

Date _____

USD 113 Job Description

Received by _____

Date _____

Kansas State University
Department of Computer Science, Carl R. Ice College of Engineering
Online Course Content Access Agreement, Release, and Assumption of Risk

Kansas State University (“University”), through its Department of Computer Science in the College of Engineering, is offering the opportunity for _____ (“School”) to access and use certain online course content (collectively, “Work Product”) provided by University through an online platform, CODIO (herein referred to as “Platform”), during the academic year _____. By signing this Online Course Content Access Agreement, Release, and Assumption of Risk (“Agreement”), School agrees to compensate University as calculated in the University’s Online Course Content Access Payment Terms, as they may be updated from time to time. Further, in consideration for access to Platform and Work Product, School acknowledges, accepts, and agrees as follows:

1. This Agreement is designed to mutually benefit School and University, as School desires to offer instruction to its students in the field of computer science, and University wishes to further its research, education, and outreach mission in a manner consistent with its status as a non-profit, tax-exempt educational institution by providing School with online curriculum and content for School’s students to access.
2. University will provide to School instructional materials for use in their high school computer courses, as follows:
 - a. University will develop instructional materials for School. The instructional materials may include, but are not limited to: trainings, reports, curriculum, lesson plans, modules, documents, instruments, and other work product of any kind to achieve the terms of this Agreement (collectively, “Work Product”).
 - b. University will provide School access to said Work Product through an online platform (herein referred to as “Platform”).
 - c. University will work with personnel designated by School to facilitate administration of the Work Product to students designated by School. This shall include, at a minimum, an introductory meeting to establish the School’s goals in course offering, and assistance from University on an as-needed basis, as reasonable.
 - d. By request and as reasonably needed, University will provide subject matter expertise to personnel designated by School for delivery of Work Product.
3. School is not an agent of University and agrees not to hold itself out as an agent or representative of University.
4. School acknowledges and agrees that University must comply with the policies, standards, and requirements of University’s governing board, the Kansas Board of Regents (KBOR), and University’s accrediting bodies. University will maintain authority and control over all Work Product. University may veto or otherwise not follow or enforce any terms, requirements, or decisions contrary to the policies, standards, and requirements of KBOR, University, or any of University’s accrediting entities. None of University’s obligations in this Agreement will be construed to limit academic freedom.
5. The Work Product produced by University and provided to School shall be the sole property of University, unless otherwise noted and/or agreed to by the parties.
 - a. For the avoidance of doubt, University retains the right to use the Work Product for scholarly research, teaching, analysis, and other activities in furtherance of University’s mission whether internally or in collaboration with third parties.
 - b. All Work Product and other University records shall be provided to and returned to University within thirty (30) days of the end of this Agreement.
 - c. School shall not release Work Product obtained or produced pursuant to this Agreement without the prior written consent of University, nor shall School use any Work Product for any purpose other than in connection with this Agreement.
 - d. School has no right to sell, transfer, sub-license, or assign Work Product, either voluntarily or by operation of law, to any third party, without the prior express written consent of University.
 - e. School shall provide to University any assistance which University may seek to obtain patents or copyright registrations, including the execution of any related documents submitted by University.
 - f. No alterations, modifications, additions, corrections or improvements may be made to the Work Product by School without University’s prior written consent. School agrees that any such changes shall be the sole property of University.

- g. School is obligated to notify University promptly in writing of any infringement of copyright or disclosure of Work Product.
- 6. University shall not be liable to School for indirect, special, consequential, punitive, incidental or other damages (including lost revenue, profits, use, data or other economic loss or damage) however caused and regardless of theory of liability arising from or related to School’s use of the Work Product.
 - a. University makes no representation or warranties, express or implied, regarding its performance under this Agreement. University disclaims any warranty or merchantability, use, or fitness for a particular purpose and noninfringement of intellectual property rights with regard to the Work Product.
 - b. School is solely responsible for ensuring that its use of Work Product and Platform meet School’s accreditation and other external requirements. School agrees to indemnify and hold harmless University from any claims that its curriculum fail to meet School’s accreditation, performance, or similar standards.
 - c. School acknowledges and agrees that Work Product will be provided to School through access to Platform, which is owned and controlled by a third-party. University makes no representations or guarantees about the performance of Platform. Should there be any technical issues with Platform, University will work reasonably with the Platform owner/developer to resolve the issues or, if reasonably possible, provide Work Product to School through a different medium.
- 7. The Parties will comply with the Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99 (“FERPA”), and will release student educational records only in accordance with applicable law and policy.
 - a. For the purposes of this Agreement, pursuant to FERPA, School hereby designates University as a School Official with a legitimate educational interest in the educational records of students designated for receipt of the Work Product, to the extent that access to the records is required for University to carry out the terms of this Agreement.
 - b. To the extent FERPA applies to University and School, the respective party shall limit access to educational records only to those employees or agents with a legitimate educational interest.
- 8. University may use information from School’s participation with Work Product and Platform for University research purposes. Any such information will be anonymized of any personal identifiable information related to School or its students.
- 9. Participation with the Work Product and/or Platform may be used to award grades for School credits at School’s discretion. Under no circumstances will participation with Work Product and/or Platform result in course credit through University.
- 10. School is solely responsible for identifying, evaluating, and providing any reasonable accommodations under the Americans with Disabilities Act needed by School’s students to interact with Work Product and/or Platform.
- 11. In interacting with University personnel in connection with this Agreement and use of the Work Product and Platform, School agrees to direct its employees, representatives, and agents to abide by applicable University policies located at <https://www.k-state.edu/policies/>, including the Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reviewing Complaints located at <https://www.k-state.edu/policies/ppm/3000/3010.html>.
- 12. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this Agreement shall reside only in the courts located in the State of Kansas.

Date

Signature of School Representative

Name of School

Dear parent or guardian:

Your school has partnered with Kansas State University to provide high-quality Computer Science courses to students through the Cyber Pipeline program. These courses were developed by K-State Computer Science faculty and use many of the same materials and activities that are used in courses taught at the college level. In addition, the Cyber Pipeline program includes opportunities for teacher professional development to help them better understand and use the material in their classroom and provides teachers with ongoing support throughout the school year.

This letter is to inform you of these courses and some of the specific ways your student may interact with the Cyber Pipeline program:

- The curriculum is delivered using Instructure Canvas (<https://www.instructure.com/canvas>) as the learning management system (LMS), and Codio (<https://www.codio.com/>) as a content delivery tool and integrated development environment (IDE). Use of these tools is subject to their terms, conditions, and policies which can be found on their respective websites.
- K-State Computer Science faculty and graduate teaching assistants will be supporting your student's teacher using these courses throughout the school year and will have some access to student data stored in Canvas and Codio as required to support the program. This may include assisting teachers by grading assignments or helping answer student questions. Any communication between your student and K-State will be initiated by your student's teacher and will always include the teacher.
- All K-State faculty and students involved in this program must complete training through K-State on student data and privacy protection. No identifying data or grades from students participating in this program will be shared to anyone outside of this group unless we are legally compelled to do so.

Finally, the development and maintenance of this curriculum is supported by grant funding from the National Science Foundation (NSF) and the Kansas Department of Education (KSDE). As part of these grant projects, K-State Computer Science faculty and students will collect and analyze anonymized and aggregate data from these courses. No personally identifiable information will be used in research. Students will also be asked to respond to voluntary surveys about their background and experiences in the course.

Participation in research data collection is voluntary and not required to participate in the course itself. All research is reviewed by the K-State Institutional Review Board (IRB). Attached to this letter is a full Informed Consent statement regarding this research. Please review the attached form, indicate whether you will allow your student to participate in the research program, and return it to your student's teacher. If you have any questions or concerns, please feel free to contact us at cyberpipeline@ksu.edu.

Sincerely,



Russell Feldhausen
Instructor, Kansas State University Computer Science



823 Broadway
Marysville, KS 66508

Statement Ending 06/28/2024

ADDRESS SERVICE REQUESTED

PRAIRIE HILLS USD 113
SABETHA ELEMENTARY SCHOOL
KAITLIN SHAFER
ACTIVITIES ACCOUNT
101 OREGON ST
SABETHA KS 66534-2804

Managing Your Accounts

| | |
|-----------------|--------------------------------------|
| Bank Name | United Bank & Trust - Sabetha |
| Phone Number | 785-284-2187 |
| Mailing Address | 935 Main Street Sabetha, KS 66534 |
| Online Access | www.ubankonline.com |
| Tele-Banking | 1-800-553-1781 |

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|-----------------|----------------|----------------|
| PUBLIC FUND NOW | XXXXXX2730 | \$21,753.33 |

PUBLIC FUND NOW-XXXXXX2730

Account Summary

| Date | Description | Amount |
|------------|-------------------------|-------------|
| 06/01/2024 | Beginning Balance | \$42,561.05 |
| | 3 Credit(s) This Period | \$446.42 |
| | 5 Debit(s) This Period | \$21,254.14 |
| 06/28/2024 | Ending Balance | \$21,753.33 |

Interest Summary

| Description | Amount |
|--|-------------|
| Interest Earned From 06/01/2024 Through 06/28/2024 | |
| Annual Percentage Yield Earned | 0.10% |
| Interest Days | 28 |
| Interest Earned | \$2.17 |
| Interest Paid This Period | \$2.17 |
| Interest Paid Year-to-Date | \$15.41 |
| Average Ledger Balance | \$28,245.34 |

Deposits

| Date | Description | Amount |
|------------|-------------|------------|
| 06/06/2024 | DEPOSIT | \$114.25 ✓ |
| 06/27/2024 | DEPOSIT | \$330.00 ✓ |

Other Credits

| Date | Description | Amount |
|------------|-------------|----------|
| 06/28/2024 | INTEREST | \$2.17 ✓ |

Electronic Debits

| Date | Description | Amount |
|------------|------------------------------|-----------|
| 06/26/2024 | VISA PAYMENT 486544XXXXX1795 | \$29.40 ✓ |

Checks Cleared

| Check Nbr | Date | Amount | Check Nbr | Date | Amount |
|------------|------------|------------|-------------|------------|---------------|
| 2340900078 | 06/05/2024 | \$159.41 ✓ | 2340900080 | 06/11/2024 | \$27.80 ✓ |
| 2340900079 | 06/10/2024 | \$231.00 ✓ | 2340900082* | 06/10/2024 | \$20,806.53 ✓ |

* Indicates skipped check number

Daily Balances

| Date | Amount | Date | Amount | Date | Amount |
|------------|-------------|------------|-------------|------------|-------------|
| 06/05/2024 | \$42,401.64 | 06/06/2024 | \$42,515.89 | 06/10/2024 | \$21,478.36 |





PUBLIC FUND NOW-XXXXXX2730 (continued)

Daily Balances (continued)

| <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|
| 06/11/2024 | \$21,450.56 | 06/27/2024 | \$21,751.16 |
| 06/26/2024 | \$21,421.16 | 06/28/2024 | \$21,753.33 |

| | | | | |
|-----------------------------|---|-------------------|-----------------------|-----------------------|
| DEPOSIT TO ACCOUNT NUMBER | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090078 | CHECK DATE 06/06/2024 | CHECK AMOUNT \$114.25 |
| UNIVERSITY | | | | |
| DATE 06/06/2024 | | | | |
| FOR 114.25 | | | | |
| ⑆101145030⑆ 8005992730⑆ 009 | | | | |

#0000 06/06/2024 \$114.25

| | | | | |
|-----------------------------|---|-------------------|-----------------------|-----------------------|
| DEPOSIT TO ACCOUNT NUMBER | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090079 | CHECK DATE 06/27/2024 | CHECK AMOUNT \$330.00 |
| UNIVERSITY | | | | |
| DATE 06/27/24 | | | | |
| FOR 330.00 | | | | |
| ⑆101145030⑆ 8005992730⑆ 009 | | | | |

#0000 06/27/2024 \$330.00

| | | | | |
|--|---|-------------------|-----------------------|-----------------------|
| UNIFIED SCHOOL DISTRICT 113 SABETHA ELEMENTARY ACTIVITY FUND 101 DIRECTION ST SABETHA, KS 66534 | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090078 | CHECK DATE 06/05/2024 | CHECK AMOUNT \$159.41 |
| Pay ** One Hundred Fifty-Nine Dollars & 41 Cents | | | | |
| To the Order Of: GARRETT'S COUNTRY MART PO Box 119 SABETHA, KS 66534 | | | | |
| ⑆2340900078⑆ ⑆101145030⑆ 8005992730⑆ | | | | |

#40900078 06/05/2024 \$159.41

| | | | | |
|--|---|-------------------|-----------------------|-----------------------|
| UNIFIED SCHOOL DISTRICT 113 SABETHA ELEMENTARY ACTIVITY FUND 101 DIRECTION ST SABETHA, KS 66534 | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090079 | CHECK DATE 06/10/2024 | CHECK AMOUNT \$231.00 |
| Pay ** Two Hundred Thirty-One Dollars & 0 Cents | | | | |
| To the Order Of: THREE SISTERS INC 802 MAIN ST SABETHA, KS 66534 | | | | |
| ⑆2340900079⑆ ⑆101145030⑆ 8005992730⑆ | | | | |

#40900079 06/10/2024 \$231.00

| | | | | |
|---|---|-------------------|-----------------------|----------------------|
| UNIFIED SCHOOL DISTRICT 113 SABETHA ELEMENTARY ACTIVITY FUND 101 DIRECTION ST SABETHA, KS 66534 | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090080 | CHECK DATE 06/11/2024 | CHECK AMOUNT \$27.80 |
| Pay ** Twenty-Seven Dollars & 80 Cents | | | | |
| To the Order Of: PEPSI COLA BOTTLING COMPANY OF MARYSVILLE INC 804 CENTER ST PO BOX 278 MARYSVILLE, KS 66528 | | | | |
| ⑆2340900080⑆ ⑆101145030⑆ 8005992730⑆ | | | | |

#40900080 06/11/2024 \$27.80

| | | | | |
|--|---|-------------------|-----------------------|--------------------------|
| UNIFIED SCHOOL DISTRICT 113 SABETHA ELEMENTARY ACTIVITY FUND 101 DIRECTION ST SABETHA, KS 66534 | UNITED BANK & TRUST 200 BANK ST SABETHA, KS 66534 | CHECK # 234090082 | CHECK DATE 06/10/2024 | CHECK AMOUNT \$20,806.53 |
| Pay ** Twenty Thousand Eight Hundred Six Dollars & 53 Cents | | | | |
| To the Order Of: HEARLE HILLS L&B 113 818 S 28th Hwy 73 SABETHA, KS 66534 | | | | |
| ⑆2340900082⑆ ⑆101145030⑆ 8005992730⑆ | | | | |

#40900082 06/10/2024 \$20,806.53

Bank Reconciliation

June 2024 — Bank Account: SES ACTIVITY ACCOUNT — Status: O — Created By: SHAFER, KAITLIN C — PRAIRIE HILLS USD 113

| | System Totals | On Statement | Outstanding |
|------------------------------|---------------------|---------------------|-----------------|
| Monthly Beginning Balance | | | -442.52 |
| ACH | 0.00 | 0.00 | 0.00 |
| Accounts Payable Invoices | 0.00 | 0.00 | 0.00 |
| Accounts Receivable Invoices | 0.00 | 0.00 | 0.00 |
| Cash Receipt Deposits | 446.42 | 446.42 | 0.00 |
| Checks | -20,863.73 | -21,254.14 | -52.11 |
| Fee Management Payments | 0.00 | 0.00 | 0.00 |
| Food Service Payments | 0.00 | 0.00 | 0.00 |
| Food Service Purchases | 0.00 | 0.00 | 0.00 |
| Journal Entries | 0.00 | 0.00 | 0.00 |
| Wire Transfers | 0.00 | 0.00 | 0.00 |
| Manual Adjustments | 0.00 | 0.00 | 0.00 |
| Grand Totals | -\$20,417.31 | -\$20,807.72 | -\$52.11 |

| | |
|-------------------------------|---------------|
| Bank Statement Ending Balance | 21,753.33 |
| + Outstanding Balance | -52.11 |
| - Monthly Ending Balance | 21,701.22 |
| = Variance | \$0.00 |

| Post Date | Deposit Number | Batch | Description | Debit | Credit | Total |
|------------------------------------|----------------|--------------|--|-----------------|---------------|-----------------|
| 06/06/2024 | 202340900221 | SES6.6BnkDrp | SESBnkDrp | 70.87 | 0.00 | 70.87 |
| 06/06/2024 | 202340900221 | SES6.6BnkDrp | SESBnkDrp | 6.38 | 0.00 | 6.38 |
| 06/06/2024 | 202340900221 | SES6.6BnkDrp | SESBnkDrp | 8.80 | 0.00 | 8.80 |
| 06/06/2024 | 202340900221 | SES6.6BnkDrp | SESBnkDrp | 28.20 | 0.00 | 28.20 |
| 06/27/2024 | 202340900222 | SESBnkDrp | SESBankDrop- Library Revenue that had not been deposited yet | 330.00 | 0.00 | 330.00 |
| 06/28/2024 | 202340900223 | SESInterest | SES- Interest | 2.17 | 0.00 | 2.17 |
| Cash Receipt Deposit Total: | | | | \$446.42 | \$0.00 | \$446.42 |

Bank Reconciliation

June 2024 — Bank Account: SES ACTIVITY ACCOUNT — Status: O — Created By: SHAFER, KAITLIN C

PRAIRIE HILLS USD 113

Outstanding Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|----------------------------------|------------|----------------|-----------|------------|------------------------|----------------|
| 02244 | 09/22/2021 | 09/22/2021 | O - Other | M - Manual | GENE'S THRIFTWAY, INC. | 9.98 |
| 02258 | 12/20/2021 | 10/20/2021 | O - Other | M - Manual | KIM PYLE | 20.00 |
| 02320 | 12/06/2022 | 12/06/2022 | O - Other | M - Manual | MEGAN BECKER | 22.13 |
| Outstanding Checks Total: | | | | | | \$52.11 |

Checks

| Check Number | Check Date | Cash Post Date | Origin | Type | Name on Check | Amount |
|----------------------|------------|----------------|----------------------|-------------|---|--------------------|
| 2340900078 | 05/20/2024 | 05/20/2024 | A - Accounts Payable | R - Regular | GARRETT'S COUNTRYMART | 159.41 |
| 2340900079 | 05/29/2024 | 05/29/2024 | A - Accounts Payable | R - Regular | THREE SISTERS INC | 231.00 |
| 2340900080 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | PEPSI COLA BOTTLING COMPANY OF MARYSVILLE INC | 27.80 |
| 2340900081 | 06/04/2024 | 06/04/2024 | A - Accounts Payable | R - Regular | VISA | 29.40 |
| 2340900082 | 06/06/2024 | 06/06/2024 | A - Accounts Payable | R - Regular | PRAIRIE HILLS USD 113 | 20,806.53 |
| Checks Total: | | | | | | \$21,254.14 |

AP Check Register

AP Run: BOE - AP MID JUNE — Post Date: 2024-06-17 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|--------------------------|---|---------------|-----------------------------------|------------------------|------------|--------------|
| 06/17/2024 | 00173 | Wire Transfer | VISA | | | 19,923.70 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 6/5 THE WEBSTRAUNT STORE | HOT HOLDING CARTS- SHS MAY 2024 - THE WEBSTRAUNT STORE INC | 06/05/2024 | 19,782.00 | | | |
| | | | | 24 E 3100 730 0410 085 | 19,782.00 | |
| JUNE EARLY PAYMENT | KAGAN MEALS FOR TEACHERS TO ATTEND TRAINING - APPLESEED GRANT 23/24 | 06/13/2024 | 141.70 | | | |
| | | | | 35 E 1000 600 0398 352 | 141.70 | |
| 06/17/2024 | 61647 | Check | CHAMPION TEAMWEAR | | | 4,124.50 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 101645521 | SHS - CHEER UNIFORMS TO BE KEPT AT SCHOOL FOR CHECKOUT | 06/10/2024 | 4,124.50 | | | |
| | | | | 35 E 1000 600 0398 356 | 4,124.50 | |
| 06/17/2024 | 61648 | Check | CIVIUM ARCHITECTURE & PLANNING PA | | | 1,505.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 240502 | SHS SCIENCE ROOM REMODEL | 06/13/2024 | 1,505.00 | | | |
| | | | | 35 E 1000 680 0398 357 | 1,505.00 | |
| 06/17/2024 | 61649 | Check | GREAT PLAINS RESOURCE LLP | | | 2,366.90 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1075 | SES-Desks (40) & Shipping | 06/10/2024 | 2,366.90 | | | |
| | | | | 16 E 2600 700 0409 133 | 2,366.90 | |
| 06/17/2024 | 61650 | Check | GRIGSBY, DEBORAH M | | | 60.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INV-3508 | STUDENT DRIVER MAGNET FOR DRIVERS EDUCATION VEHICLE | 06/13/2024 | 60.00 | | | |
| | | | | 18 E 1000 610 0398 095 | 60.00 | |
| 06/17/2024 | 61651 | Check | HOLTON SPECIAL EDUCATION COOP | | | 126,273.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| JUNE FLOW THROUGH | SPED FLOW THROUGH - June 2024 | 06/13/2024 | 126,273.00 | | | |
| | | | | 30 E 1000 565 0398 114 | 126,273.00 | |

AP Check Register

AP Run: BOE - AP MID JUNE — Post Date: 2024-06-17 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount |
|--------------------------|--|--------------|-------------------------------------|--------------|
| 06/17/2024 | 61652 | Check | KANSAS GAS SERVICE | 1,118.30 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| MONTH OF MAY | FUEL TRANSPORTATION MONTH OF May 2024 | 06/13/2024 | 1,118.30 | |
| | | | 06 E 2600 621 0398 026 | 89.51 |
| | | | 06 E 2600 621 0399 026 | 193.35 |
| | | | 06 E 2600 621 0409 026 | 205.36 |
| | | | 06 E 2600 621 0410 026 | 293.17 |
| | | | 06 E 2600 621 0411 026 | 133.40 |
| | | | 06 E 2600 621 0462 026 | 112.24 |
| | | | 06 E 2601 621 0111 058 | 91.27 |
| 06/17/2024 | 61653 | Check | MANNING MUSIC | 688.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| APS - SUMMER INSTRUMENTS | APS-Summer Instruments Cleaned | 06/13/2024 | 688.00 | |
| | | | 06 E 1000 680 0109 011 | 688.00 |
| 06/17/2024 | 61654 | Check | MOSAIC HEALTH SYSTEM | 210.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| 3328 | BLS - CPR CARDS | 06/13/2024 | 135.00 | |
| | | | 06 E 2100 600 0398 049 | 135.00 |
| 3338 | BLS INSTRUCTOR RENEWAL - MELISSA DORNES | 06/13/2024 | 75.00 | |
| | | | 26 E 2200 580 0398 077 | 75.00 |
| 06/17/2024 | 61655 | Check | NATIONAL INVENTORS HALL OF FAME INC | 1,613.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| 2551982 | APS-Axtell Summer School Materials order 23-24 summer school | 06/14/2024 | 1,613.00 | |
| | | | 13 E 1000 600 0109 102 | 1,613.00 |
| 06/17/2024 | 61656 | Check | PHEA DUES | 942.69 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| PHEA.06072024.D | PHEA - JUNE 8 PAYROLL | 06/07/2024 | 942.69 | |
| | | | 06 L 8001 106 0000 000 | 354.64 |
| | | | 07 L 8001 106 0000 000 | 42.61 |
| | | | 08 L 8001 106 0000 000 | 269.04 |
| | | | 13 L 8001 106 0000 000 | 201.83 |
| | | | 34 L 8001 106 0000 000 | 74.57 |

AP Check Register

AP Run: BOE - AP MID JUNE — Post Date: 2024-06-17 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------------|--|--------------|--------------------------------|------------------------|----------|--------------|
| 06/17/2024 | 61657 | Check | PRAIRIE HILLS USD 113 | | | 4,890.79 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| DEP FSA.06072024.D | DEP FSA - DEPENDENT FLEXIBLE SPEND ACCT for 2024.06.07 Payroll | 06/07/2024 | 749.99 | | | |
| | | | | 06 L 8001 109 0000 000 | 533.33 | |
| | | | | 13 L 8001 109 0000 000 | 50.00 | |
| | | | | 34 L 8001 109 0000 000 | 166.66 | |
| MED FLEX. 06062024.D | MED FLEX -JUNE 8, 2024 PAYROLL | 06/06/2024 | 1,237.48 | | | |
| | | | | 06 L 8001 108 0000 000 | 809.36 | |
| | | | | 08 L 8001 108 0000 000 | 70.00 | |
| | | | | 13 L 8001 108 0000 000 | 358.12 | |
| MED FLEX. 06072024.D | MED FLEX -JUNE 8 2024 PAYROLL | 06/07/2024 | 2,903.32 | | | |
| | | | | 06 L 8001 108 0000 000 | 1,937.32 | |
| | | | | 07 L 8001 108 0000 000 | 193.50 | |
| | | | | 08 L 8001 108 0000 000 | 409.67 | |
| | | | | 11 L 8001 108 0000 000 | 78.00 | |
| | | | | 13 L 8001 108 0000 000 | 182.83 | |
| | | | | 34 L 8001 108 0000 000 | 102.00 | |
| 06/17/2024 | 61658 | Check | SCHOOL SPECIALTY LLC | | | 1,845.75 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| MULTIPLES 2 | SHS - SUPPLIES FOR 23/24 BUDGET | 06/10/2024 | 1,845.75 | | | |
| | | | | 06 E 1000 610 0410 007 | 1,210.96 | |
| | | | | 06 E 2400 610 0410 018 | 634.79 | |
| 06/17/2024 | 61659 | Check | SE KS EDUCATION SERVICE CENTER | | | 500.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 5224192 | Greenbush Virtual Academy - spring semester access for 1 SMS student | 06/13/2024 | 500.00 | | | |
| | | | | 13 E 1000 300 0411 102 | 500.00 | |
| 06/17/2024 | 61660 | Check | SUMMERFIELD PROPANE SERV INC | | | 145.01 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 62882 | APS - DIESEL | 06/10/2024 | 145.01 | | | |
| | | | | 06 E 2710 626 0109 029 | 145.01 | |

AP Check Register

AP Run: BOE - AP MID JUNE — Post Date: 2024-06-17 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|-----------------------|--|--------------|----------------------|------------------------|-----------|-------------------|
| 06/17/2024 | 61661 | Check | TECH ELECTRONICS | | | 15,819.52 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| N000285324 | SMS FIRE ALARM SYSTEM UPGRADE | 06/13/2024 | 15,819.52 | 16 E 2600 430 0411 000 | 15,819.52 | |
| 06/17/2024 | 61662 | Check | TENPENNY LAW LLC | | | 3,450.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1140 | SERVICES June fee 2024 | 06/13/2024 | 3,450.00 | 06 E 2310 300 0398 047 | 3,450.00 | |
| 06/17/2024 | 61663 | Check | VISA | | | 330.01 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| APS STATE TRACK MEALS | APS STATE TRACK MEALS - SPANGLES & WENDY'S | 06/11/2024 | 330.01 | 06 E 1000 590 0109 016 | 330.01 | |
| 06/17/2024 | 61664 | Check | WOODRIVER ENERGY LLC | | | 809.40 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 396754 | 12360 FUEL DELIVERY MAY 2024 | 06/13/2024 | 809.40 | 06 E 2600 621 0398 026 | 8.52 | |
| | | | | 06 E 2600 621 0399 026 | 44.73 | |
| | | | | 06 E 2600 621 0409 026 | 80.94 | |
| | | | | 06 E 2600 621 0410 026 | 502.68 | |
| | | | | 06 E 2600 621 0411 026 | 115.02 | |
| | | | | 06 E 2600 621 0462 026 | 44.73 | |
| | | | | 06 E 2601 621 0111 058 | 12.78 | |
| Total: | | | | | | 186,615.57 |

BOE - AP MID JUNE Summary

| Type | Count | Amount |
|-----------------|-----------|-------------------|
| Regular Checks: | 18 | 166,691.87 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 19,923.70 |
| Epayables: | 0 | 0.00 |
| Total: | 19 | 186,615.57 |

AP Check Register

AP Run: BOE - MHIT PAYMENT — Post Date: 2024-06-18 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|------------------------|----------------------------------|--------------|---|------------------------|-----------------|
| 06/18/2024 | 61665 | Check | KANZA MENTAL HEALTH & GUIDANCE CENTER INC | 3,078.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| 24/25 FINAL PAYMENT | MHIT GRANT final PAYMENT 2023/24 | 06/17/2024 | 3,078.00 | | |
| | | | | 35 E 2100 300 0398 364 | 3,078.00 |
| Total: | | | | | 3,078.00 |

BOE - MHIT PAYMENT Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 1 | 3,078.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 3,078.00 |

AP Check Register

AP Run: US ALLIANCE — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------------|--|--------------|----------------|------------------------|---------|
| 06/24/2024 | 61666 | Check | US ALLIANCE | 2,962.14 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| US ALL.01082024.D | US ALL - US ALLIANCE LIFE for 2024.01.08 Payroll | 01/08/2024 | 474.58 | | |
| | | | | 06 L 8001 113 0000 000 | 391.20 |
| | | | | 07 L 8001 113 0000 000 | 76.49 |
| | | | | 08 L 8001 113 0000 000 | 65.02 |
| | | | | 11 L 8001 113 0000 000 | 9.40 |
| | | | | 13 L 8001 113 0000 000 | 39.20 |
| | | | | 34 L 8001 113 0000 000 | -106.73 |
| US ALL.01082024.D. a | US ALL - US ALLIANCE LIFE for ADMIN PAYROLL 1/08/2024 | 01/08/2024 | 19.11 | | |
| | | | | 06 L 8001 113 0000 000 | 16.24 |
| | | | | 07 L 8001 113 0000 000 | 2.87 |
| US ALL.02082024.D | US ALL - US ALLIANCE LIFE for 2024.02.08. Payroll | 02/08/2024 | 493.69 | | |
| | | | | 06 L 8001 113 0000 000 | 299.97 |
| | | | | 07 L 8001 113 0000 000 | 59.05 |
| | | | | 08 L 8001 113 0000 000 | 47.34 |
| | | | | 11 L 8001 113 0000 000 | 6.81 |
| | | | | 13 L 8001 113 0000 000 | 27.89 |
| | | | | 34 L 8001 113 0000 000 | 52.63 |
| US ALL.03082024.D | US ALL - US ALLIANCE LIFE for 2024.03.08 Payroll | 03/08/2024 | 493.69 | | |
| | | | | 06 L 8001 113 0000 000 | 299.97 |
| | | | | 07 L 8001 113 0000 000 | 59.05 |
| | | | | 08 L 8001 113 0000 000 | 47.34 |
| | | | | 11 L 8001 113 0000 000 | 6.81 |
| | | | | 13 L 8001 113 0000 000 | 27.89 |
| | | | | 34 L 8001 113 0000 000 | 52.63 |
| US ALL.04082024.D | US ALL - US ALLIANCE LIFE for 2024.04.08 Payroll | 04/08/2024 | 493.69 | | |
| | | | | 06 L 8001 113 0000 000 | 299.97 |
| | | | | 07 L 8001 113 0000 000 | 58.40 |
| | | | | 08 L 8001 113 0000 000 | 47.34 |
| | | | | 11 L 8001 113 0000 000 | 6.81 |
| | | | | 13 L 8001 113 0000 000 | 28.54 |

AP Check Register

AP Run: US ALLIANCE — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------|--|--------------|----------------|------------------------|-----------------|
| 06/24/2024 | 61666 | Check | US ALLIANCE | 2,962.14 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 34 L 8001 113 0000 000 | 52.63 |
| US ALL.05082024.D | US ALL - US ALLIANCE LIFE for 2024.05.08 Payroll | 05/08/2024 | 493.69 | | |
| | | | | 06 L 8001 113 0000 000 | 295.37 |
| | | | | 07 L 8001 113 0000 000 | 58.65 |
| | | | | 08 L 8001 113 0000 000 | 47.34 |
| | | | | 11 L 8001 113 0000 000 | 6.88 |
| | | | | 13 L 8001 113 0000 000 | 34.06 |
| | | | | 34 L 8001 113 0000 000 | 51.39 |
| US ALL.06062024.D | US ALL - US ALLIANCE LIFE for 06.07.2024 June Lump Sum | 06/06/2024 | 75.60 | | |
| | | | | 06 L 8001 113 0000 000 | 68.62 |
| | | | | 07 L 8001 113 0000 000 | 2.87 |
| | | | | 13 L 8001 113 0000 000 | 4.11 |
| US ALL.06072024.D | US ALL - US ALLIANCE LIFE for 2024.06.07 Payroll | 06/07/2024 | 418.09 | | |
| | | | | 06 L 8001 113 0000 000 | 228.15 |
| | | | | 07 L 8001 113 0000 000 | 55.52 |
| | | | | 08 L 8001 113 0000 000 | 46.74 |
| | | | | 11 L 8001 113 0000 000 | 6.78 |
| | | | | 13 L 8001 113 0000 000 | 30.14 |
| | | | | 34 L 8001 113 0000 000 | 50.76 |
| | | | | Total: | 2,962.14 |

US ALLIANCE Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 1 | 2,962.14 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 2,962.14 |

AP Check Register

AP Run: MASA 04-05.2024 — Post Date: 2024-06-26 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-----------------|---|--------------|--------------------------------------|------------------------|---------------|
| 06/26/2024 | 61667 | Check | MEDICAL AIR SERVICES ASSOCIATION INC | 560.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| MASA.04082024.D | MASA - MASA MED TRANSPORT SERVICES for 2024. 04.08 Payroll | 04/08/2024 | 280.00 | | |
| | | | | 06 L 8001 111 0000 000 | 131.54 |
| | | | | 08 L 8001 111 0000 000 | 59.22 |
| | | | | 13 L 8001 111 0000 000 | 35.87 |
| | | | | 24 L 8001 111 0000 000 | 26.43 |
| | | | | 34 L 8001 111 0000 000 | 26.94 |
| MASA.05082024.D | MASA - MASA MED TRANSPORT SERVICES for 2024. 05.08 Payroll | 05/08/2024 | 280.00 | | |
| | | | | 06 L 8001 111 0000 000 | 138.35 |
| | | | | 07 L 8001 111 0000 000 | 0.34 |
| | | | | 08 L 8001 111 0000 000 | 53.84 |
| | | | | 13 L 8001 111 0000 000 | 40.10 |
| | | | | 24 L 8001 111 0000 000 | 27.19 |
| | | | | 34 L 8001 111 0000 000 | 20.18 |
| | | | | Total: | 560.00 |

MASA 04-05.2024 Summary

| Type | Count | Amount |
|-----------------|----------|---------------|
| Regular Checks: | 1 | 560.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 560.00 |

AP Check Register

AP Run: DENTAL 05.08 — Post Date: 2024-06-26 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------|--|---------------|------------------------|-----------------|--------|
| 06/26/2024 | 00177 | Wire Transfer | DELTA DENTAL OF KANSAS | 3,374.52 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| DENTAL.05082024.D | DENTAL - DELTA DENTAL for 2024.05.08 Payroll | 05/08/2024 | 3,374.52 | | |
| | | | 06 L 8001 105 0000 000 | 1,651.15 | |
| | | | 07 L 8001 105 0000 000 | 80.31 | |
| | | | 08 L 8001 105 0000 000 | 871.98 | |
| | | | 11 L 8001 105 0000 000 | 49.94 | |
| | | | 13 L 8001 105 0000 000 | 412.03 | |
| | | | 24 L 8001 105 0000 000 | 154.89 | |
| | | | 34 L 8001 105 0000 000 | 154.22 | |
| | | | Total: | 3,374.52 | |

DENTAL 05.08 Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 3,374.52 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 3,374.52 |

AP Check Register

AP Run: BAYBRIDGE 05.08.24 — Post Date: 2024-06-11 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------------|---|---------------|-------------------------------|------------------------|----------|
| 06/11/2024 | 00178 | Wire Transfer | BAY BRIDGE ADMINISTRATORS LLC | 11,175.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| 403 CERT.05082024. B | 403 CERT - 403 B MATCH - CERTIFIED for 2024.05.08 Payroll | 05/08/2024 | 1,150.00 | | |
| | | | | 06 L 8001 241 0000 000 | 633.37 |
| | | | | 07 L 8001 241 0000 000 | 38.50 |
| | | | | 08 L 8001 241 0000 000 | 117.50 |
| | | | | 11 L 8001 241 0000 000 | 50.00 |
| | | | | 13 L 8001 241 0000 000 | 170.63 |
| | | | | 34 L 8001 241 0000 000 | 115.00 |
| | | | | 35 L 8001 241 0000 000 | 25.00 |
| 403 CLAS.05082024. B | 403 CLAS - 403 B MATCH - CLASSIFIED for 2024.05.08 Payroll | 05/08/2024 | 600.00 | | |
| | | | | 06 L 8001 242 0000 000 | 320.18 |
| | | | | 07 L 8001 242 0000 000 | 83.75 |
| | | | | 08 L 8001 242 0000 000 | 50.00 |
| | | | | 13 L 8001 242 0000 000 | 39.64 |
| | | | | 24 L 8001 242 0000 000 | 106.43 |
| AMER FID. 05082024.D | AMER FID - AMERICAN FIDELITY - TSA for 2024.05.08 Payroll | 05/08/2024 | 100.00 | | |
| | | | | 06 L 8001 101 0000 000 | 60.00 |
| | | | | 13 L 8001 101 0000 000 | 40.00 |
| SB ROTH.05082024. D | SB ROTH - SECURITY BENEFIT-ROTH for 2024.05.08 Payroll | 05/08/2024 | 1,600.00 | | |
| | | | | 06 L 8001 102 0000 000 | 821.25 |
| | | | | 08 L 8001 102 0000 000 | 310.00 |
| | | | | 11 L 8001 102 0000 000 | 100.00 |
| | | | | 13 L 8001 102 0000 000 | 258.75 |
| | | | | 34 L 8001 102 0000 000 | 110.00 |
| SB TSA.05082024.D | SB TSA - SECURITY BENEFIT TSA for 2024.05.08 Payroll | 05/08/2024 | 7,725.00 | | |
| | | | | 06 L 8001 103 0000 000 | 4,846.46 |
| | | | | 07 L 8001 103 0000 000 | 276.00 |
| | | | | 08 L 8001 103 0000 000 | 1,091.00 |

AP Check Register

AP Run: BAYBRIDGE 05.08.24 — Post Date: 2024-06-11 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--------------|---------------|-------------------------------|------------------------|------------------|
| 06/11/2024 | 00178 | Wire Transfer | BAY BRIDGE ADMINISTRATORS LLC | 11,175.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 11 L 8001 103 0000 000 | 76.96 |
| | | | | 13 L 8001 103 0000 000 | 991.70 |
| | | | | 24 L 8001 103 0000 000 | 131.42 |
| | | | | 34 L 8001 103 0000 000 | 241.46 |
| | | | | 35 L 8001 103 0000 000 | 70.00 |
| | | | | Total: | 11,175.00 |

BAYBRIDGE 05.08.24 Summary

| Type | Count | Amount |
|-----------------|----------|------------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 11,175.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 11,175.00 |

AP Check Register

AP Run: BAYBRIDGE 06-08.24 — Post Date: 2024-06-11 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------------|--|---------------|-------------------------------|------------------------|----------|
| 06/11/2024 | 00179 | Wire Transfer | BAY BRIDGE ADMINISTRATORS LLC | 11,150.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| 403 CERT.06062024. B | 403 CERT - 403 B MATCH - CERTIFIED for 06.07.2024 June Lump Sum | 06/06/2024 | 75.00 | | |
| | | | | 06 L 8001 241 0000 000 | 71.25 |
| | | | | 13 L 8001 241 0000 000 | 3.75 |
| 403 CERT.06072024. B | 403 CERT - 403 B MATCH - CERTIFIED for 2024.06.07 Payroll | 06/07/2024 | 1,050.00 | | |
| | | | | 06 L 8001 241 0000 000 | 538.19 |
| | | | | 07 L 8001 241 0000 000 | 39.55 |
| | | | | 08 L 8001 241 0000 000 | 117.50 |
| | | | | 11 L 8001 241 0000 000 | 50.00 |
| | | | | 13 L 8001 241 0000 000 | 189.76 |
| | | | | 34 L 8001 241 0000 000 | 115.00 |
| 403 CLAS.06072024. B | 403 CLAS - 403 B MATCH - CLASSIFIED for 2024.06.07 Payroll | 06/07/2024 | 600.00 | | |
| | | | | 06 L 8001 242 0000 000 | 322.28 |
| | | | | 07 L 8001 242 0000 000 | 83.75 |
| | | | | 08 L 8001 242 0000 000 | 50.00 |
| | | | | 13 L 8001 242 0000 000 | 39.80 |
| | | | | 24 L 8001 242 0000 000 | 104.17 |
| AMER FID. 06072024.D | AMER FID - AMERICAN FIDELITY - TSA for 2024.06.07 Payroll | 06/07/2024 | 100.00 | | |
| | | | | 06 L 8001 101 0000 000 | 60.00 |
| | | | | 13 L 8001 101 0000 000 | 40.00 |
| SB ROTH.06072024. D | SB ROTH - SECURITY BENEFIT-ROTH for 2024.06.07 Payroll | 06/07/2024 | 1,600.00 | | |
| | | | | 06 L 8001 102 0000 000 | 821.25 |
| | | | | 08 L 8001 102 0000 000 | 310.00 |
| | | | | 11 L 8001 102 0000 000 | 100.00 |
| | | | | 13 L 8001 102 0000 000 | 258.75 |
| | | | | 34 L 8001 102 0000 000 | 110.00 |
| SB TSA.06062024.D | SB TSA - SECURITY BENEFIT TSA for 06.07.2024 June Lump Sum | 06/06/2024 | 1,250.00 | | |
| | | | | 06 L 8001 103 0000 000 | 1,095.00 |

AP Check Register

AP Run: BAYBRIDGE 06-08.24 — Post Date: 2024-06-11 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | Check Amount |
|-------------------|---|---------------|-------------------------------|------------------------|------------------|
| 06/11/2024 | 00179 | Wire Transfer | BAY BRIDGE ADMINISTRATORS LLC | | 11,150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 13 L 8001 103 0000 000 | 125.00 |
| | | | | 34 L 8001 103 0000 000 | 30.00 |
| SB TSA.06072024.D | SB TSA - SECURITY BENEFIT TSA for 2024.06.07 Payroll | 06/07/2024 | 6,475.00 | | |
| | | | | 06 L 8001 103 0000 000 | 3,781.40 |
| | | | | 07 L 8001 103 0000 000 | 275.84 |
| | | | | 08 L 8001 103 0000 000 | 1,082.62 |
| | | | | 11 L 8001 103 0000 000 | 72.51 |
| | | | | 13 L 8001 103 0000 000 | 931.75 |
| | | | | 24 L 8001 103 0000 000 | 128.21 |
| | | | | 34 L 8001 103 0000 000 | 202.67 |
| Total: | | | | | 11,150.00 |

BAYBRIDGE 06-08.24 Summary

| Type | Count | Amount |
|-----------------|----------|------------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 11,150.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 11,150.00 |

AP Check Register

AP Run: Dental 06.07.2024 — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | Check Amount |
|-------------------|--|---------------|------------------------|------------------------|-----------------|
| 06/28/2024 | 00180 | Wire Transfer | DELTA DENTAL OF KANSAS | | 3,431.80 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| DENTAL.06062024.D | DENTAL - DELTA DENTAL for 06.07.2024 June Lump Sum | 06/06/2024 | 582.76 | | |
| | | | | 06 L 8001 105 0000 000 | 304.86 |
| | | | | 07 L 8001 105 0000 000 | 4.30 |
| | | | | 08 L 8001 105 0000 000 | 179.91 |
| | | | | 13 L 8001 105 0000 000 | 93.69 |
| DENTAL.06072024.D | DENTAL - DELTA DENTAL for 2024.06.07 Payroll | 06/07/2024 | 2,849.04 | | |
| | | | | 06 L 8001 105 0000 000 | 1,406.00 |
| | | | | 07 L 8001 105 0000 000 | 75.50 |
| | | | | 08 L 8001 105 0000 000 | 687.19 |
| | | | | 11 L 8001 105 0000 000 | 49.28 |
| | | | | 13 L 8001 105 0000 000 | 333.34 |
| | | | | 24 L 8001 105 0000 000 | 147.30 |
| | | | | 34 L 8001 105 0000 000 | 150.43 |
| Total: | | | | | 3,431.80 |

Dental 06.07.2024 Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 3,431.80 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 3,431.80 |

AP Check Register

AP Run: JUNE BCBS — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|------------------------|--|---------------|----------------------------------|------------------------|----------|
| 06/24/2024 | 00181 | Wire Transfer | BLUE CROSS BLUE SHIELD OF KANSAS | 78,552.99 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| BCBS 07.06062024. B | BCBS 07 - BCBS KE07 DIST SHARE for 06.07.2024 June Lump Sum | 06/06/2024 | 4,564.89 | | |
| | | | | 06 L 8001 217 0000 000 | 2,168.32 |
| | | | | 08 L 8001 217 0000 000 | 1,312.41 |
| | | | | 13 L 8001 217 0000 000 | 1,084.16 |
| BCBS 07.06062024. D | BCBS 07 - BCBS KE07 DEDUCTION for 06.07.2024 June Lump Sum | 06/06/2024 | 3,269.12 | | |
| | | | | 06 L 8001 107 0000 000 | 1,396.56 |
| | | | | 08 L 8001 107 0000 000 | 788.59 |
| | | | | 13 L 8001 107 0000 000 | 1,083.97 |
| BCBS 07.06072024. B | BCBS 07 - BCBS KE07 DIST SHARE for 2024.06.07 Payroll | 06/07/2024 | 10,011.08 | | |
| | | | | 06 L 8001 217 0000 000 | 5,424.88 |
| | | | | 07 L 8001 217 0000 000 | 551.63 |
| | | | | 08 L 8001 217 0000 000 | 1,509.83 |
| | | | | 13 L 8001 217 0000 000 | 722.23 |
| | | | | 24 L 8001 217 0000 000 | 985.28 |
| | | | | 34 L 8001 217 0000 000 | 817.23 |
| BCBS 07.06072024. D | BCBS 07 - BCBS KE07 DEDUCTION for 2024.06.07 Payroll | 06/07/2024 | 4,285.95 | | |
| | | | | 06 L 8001 107 0000 000 | 2,737.79 |
| | | | | 07 L 8001 107 0000 000 | 157.88 |
| | | | | 08 L 8001 107 0000 000 | 452.48 |
| | | | | 11 L 8001 107 0000 000 | 27.61 |
| | | | | 13 L 8001 107 0000 000 | 394.31 |
| | | | | 24 L 8001 107 0000 000 | 281.99 |
| | | | | 34 L 8001 107 0000 000 | 233.89 |
| BCBS 10.06062024. B | BCBS 10 - BCBS KE10 DIST SHARE for 06.07.2024 June Lump Sum | 06/06/2024 | 1,021.54 | | |
| | | | | 06 L 8001 210 0000 000 | 817.23 |
| | | | | 13 L 8001 210 0000 000 | 204.31 |

AP Check Register

AP Run: JUNE BCBS — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|------------------------|---|---------------|----------------------------------|------------------------|-----------|
| 06/24/2024 | 00181 | Wire Transfer | BLUE CROSS BLUE SHIELD OF KANSAS | 78,552.99 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| BCBS 10.06062024. D | BCBS 10 - BCBS KE10 DEDUCTION for 06.07.2024 June Lump Sum | 06/06/2024 | 201.56 | | |
| | | | | 06 L 8001 110 0000 000 | 161.25 |
| | | | | 13 L 8001 110 0000 000 | 40.31 |
| BCBS 10.06072024. B | BCBS 10 - BCBS KE10 DIST SHARE for 2024.06.07 Payroll | 06/07/2024 | 15,474.44 | | |
| | | | | 06 L 8001 210 0000 000 | 7,726.39 |
| | | | | 07 L 8001 210 0000 000 | 580.29 |
| | | | | 08 L 8001 210 0000 000 | 2,711.12 |
| | | | | 11 L 8001 210 0000 000 | 321.88 |
| | | | | 13 L 8001 210 0000 000 | 3,115.00 |
| | | | | 24 L 8001 210 0000 000 | 804.67 |
| | | | | 34 L 8001 210 0000 000 | 215.09 |
| BCBS 10.06072024. D | BCBS 10 - BCBS KE10 DEDUCTION for 2024.06.07 Payroll | 06/07/2024 | 5,467.39 | | |
| | | | | 06 L 8001 110 0000 000 | 3,766.47 |
| | | | | 07 L 8001 110 0000 000 | 108.85 |
| | | | | 08 L 8001 110 0000 000 | 508.96 |
| | | | | 11 L 8001 110 0000 000 | 60.47 |
| | | | | 13 L 8001 110 0000 000 | 725.34 |
| | | | | 24 L 8001 110 0000 000 | 256.99 |
| | | | | 34 L 8001 110 0000 000 | 40.31 |
| BCBS 12.06062024. B | BCBS 12 - BCBS KE12 DISTRICT SHARE for 06.07. 2024 June Lump Sum | 06/06/2024 | 4,596.93 | | |
| | | | | 06 L 8001 212 0000 000 | 3,600.92 |
| | | | | 07 L 8001 212 0000 000 | 76.62 |
| | | | | 08 L 8001 212 0000 000 | 306.46 |
| | | | | 13 L 8001 212 0000 000 | 561.85 |
| | | | | 34 L 8001 212 0000 000 | 51.08 |
| BCBS 12.06072024. B | BCBS 12 - BCBS KE12 DISTRICT SHARE for 2024.06. 07 Payroll | 06/07/2024 | 25,326.24 | | |
| | | | | 06 L 8001 212 0000 000 | 14,696.82 |

AP Check Register

AP Run: JUNE BCBS — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|------------------------|---|---------------|----------------------------------|------------------------|------------------|
| 06/24/2024 | 00181 | Wire Transfer | BLUE CROSS BLUE SHIELD OF KANSAS | 78,552.99 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 07 L 8001 212 0000 000 | 1,590.49 |
| | | | | 08 L 8001 212 0000 000 | 3,105.00 |
| | | | | 11 L 8001 212 0000 000 | 645.82 |
| | | | | 13 L 8001 212 0000 000 | 3,411.44 |
| | | | | 24 L 8001 212 0000 000 | 263.39 |
| | | | | 34 L 8001 212 0000 000 | 1,613.28 |
| BCBS 12.06072024. D | BCBS 12 - BCBS KE12 DEDUCTION for 2024.06.07 Payroll | 06/07/2024 | 2,453.80 | | |
| | | | | 06 L 8001 112 0000 000 | 1,048.01 |
| | | | | 07 L 8001 112 0000 000 | 1,197.40 |
| | | | | 08 L 8001 112 0000 000 | 46.61 |
| | | | | 13 L 8001 112 0000 000 | 31.07 |
| | | | | 34 L 8001 112 0000 000 | 130.71 |
| BCBS10 JUNE 2024 | GHI-Retirees KE 10 JUNE 8 2024 PAYDAY | 06/08/2024 | 1,223.10 | | |
| | | | | 06 E 1000 210 0398 000 | 1,223.10 |
| BCBS7 JUNE 2024 | GHI - Retirees KE 7 FOR JUNE 8 2024 PAYCHECK | 06/08/2024 | 656.95 | | |
| | | | | 06 E 1000 210 0398 000 | 656.95 |
| | | | | Total: | 78,552.99 |

JUNE BCBS Summary

| Type | Count | Amount |
|-----------------|----------|------------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 78,552.99 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 78,552.99 |

AP Check Register

AP Run: VISION CARE FEB-JUN — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--|---------------|--------------------|------------------------|--------|
| 07/01/2024 | 00182 | Wire Transfer | VISION CARE DIRECT | 4,826.35 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| VCD.02082024.D | VCD - VISION CARE DIRECT for 2024.02.08. Payroll | 02/08/2024 | 978.01 | | |
| | | | | 06 L 8001 114 0000 000 | 428.34 |
| | | | | 07 L 8001 114 0000 000 | 13.28 |
| | | | | 08 L 8001 114 0000 000 | 264.73 |
| | | | | 11 L 8001 114 0000 000 | 8.95 |
| | | | | 13 L 8001 114 0000 000 | 127.01 |
| | | | | 24 L 8001 114 0000 000 | 64.23 |
| | | | | 34 L 8001 114 0000 000 | 71.47 |
| VCD.03082024.D | VCD - VISION CARE DIRECT for 2024.03.08 Payroll | 03/08/2024 | 978.01 | | |
| | | | | 06 L 8001 114 0000 000 | 436.51 |
| | | | | 07 L 8001 114 0000 000 | 13.25 |
| | | | | 08 L 8001 114 0000 000 | 264.73 |
| | | | | 11 L 8001 114 0000 000 | 8.72 |
| | | | | 13 L 8001 114 0000 000 | 127.07 |
| | | | | 24 L 8001 114 0000 000 | 64.78 |
| | | | | 34 L 8001 114 0000 000 | 62.95 |
| VCD.04082024.D | VCD - VISION CARE DIRECT for 2024.04.08 Payroll | 04/08/2024 | 952.90 | | |
| | | | | 06 L 8001 114 0000 000 | 425.85 |
| | | | | 07 L 8001 114 0000 000 | 12.20 |
| | | | | 08 L 8001 114 0000 000 | 257.95 |
| | | | | 11 L 8001 114 0000 000 | 9.24 |
| | | | | 13 L 8001 114 0000 000 | 124.54 |
| | | | | 24 L 8001 114 0000 000 | 61.75 |
| | | | | 34 L 8001 114 0000 000 | 61.37 |
| VCD.05082024.D | VCD - VISION CARE DIRECT for 2024.05.08 Payroll | 05/08/2024 | 952.90 | | |
| | | | | 06 L 8001 114 0000 000 | 437.76 |
| | | | | 07 L 8001 114 0000 000 | 12.67 |
| | | | | 08 L 8001 114 0000 000 | 257.09 |
| | | | | 11 L 8001 114 0000 000 | 9.34 |
| | | | | 13 L 8001 114 0000 000 | 118.06 |
| | | | | 24 L 8001 114 0000 000 | 63.84 |

AP Check Register

AP Run: VISION CARE FEB-JUN — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|---|---------------|--------------------|------------------------|-----------------|
| 07/01/2024 | 00182 | Wire Transfer | VISION CARE DIRECT | 4,826.35 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 34 L 8001 114 0000 000 | 54.14 |
| VCD.06062024.D | VCD - VISION CARE DIRECT for 06.07.2024 June Lump Sum | 06/06/2024 | 142.31 | 06 L 8001 114 0000 000 | 83.15 |
| | | | | 08 L 8001 114 0000 000 | 36.74 |
| | | | | 13 L 8001 114 0000 000 | 22.42 |
| VCD.06072024.D | VCD - VISION CARE DIRECT for 2024.06.07 Payroll | 06/07/2024 | 822.22 | 06 L 8001 114 0000 000 | 370.00 |
| | | | | 07 L 8001 114 0000 000 | 12.42 |
| | | | | 08 L 8001 114 0000 000 | 220.35 |
| | | | | 11 L 8001 114 0000 000 | 8.55 |
| | | | | 13 L 8001 114 0000 000 | 96.12 |
| | | | | 24 L 8001 114 0000 000 | 61.83 |
| | | | | 34 L 8001 114 0000 000 | 52.95 |
| | | | | Total: | 4,826.35 |

VISION CARE FEB-JUN Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 4,826.35 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 4,826.35 |

AP Check Register

AP Run: GUARDIAN 03.08 — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|---------------------|---|---------------|---------------------------------------|------------------------|--------|
| 06/24/2024 | 00183 | Wire Transfer | GUARDIAN LIFE INSURANCE CO OF AMERICA | 3,825.82 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| G ACCID.03082024.D | G ACCID - GUARDIAN ACCIDENT for 2024.03.08 Payroll | 03/08/2024 | 709.30 | | |
| | | | | 06 L 8001 116 0000 000 | 318.55 |
| | | | | 07 L 8001 116 0000 000 | 16.10 |
| | | | | 08 L 8001 116 0000 000 | 155.27 |
| | | | | 13 L 8001 116 0000 000 | 77.46 |
| | | | | 24 L 8001 116 0000 000 | 66.75 |
| | | | | 34 L 8001 116 0000 000 | 75.17 |
| G CANCER.03082024.D | G CANCER - GUARDIAN CANCER for 2024.03.08 Payroll | 03/08/2024 | 1,078.29 | | |
| | | | | 06 L 8001 117 0000 000 | 624.68 |
| | | | | 07 L 8001 117 0000 000 | 87.31 |
| | | | | 08 L 8001 117 0000 000 | 98.36 |
| | | | | 11 L 8001 117 0000 000 | 3.54 |
| | | | | 13 L 8001 117 0000 000 | 154.21 |
| | | | | 24 L 8001 117 0000 000 | 61.29 |
| | | | | 34 L 8001 117 0000 000 | 48.90 |
| G LIFE.03082024.D | G LIFE - GUARDIAN LIFE INS for 2024.03.08 Payroll | 03/08/2024 | 784.99 | | |
| | | | | 06 L 8001 115 0000 000 | 405.53 |
| | | | | 06 L 8001 119 0000 000 | 95.13 |
| | | | | 07 L 8001 115 0000 000 | 36.74 |
| | | | | 08 L 8001 115 0000 000 | 120.42 |
| | | | | 13 L 8001 115 0000 000 | 92.55 |
| | | | | 34 L 8001 115 0000 000 | 34.62 |
| G STD.03082024.D | G STD - GUARDIAN SHORT TERM DISABILITY for 2024.03.08 Payroll | 03/08/2024 | 1,253.24 | | |
| | | | | 06 L 8001 119 0000 000 | 520.74 |
| | | | | 07 L 8001 119 0000 000 | 11.72 |
| | | | | 08 L 8001 119 0000 000 | 237.27 |
| | | | | 13 L 8001 119 0000 000 | 242.13 |
| | | | | 24 L 8001 119 0000 000 | 157.40 |
| | | | | 34 L 8001 119 0000 000 | 67.55 |

AP Check Register

AP Run: GUARDIAN 03.08 — Post Date: 2024-06-24 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--------------|---------------|---------------------------------------|------------------------|-----------------|
| 06/24/2024 | 00183 | Wire Transfer | GUARDIAN LIFE INSURANCE CO OF AMERICA | 3,825.82 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 35 L 8001 119 0000 000 | 16.43 |
| | | | | Total: | 3,825.82 |

GUARDIAN 03.08 Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 3,825.82 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 3,825.82 |

AP Check Register

AP Run: MASA 06.07 — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-----------------|---|--------------|--------------------------------------|------------------------|---------------|
| 06/28/2024 | 61668 | Check | MEDICAL AIR SERVICES ASSOCIATION INC | 280.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| MASA.06062024.D | MASA - MASA MED TRANSPORT SERVICES for 06.07. 2024 June Lump Sum | 06/06/2024 | 56.00 | | |
| | | | | 06 L 8001 111 0000 000 | 53.90 |
| | | | | 13 L 8001 111 0000 000 | 2.10 |
| MASA.06072024.D | MASA - MASA MED TRANSPORT SERVICES for 2024. 06.07 Payroll | 06/07/2024 | 224.00 | | |
| | | | | 06 L 8001 111 0000 000 | 94.19 |
| | | | | 08 L 8001 111 0000 000 | 50.33 |
| | | | | 13 L 8001 111 0000 000 | 36.31 |
| | | | | 24 L 8001 111 0000 000 | 24.28 |
| | | | | 34 L 8001 111 0000 000 | 18.89 |
| | | | | Total: | 280.00 |

MASA 06.07 Summary

| Type | Count | Amount |
|-----------------|----------|---------------|
| Regular Checks: | 1 | 280.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 280.00 |

AP Check Register

AP Run: GUARDIAN 06.07 — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------------|---|---------------|---------------------------------------|------------------------|--------|
| 07/02/2024 | 00186 | Wire Transfer | GUARDIAN LIFE INSURANCE CO OF AMERICA | 4,211.26 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| G ACCID.06062024. D | G ACCID - GUARDIAN ACCIDENT for 06.07.2024 June Lump Sum | 06/06/2024 | 49.80 | | |
| | | | | 06 L 8001 116 0000 000 | 29.88 |
| | | | | 13 L 8001 116 0000 000 | 19.92 |
| G ACCID.06072024. D | G ACCID - GUARDIAN ACCIDENT for 2024.06.07 Payroll | 06/07/2024 | 685.60 | | |
| | | | | 06 L 8001 116 0000 000 | 309.82 |
| | | | | 07 L 8001 116 0000 000 | 15.49 |
| | | | | 08 L 8001 116 0000 000 | 153.03 |
| | | | | 13 L 8001 116 0000 000 | 69.38 |
| | | | | 24 L 8001 116 0000 000 | 67.19 |
| | | | | 34 L 8001 116 0000 000 | 70.69 |
| G CANCER. 06062024.D | G CANCER - GUARDIAN CANCER for 06.07.2024 June Lump Sum | 06/06/2024 | 119.99 | | |
| | | | | 06 L 8001 117 0000 000 | 51.47 |
| | | | | 08 L 8001 117 0000 000 | 30.05 |
| | | | | 13 L 8001 117 0000 000 | 38.47 |
| G CANCER. 06072024.D | G CANCER - GUARDIAN CANCER for 2024.06.07 Payroll | 06/07/2024 | 882.35 | | |
| | | | | 06 L 8001 117 0000 000 | 484.76 |
| | | | | 07 L 8001 117 0000 000 | 83.29 |
| | | | | 08 L 8001 117 0000 000 | 126.26 |
| | | | | 11 L 8001 117 0000 000 | 3.18 |
| | | | | 13 L 8001 117 0000 000 | 92.21 |
| | | | | 24 L 8001 117 0000 000 | 58.50 |
| | | | | 34 L 8001 117 0000 000 | 34.15 |
| G CRIT E.06072024. D | G CRIT E - GUARD CRITICAL ILL for 2024.06.07 Payroll | 06/07/2024 | 237.58 | | |
| | | | | 06 L 8001 118 0000 000 | 113.68 |
| | | | | 07 L 8001 118 0000 000 | 26.42 |
| | | | | 08 L 8001 118 0000 000 | 63.17 |
| | | | | 13 L 8001 118 0000 000 | 12.76 |

AP Check Register

AP Run: GUARDIAN 06.07 — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|-------------------------|---|---------------|---------------------------------------|------------------------|--------|
| 07/02/2024 | 00186 | Wire Transfer | GUARDIAN LIFE INSURANCE CO OF AMERICA | 4,211.26 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 24 L 8001 118 0000 000 | 2.59 |
| | | | | 34 L 8001 118 0000 000 | 18.96 |
| G LIFE.06062024.D | G LIFE - GUARDIAN LIFE INS for 06.07.2024 June Lump Sum | 06/06/2024 | 152.01 | | |
| | | | | 06 L 8001 115 0000 000 | 143.94 |
| | | | | 07 L 8001 115 0000 000 | 1.43 |
| | | | | 13 L 8001 115 0000 000 | 6.64 |
| G LIFE.06072024.D | G LIFE - GUARDIAN LIFE INS for 2024.06.07 Payroll | 06/07/2024 | 746.75 | | |
| | | | | 06 L 8001 115 0000 000 | 400.41 |
| | | | | 07 L 8001 115 0000 000 | 46.00 |
| | | | | 08 L 8001 115 0000 000 | 143.60 |
| | | | | 13 L 8001 115 0000 000 | 116.64 |
| | | | | 34 L 8001 115 0000 000 | 40.10 |
| G STD.06062024.D | G STD - GUARDIAN SHORT TERM DISABILITY for 06.07.2024 June Lump Sum | 06/06/2024 | 106.29 | | |
| | | | | 06 L 8001 119 0000 000 | 62.95 |
| | | | | 08 L 8001 119 0000 000 | 38.74 |
| | | | | 13 L 8001 119 0000 000 | 4.60 |
| G STD.06072024.D | G STD - GUARDIAN SHORT TERM DISABILITY for 2024.06.07 Payroll | 06/07/2024 | 1,064.99 | | |
| | | | | 06 L 8001 119 0000 000 | 462.31 |
| | | | | 07 L 8001 119 0000 000 | 11.18 |
| | | | | 08 L 8001 119 0000 000 | 199.05 |
| | | | | 13 L 8001 119 0000 000 | 255.07 |
| | | | | 24 L 8001 119 0000 000 | 82.00 |
| | | | | 34 L 8001 119 0000 000 | 55.38 |
| HOSP IDM. 06072024.D | HOSP IDM - HOSPITAL INDEMNITY for 2024.06.07 Payroll | 06/07/2024 | 165.90 | | |
| | | | | 06 L 8001 124 0000 000 | 61.96 |
| | | | | 07 L 8001 124 0000 000 | 19.03 |
| | | | | 08 L 8001 124 0000 000 | 52.71 |
| | | | | 13 L 8001 124 0000 000 | 26.34 |

AP Check Register

AP Run: GUARDIAN 06.07 — Post Date: 2024-06-28 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--------------|---------------|---------------------------------------|------------------------|-----------------|
| 07/02/2024 | 00186 | Wire Transfer | GUARDIAN LIFE INSURANCE CO OF AMERICA | 4,211.26 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| | | | | 24 L 8001 124 0000 000 | 5.86 |
| | | | | Total: | 4,211.26 |

GUARDIAN 06.07 Summary

| Type | Count | Amount |
|-----------------|----------|-----------------|
| Regular Checks: | 0 | 0.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 4,211.26 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 4,211.26 |

AP Check Register

AP Run: HOLTON SPED MEDICAID PMTS — Post Date: 2024-06-30 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|-------------------------------------|--------------|-------------------------------|------------------------|------------------|
| 06/30/2024 | 61669 | Check | HOLTON SPECIAL EDUCATION COOP | 10,620.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| JUNE 2024 | SPED MEDICAID STUDENTS FLOW THROUGH | 06/30/2024 | 10,620.00 | 30 E 1000 565 0398 114 | 10,620.00 |
| | | | | Total: | 10,620.00 |

HOLTON SPED MEDICAID PMTS Summary

| Type | Count | Amount |
|-----------------|----------|------------------|
| Regular Checks: | 1 | 10,620.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 10,620.00 |

AP Check Register

AP Run: AP BOE PETTY CASH REIMB — Post Date: 2024-06-30 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--|--------------|-----------------------|------------------------|--------------|
| 06/30/2024 | 61670 | Check | PRAIRIE HILLS USD 113 | 40.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| BUDGET MEAL | REIMBURSE BOE PETTY CASH FOR MEAL AT BUDGET WORKSHOP | 06/30/2024 | 40.00 | | |
| | | | | 06 E 2300 590 0398 047 | 40.00 |
| Total: | | | | | 40.00 |

AP BOE PETTY CASH REIMB Summary

| Type | Count | Amount |
|-----------------|----------|--------------|
| Regular Checks: | 1 | 40.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 40.00 |

AP Check Register

AP Run: PAYROLL TRANSFER FOR 7/8/24 — Post Date: 2024-07-02 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount | |
|----------------|--|--------------|-----------------------|------------------------|-------------------|
| 07/02/2024 | 61671 | Check | PRAIRIE HILLS USD 113 | 350,000.00 | |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
| TRANSFER | PAYROLL TRANSFER FOR JULY 8 2024 PAYROLL | 07/02/2024 | 350,000.00 | 06 L 8000 000 0000 000 | 350,000.00 |
| | | | | Total: | 350,000.00 |

| PAYROLL TRANSFER FOR 7/8/24 | | |
|-----------------------------|----------|-------------------|
| Type | Count | Amount |
| Regular Checks: | 1 | 350,000.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| Total: | 1 | 350,000.00 |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|---------------------------|---|---------------|-----------------|------------------------|----------|--------------|
| 07/03/2024 | 00187 | Wire Transfer | VISA | | | 2,051.25 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 6/10 MICROSOFT | BOE MICROSOFT STORAGE AND ONLINE FUNCTION | 06/24/2024 | 179.45 | 06 E 2200 300 0398 016 | 179.45 | |
| 6/11 KAGEN PUBLISHING INC | SES - ORDER FROM 23/24 APPLESEED GRANT FOR KAGAN PRODUCTS | 06/19/2024 | 43.00 | 35 E 1000 600 0398 352 | 43.00 | |
| 6/11 ZANER-BLOWER WEBINAR | SES Professional Development: K. Strahm, SES, Superkids Webinar Training | 06/18/2024 | 99.00 | 26 E 2200 580 0398 077 | 99.00 | |
| 6/16 BRACKER'S GOOD EARTH | SMS - CLAY ORDER FROM BRACKER'S IN LAWRENCE | 06/14/2024 | 319.00 | 06 E 1000 610 0411 007 | 319.00 | |
| 6/24 AMAZON | SHS - CARPET CLEANER, BOE TABS - AMAZON | 07/01/2024 | 43.30 | 06 E 2300 600 0398 018 | 6.30 | |
| | | | | 06 E 2600 610 0410 024 | 37.00 | |
| 6/26 FP MAILING SOLUTIONS | POSTAGE FOR MACHINE 24/25 | 07/01/2024 | 1,035.00 | 06 E 2300 530 0398 006 | 1,035.00 | |
| 6/7 NAME.COM INC | Registration of Domain name usd113.org, for 5 years (REPLACED 23/24 PO# 650024051) PAID ON VISA | 06/07/2024 | 115.80 | 16 E 2500 650 0398 000 | 115.80 | |
| 6/9 DYN | ORACLE - DYN STANDARD DNS RENEWAL 1 YEAR | 06/24/2024 | 60.00 | 06 E 1000 650 0398 048 | 60.00 | |
| LAND TRANSFER | BOE MEAL AND PARKING FOR KSDE LAND DISPUTE BOE MEETING AND DECISION | 06/24/2024 | 103.80 | 06 E 2310 580 0398 047 | 103.80 | |
| TOLL MAY ACTIVITY | KTAG ACTIVITY MONTH OF MAY | 06/18/2024 | 52.90 | 06 E 2710 800 0398 000 | 52.90 | |
| 07/03/2024 | 61672 | Check | ABERLE FORD INC | | | 2,940.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 17890 | DRIVER'S ED VEHICLES | 06/24/2024 | 2,940.00 | 18 E 2650 442 0398 095 | 2,940.00 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------------------|--|--------------|-------------------------------------|------------------------|----------|--------------|
| 07/03/2024 | 61673 | Check | AXTELL LUMBER | | | 329.20 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 2405-528963 | APS - Epoxy Shield- Summer Repair | 06/19/2024 | 72.99 | | | |
| | | | | 06 E 2600 610 0109 024 | 72.99 | |
| 2406-531372 2406-531501 | APS - CUSTODIAL SUPPLIES - DRILL BITS AND GARAGE FLOOR COATING | 06/24/2024 | 138.55 | | | |
| | | | | 06 E 2600 610 0109 024 | 138.55 | |
| MULTIPLE INVOICES | Inv#2406-532687 - Hose End Inv#2406-532298 - Ceiling Tiles Inv#2406-532839- Flat Head screws | 06/27/2024 | 117.66 | | | |
| | | | | 06 E 2600 610 0109 024 | 117.66 | |
| 07/03/2024 | 61674 | Check | AXTELL PUBLIC SCHOOL | | | 1,220.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| CASH BOXES | RETURNING CASH BOXES | 07/01/2024 | 1,220.00 | | | |
| | | | | 06 E 2300 990 0398 151 | 1,220.00 | |
| 07/03/2024 | 61675 | Check | BACKGROUND INVESTIGATION BUREAU LLC | | | 61.50 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INV-51034 | BOE - BACKGROUND CHECK ON 3 EMPLOYEES | 07/01/2024 | 61.50 | | | |
| | | | | 06 E 2500 340 0398 053 | 61.50 | |
| 07/03/2024 | 61676 | Check | BERWICK CO-OP OIL CO | | | 1,538.69 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 034882 | 1 55gal AUTOGOLD 5W20 ,1 55 gal DEF 1cast iron rotary pump | 06/24/2024 | 1,089.43 | | | |
| | | | | 06 E 2730 600 0111 033 | 1,089.43 | |
| DR ED FUEL | SHS - DRIVERS EDUCATION FUEL JUNE 2024 | 06/27/2024 | 449.26 | | | |
| | | | | 18 E 2650 626 0398 095 | 449.26 | |
| 07/03/2024 | 61677 | Check | BLUE VALLEY TECHNOLOGIES | | | 352.08 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 11133986 | APS PHONE/BROADBAND BILL | 07/02/2024 | 352.08 | | | |
| | | | | 06 E 1000 530 0109 006 | 330.97 | |
| | | | | 06 E 2400 530 0109 006 | 21.11 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|------------------|---|--------------|--------------------|------------------------|-----------|--------------|
| 07/03/2024 | 61678 | Check | BOOG'S AUTO BODY | | | 50.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1380 | SAB - WINDSHIELD REPAIR 06-2 | 07/02/2024 | 50.00 | 06 E 2730 400 0111 030 | 50.00 | |
| 07/03/2024 | 61679 | Check | C & K SERVICE | | | 2,111.96 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 72512, 72563 | SAB - TIRES FOR 2015 THOMAS BUS 15-1 | 06/21/2024 | 2,069.73 | 06 E 2730 600 0111 033 | 2,069.73 | |
| 72563 | SHS - TUBE REPAIR FOR GATOR | 06/21/2024 | 42.23 | 06 E 2600 430 0410 021 | 42.23 | |
| 07/03/2024 | 61680 | Check | CDW GOVERNMENT LLC | | | 11,440.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| RD77509, RD65164 | I year subscription to Light Speed Content Filter. replacing Securly (clone of DCW PO# 650024042 created in fy 23/24) | 06/18/2024 | 11,440.00 | 16 E 2500 650 0398 000 | 11,440.00 | |
| 07/03/2024 | 61681 | Check | CITY OF AXTELL | | | 2,538.50 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| JUNE 2024 | APS- MONTH 5/24 TO 6/25/2024 | 07/01/2024 | 2,538.50 | 06 E 2600 411 0109 019 | 203.00 | |
| | | | | 06 E 2600 622 0109 027 | 2,335.50 | |
| 07/03/2024 | 61682 | Check | CITY OF SABETHA | | | 18,163.96 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| MONTH OF JUNE | UTILITIES MONTH OF JUNE | 07/01/2024 | 18,163.96 | 06 E 2600 411 0398 019 | 50.99 | |
| | | | | 06 E 2600 411 0409 019 | 244.60 | |
| | | | | 06 E 2600 411 0410 019 | 368.59 | |
| | | | | 06 E 2600 411 0411 019 | 442.03 | |
| | | | | 06 E 2600 622 0398 027 | 486.47 | |
| | | | | 06 E 2600 622 0409 027 | 3,753.93 | |
| | | | | 06 E 2600 622 0410 027 | 7,416.75 | |
| | | | | 06 E 2600 622 0411 027 | 5,315.18 | |
| | | | | 06 E 2601 622 0111 058 | 85.42 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | Check Amount |
|-----------------------|--|--------------|---|-----------------|
| 07/03/2024 | 61683 | Check | CIVIUM ARCHITECTURE & PLANNING PA | 2,088.00 |
| Invoice Number | Description | | Invoice Date Invoice Amount Account | Amount |
| 240602 | SHS SCIENCE ROOM REMODEL - GMCF | | 07/02/2024 2,088.00 35 E 1000 680 0398 357 | 2,088.00 |
| 07/03/2024 | 61684 | Check | DEMCO | 10,507.01 |
| Invoice Number | Description | | Invoice Date Invoice Amount Account | Amount |
| 7494404 | SMS - MAREL GRANT LIBRARY SEATING AND TABLES (replaces PO # 398024264 in FY 23/24) | | 06/19/2024 5,628.18 35 E 1000 440 0398 354 | 5,628.18 |
| 7496393 | SMS - MAREL GRANT LIBRARY SEATING AND TABLES (replaces PO # 398024264 in FY 23/24) | | 06/24/2024 512.13 35 E 1000 440 0398 354 | 512.13 |
| 7499215 | SMS - MAREL GRANT LIBRARY SEATING AND TABLES (replaces PO # 398024264 in FY 23/24) | | 07/01/2024 4,366.70 35 E 1000 440 0398 354 | 4,366.70 |
| 07/03/2024 | 61685 | Check | EAGLE HVAC & PLUMBING LLC | 475.95 |
| Invoice Number | Description | | Invoice Date Invoice Amount Account | Amount |
| 975572 | APS - SUMP PUMP AND LABOR - CLOSET SPUDS TYSON | | 07/02/2024 475.95 06 E 2600 430 0109 021 | 475.95 |
| 07/03/2024 | 61686 | Check | EDELMANS INC | 5,297.68 |
| Invoice Number | Description | | Invoice Date Invoice Amount Account | Amount |
| 1504517 | SES-Drywall repair from flooding insurance claim. | | 07/02/2024 2,761.62 16 E 2600 430 0409 000 | 2,761.62 |
| 1504551 | SHS - SUPPLIES FOR CUSTODIAN, DUST BAGS FOR SHOP | | 07/02/2024 373.29 06 E 2600 610 0410 024 34 E 1000 610 0410 118 | 325.30 47.99 |
| 1504890 | BOE - PAINT SUPPLIES FOR MULTIPLE ROOMS AND HALLWAYS | | 06/28/2024 138.95 06 E 2600 610 0398 024 | 138.95 |
| 1505304 | SHS - Drill Impact Kit for shop | | 06/19/2024 260.00 06 E 1000 610 0410 007 | 260.00 |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|---------------------------|--|--------------|---------------------------------------|------------------------|----------|--------------|
| 07/03/2024 | 61686 | Check | EDELMANS INC | | | 5,297.68 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1505389 | SES-Paint/primer/materials for West Wing; General Maintenance; Doorknobs/rekey to master | 07/02/2024 | 481.88 | 16 E 2600 430 0409 000 | 481.88 | |
| 1506207 | SHS - REFRIGERANT AND LABOR FOR HVAC SERICE | 06/24/2024 | 965.75 | 16 E 2600 430 0410 000 | 965.75 | |
| 1507022 credit 1507290 | SES - TOILET REPAIR BY DOYLE BECHTELHEIMER with credit on return 1507290 | 06/27/2024 | 262.39 | 06 E 2600 430 0409 021 | 262.39 | |
| 1507664 | BOE - SUPPLIES TO FIX WOMEN'S TOILET | 07/01/2024 | 10.68 | 06 E 2600 610 0398 024 | 10.68 | |
| MONTH OF JUNE | PURCHASES MONTH OF JUNE | 06/18/2024 | 43.12 | 06 E 2500 600 0398 013 | 23.22 | |
| | | | | 06 E 2600 610 0411 024 | 19.90 | |
| 07/03/2024 | 61687 | Check | ESGI LLC | | | 1,864.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INVES000890 | Annual Renewal of ESGI teacher licenses (used for early childhood report cards) | 06/19/2024 | 1,864.00 | 06 E 2200 650 0109 015 | 1,398.00 | |
| | | | | 06 E 2200 650 0409 015 | 466.00 | |
| 07/03/2024 | 61688 | Check | EVANS, TODD J | | | 61.24 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| REIMB JULY 1 | BOE - REIMBURSE 24/25 FISCAL YEAR LUNCH | 07/02/2024 | 61.24 | 06 E 2300 600 0398 018 | 61.24 | |
| 07/03/2024 | 61689 | Check | FASTENAL COMPANY | | | 446.28 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| KSSAB0071171487 | SHS AIR FILTERS | 07/01/2024 | 446.28 | 06 E 2600 610 0410 024 | 446.28 | |
| 07/03/2024 | 61690 | Check | FISHER, PATTERSON, SAYLER & SMITH LLP | | | 4,525.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 108182 | BOE - LEGAL SERVICE FOR BOUNDRY DISPUTE | 07/01/2024 | 4,525.00 | 06 E 2310 300 0398 047 | 4,525.00 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|---------------------------|---|--------------|--------------------------------|-----------------------|------------------------|---------------|
| 07/03/2024 | 61691 | Check | FROG STREET PRESS LLC | | | 9,927.03 |
| Invoice Number | Description | | Invoice Date | Invoice Amount | Account | Amount |
| 0257312-in, 0257314-in | Updating PreK Curriculum see attached quote 00030176 - 2 INVOICES PAID 7/8 - PD NOT INCLUDED | | 07/01/2024 | 9,927.03 | | |
| | | | | | 11 E 1000 600 0409 111 | 5,213.68 |
| | | | | | 11 E 1000 600 0462 111 | 4,713.35 |
| 07/03/2024 | 61692 | Check | GIANT COMMUNICATIONS | | | 450.00 |
| Invoice Number | Description | | Invoice Date | Invoice Amount | Account | Amount |
| 17-JULY | MONTHLY SERVICES | | 07/01/2024 | 450.00 | | |
| | | | | | 06 E 1000 530 0409 006 | 90.00 |
| | | | | | 06 E 1000 530 0410 006 | 90.00 |
| | | | | | 06 E 1000 530 0411 006 | 90.00 |
| | | | | | 06 E 2300 530 0398 006 | 112.50 |
| | | | | | 06 E 2400 530 0409 006 | 22.50 |
| | | | | | 06 E 2400 530 0410 006 | 22.50 |
| | | | | | 06 E 2400 530 0411 006 | 22.50 |
| 07/03/2024 | 61693 | Check | IMAGINE LEARNING | | | 3,653.10 |
| Invoice Number | Description | | Invoice Date | Invoice Amount | Account | Amount |
| 1000699 | Edgenuity annual access | | 07/01/2024 | 3,653.10 | | |
| | | | | | 06 E 1000 590 0410 016 | 3,653.10 |
| 07/03/2024 | 61694 | Check | INA ALERT INC | | | 12,180.65 |
| Invoice Number | Description | | Invoice Date | Invoice Amount | Account | Amount |
| 1/2 DUE 17521 | SHS, SMS 10 HALO VAPE SENSORS, HARDWARE, SOFTWARE AND LABOR - SAFE AND SECURE GRANT | | 07/02/2024 | 12,180.65 | | |
| | | | | | 35 E 2600 700 0398 359 | 12,180.65 |
| 07/03/2024 | 61695 | Check | INTEGRATED SYSTEMS CORPORATION | | | 2,400.00 |
| Invoice Number | Description | | Invoice Date | Invoice Amount | Account | Amount |
| 0739988 | SKYWARD HOSTING SERVICES JULY 24 -JUNE 2025 | | 07/01/2024 | 2,400.00 | | |
| | | | | | 06 E 2300 300 0398 048 | 2,400.00 |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|---|--------------|------------------------------------|------------------------|-----------|--------------|
| 07/03/2024 | 61696 | Check | IXL Learning | | | 5,625.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| S496210 | 1 YEAR SUBSCRIPTION TO IXL READING CONTENT FOR GRADES 6 -12. | 07/01/2024 | 5,625.00 | | | |
| | | | | 06 E 1000 650 0410 009 | 1,729.00 | |
| | | | | 06 E 1000 650 0411 009 | 1,296.75 | |
| | | | | 06 E 1000 650 0462 009 | 299.25 | |
| | | | | 35 E 1000 680 0398 365 | 2,300.00 | |
| 07/03/2024 | 61697 | Check | KAJEET | | | 2,464.96 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INV33867 | 12 month renewal of 12 SmartSpots on Custom 2GB data plan. 24-25 school year (REPLACES 23/24 PO # 65002050) | 06/24/2024 | 2,464.96 | | | |
| | | | | 16 E 2500 650 0398 000 | 2,464.96 | |
| 07/03/2024 | 61698 | Check | KANSAS FIRE & SAFETY EQUIPMENT INC | | | 789.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 79151 | FIRE EXTINGUISHER/EXIT INSPECTIONS | 06/24/2024 | 789.00 | | | |
| | | | | 16 E 2600 430 0106 000 | 290.00 | |
| | | | | 16 E 2600 430 0399 000 | 117.00 | |
| | | | | 16 E 2600 430 0409 000 | 36.00 | |
| | | | | 16 E 2600 430 0410 000 | 169.00 | |
| | | | | 16 E 2600 430 0411 000 | 60.00 | |
| | | | | 16 E 2600 430 0462 000 | 117.00 | |
| 07/03/2024 | 61699 | Check | KEYSTONE LEARNING SERVICES | | | 30,250.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| FY23/24 00143 | PARENTS AS TEACHERS PROGRAM YEAR 24/25 - 36 FAMILIES | 06/24/2024 | 30,250.00 | | | |
| | | | | 08 E 1000 300 0398 071 | 30,250.00 | |
| 07/03/2024 | 61700 | Check | LEHMAN ENTERPRISE LLC | | | 541.99 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1454 | SMS - REPLACE OUTDOOR SPIGOT | 07/01/2024 | 541.99 | | | |
| | | | | 06 E 2600 430 0411 021 | 541.99 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|--|--------------|---------------------------------|------------------------|-----------|--------------|
| 07/03/2024 | 61701 | Check | MAIN ST AUTO SUPPLY INC | | | 261.77 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| MULTIPLES JULY | battery for van #1, OIL FILTERS | 06/24/2024 | 261.77 | 06 E 2730 600 0111 033 | 261.77 | |
| 07/03/2024 | 61702 | Check | MAMMOTH SPORTS CONSTRUCTION LLC | | | 49,617.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 10-0032 | SES PLAYGROUND UPGRADE - TRU FLO TURF INSTALL - PAID BY DONATIONS - APPROVED 2/12/24 BOARD MEETING | 07/01/2024 | 49,617.00 | 35 E 1000 440 0398 354 | 49,617.00 | |
| 07/03/2024 | 61703 | Check | MARCIA BRENNER ASSOCIATES LLC | | | 850.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INV-241368 | POWERSCHOOL FEES PLUGIN ANNUAL SUBSCRIPTION AND CAFE PLUGIN ANNUAL SUBSCRIPTION | 07/01/2024 | 850.00 | 06 E 1000 650 0398 048 | 850.00 | |
| 07/03/2024 | 61704 | Check | MIDWEST BUS SALES INC | | | 533.86 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| C010128409:01 | APS SHOCK 10-1, SAB SEAT COVERS 03-2; WIRE HARNES FOR WAREHOUSE STOCK | 07/01/2024 | 454.06 | 06 E 2730 400 0111 030 | 454.06 | |
| C010128436:01 | APS - GAS CYLINDER 10-1 | 06/28/2024 | 79.80 | 06 E 2730 600 0109 033 | 79.80 | |
| 07/03/2024 | 61705 | Check | MIDWEST COATING INC | | | 6,795.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 560,561,562 | APS ROOF REPAIR (3 INVOICES) | 06/19/2024 | 6,795.00 | 16 E 2600 430 0399 000 | 3,397.50 | |
| | | | | 16 E 2600 430 0462 000 | 3,397.50 | |
| 07/03/2024 | 61706 | Check | MISHLER & SUNDERLAND LAW OFFICE | | | 2,189.20 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 9839 | LEGAL SERVICES MONTH OF JUNE | 07/02/2024 | 2,189.20 | 06 E 2310 300 0398 047 | 2,189.20 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|---|--------------|----------------------------------|------------------------|-----------|--------------|
| 07/03/2024 | 61707 | Check | MYSTERY SCIENCE | | | 2,990.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 251336 | Mystery Science annual renewal. This program is used as the elementary K-5 science curriculum resource. | 06/19/2024 | 2,990.00 | | | |
| | | | | 55 E 1000 650 0409 121 | 2,511.60 | |
| | | | | 55 E 1000 650 0462 121 | 478.40 | |
| 07/03/2024 | 61708 | Check | OSTERHAUS, MICHAEL R | | | 529.36 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 21866 | APS - SERVICE BUS 7, FUEL FILTER, TRANSMISSION FILTER, SAFETY INSPECTION | 07/01/2024 | 529.36 | | | |
| | | | | 06 E 2730 400 0109 030 | 529.36 | |
| 07/03/2024 | 61709 | Check | P & J SOLID WASTE MANAGEMENT LLC | | | 533.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1344 | MONTHLY TRASH SERVICES 24/25 | 06/21/2024 | 533.00 | | | |
| | | | | 06 E 2300 600 0398 018 | 177.70 | |
| | | | | 06 E 2600 420 0410 020 | 177.65 | |
| | | | | 06 E 2600 420 0411 020 | 177.65 | |
| 07/03/2024 | 61710 | Check | POWERSCHOOL GROUP LLC | | | 22,154.65 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| INV386405 | Hosting and Maintenance - PowerSchool Annual PowerSchool student information system hosting and maintenance and support contract for 24-25 school year. (944 students) | 06/19/2024 | 11,622.75 | | | |
| | | | | 06 E 2100 600 0398 049 | 11,622.75 | |
| INV391827 | ENROLLMENT EXPRESS - annual fee for 24-25 | 06/19/2024 | 4,745.68 | | | |
| | | | | 06 E 2100 600 0398 049 | 4,745.68 | |
| INV396958 | SCHOOL MESSENGER ANNUAL FEE FOR 24-25 - IMPLEMENTATION AND TRAINING (ONE TIME COST) + 14 MONTH ACCESS. (REPLACING THE SWIFTK12 PLUGIN FOR INTEGRATED MESSAGING AND SECURE DOCUMENT TRANSFER FROM POWERSCHOOL SIS. SWIFTK12 IS BEING "SUNSETTED" IN JUNE, 2024.) | 06/19/2024 | 5,786.22 | | | |
| | | | | 06 E 2200 600 0398 000 | 5,786.22 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|------------------|---|--------------|--|------------------------|--------|--------------|
| 07/03/2024 | 61711 | Check | PROJECT LEAD THE WAY INC | | | 1,900.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 439212, 442829 | AES, SMS PARTICIPATION 24/25 | 06/19/2024 | 1,900.00 | | | |
| | | | | 06 E 1000 650 0109 009 | 950.00 | |
| | | | | 06 E 1000 650 0411 009 | 950.00 | |
| 07/03/2024 | 61712 | Check | PUR-O-ZONE | | | 1,244.81 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 891081 | SHS - Parts for repairs | 07/01/2024 | 444.45 | | | |
| | | | | 06 E 2600 610 0410 024 | 444.45 | |
| 896725 | CUSTODIAL ORDER FOR 6/17 DELIVERY | 06/19/2024 | 757.86 | | | |
| | | | | 06 E 2600 610 0409 024 | 436.29 | |
| | | | | 06 E 2600 610 0410 024 | 321.57 | |
| 897074 | SHS - SERVICE CALL TO EVALUATE SCRUBBER | 07/01/2024 | 42.50 | | | |
| | | | | 06 E 2600 430 0410 021 | 42.50 | |
| 07/03/2024 | 61713 | Check | RAINBOW TELECOMMUNICATIONS ASSOCIATION | | | 1,956.06 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 11205020 | MONTHLY PHONE SERVICE - June | 06/27/2024 | 1,956.06 | | | |
| | | | | 06 E 1000 530 0409 006 | 967.17 | |
| | | | | 06 E 1000 530 0410 006 | 200.37 | |
| | | | | 06 E 1000 530 0411 006 | 199.28 | |
| | | | | 06 E 2300 530 0398 006 | 372.69 | |
| | | | | 06 E 2400 530 0409 006 | 72.80 | |
| | | | | 06 E 2400 530 0410 006 | 15.08 | |
| | | | | 06 E 2400 530 0411 006 | 15.00 | |
| | | | | 06 E 2601 530 0106 035 | 113.67 | |
| 07/03/2024 | 61714 | Check | RENSENHOUSE ELCTRIC SUPPLY | | | 715.40 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 1019446, 1019596 | SHS BULBS (2 INVOICES) | 06/19/2024 | 715.40 | | | |
| | | | | 06 E 2600 610 0410 024 | 715.40 | |
| 07/03/2024 | 61715 | Check | RUSH TRUCK CENTERS OF KANSAS INC | | | 84.90 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 3037770441 | SAB Bake pads for bus 15-1 | 07/02/2024 | 84.90 | | | |
| | | | | 06 E 2730 600 0111 033 | 84.90 | |

AP Check Register

AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

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| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|-----------------------|--|--------------|--------------------------------|------------------------|----------|--------------|
| 07/03/2024 | 61716 | Check | SABETHA ELEMENTARY SCHOOL | | | 112.23 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| CASH BOXES | RETURNING CASH BOX | 07/01/2024 | 112.23 | 06 E 2300 990 0398 151 | 112.23 | |
| 07/03/2024 | 61717 | Check | SABETHA HIGH SCHOOL | | | 2,515.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| CASH BOXES | SHS RETURNING CASH BOXES | 07/01/2024 | 2,515.00 | 06 E 2300 990 0398 151 | 2,515.00 | |
| 07/03/2024 | 61718 | Check | SCHOLASTIC INC | | | 186.78 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| M7475616 | SMS SUBSCRIPTION TO JUNIOR MAGAZINE - KARA GEORG | 07/01/2024 | 186.78 | 06 E 1000 610 0411 007 | 186.78 | |
| 07/03/2024 | 61719 | Check | SCHOOL SPECIALTY LLC | | | 702.96 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| MULTIPLES 23/24/25 | INSTRUCTIONAL SUPPLIES SES-604.56 SHS 98.40 | 07/01/2024 | 702.96 | 06 E 1000 610 0409 007 | 604.56 | |
| | | | | 06 E 1000 610 0410 007 | 98.40 | |
| 07/03/2024 | 61720 | Check | SCHUETTE, RYAN A | | | 570.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 609 | FIELD TREATMENTS ON QUOTE REMAINING 24/25 | 07/03/2024 | 570.00 | 06 E 2600 420 0410 020 | 399.00 | |
| | | | | 06 E 2600 420 0411 020 | 171.00 | |
| 07/03/2024 | 61721 | Check | SE KS EDUCATION SERVICE CENTER | | | 46,966.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 0724100 | XELLO SUBSCRIPTION RENEWAL (student digital career portfolio tool) | 06/19/2024 | 3,300.00 | 06 E 1000 650 0410 009 | 1,716.00 | |
| | | | | 06 E 1000 650 0411 009 | 1,287.00 | |
| | | | | 06 E 1000 650 0462 009 | 297.00 | |
| 0824029 | ADMINISTRATIVE SERVICES FY25 - CONCORTIUM PARTICIPATION | 06/24/2024 | 2,150.00 | 26 E 2200 300 0398 077 | 2,150.00 | |

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PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|---|--------------|--------------------------------|------------------------|-----------|--------------|
| 07/03/2024 | 61721 | Check | SE KS EDUCATION SERVICE CENTER | | | 46,966.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 4124013 | ENVIRONMENTAL CUSTODIAL CONSORTIUM FY25 | 06/24/2024 | 2,450.00 | 06 E 2300 300 0398 048 | 2,450.00 | |
| 5324020 | DRIVERS EDUCATION FOR 53 STUDENTS - ONLINE COURSE | 06/24/2024 | 9,540.00 | 18 E 1000 300 0398 095 | 9,540.00 | |
| 5924020 | ED TECH ACADEMY FOR ALL TEACHERS, ALL BUIDLINGS/GRADES. | 06/24/2024 | 750.00 | 26 E 2200 300 0398 077 | 750.00 | |
| 6424003 | LITERACY AND INSTRUCTIONAL COACHING CONSORTIUM MEMBERSHIP | 06/24/2024 | 8,000.00 | 13 E 1000 300 0109 102 | 1,500.00 | |
| | | | | 13 E 1000 300 0410 102 | 3,250.00 | |
| | | | | 13 E 1000 300 0411 102 | 3,250.00 | |
| 6724032 | SIS SCHOOL IMPROVEMENT SERVICES FTE 941 | 06/24/2024 | 14,219.00 | 26 E 2200 300 0398 077 | 14,219.00 | |
| 8624008 | PDP TOOLBOX SERVICES FY25 | 06/24/2024 | 2,557.00 | 06 E 2300 300 0398 048 | 2,557.00 | |
| 9324042 | SLS BASIC MEMBERSHIP | 06/24/2024 | 2,000.00 | 26 E 2200 300 0398 077 | 2,000.00 | |
| JULY 2024 | MONTHLY BOE - CONTRACT FOR PAYROLL SERVICES THROUGH 6/30/2025 | 06/24/2024 | 2,000.00 | 06 E 2300 300 0398 048 | 2,000.00 | |
| 07/03/2024 | 61722 | Check | SENECA SANITATION INC | | | 200.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| JULY 2024 | MONTHLY TRASH SERVICES 24/25 | 06/25/2024 | 200.00 | 06 E 2600 420 0109 020 | 200.00 | |
| 07/03/2024 | 61723 | Check | SFM MUTUAL INSURANCE COMPANY | | | 118.12 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 3614 TC | ACCOUNT # 3614 CLAIM # 868299 | 06/19/2024 | 118.12 | 06 E 2100 500 0398 050 | 118.12 | |

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AP Run: AP BOE 7/8/2024 — Post Date: 2024-07-08 — AP Run Type: R

PRAIRIE HILLS USD 113

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|--|--------------|--------------------------------|------------------------|----------|-------------------|
| 07/03/2024 | 61724 | Check | SKYWARD | | | 9,302.10 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 0000230945 | 24/25 FINANCIAL SOFTWARE 7/1/24-6/30/25 | 06/19/2024 | 9,302.10 | 16 E 2500 650 0398 000 | 9,302.10 | |
| 07/03/2024 | 61725 | Check | STUDENT ASSURANCE SERVICES INC | | | 7,332.75 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| PLAN J-5641 | 24/25 STUDENT INSURANCE COVERAGE | 07/01/2024 | 7,332.75 | 06 E 2100 500 0398 050 | 7,332.75 | |
| 07/03/2024 | 61726 | Check | TECH ELECTRONICS | | | 85.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| N000289917 | MONTHLY APS FIRE ALARM MONITORING | 07/01/2024 | 85.00 | 06 E 2600 430 0109 021 | 85.00 | |
| 07/03/2024 | 61727 | Check | WATERS HARDWARE | | | 20.49 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| JUNE MULTIPLES | MULTIPLE INVOICES PURCHASES MADE IN JUNE | 06/18/2024 | 20.49 | 06 E 2600 610 0410 024 | 20.49 | |
| 07/03/2024 | 61728 | Check | WHEELER'S AUTOMOTIVE, LLC | | | 2,358.80 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 115353 | SAB Ac on van #6 | 06/19/2024 | 2,358.80 | 06 E 2730 400 0111 030 | 2,358.80 | |
| Total: | | | | | | 299,169.27 |

AP BOE 7/8/2024 Summary

| Type | Count | Amount |
|-----------------|-----------|-------------------|
| Regular Checks: | 57 | 297,118.02 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 1 | 2,051.25 |
| Epayables: | 0 | 0.00 |
| Total: | 58 | 299,169.27 |

AP Check Register

PRAIRIE HILLS USD 113

| Fund | Total |
|---|-------------------|
| 06 - GENERAL FUND | 536,893.56 |
| 07 - FEDERAL FUNDS | 6,248.54 |
| 08 - SUPPLEMENTAL GENERAL | 49,791.90 |
| 11 - PRESCHOOL-AGED AT-RISK | 11,704.51 |
| 13 - AT RISK (K-12) | 28,338.17 |
| 16 - CAPITAL OUTLAY | 53,302.53 |
| 18 - DRIVER TRAINING | 12,989.26 |
| 24 - FOOD SERVICE | 24,042.65 |
| 26 - PROFESSIONAL DEVELOPMENT | 19,293.00 |
| 30 - SPECIAL EDUCATION | 136,893.00 |
| 34 - CAREER & POSTSECONDARY EDUCATION | 5,689.31 |
| 35 - GIFTS AND GRANTS | 85,696.29 |
| 55 - TEXTBOOK & STUDENT MATERIAL REVOLVING | 2,990.00 |
| | 973,872.72 |

DEFINITION OF “GOOD STANDING”:

- Completing student academic responsibilities including:
 - KSHSAA eligibility requiring passing 5 new classes the previous semester.
 - SHS eligibility requiring no more than one failing grade in classes in which you are currently enrolled to be able to participate in extra-curricular activities (athletics, pep sections, clubs, dances).
 - Grade reports will be run 1 week prior to progress reports being issued. Students with more than one failing grade will be placed on “probation” for 1 week.
 - Should grades not improve during that week, students will be ruled “ineligible” for the week following the issuing of progress reports.
 - Students on “probation” may continue to practice and participate in contests.
 - Students who are ruled “ineligible” may continue to practice, but may not participate in contests
 - Eligibility is re-established when the teacher of the failing class(es) has had time to grade and enter scores and the grade is no longer failing.
 - It is the responsibility of the student to provide proof of passing status to administration.
 - Adhering to the Sabetha High School attendance and tardiness policies
 - Not owing any detention time
 - Not suspended from school
 - Not placed on notice by the Principal.
- DEFINITION OF “GOOD STANDING”:
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 - KSHSAA eligibility requiring passing 5 new classes the previous semester.
 - SHS eligibility requiring no more than one failing grade in classes in which you are currently enrolled to be able to participate in extra-curricular activities (athletics, pep sections, clubs, dances).
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 - Not owing any detention time
 - Not suspended from school
 - Not placed on notice by the Principal.



~~2023~~2024-~~2024~~2025

Student Handbook

Mission Statement

It is the mission of Sabetha High School to provide the opportunity and assistance for all students to develop their full potential and become productive members of society.

Vision Statement

All Students will experience success, learn to take responsibility for learning, and develop character.

Belief Statements

We at Sabetha High School believe in:

- maintaining high expectations for all staff and students.
- having a student-centered focus meeting the needs of all learners while incorporating problem solving and critical thinking skills.
- utilizing community resources to support the learning process and prepare students for the future.
- educating the whole child by incorporating social, emotional, and character development into the curriculum.
- data based decision making using a balanced assessment approach with an emphasis on assessment for student learning.

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PHILOSOPHY

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparation provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

School Wide Expectations

Be Positive - Be Respectful - Be a Learner

School Colors

Blue and White

School Mascot

Bluejay

School Song

Joyous and ever loyal,
Let us boost for our Old High,
Let every heart sing, let every voice ring, there's no time to grieve or sigh.
So ever onward-our course pursuing, may defeat ne'er our ardor cool.
But united we will boost for her, our
Old High School.

Sabetha High School

1011 Bluejay Boulevard

Sabetha, Kansas 66534

Phone: (785) 284-2155

Fax: (785) 284-2600

www.usd113.org

Administration

Principal: Mr. Nate Bauman

School Counselor: Mrs. Briana Evans

Activities/Athletic Director: Mr. Kaleb Moeller

Office Personnel

Secretary: Mrs. Lindsay Wittwer

Building Clerk/Accountant: Mrs. Cherie Grimm

Attendance/KSDE/Reporting/At-Risk: Ms. JaChel Atwood

District Administration

Superintendent: Mr. Todd Evans

Director of Student Learning: Mrs. Lisa Suhr

Board of Education

Mr. Phillip Buessing

Mr. Todd Grimes

Mr. Stan Keim

Mrs. Kathy Lippert

Mr. Doug Renyer

Mr. Jim Scoby

Mrs. Leslie Scoby

General Information

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

CRISIS HOTLINE

When necessary, students are encouraged to use the Kansas Highway Patrol Crisis Hotline: 1-877-626-8203. This number is available for students in a crisis situation or who have friends in a crisis situation.

NON-DISCRIMINATION STATEMENT

Unified School District No. 113, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap, in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact the superintendent, (785) 284-2175.

COMPLAINTS AND GRIEVANCES

Any student may file a complaint against any school employee or any school rule and regulation directly to the office. Said complaint must be in writing and if filed against any employee, it must be filed within twenty (20) calendar days following the act or event from which the complaint arose. Said complaint must be specific and in reasonable detail as to what occurred, the parties involved, the location of the incident, the time, and the date. Any complaint not filed within the (20) day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal for consideration about change.

ARRIVAL & DEPARTURE

School hours are from 8:00 a.m. to 3:25 p.m. Doors to the building will open at 7:30 am. Students arriving before 7:45 must remain in the commons area downstairs. A bell rings at 7:45 dismissing students to their classes. No students should be in the building unsupervised at any time.

TRANSPORTATION

The school district will operate a system of buses for the convenience of our students and families. Students should consider it a PRIVILEGE to be transported to and from school at district expense. When provided, students will wear a safety belt.

RULES GOVERNING SCHOOL PUPIL TRANSPORTATION IN KANSAS

Pupils transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported. Whenever a school bus stops at a point where traffic is not controlled by a flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in front of the bus, except that when, because of local laws regulating traffic, passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, also, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely, and shall, if necessary, escort such passengers across the street or highway. The following rules are recommended:

- The driver is in charge of the pupils and the bus pupils must obey the driver promptly and cheerfully. It will be the driver's duty to see that rules are enforced.
- The driver may assign a seat to each student; each student must be provided a seat.
- Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to a bus stop. All pupils must wait for the bus off of

the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.

- Unnecessary conversation with the driver is prohibited. Pupils should not talk loudly or distract the driver's attention. Remember, a student's safety is in the bus driver's hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
- Pupils must not, at any time, extend arms or heads out of bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, pupils must observe directions of the driver. If students cross the road, they should do so in front of the bus after making sure the highway is clear.
- Any damage to a bus is to be reported at once to the driver and to the principal's office.
- DURING STORM SEASON, STUDENTS WHO RIDE A BUS SHOULD BE ADVISED TO LISTEN TO KTNC(1230), WIBW RADIO (580), KNZA FM (103.9) HIAWATHA, OR WIBW TV (CHANNEL 13) FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED. (As to non-safe conditions such as heavy snow or flood.)
- When a safety belt is provided, students will wear one at all times in the vehicle.

ATTENDANCE

The student is expected to be punctual and regular in attendance. The student and parent are charged with the duty of keeping the student's attendance regular. Classroom teachers are responsible for recording accurate attendance each hour of the school day in PowerSchool. The pupil must bring a signed note from the parent stating the reason for absence upon returning to school. Upon returning to school after any absence the pupil must obtain a permit through the office to return to class. It is the responsibility of the student to obtain a student admit slip and to present it to the teacher. Teachers will admit no one without a permit. The pupil, upon securing the permit, should show this admit-make-up slip to the teacher when entering a class. The teacher will assign the make-up work and initial it upon the pupil's completion of the work. Two class days are allowed for the first missed day. An additional day will be allowed for each subsequent missed day. The student then returns all permits to the office.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, planned school activities or family trips will be considered a valid excuse for absence from school. For the first five absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be "unexcused." All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to satisfactorily explain the absence.

An accumulation of unexcused absences for either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, will result in notification of parents and a report to Kansas Department of Children and Families (DCF) or the county attorney as required by law. The following absences may be classified as "noncredit" by the principal: 1. Absences for the first five days for which students have not provided a signed statement (with a valid excuse) from a parent, Guardian or physician. 2. Absences per semester that exceed five unexcused absences. Absences will be determined using combined half days or whole days. A "significant part of a school day" will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. To be readmitted to school after being absent, a student shall present a written note from a parent, guardian, or physician explaining the absence. If there are extenuating circumstances, in the judgment of the principal, a one-day grace period may be allowed

for the student to present the written note. In emergencies, a phone call from a parent or guardian may be accepted. It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up schoolwork lost during an absence. Students wishing to attend Sabetha Middle School or Sabetha Elementary School functions during the school day will need to obtain written permission from a parent. Students will also be required to obtain the signature(s) of teachers of classes that will be missed. Students wishing to attend "away" sporting events will not be considered "excused" if they depart from school prior to the team's departure. In order to leave prior to the team, it must be established that this is part of a family vacation. Students who are to participate in a school-sponsored activity are strongly encouraged to attend school a minimum of the last half of the day of the activity. Students who are determined to be "skipping" school will have to make up the time they are absent in detention. Students who have "skipped" more than 3 days in a semester are subject to Long-Term Suspension. Sabetha High School personnel will attempt to call a parent or guardian in the event a student is absent and notification has not occurred. Students who are 18 years of age, and not subject to compulsory attendance laws, will follow the same guidelines as minor students. In place of referral to the County Attorney, when absences exceed 5 "unexcused" per semester, the student will be subject to short term suspension, long term suspension, or expulsion based upon the determination by the principal of the extremity of the offense(s).

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Prior to reporting to the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

TARDIES

A student is tardy to class when he/she is not in the classroom when the tardy bell rings. Classroom teachers will have the responsibility of monitoring their students' tardies and recording them in PowerSchool. If a student is tardy at the beginning of the school day, he/she must secure a tardy slip from the office. The principal or secretary will declare the tardy as excused or unexcused. If a student is detained by a teacher, and consequently late to his/her next class, he/she should ask that teacher to issue him/her a pass and no record of his tardiness will be made. Students who are late because district buses are running behind do not need an excuse from the office providing they do not take advantage of the situation. Students who have an unexcused tardy or absence may have a reduction in grade that is considered for "participation."

After a student has been tardy twice to a class, that student will serve a **twenty-five-minute detention for each subsequent tardy**. Tardies that are considered excessive (20 or more per semester total) may result in In-school suspension, out-of-school suspension, or Long-Term suspension.

STUDENT DELIVERIES

The office staff will store gifts delivered to the school for students until the end of the day. An effort will be made for student notification of the delivery. Students may obtain delivered items from the office at the end of the school day.

STUDENTS DRIVING/RIDING IN PERSONAL AUTOMOBILES

Whenever possible, U.S.D. #113 will provide transportation to and from school events and practices. There are times, however, when the school is not able to provide transportation. There are also times when students will be allowed to drive their own vehicles to school events with the permission of their parents and the supervising U.S.D. #113 personnel. Students must have approval from administration and complete the required form when this is permitted.

DIRECTORY INFORMATION

Various organizations request "Directory Information" from the school. This information includes students' names, addresses, phone numbers, videos, photos, gender, height, weight, grade level, class composites, etc. Some of the organizations that request this information include, but are not limited to, the armed forces, college recruiters, etc. Students and/or parents not wishing to have "Directory Information" released are to contact the school by the third week of the school year and make this request to the principal in writing. Directory information includes athletic rosters.

LOST AND FOUND

A lost and found service will be provided by the principal's office. If students find anything, they should turn it into the office at once. If a student loses anything, he/she should report it to the office. It is the responsibility of the student to protect himself/herself from theft by taking proper precautions.

VISITORS

Upon approval by administration, students may have visitors attend classes with them. Visitors must not cause a disruption to the educational process, must not be "dating" any SHS student and must be enrolled in a high school. Visitors must be on an officially scheduled break or vacation from their current school.

ACTIVITY FEE

The activity fee applies to each student. This will admit the student to all assemblies and sports events.

DEPOSITING ORGANIZATIONAL FUNDS

All money collected by organizations is to be turned into the office for deposit to the organization's account. Under no circumstances should any money be left in your desk or room overnight. The class or organization's treasurer or sponsor is to be given a receipt of all money credited to the class or organization. Money should be deposited with the high school accountant.

PURCHASES BY ORGANIZATIONS

No student or teacher is to purchase any supplies without first filling out a Purchase Order and presenting it to the principal's office for approval. Students or teachers making purchases without the proper authority will be liable for payment of said purchases. After securing the principal's approval, the Purchase Order is presented to the local merchant from whom the purchase is to be made. An itemized sales ticket must be secured from the merchant. This sales ticket is to be turned in to the office immediately. When the sponsor is not available to approve organizational purchases, the principal may act on the sponsor's behalf.

HEALTHY SNACKS & WATER MACHINES

These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in approved containers only.

LOCKERS

Each student will be assigned a locker at the beginning of the school year. Lockers are to be kept clean. Decorations placed on lockers will be subject to approval by the administration. The school and students

have joint locker control. There is to be no expectation of privacy by students – searches may occur. In the event that a single locker is inadequate, students may request an additional locker to be issued.

EXPECTATION OF PRIVACY

There will be no expectation of privacy for student lockers, backpacks, nor for vehicles parked on school property.

Curriculum /Graduation Requirements

ADMISSION

Students will be admitted to ninth grade upon presentation of graduation evidence from an accredited junior high or middle school. Students are admitted to advanced standing upon transferring from other schools upon receipt of an official transcript from the previous school. The advanced standing is determined after evaluation of the transcript. When the official transcript is not available at the time of enrollment, students may provisionally be admitted to advanced standing pending the receipt and evaluation of the official transcript. Students will also be required to pay enrollment fees or to make arrangements for these fees to be waived.

RECORDS

Permanent, cumulative records are kept for each student. Various types of standardized tests are given throughout a student's school years and scores from these tests are included in these as in permanent records.

ASSESSMENTS

Students are expected to put forth their best effort on all assessments administered through the school (this includes all classroom, state, or national assessments as well as any online assessments). Students will be required to take Kansas State Assessments. In addition, the Kansas Legislature, provides one free ACT assessment and one free WorkKeys suite of assessments to all public high school juniors. Students are encouraged to take both assessments.

Students who are classified as at "at-risk" on any building or state assessment may be required to take additional content courses. The intent of this additional course work is preventive. It may be possible for students to work to achieve a high enough level to opt out of the course at semester.

GRADUATION REQUIREMENTS (CLASS OF ~~2024-2025~~-CLASS OF 2027)

In order to be graduated from Unified School District 113, the following requirements must be met:

- **Four Units of Language Arts**
- **Three units of History/Government including World History, American History, and American Government**
- **One Unit of Physical Education including the concepts of health and human sexuality**
- **Three Units of Science, including physical, biological, and earth & space concepts. Biology and Physical Science or Chemistry are required**
- **Three units of Mathematics including algebraic and geometric concepts**
- **One unit of Consumer & Personal Finance**
- **One unit of Fine Arts (Vocal or Instrumental Music, Art, Forensics, Drama).**
- **In addition to the sixteen required units of credit listed above, each student must complete, with a grade of "D-" or better, a minimum of nine additional credits of the student's choosing to fulfill the requirements for graduation.**
- **Total of 25 credits**

Units of credit that count toward graduation requirements are those units completed during the Freshmen or Ninth Grade and subsequent years, this includes driver's education. (Students transferring into a building, regardless of the previous school's schedule, will follow graduation requirements of the new U.S.D. 113 School. If a building changes schedules during a student's enrollment, the graduation requirements that are the least restrictive will be applied.)

GRADUATION REQUIREMENTS (CLASS OF 2028 and beyond)

In order to be graduated from Unified School District 113, the following requirements must be met:

- **Four Units of Language Arts** (including either Public Speaking or Applied English & Communications)
- **Three Units of Science, including physical, biological, and earth & space concepts. Biology and Physical Science or Chemistry are required**
- **Three units of Mathematics including algebraic and geometric concepts**
- **One unit of STEM electives (could include advanced math, advanced science, advanced CTE, advanced technology)**
- **Three units of ~~History/Government~~ Social Science including World History, American History, and American Government**
- **One Unit of Physical Education & Health including the concepts of health and human sexuality**
- ~~Three Units of Science, including physical, biological, and earth & space concepts. Biology and Physical Science or Chemistry are required~~
- ~~Three units of Mathematics including algebraic and geometric concepts~~
- **One unit of ~~Consumer & Personal Finance~~ Financial Literacy**
- **One unit of Fine Arts (Vocal or Instrumental Music, Art, Forensics, Drama).**
- **In addition to the ~~sixteen-seventeen~~ required units of credit listed above, each student must complete, with a grade of “D-” or better, a minimum of nine-eight additional credits of ~~the~~ employability & life skills electives based upon the student’s choosing Individual Plan of Study to fulfill the requirements for graduation.**
- **Students will be required to complete a minimum of two Post Secondary Assets to fulfill the requirements of graduation. Post Secondary Assets can be earned through attendance, involvement in activities, workplace experience, assessment performance, community service or other similar activities that will help prepare students for postsecondary success.**
- **Total of 25 credits**

Units of credit that count toward graduation requirements are those units completed during the Freshmen or Ninth Grade and subsequent years, this includes driver’s education. (Students transferring into a building, regardless of the previous school’s schedule, will follow graduation requirements of the new U.S.D. 113 School. If a building changes schedules during a student’s enrollment, the graduation requirements that are the least restrictive will be applied.)

GRADE LEVEL CLASSIFICATION

~~In August of each year, students will be classified as grade level 9-12 based on having earned the following minimum number of credits~~ Below are the minimum number of credits students are recommended to have completed at the end of the year to be on track to graduation in a timely manner:

| | |
|----------|-----------------------------------|
| Grade 9 | 0-5 Credits |
| Grade 10 | 5-10 Credits |
| Grade 11 | 10-17 Credits |
| Grade 12 | 17-25 Credits and Over |

~~Students will not be allowed to change grade levels during the school year without administrative approval.~~

UNIT OF CREDIT

One credit is granted for satisfactory completion of any approved subject for thirty-eight weeks (two semesters). One-half unit is granted for satisfactory completion of a course taught for nineteen weeks (one semester). One unit of credit is given for all courses except as designated otherwise.

GRADING SYSTEM

Grades are computed on a cumulative grading system throughout each semester of high school. The nine-week grade is a mid-term report and will continue to accumulate from the first nine weeks of the semester to the end of the semester. Grades start new at the beginning of each semester. (For students who have just completed their freshman – or above – year of school, Driver’s Education is considered to be a high school class and counts as an elective toward graduation.) Students who have just completed their 8th-grade year will have Driver’s Education count as a middle school course. SHS uses a 4-point scale to award grades (except in the determination of class rank and the awarding of Valedictorian/Salutatorian).

Example:

| | | |
|--------------|---|-----|
| 100-90 | A | 4.0 |
| 89-80 | B | 3.0 |
| 79-70 | C | 2.0 |
| 69-60 | D | 1.0 |
| 59 and below | F | 0.0 |

INCOMPLETE GRADES

If an incomplete grade is issued, a student will have a maximum of two weeks to complete the work following the end of the semester. Exceptions may be necessary and will be at the discretion of the administration.

CLASS RANK & VALEDICTORIAN / SALUTATORIAN

CLASS OF 20242025-CLASS OF 2026 - Valedictorian and Salutatorian will be selected annually from the graduating seniors. Valedictorian and Salutatorian are titles given to students who academically complete the high school years with the highest Grade Point Averages/most rank points. Selection will be based on the completion of eight complete semesters of high school. If a tie exists, students will be co-valedictorian or co-salutatorian. The following twelve-point scale will be used to determine class rank and the awarding of Valedictorian/Salutatorian:

| Points | | Grade Point Average |
|--------|----|---------------------|
| 12 | A+ | 97-100 |
| 11 | A | 93-96 |
| 10 | A- | 90-92 |
| 9 | B+ | 87-89 |
| 8 | B | 83-86 |
| 7 | B- | 80-82 |
| 6 | C+ | 77-79 |
| 5 | C | 73-76 |
| 4 | C- | 70-72 |
| 3 | D+ | 67-69 |
| 2 | D | 63-66 |

| | | |
|---|----|-------|
| 1 | D- | 60-62 |
| 0 | F | 0-59 |

CLASS OF 2027 AND BEYOND - Students who academically complete their high school careers may be recognized at graduation with distinctions of Summa Cum Laude or Magna Cum Laude. These distinctions will be solely based upon the student’s cumulative grade point average at the completion of eight semesters of high school. The above table will still be used to determine class rank. The following table will be used to determine these distinctions.

| Distinction | Grade Point Average |
|--------------------|----------------------------|
| Summa Cum Laude | 4.0 |
| Magna Cum Laude | 3.70-3.99 |

HONOR ROLL

The semester honor roll will be published in the Sabetha Herald. Grades are reported to families regularly through PowerSchool and progress reports and officially, at semester with the distribution of report cards. All subject grades will be used in computing honor roll. Two honor rolls will be computed. The Superior honor roll will represent all "A" grades and the Bluejay honor roll will represent all grades computing to 3.5 or above. A full schedule of approved classes through SHS must be carried to be eligible for either honor roll. Students who will be recognized for academic achievement at Academic Programs will have a 3.5 GPA. Seniors recognized as receiving the President’s Award for Educational Excellence will have received a minimum of 25 composite score on the ACT (latest test date: February of senior year) and will have at least a 3.5 cumulative GPA. Seniors who have a 3.7 cumulative GPA will be classified as “Graduating with Academic Honors” **at graduation.**

SPECIAL STUDENTS

Students who have attained the age of 16 years may apply to the Principal's office to be recognized as a "special student." After considering the circumstances and after being approved by the parent or guardian and the Superintendent, the student may attend classes of his/her choice at the U.S.D. 113 school so long as the credits earned are accumulating toward the high school diploma. The student shall participate in no student activities and will receive no student privileges; however, during the hours that the student is in school, the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials. Regular attendance at school during the enrolled classes will be required. Students will have two opportunities during the school year to have applications submitted and to begin "special student" status. The first will occur on the first day of the month of October. The second will begin with the first day of the second semester of the school calendar year. Students who are "Special Students" will not be eligible for Valedictorian/Salutatorian honors.

GRADUATION

Students are eligible for graduation upon the completion of twenty-five (25) units of credit, 16 (class of 2025-2027 – 17 for class of 2028 and beyond) credits of which are from required courses. Students are required to attend at least eight semesters of school before graduation unless, due to emergency or unusual circumstances, the requirement is waived. The permission to waive the eight-semester requirement must be secured from the superintendent and the principal of the school. In order to participate in graduation exercises, students must have completed all graduation requirements as approved by the Board of Education and the administration and be in good standing which includes completing the checkout form and all obligations. Students will be given specific instructions regarding the graduation ceremony prior to graduation. A dress code will be required.

Participation in the graduation ceremony is considered a privilege and may be revoked for disciplinary purposes; including, but not limited to failure to abide by graduation guidelines such as dress code, conduct, etc. Recognition items worn at graduation will be determined by the Principal.

EARLY GRADUATION

Students who have met the graduation requirements at the end of 7 semesters of coursework may apply for "early graduation." Students may still participate at prom and are encouraged to participate in commencement exercises if they qualify for "early graduation." Students who graduate early will not be eligible for Valedictorian/Salutatorian honors.

SUMMER SCHOOL

Eligibility- Students must have attended a USD 113 High School during both semesters of the previous school year. Students who have not passed one semester of a core or required course. Students who need .5 credits to graduate Students must have the appropriate paperwork on file at Sabetha High School by the established deadline.

Cost- Families of students choosing to take a course will pay the district the established amount to help defray the cost. This amount is refundable upon successful completion of all courses attempted. It will be non-refundable if a student is asked to discontinue the program because of attendance or disciplinary issues.

Guidelines- Students must use technology at SHS and meet at the designated times for coursework.

Student attendance- Students are to be in attendance unless there is an emergency. Exceptions may be made if there is a delay caused outside of the student's control. Students not completing the course in the allotted time will not be allowed additional time. Students completing the coursework to the satisfaction of the teacher will not be required to attend any additional days.

Discipline- Disciplinary problems will most likely result in the student losing the opportunity to earn credits. Students are to use the school's technology only for coursework.

DRIVERS' EDUCATION

Drivers' education class will be offered as a service to the students enrolled in grades 8-12 and families of our district if qualified instructors are available. **This is not a required class**, but it is an elective and will appear on the transcript.

Enrollment- The following guidelines will be used to determine eligibility:

- Students must be 14 by the first day of the Drivers' Education class and entering 9th grade in the fall.
- Students must live in USD 113 or attend our schools (or be pre-registered to attend).

Grades/Transcript/Credit

- As this is a class, the grade will appear on the student's transcript. Students who have already completed grade 9 will receive .5 credit for successfully passing the class. Although students who are entering 9th grade may take the class, no credit is earned, although the grade will still appear on the transcript.
- Any student wishing to withdraw from the class (and not have the class or a grade listed on the transcript) must do so by the assigned deadline.

TEACHER AIDE

Students wishing to be a "Teacher Aide" must meet the following requirements:

Be classified as a Junior or Senior. Not be, nor have been, in violation of Compulsory Attendance Laws. Have a Cumulative GPA of 3.0. Complete all appropriate paperwork. Grading will be on a Pass/Fail basis. The grade earned will not influence a student's grade point average unless a failing grade is earned. Students are not allowed to aid for an immediate family member.

SCHEDULING CLASSES/CHANGES TO SCHEDULES

It is nearly impossible to accommodate all requests because of the diverse nature of student desires. Seniors will be given priority, then juniors, sophomores, and freshmen. Once a general schedule is developed, a policy of "first come, first served" will be implemented with the remaining seats per class. Students will accomplish this by going through the appropriate drop/add procedures. All semester 1 schedule changes should be completed by the end of the fourth school day of the semester; all semester 2 schedule changes should be completed within the designated days at the end of Semester 1. Students wishing to change classes should meet with the counselor to determine appropriate placement. Paperwork may then be obtained. Permission for the change must be given by the teacher of the new class to be taken, as well as a parent/guardian and the administration.

WITHDRAWAL FROM SCHOOL

It is required for any student who plans to withdraw from school to report his/her intentions to the office. It is important that the student's record may be marked to that effect and all properties belonging to the school be checked in. Plans can also be made to send transcripts. Students who are "dropping out" must comply with state law regarding compulsory attendance.

Expectations & Policies

BULLYING

USD 113 board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members, students, and appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

“Bullying” means:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student’s or staff member’s property;
- iii. Placing a student or staff member in reasonable fear or harm to the student or staff member;
- iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property

(B) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites

(C) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(D) activities that occur off-campus but cause a substantial disruption in school will be subject to school discipline.

RACIAL HARASSMENT

Sabetha High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of race, color, or national origin. Racial harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which: Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school, is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities, or programs of the school. Racial harassment may result from verbal or physical conduct or written or graphic material.

Sabetha High School encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of racial

harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subject to racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined previously. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence.

Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement, or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the individual's status or grades.

Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

SEXUAL HARASSMENT

Sabetha High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

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

Sabetha High School encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. -Any student who believes that he or she has been subject to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined previously. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence.

Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement, or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited.

Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

HAZING

Hazing (persecuting or harassing with humiliating tasks, words, or actions) of any kind will result in disciplinary action. Hazing will not be a part of any school function, organization, or activity.

LEAVING THE GROUNDS

When it becomes necessary for a student to leave the school premises, it will be required that he/she report to the office. In case of sickness, the student must obtain permission by phone to leave. The parent or guardian must make acknowledgment of the call with the principal, assistant principal, office secretary, or counselor who will sign the permit for permission to leave. Students leaving the school without permission will be subject to disciplinary action (see discipline code). Students who do not report to class, but are still on the premises, will be subject to the same consequences as those who are away without leave.

ALCOHOL/DRUG/TOBACCO/VAPING POLICY

Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, vape, or any nicotine delivery systems, drug, including, but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids or paraphernalia will be subject to disciplinary action. Drug dogs may be

used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.

1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

SCHOOL SOCIAL EVENTS

All school dances and other social events shall be held on school premises, using school facilities. The date for holding the function MUST be entered on the school calendar a minimum of two weeks before the school function. Exceptions that may be made must be made from the principal's office. Students may bring approved guests to dances. Guests must be at least a freshman and may not be over the age of 20 unless prior approval is received due to special circumstances. Students must submit a completed guest form to the office on Thursday prior to the scheduled dance. Identification will be required of all guests attending the dance. The student signing up the out of school guest is responsible for the behavior of the guest. Upon arrival, students and guests must remain at the function. Students will not be permitted to leave the function (building doors) and return. Only students categorized as in "Good Standing" will be allowed to participate (this includes, but is not limited to prom, homecoming, etc.). Students not meeting the minimum academic requirement outlined in the eligibility policy (passing 5 classes the previous semester) will not be allowed to attend social functions, unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event. Because of the rush of activities leading up to the end of school, no class or organizational function will be permitted after a predetermined date set by the office.

Breathalyzer:

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entry point for the dance or activity so the breathalyzer test may be administered. If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10-minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student, or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

PUBLIC DISPLAYS OF AFFECTION

Intimate contact and other public displays of affection (hugging, embraces and/or kissing) are inappropriate for a workplace and disrupt the educational environment. Holding hands at the side is permissible. Students are to refrain from public displays of affection on school grounds including the school building, parking lot, and athletic/extracurricular events. Repeated violations will be considered defiance and students will be subject to disciplinary action.

ANIMALS IN SCHOOL (Refer to Board Policy ING and ING-R)

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school buses. The rule also lists responsibilities of teachers regarding animals and students coming into contact with animals in school.

BACKPACKS/BAGS

Students will only be allowed to have backpacks as they enter and exit the building. Backpacks will be stored in lockers and will not be allowed in classrooms, hallways, on top of lockers, the gym, etc. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers are at liberty to ban all bags from classrooms. Bags that are considered to be used in place of a backpack are also not allowed in classrooms. Backpacks are not recognized by the school as personal possessions but are defined as an item used to transport, or store, school-owned materials. There is to be no expectation of privacy by students – searches may occur.

ACADEMIC DISHONESTY

Cheating in any form is strongly discouraged at Sabetha High School. Any cheating will be dealt with in a severe manner. An immediate zero will be given for an assignment or test where a student is caught cheating. The Teacher's testimony will be adequate proof to subject a student to the consequences of cheating. Disciplinary action may also be taken. Plagiarism (to steal or present as one's own - the ideas, words, or work of another) is considered cheating.

Artificial Intelligence Use - The use of AI technologies for academic dishonesty, such as plagiarism or unauthorized assistance, is strictly prohibited in the classroom. Students are expected to uphold academic integrity by utilizing AI tools responsibly and ethically, seeking appropriate permissions and adhering to academic guidelines.

CLASSROOM ATMOSPHERE

An atmosphere and attitude of purposeful educational activity is to prevail in classrooms at all times. Students are to take their respective seats as soon as they enter the classroom and are to be quiet. Students are not to sit on desks. Students may check out of the classroom only by asking the supervisor for permission to do so. The supervisor may let a student check out for the library, office or any other legitimate reason. Students will be released to see other instructors only upon presentation of a pass from and signed by that teacher. Students who are tardy the first period of the day will need to report to the office and obtain an admit slip.

GYMNASIUM

Posters, banners, etc. are not to be stapled, taped, or otherwise attached to the walls of either gym or commons areas without specific permission obtained from the administration.

HALLWAY

Any student, who is out in the hall for any reason whatsoever, must carry a properly authorized pass or have reason for being in the hall. Those who ignore this policy will be subject to disciplinary action.

PARKING LOT PROCEDURE

A parking lot is available for students' convenience to the south of the senior high complex. Vehicles are not to be parked in the spaces that are marked reserved and should be parked in the angle spaces so as not to block the flow of traffic. No student is to park in the north parking lot. This is a loading and unloading area for projects and supplies. No student is to park in the teacher zone, the first three rows just directly south and east of the school. These few parking spaces are reserved for staff and visitors only. Students

parking in the area designated as “Teacher Parking” will be asked to move their vehicle. Repeat offenders will be subject to disciplinary action.

STUDENT DRIVEN VEHICLES

All traffic regulations set forth by the state, county, city, and school district will be observed. No student will be allowed to drive any vehicle at any time during the school hours without permission from the principal's office. No student will be allowed to ride with anyone other than parents during the school day unless permission has been secured in advance from school authorities. The parking lot is marked with yellow lines to designate parking areas. Students will be expected to park within the confines of these lines (exception: when the lines are covered with snow and are not visible). Students who consistently ignore or violate parking lines, or other parking procedures, may be denied the privilege of driving and/or parking on the school grounds. Students who drive recklessly or carelessly on the school grounds may have their keys confiscated on the spot by a faculty member and lose driving and parking privileges on the school grounds. Vehicles should not be left overnight in the school parking lot. This provides an opportunity for vandalism and those who choose to leave their vehicles overnight must assume the responsibility for vandalism if it should occur. No student will be allowed to go to the parking lot during school hours unless he/she is a special student. It is expected that students driving in the parking lot will observe the safety of pedestrians and remember that pedestrians have the right of way. Violation of the above rules or other rules will result in the loss of parking privileges and cause the individuals to come under school disciplinary action as well as be subject to local law enforcement officers.

LUNCH/BREAKFAST PROCEDURES

Students may eat at the high school only. Serving for breakfast will end at the 7:55 bell. Breakfast and Lunch are to be eaten in the Commons Area. The lunch hour is closed, and students are not allowed to leave the building, to eat lunch elsewhere, or to have food (other than a traditional sack lunch) brought in to them. Lunch cards are provided through the office. However, a student may obtain a meal by purchasing a single lunch. Students are allowed to use their phones appropriately during the lunch period, but may not take their phones to the restroom under any circumstances. Students may not use the restroom without permission from the lunch supervisor.

- **BEFORE LUNCH:** Students should walk in an orderly manner to the lunchroom. Places in the lunch line or lunchroom cannot be reserved for a student by other students.
- **DURING LUNCH:** Since the lunch period is a time for relaxation, everyone should keep his/her voice down. If a student does not like the lunches, he/she should bring his own sack lunch. No food shall be brought in for lunch by students, parents, or anyone except for regular "sack" lunches. Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA’s standards, will not be allowed in the elementary, middle, or high school cafeterias during meal time. This includes but is not limited to fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in their original packaging as described above.
- **AFTER LUNCH:** Students should return trays in an appropriate manner. Garbage should be placed in the receptacles available. After completing lunch, students should attend to other matters such as getting a drink, stretching, and then return to their chairs and the tables to be seated or other designated areas. Loitering in the restroom, halls, or stairs after lunch will not be permitted. Students should not return to their classroom and are not allowed upstairs until the bell rings. Students should return as a group in a quiet, orderly manner. Other classes are in session and should be given proper consideration. Students are not allowed in the gym after eating lunch except on special occasions.

Since monetary change is always available in the office, students and faculty should have the correct change to purchase extra milk or single lunches. The school is under no obligation to make change for students in the lunch line ~~or to allow students to eat if they do not have a lunch ticket or proper change to purchase a single meal.~~

Students who abuse lunchroom rules will be subject to disciplinary action. Students are not allowed to overcharge in excess of the amount equal to 5 lunches and students will not be allowed to charge for A La Carte. Students are allowed to leave only with special permission obtained from the administration. This includes, but is not limited to, when permission is given by parents to eat elsewhere with adults.

ACCOUNT CHARGES

Total charges to each student account will be limited to the cost of 5 days of meals. Charges will only be allowed for full Main Menu meals. The charging of A La Carte items will not be allowed under any circumstances. A reminder is given to the student when their account is \$5.30 at the elementary level and \$5.70 at the middle and high school level. A notice will be sent to the parents/guardian when the account reaches \$0.00. In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.

NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required (i.e. PB&J, Cheese Sandwich, Fruit & milk).

LOANING, EXCHANGING, BORROWING OR MISUSED MEAL TICKETS

In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines. To prevent the possible reuse or misuse of meal tickets it is the responsibility of the secretary to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of the secretary to ensure that only the individual that has been issued the ticket actually used the ticket.

REFUNDS

Refunds are only to be given if a student is leaving the school district or at the end of the school year.

SCHOOL TRIPS

Students should plan in advance of their absence when they are aware that they will be missing schoolwork. They should confer with each teacher relative to their absences. However, realizing that it is impossible to make up some school work in advance, the student should realize that this requires extra effort on the part of the teacher and should cooperate with the teacher in advance planning as much as possible. Students who miss school from sickness will be allowed two days to make up the work for each day of sickness. Where students make no effort to make up work, they will be given a failing grade for the work they have missed.

SCHOOL TRIPS - TRANSPORTATION

It is the policy of the School District to designate and assign transportation for all students who participate in school activities away from home. When provided, students will wear a safety belt. When buses or other school vehicles are used, any student who participates in the activity will ride an assigned bus or school vehicle and will return home on that bus or school vehicle. If the bus fails to return, substitute transportation will be provided and assigned. When cars other than school vehicles are used, the car or vehicle shall be owned and driven by an adult. Such car shall also have no less than legal minimum liability insurance. The above regulations will be observed with the following exceptions:

A. In case of emergency the superintendent or principal may set aside the above rules when he feels that it is necessary.

B. When an administrator is not available, the sponsoring staff member may set aside the rules when he/she feels that it is necessary, provided the parent or guardian makes a written request to pick up the student.

C. In no case shall a student be released to anyone except a parent or guardian.

D. In cases of extreme necessity, a parent or guardian may address a formal letter to the superintendent or principal well in advance (48 hours) of the trip requesting that the student be released to a well-identified adult. No release will be made until a written reply from the superintendent or principal has been filed and copies given to the sponsor. Any "senior trip" will be made after the closing of school, and the group will be responsible for furnishing its own sponsors and transportation and will not be considered an event sponsored by the school.

Discipline

STUDENT DISCIPLINE

The penalty for improper conduct may vary from minor reprimand to the most severe penalty of being expelled from school. Students attending school-related events outside of the regular school day will be subject to the same disciplinary action as the regular school day. Students may be suspended from participating in extracurricular activities. Student officers should be an example for other students to follow. A detention period may be assigned from 3:25 to 4:15 p.m. or from 7:05 a.m. to 7:55 a.m. Students are expected to attend when this has been assigned. One-day notices may be observed for bus riders or some other instances. Law enforcement may be contacted for conduct that is in violation of the law.

CODE OF STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place. So that Sabetha High School can maintain the best learning environment possible, the administration and faculty have expectations of the students. These expectations are:

1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and to class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

INAPPROPRIATE LANGUAGE/GESTURES

Inappropriate language and/or **gestures/gesturing**, has no place in or around an educational institution, or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage will result in suspension.

FIGHTING AND PHYSICAL AGGRESSION

Fighting or physical aggression is considered to be a type of conduct, which substantially disrupts, impedes or interferes with the operation of school and impinges upon or invades the rights of others. This type of behavior will not be tolerated. Students caught in violation of this policy will be subject to suspension and/or expulsion.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this policy.

VANDALISM

Damage or destruction of school property

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Damage or destruction of private property

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

STUDENTS AND PARENTS ARE REMINDED THAT THE STATE LAW PROVIDES FOR EXPULSION OF STUDENTS FROM SCHOOL.

The following is quoted from Article 89, Section 72-8901, Kansas Statutes. Grounds for suspension or expulsion: who may suspend or expel, or by regulation authorize any certified employees to suspend or expel, any pupil or student guilty of any of the following: a) Willful violation of any published regulation for student conduct adopted or approved by the board of education; (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school; (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity; (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult; (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others. Students who are considered to be “excessive” in violation of attendance or tardy policies may face long-term suspension or expulsion. (This is a guideline. The administration may take into consideration situational factors for each offense.) The excessive compilation of discipline code violations of the may be used to determine a long-term suspension or expulsion.

STUDENT DRESS

Personal Appearance

The basic responsibility for the student’s appearance remains with the student and parents. Dress for both boys and girls is expected to be clean, neat, modest, and conform to standards of appropriateness. Any clothing that is revealing, suggestive, or distracts from the learning environment is inappropriate. The school board delegates the building principals and administrators the authority to correct a situation which may be interfering with the learning process. Students identified as wearing inappropriate clothing, will be required to change to appropriate dress. Discipline procedures may be incorporated if the students fail to comply with the request to change to appropriate clothing as per building discipline policies.

The following standards are in place at Sabetha High School:

- Shirts: students may not wear see-through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts (shirts/dresses should not expose cleavage), shirts with spaghetti or narrow straps, shirts with large, gaping armholes, shirts which expose any part of the midsection, shirts promoting alcohol, tobacco, or sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- Pants: Saggy pants that expose boxers or briefs cannot be worn. Pants, jeans, and shorts with excessive holes or holes which expose undergarments are not allowed. Low-cut jeans which are below the waistline and expose the mid-section cannot be worn.
- Shorts, Skirts, and Dresses: The length is expected to be in good taste (mid-thigh length is recommended for shorts.)

- Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours unless otherwise approved by administration. Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments and pajamas: Pajamas or boxer shorts worn as outerwear are not allowed unless otherwise approved by administration. Undergarments (bra straps, underwear, etc.) should not be visible at any time.

If there is a dress code violation, the student will be asked to change to an appropriate look. This request will include turning a shirt inside out, changing to a T-shirt, wearing a jacket over a shirt, changing to a pair of appropriate shorts, removing a hat, chain or collar, etc. If the student in question fails to comply with the request, they may be subject to disciplinary action.

The administration and/or his/her designee is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration on dress, please check with the administration at least two days in advance. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing.

CELL PHONES/ELECTRONIC DEVICES

Any non-school issued or personal electronic device (i.e. cell phones, headphones, air pods, iPods, etc.) use by students during school is prohibited. Electronic devices may be used before school, during passing periods, and during lunch. If a student brings an electronic device to school, that device must not be seen or heard except before school, during passing periods, and during lunch. Cell phones or cameras are not permitted in locker rooms, bathrooms, or other places where the potential for exploitation exists.

Electronic devices are only permitted in the classroom at the discretion of the teacher, on a “special occasion” basis, not as a general rule. Student use of the electronic device is permissible only as specifically instructed by the teacher.

Consequences for electronic devices violations are subject to the following disciplinary action:

1. First offense – phone is taken away for the remainder of the day and returned to the student after school, student is issued a detention
2. Second offense – phone is taken away, parents are contacted, parents pick up item after school, student is issued detention, student checks phone into the office for one week
3. Third offense or subsequent offense(s) – phone is taken away and returned to the parent, student is issued detention, student checks phone into the office for the remainder of the semester. Repeated offenses after the third offense shall warrant **a** conferences with parents to resolve problem.

Students, who become habitual offenders, as determined by the Principal, will be subject to suspension. In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day. Students are not to be excused from classes or activities to make or receive telephone calls. Messages will be taken in the office and delivered to students before or after classes.

USE OF SCHOOL TECHNOLOGY

Students wishing to use school technology will provide the school with a signed consent form (student & parent) stating an understanding of appropriate use. Students choosing not to follow the guidelines provided will be subject to disciplinary action. Internet Safety Policy Compliant with the Children's Internet Protection Act, U.S.D. 113 has an Internet filter. The purpose of this software is to block or filter access to visual depictions that are A. Obscene, B. Pornographic, or C. Harmful to minors. The district will be monitoring the online activities of minors. Students who attempt to access a site and are denied access with a message from the filtering software are to contact their teacher immediately to explain the situation. Students not complying will be subject to disciplinary action. If students and/or parents are aware of inappropriate sites, they are to contact the high school principal with this information. Use of District Computers/Privacy Rights Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes supervised by a teacher. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Unified School District 113 – Sabetha Consequences of Violation of Technology Policies.

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services. Use of the computers for programs, software, email, and to access telecommunications resources is a privilege, not a right.

Violations of the policies and procedures of USD 113 concerning use of computers and networks will result in disciplinary action and legal prosecution when applicable. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation. Examples of possible violations: Deliberately accessing a pornographic site/material. Altering any system software or another's personal work, either locally or remotely. Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Allowing anyone to use an account other than the account holder.

- Level 1: Violation: Student would lose computer privileges/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.
- Level 2: Pattern of abuse, repeated abuse or flagrant violations: Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.
- Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by the state of the school year or school years.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive devices, or any facsimile of such a device.

SURVEILLANCE CAMERAS

USD 113 and Sabetha High School utilize surveillance cameras in an effort to protect our students and the learning environment. The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. Both audio and video may be captured through district surveillance cameras.

| Infractions of SHS Student Code of Conduct | Warning | 30 minute detention | Double time | 1-3 Days ISS | 3-5 Days ISS | OSS | LTS | Expulsion |
|---|--------------------------------------|----------------------------|-------------------------------|--|---------------------|------------|------------|------------------|
| Cell Phone/Electronic Device Misuse | | 1 | 2 (loss of device for 1 week) | 3 (loss of device for remainder of semester) | | | | |
| Public Display of Affection | 1 | 2 | 3 | | | | | |
| Tardies | 1-2 | 3+ | | | | | | |
| Unruly Conduct That Disrupts School | Determined by principal | | | | | | | |
| Cheating/Academic Dishonesty | | | 1 | 2 | 3 | | | |
| Obscene or profane language | | 1 | 2 | 3 | | | | |
| Unexcused absence | Make up time & follow truancy policy | | | | | | | |
| Dress code | Determined by principal | | | | | | | |
| Insubordination | | | 1 | 2 | 3 | | | |
| Forgery | | | 1 | 2 | 3 | | | |
| Missed Detention | | | 1 | 2 | 3 | | | |
| Leaving without permission | | | | 1 | 2 | 3 | | |
| Intimidation, threats to students, staff, Harassment | | | | 1 | 2 | 3 | | |
| Fighting | | | | 1 | 2 | 3 | | |
| Stealing | | | | | 1 | 2 | 3 | |
| Vandalism | | | | | 1 | 2 | 3 | |
| Possession,use,under the influence, peddling of tobacco, alcohol,controlled substances. | | | | | | 1 | 2 | 3 |
| Fireworks, bombs, fire alarms, false alarms | | | | | | | 1 | 2 |
| Weapons, possession or use of | | | | | | | | 1 |
| Other acts deemed inappropriate | Determined by principal | | | | | | | |

| | Bathroom & Locker Room | Bus | Cafeteria | Classroom & Instructional Areas | Events | Hallway & Common Areas | Parking Lot |
|---------------|---|---|---|--|--|---|--|
| Be Positive | Use only when needed. Use appropriate language. | Be on time. Be polite and friendly to bus driver and passengers. | Greet cafeteria workers. Say please and thank you. Patiently wait in line. | Encourage others. Participate positively. Be supportive in group work. | Act courteously to everyone including guests. Follow KSHSAA sportsmanship expectations. Represent your school in a positive manner at home and away. | Greet others in a positive manner. Use appropriate language and voice level. Engage in positive conversations & share words of encouragement. | Offer assistance when needed. Greet other drivers and pedestrians. Pick up and place trash in appropriate receptacles. |
| Be Respectful | Keep clean and free of graffiti. Flush toilet and wash hands. Respect the privacy of others. Technology is not permitted. Use supplies appropriately. | Respect others' belongings and space. Help keep the bus clean. Use appropriate language and volume. | Talk quietly and use appropriate language and table manners. Respect others' space. Follow directions of lunch supervisors. Remain in designated cafeteria area. | Respect others' space and property. Use appropriate language and voice level. Take care of materials and equipment. Follow teachers' instructions and school wide expectations | Respect others space and property. Be a good digital citizen. Keep your area clean of trash. | Walk quietly. Respect others' space and property. Keep hallways and common areas clean. Used assigned locker for personal items. Keep flow of traffic moving. Follow PDA expectations. | Park in designated student parking area. Park completely /fully in space. Drive cautiously and appropriately for weather conditions. Respect others' space and property. |
| Be a Learner | Choose appropriate time to use the restroom. Return to class quickly and quietly. | Follow bus driver's instructions and bus rules. Remain seated. Collect belongings before getting off. | Make healthy choices by following the wellness policy. Bring lunch card. Try new foods. | Be on time. Come prepared. Complete all assignments on time with honesty and integrity. Actively participate in the learning activity. Apply your best effort daily to achieve academic success. | Follow directions (appropriate dress) Represent your school in a positive manner. Actively participate. | Keep locker area neat and organized. Be aware of time and utilize effectively. Treat hallway as a part of the learning environment. | Be aware of pedestrians and vehicles. Report problems or incidents to office. Bring all materials from car before school |

Athletic/Activity Eligibility

ACTIVITIES PROGRAM (ORGANIZATIONS & SPORTS INCLUDING DRUG & ALCOHOL POLICIES)

PHILOSOPHY: Extra-curricular activities shall be an essential part of the curriculum within the secondary school. It will provide community exposure, outside exposure, and personal contact with other students. It will develop learning outcomes in the areas of discipline, knowledge of activity, skill dedication, hard work, and a good positive attitude which will contribute to the development of better citizens.

OBJECTIVES:

- To provide an opportunity for students to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance, and vitality.
- To teach a work ethic and sportsmanship.
- To help develop skills that have carry-over value of worthy use of leisure time.
- To create an atmosphere of unity; to foster a school spirit growing out of the school's activities endeavor, a spirit that will make the education process more effective.

ACTIVITIES DRESS CODE (CAMPS - COMPETITION – PRACTICE)

1. Unless issued by the Athletic Department for uniforms, students may wear spandex shorts for CLOSED practices with the approval of the coach.
 - a. A scrimmage is not a closed practice.
2. Boys and Girls will have shirts on at all times, unless in the locker room.
 - a. includes after competitions – football games – wrestling matches, etc. b. Undergarments (i.e. sports bras, boxer shorts) must be covered
3. The dress code as indicated by the student handbook will be followed unless there is an exception granted by the administration, 3 examples include: volleyball shorts, wrestling singlet, and cheerleader skirt: Anything that makes reference to drugs, alcohol, tobacco or related areas are not permitted. Anything that makes reference to sexual activities or profanity is not permitted. Anything that is considered to be "revealing." This includes tank tops, low cut tops, clothing that bares the midriff area, shorts that are too short or too tight. Clothing that is considered an "undergarment" will not be visible.

STUDENT IN GOOD STANDING

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

DEFINITION OF "GOOD STANDING":

- Completing student academic responsibilities including:
 - KSHSAA eligibility requiring passing 5 new classes the previous semester.
 - SHS eligibility requiring no more than one failing grade in classes in which you are currently enrolled to be able to participate in extra-curricular activities (athletics, pep sections, clubs, dances).
 - Grade reports will be run 1 week prior to progress reports being issued. Students with more than one failing grade will be placed on "probation" for 1 week.
 - Should grades not improve during that week, students will be ruled "ineligible" for the week following the issuing of progress reports.
 - Students on "probation" may continue to practice and participate in contests.
 - Students who are ruled "ineligible" may continue to practice, but may not participate in contests
 - Eligibility is re-established when the teacher of the failing class(es) has had time to grade and enter scores and the grade is no longer failing.

- It is the responsibility of the student to provide proof of passing status to administration.
- Adhering to the Sabetha High School attendance and tardiness policies
- Not owing any detention time
- Not suspended from school
- Not placed on notice by the Principal.

GOOD STANDING MEANS:

- ~~Completing student academic responsibilities—including passing 5 classes the previous semester. If you have not passed 5 classes the previous semester, you must be passing all current classes to attending sporting events.~~
- ~~Adhering to the Sabetha High School Code of Student Conduct.~~
- ~~Adhering to the Sabetha High School attendance and tardiness policies.~~
- ~~Not presently serving detention time.~~
- ~~Not suspended from school~~
- ~~Not placed on notice by the Principal.~~

PARTICIPATING IN DUAL SPORTS

Coaches will decide before the beginning of the season if they will allow team members to participate in more than one sport (dual). If both coaches allow dual, the following will apply: A meeting will be held with the AD, parent, athlete, and the coaches of both sports prior to the beginning of the sport season. The meeting discussion will include, but not be limited to, the following items:

- Academic issues and completion of class work and homework.
- Practice Schedules
- The coaches will develop a calendar showing what sport the athlete will be participating in each day.
- Primary sport will be chosen to handle days where both activities are scheduled (Regular Season). On days where regionals and sub-state may conflict, an athlete and coach must decide in advance if they are going to try and participate in both events that day.
- Transportation to practices in each sport if needed.
- Playing time in each sport.
- If a student chooses to dual, prior to that season, they must pick which sport they will use for the Senior Boy/Girl Athlete point system
- Prior to agreeing to participate, the parents and the student-athlete must agree that at any time either coach, AD, or principal determines that the arrangement to participate in dual sports is not desirable, it may be terminated immediately.

At the conclusion of the meeting, the parent, student, and coaches should understand the parameters under which the student will be allowed to participate in two sports.

EXPECTATIONS FOR BEHAVIOR AT ATHLETIC CONTESTS:

- Be courteous to all—participants, coaches, officials, staff and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Exercise self-control that reflects positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- Sit in the section reserved for students or sit with your parents.
- Stay in the stadium or high school building during activities. If the Principal or designated staff member determines that any student is not being seated or watching the event, is creating a distraction at the event, or is creating a disruption of the event, that student may be asked to leave. Based upon the severity of the disruption, the Principal shall have the option of refusing admission at future events. Any student, which the Principal determines has left the event without good reason, can be refused re-admittance.
- Students are not allowed to bring in beverages from outside the building.
- Only students categorized as in "Good Standing" will be allowed to attend (this includes, but is not limited to athletics, plays, musicals, concerts, etc.). Students not meeting the minimal academic requirement outlined in the eligibility policy (passing 5 classes the previous semester) will not be allowed to attend activity functions unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event.

YOU ARE ELIGIBLE IF:

- You are a bona fide undergraduate student in good standing.
- Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or the school.
- You are not 19 years of age (16, 15, 14, for junior high or middle school students) on or before September 1 of the school year in which you compete.
- You have met the following semester requirements: A student shall not have more than eight semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall

not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during the period shall be counted toward the total number of semesters possible.

- You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects [those not previously passed] of unit weight in your last semester of attendance.) As indicated by the Kansas State High School Activities Association, grades will be used to determine eligibility as posted on Sabetha High School's student management program at 8:00 a.m., the first day of school of the following semester, for second semester of the academic year.
- You are enrolled and attending five new subjects (those not previously passed) of unit weight and are considered a full-time student by the principal.
- You are a Non-public school student residing in USD 113 who has completed all KSHSAA and local public-school requirements including, but not limited to:
 - Completed Pre-Participation Physical exam prior to the first practice with such exam completed annually after May 1 (KSHSAA Handbook Rule 7-1-(1-7)).
 - Concussion Education.
 - Heat acclimatization (fall activities only).
 - Parent/Guardian participation in parent/guardian team meeting.
 - Submission of immunization records consistent with KSA 72-6262.
 - Participation fees (if charged for all students by the public school).
 - Other requirements as determined by the local public school Board of Education (if required for all students – i.e., required enrollment in a class to participate).
- You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
- You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
- You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardians. (The completed form must be in the hands of your principal prior to your first practice.)
- You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
- You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.
- You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- You have not competed under a false name.
- You have not competed for money or merchandise or intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
- You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."
- You have not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
- You have completed all requirements as set forth by USD 113 and Sabetha High School, i.e.

| participation fee.

GENERAL TRAINING AND PARTICIPATION RULES FOR ALL ACTIVITIES

The purpose of the following policy is to maintain compliance with the previously stated KSHSAA Rules 1 and 2. This policy governs all extra-curricular activities that are provided at Unified School District 113. This includes athletics, organizations, and any group that has performances, competitions, and activities outside of school time.

- **LEVEL 1:** Students shall refrain from the possession/use of alcohol/drugs and tobacco products while a member of an extra-curricular activity. (Member – Any student, who has attended a meeting, performed in an activity or practice, signed-up, or as determined by the KSHSAA seasons, including statisticians and managers.) Any member of a school sponsored activity that is cited for possession/use of alcohol/drugs or tobacco products will be subject to first level suspensions of each activity as determined by the administration. The student will then be notified and the suspension will begin with the first activity after the violation has been determined that is expected to directly affect the student. Graded activities are included in this suspension and the individual sponsor/coach will provide an additional grading opportunity for the missed activity. The student may also be required to complete an acceptable course in alcohol/drug and tobacco abuse. Determination of the student violation will be based on “substantial information” and investigation by the activities director, or administration. “Substantial information” will include witnessing specific behavior, or evidence of such behavior, by a teacher/coach or administrator, reporting by that individual’s parents, self-admission by a student, or citation issued by a law enforcement officer. Students are encouraged to avoid any situation that involves consumption of drugs/alcohol/tobacco by minors. Students are encouraged to continue to practice with the group or team during their suspension from performance or competition.
- **LEVEL 2:** A second violation will result in dismissal of all extra-curricular activities for the remainder of the school year. However, if the student-athlete/activity participant seeks and receives counseling as deemed appropriate by the administration, coach and parent/guardian, he/she may rejoin the team after a suspension of three calendar weeks, beginning at the onset of the intervention program. Eligibility will be reinstated with written proof of attendance and successfully following the recommendations from counseling.

PROCEDURE GUIDELINES FOR ADMINISTRATION OF POLICY

The policy is not intended to usurp the authority of teachers/coaches, sponsors, and/or parents, but rather to serve as an umbrella under which activity guidelines may exist.

ORGANIZATIONS

All fundraising conducted by organizations must have approval of the sponsor AND administration well in advance of the planned activity.

- **BAND:** The band consists of marching band and concert band. The marching band attends various parades and entertains at football games. The concert band gives various public concerts and performs at several music festivals throughout the year. Membership in the marching band and concert band is made up of anyone of high school age who has taken lessons on an instrument and has the required ability. Students who choose to be members of the band do so with the understanding that time outside of the classroom is required.
- **FCCLA:** Family, Career and Community Leaders of America is a career and technical student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system, and it provides opportunities for active student participation at local, state, and national levels.
- **FFA:** FFA is an organization of students who are studying vocational agriculture. Membership is not compulsory but is desirable for those people taking agriculture. The affairs of the club are conducted by student officers and an adult advisor. The activities give the members a chance to

_develop leadership, cooperation and prestige. The main purpose is to promote a greater interest in the farming program and other activities related to farming.

- **FORENSICS CLUB:** The forensics club which involves students who are in class or like to compete in communication and acting events. A student can compete in the following categories: Prose, poetry, informative speaking, original oration, extemporaneous speaking, humorous, dramatic, solo acting, duet acting and improvised duet acting. The competition usually starts in late winter and continues through the spring. Students who choose to be members of the Forensics Club do so with the understanding that time outside of the classroom is required.
- **INTERNATIONAL CLUB:** The purpose of the Spanish Club is to provide further opportunity for the student of Spanish to practice using Spanish as a second language and to acquaint him/herself with the cultural aspects of countries in which Spanish is spoken. Anyone who is enrolled in a Spanish class or who has previously taken a class of Spanish is eligible to join.
- **KAY Club:** The KAY Club is designed to provide training in youth leadership that will develop the essential and basic elements of good citizenship for each high school girl or boy. Through this organization the students learn to work and play together in harmony. It is the purpose of the KAY Club to help students realize potential and responsibility as citizens in a democracy, the satisfaction that comes from participation in wholesome social recreation, and the joy of broadening and deepening their interests through service to their school, their community, and their world. Membership is available to all students.
- **NATIONAL HONOR SOCIETY:** Membership in the National Honor society is based on scholarship, service, leadership, and character. Some of the purposes of the organization are to stimulate high scholarship, constructive leadership, purposeful service, and worthy character. Students must have at least a 3.6 cumulative grade point average to be considered. Students who meet the eligibility criteria of a minimum 3.6 G.P.A. will receive notification and an invitation to apply for membership in the National Honor Society. Students must be members of the sophomore, junior, or senior classes to be eligible. The final determination of membership will be made by the Faculty Advisory Committee. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection procedure shall be determined by the Faculty Council, and it is strongly recommended that the application be typed and as professional as possible in order to shed the best light upon the candidate for consideration. Each member is required to maintain the minimum standards required for membership throughout his/her tenure in NHS. Above all, each member must maintain the minimum 3.6 cumulative grade point average (GPA). If an individual does not, he/she has one semester, specifically the semester immediately following the semester that the cumulative GPA dropped below 3.6, to restore it.
- **STUDENT COUNCIL:** The purpose of this organization shall be to create a better feeling of cooperation between the students of the school and the faculty, to develop the ideas of self-government, and to give the students an opportunity to express their opinions in matters relating to the general welfare of the school. The membership of the Student Council consists of the presidents of all organizations and the president and the student council representatives from all classes. All members shall have and maintain through their tenure, at least a "C" semester average. Term of office is for one school calendar year.

2024-2025 Sabetha Middle School Student Handbook Changes

1. Added a line to General Rules to Students under the Student Behavior Expectations.

“21. Headphones and/or Bluetooth headphones are to be used in the classroom for educational purposes, not during passing periods.”

2. Changed our detention policy for accumulated tardies.

“Students will receive a detention for their 6th tardy and again on their 8th tardy during a 9 Week period. Starting with the 10th tardy (and each even numbered tardy that exceeds 10), students will receive one day of ISS. Students will also lose their lunch privilege.”

Sabetha Middle School

Student Handbook 2024-2025



Matthew D. Garber

Principal

751 Bluejay Blvd.
Sabetha, KS 66534

School Office
School FAX

785-284-2151
785-284-0061

This School Agenda belongs to:

Name _____

Address _____

City/Town _____ **State** _____ **Zip** _____

Phone _____ **Locker #** _____ **Seminar** _____

Sabatha Blue Jays



Watch Us



Supporting Others and Acting Responsibly!



| <u>On The Bus</u> | <u>Cafeteria</u> | <u>Classroom</u> | <u>Hallway</u> | <u>School Events</u> |
|-------------------|------------------|------------------|----------------|----------------------|
|-------------------|------------------|------------------|----------------|----------------------|

BE POSITIVE

| | | | | |
|--|---|--|--|--|
| <ul style="list-style-type: none"> • Be courteous • Greet the bus driver | <ul style="list-style-type: none"> • Be courteous • Greet lunch staff | <ul style="list-style-type: none"> • Be courteous • Be ready to learn • Give your best effort • Greet your teacher | <ul style="list-style-type: none"> • Be courteous • Greet others | <ul style="list-style-type: none"> • Be courteous • Represent SMS in a positive manner |
|--|---|--|--|--|

BE RESPECTFUL

| | | | | |
|--|---|--|---|--|
| <ul style="list-style-type: none"> • Use proper voice level • Clean up area • Listen to teacher/driver • Remain seated • Respect other's space and property | <ul style="list-style-type: none"> • Follow directions of lunch supervisor • Keep food on tray • Respect other's space and property • Use proper language • Use proper voice level • Use proper table manners | <ul style="list-style-type: none"> • Be on time • Follow classroom procedures • Respect other's space and property • Use proper language • Use proper voice level | <ul style="list-style-type: none"> • Respect other's space and property • Use proper language • Use proper voice level • Walk on the right side | <ul style="list-style-type: none"> • Be appreciative • Clean up area • Observe rules • Use proper language • Use proper voice level |
|--|---|--|---|--|

BE A LEARNER

| | | | | |
|---|---|---|--|--|
| <ul style="list-style-type: none"> • Collect belongings before leaving • Follow directions of driver or teacher | <ul style="list-style-type: none"> • Bring your lunch card • Make healthy choices | <ul style="list-style-type: none"> • Complete assignments on time • Take responsibility • Use agenda | <ul style="list-style-type: none"> • Keep locker area clean and organized • Proceed to destination | <ul style="list-style-type: none"> • Actively participate in event • Be ready to learn • Follow directions of teacher/sponsor/coach |
|---|---|---|--|--|

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Welcome to Sabetha Middle School and to the new and exciting experiences that will make your time here enjoyable and memorable. We are proud of our facility and the commitment the community makes to improve and maintain its educational opportunities. This agenda has been prepared for the purpose of helping orientate students, parents, and the community about Sabetha Middle School. Students and parents should become familiar with the policies, procedures and activities associated with Sabetha Middle School.

During the middle school years, students are in the process of finding and developing their strengths and interests, which result in new dimensions of learning. Encouragement from parents at home and from staff at school will go a long way toward maintaining students' interest. Our students are very special to us, and we will attempt to make student experiences positive and memorable. Our goal will be to give every child the opportunity to grow and develop mentally, physically, and socially. We have identified four general goals that will help students experience a successful school year.

Goal 1: Students are expected to try their hardest and do their best.

Examples: Being on time for classes, being prepared, and having daily assignments completed. Teachers have the responsibility of giving all their students an opportunity to be successful in their class. Students are given an opportunity to learn.

Goal 2: Students are expected to demonstrate self-control and make good decisions.

Example: Throughout your life you are faced with everyday decisions regarding behavior, peer relationships, and having a positive attitude. Therefore, we expect you to practice self-control and make good common sense decisions on a daily basis. It is important to remember that you will be accountable for the decisions that you make.

Goal 3: Students are expected to treat people and property with respect.

Example: All students have individual rights and need to treat each other with respect, both verbally and physically. Respecting school and personal property are mandatory requirements of all students. Students should always project a positive image as they represent not only the school, but also their families, as well as themselves.

Goal 4: Students will make a valid effort to become an integral, vital part of the school community, connected in a positive way to his or her peers as well as to the staff and school as a whole.

Example: Students are encouraged to participate in any and all activities for which they are eligible.

Sabetha Middle School Core Beliefs

1. Every middle school student and teacher will learn to be accountable, responsible and hard working.
2. Every middle school student learns and achieves to high standards in order to be secondary ready.
3. All members of the middle school educational community continue to grow, learn and reflect.
4. Every middle school student can strive to attain effective behavioral, social, communication and marketable skills.

MISSION STATEMENT

Sabetha Middle School promotes academic excellence and encourages all students to accept the responsibility for reaching their fullest potential.

SABETHA MIDDLE SCHOOL DIRECTORY

BOARD OF EDUCATION

Jim Scoby
Kathy Lippert

Todd Grimes
Doug Renyer

Leslie Scoby
Phillip Buessing

Stan Keim

ADMINISTRATION

Superintendent – Todd Evans

Dir. of Student Learning – Lisa Suhr

Middle School Principal – Matthew D. Garber

FACULTY

Art
Band
Computers / Technology
Counselor
Gifted
Language Arts
Language Arts
Math
Math
Math/STEM/MTSS
Physical Education
Physical Education
Science
Science
Social Studies
Social Studies
Special Education
Special Education
Special Education Aide
Special Education Aide
Special Education Aide
Technology
Vocal Music

Sarah Hay
Braden Plumlee
Dustin Schrag
Dana Michael

Martha Pearson
Katie Aberle
Heather Schremmer
Kymbrie Becker
Elizabeth Badertscher
Megan Glick
Alex McAfee
Christine Krebs
Tresa Burger
Kara Georg
Abby Stueve
Julie Howard
Waldo Oden
Kay Duncan
Courtney Rausch

Trenton Cox
Adam Aadalen

SUPPORT STAFF

Office

Loretta Buser
Kim Kostman

Custodians

Dean Strathman
Mark Bestwick
Jeffrey Mann

Nurse Aide

Melissa Dornes

This Student Planner is purchased by each student at enrollment. All students are required to USE the planner. Seminar teachers will monitor planner use.

2024-2025 School Calendar

| | | | |
|-----------|-----------------|---------|--|
| August | Mon.-Tues. | 12-13 | Teacher In-Service |
| | Wednesday | 14 | Teacher Work-Day |
| | Thursday | 15 | First day of school |
| September | Monday | 2 | Labor Day (no school) |
| | Friday | 6 | Early Release |
| | Monday | 23 | Teacher In-Service |
| October | Friday | 11 | Early Release |
| | Wednesday | 16 | End of 1 st quarter |
| | Wed. & Thursday | 16 & 17 | Parent/Teacher Conferences (evening) |
| | Friday | 18 | Fall Break (no school) |
| November | Friday | 1 | Teacher In-Service (no school) |
| | Wed.-Fri. | 27-29 | Thanksgiving Vacation (no school) |
| December | Friday | 13 | Early Release |
| | Friday | 20 | End of 2 nd quarter |
| | Monday | 23 | ½ Teacher Work-Day Flex |
| January | Monday | 6 | Teacher In-Service |
| | Tuesday | 7 | Classes resume |
| | Monday | 20 | MLK Day(no school) |
| | Friday | 31 | Early Release |
| February | Mon. & Wed. | 3 & 5 | Parent/Teacher Conferences(5-8pm) |
| | Monday | 17 | President's Day/No School |
| March | Friday | 7 | End of 3 rd quarter |
| | Friday | 14 | Early Release |
| | Mon.-Fri. | 17-21 | Spring Break |
| | Monday | 31 | Teacher In-Service |
| April | Friday | 18 | Good Friday (no school) |
| | Monday | 21 | Easter Monday (no school) |
| May | Friday | 16 | Last Day of Classes–End of 4 th quarter |
| | Monday | 19 | ½ Teacher Work-Day Flex |
| | Monday | 26 | Memorial Day |

REVISED NON-DISCRIMINATION STATEMENT

The Prairie Hills Unified School District #113, 1619 Old Hwy 75, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Todd Evans, 1619 Old Hwy 75, Sabetha, Kansas, (785-284-2175).

SMS BLUEJAY SCHEDULE

| Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Seminar |
|----------------|----------------|-----------------|------------------|---------------------------------------|-----------------|----------------|----------------|
| 8:00 - 8:48 | 8:52 - 9:40 | 9:44 - 10:32 | 10:36 - 11:24 | 11:28 - 12:43 (25 Min Lunch) | 12:47 - 1:35 | 1:39 - 2:27 | 2:31 - 3:25 |

MIDDLE SCHOOL HOURS

- 7:30 a.m. Students may enter building but must remain in the commons area.
7:35 a.m. Breakfast served.
7:50 a.m. Students will go to their respective pod and locker, and prepare for class.
8:00 a.m. Class begins.
3:25 p.m. Classes end for the day. Bus departure. All students are to leave the school grounds unless under the supervision of a teacher or coach.

OFFICE HOURS

The Sabetha Middle School office is open from 7:30 a.m. – 3:45 p.m.

ATTENDANCE

The student is expected to be punctual and regular in attendance. It is the parent(s)/guardian responsibility to keep the student's attendance regular.

The following reasons for being absent may be excused.

- Illness
- Doctor or dental appointment
- Death or illness in the immediate family
- Other reasons will be up to the discretion of the principal.

I. PROCEDURE

To be excused, parents should call by 9:00 a.m. on the day of the absence or send a signed and dated note with the student when he/she returns to school. A phone call is preferred. The school office will attempt to contact you by phone if your child is absent and we have not heard from you.

II. RESPONSIBILITY OF ACADEMIC WORK

Daily attendance is important. Each day the teachers are expected to cover material that will be of value to students. All make-up work in any class is the student's responsibility. Students who know they are going to be gone should check with each teacher for any advance assignments before they leave. The general rule for make-up work is one-day make-up for every day missed.

III. UNEXCUSED ABSENCES AND TRUANCY

A student absent without permission from their parent, guardian, or the school will be considered truant. If students have been absent from school without an acceptable or valid excuse they will be required to make up the time missed after regular school hours. If a student has three consecutive days or five days of absence in any one semester without an acceptable or valid excuse, county authorities will be notified.

IV. TARDIES

Students who are tardy to school must receive a tardy slip in the office. If a student is late for a class after first hour, that particular teacher will give the student a tardy. Individual teachers will determine if a tardy is excused or not. If tardies are to be excused, the student should have a slip from the previous teacher or the office. Students will lose their seating and social privilege during lunch if they

have received excessive tardies. If students do not bring the required classroom materials to class and must return to their locker to get them they may be given a tardy.

Students will receive a detention for their 6th tardy and again on their 8th tardy during a 9 Week period. Starting with the 10th tardy (and each even numbered tardy that exceeds 10), students will receive one day of ISS. Students will also lose their lunch privilege.

V. ILLNESS DURING THE DAY

If you become ill or have any other emergency, you should notify your teacher. If you are in between classes, report to the office. Leaving the building without permission from the office will be considered an unexcused absence.

VI. EXCESSIVE ABSENCES

Parents/Guardians of students who have an excessive amount of excused absences from school will receive a notification by mail that continued excessive absences might be considered as unexcused unless they are accompanied by a doctor's certification.

*The Board of Education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse. This request for absence from school is valid for up to a maximum of five (5) absences per semester. If a student has an excessive amount of absences from school, which the administration feels are somewhat questionable, the parents of the student will be informed that DCF/County Attorney may be notified.

STUDENT CONDUCT

I. RESPONSIBILITY FOR DRESS

The Board of Education of USD 113 encourages all students to dress appropriately for the situation. Appearance does affect the learning atmosphere of a school. Appropriate footwear of some type must be worn. Some clothing, including but not limited to the following examples, will be considered unacceptable in the school setting: cut-off shorts, elastic stretch shorts, beach apparel, mesh shirts, and cutout shirts exposing the chest or stomach area.

1. Shirts will be free from objectionable terms such as profane or obscene language or meaning.
2. Any reference to tobacco, drugs, alcoholic beverages or sexual connotations.
3. Any clothing apparel or **personal grooming that is considered a distraction to a learning atmosphere by certified personnel.** Heavy winter coats may not be worn in the school unless permission has been given. When dress or appearance is inappropriate for school, students will be allowed to call parents or may be sent home to change.
4. Hats or scarves will not be worn in the school building.
5. **Shorts and/or flip flop sandals (no back shoes) may only be worn during the following months: August, September, October, April, & May. (The building administrator can permit exceptions to these months if there is an unusually warm weather pattern during other months of the year.**
6. Shorts and skirts must be of sufficient length when they are worn at school. The general or standard test for appropriate and acceptable length for shorts and skirts is the following: When the student is standing in an upright position with his/her hands naturally extended downward at his/her sides, the individual's shorts or skirt must be equal to or be longer in length than the student's fingertips or have a 5 inch in-seam. **Pants or shorts will not have holes in the upper leg area exposing skin.**
7. When wearing yoga pants/leggings/tights/athletic capris, the individual's shirts, skirts, dresses or shorts must cover the buttocks and comply with the 'appropriate and acceptable length' listed above in item #6.
8. Shirt must cover undergarments and skin while in a seated position.
8. Shirt straps should measure 3 inches or more wide.
9. Clothing that reveals underwear or bare midriff is prohibited. Pants should be worn above the buttocks.
10. Chains, large rings, or jewelry that may be used as weapons are not allowed.

RESPONSIBILITY FOR PERSONAL GROOMING

Students are discouraged from drawing on their hands or arms for personal hygiene and health purposes. Any other questionable dress that could be considered inappropriate will be handled on a case-by-case basis.

II. STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while attending (or representing) Sabetha Middle School. Students are to refrain from unacceptable behaviors at school, at school-sponsored activities, on school property, and on school buses. Students who behave in a manner that has a negative effect on school environment, events, or related activities will face disciplinary action. Students on suspension will not participate in school activities.

A. Classroom: This may vary from teacher to teacher, but in general, the following regulations apply in all classes. The student is responsible for taking necessary books, pencils, paper and required work with you to each class.

1. Enter the room in an orderly manner and be in your assigned seats, quiet and ready to work when the bell rings.
2. Show good manners, courtesy, and respect for teachers, school personnel, and other students.
3. Students will be dismissed by the teachers in an orderly manner, and are not dismissed by the bell.

B. Lunchroom:

1. No food is to leave this area, and students are expected to utilize good eating manners.
2. All students are expected to remain in the commons during their assigned eating time, whether they eat or not, unless permission is granted otherwise.
3. Unacceptable lunchroom behavior may lead to disciplinary action.
4. All students will pick up and return their own meal tray.
5. Students may give other students portions of their lunch if they so choose, but this transition should be done as smoothly and orderly as possible.
6. Students may not have food from local restaurants delivered to the school for lunch.
7. Pop may not be purchased or brought in for lunch, unless approved by the principal.
8. Students will return to their classes in a quiet, orderly fashion at the conclusion of lunch.

C. Hallway:

1. Students will walk on the right side of the hallways.
2. Students are expected to conduct themselves as young adults in the hallways and in between classes. No running, shouting, or horseplay is permitted in the hallways.

D. Bus:

To insure safe and comfortable transportation, students must act and behave responsibly when riding on a bus. Students will obey some basic rules when riding the bus. If the rules are not obeyed, students will be turned into the office. Bus privileges may be taken away from a student at any time for misbehavior that creates an unsafe situation on the bus.

1. Sit quietly in your seat. Talk only in a soft tone. Visit only with those next to you in your seat.
2. Do not talk to the driver while the bus is in motion, unless it is an emergency situation.
3. Obey immediately all commands of the driver.
4. Keep arms, legs, and other objects out of the aisle.
5. Be on time.
6. Only open windows when permission is given. Do not stick anything or throw anything out of the window.
7. No profanity allowed.
8. The driver may assign a seat to any student.
9. Do not throw paper or trash on the floor.
10. Do not push or shove other students when loading or unloading the bus.

E. General Rules for Students:

Any violation of the following rules by students will result in one of the steps of the school's discipline code.

1. Bodily contacts not allowed: No kissing, hand holding, bodily embracing, or other inappropriate behavior.
2. Demonstrating disrespectful conduct to an adult or other students.
3. Profanity, drugs, vaping, alcohol, any tobacco, whether chewing or smoking will not be allowed.

4. Snowballing, water guns, firecrackers, matches, lighters, or anything else that could pose a problem to a learning atmosphere.
5. Eating any type of food or candy in the building will not be allowed, unless approved by the classroom teacher or principal.
6. Water is allowed in class (preferably transparent containers).
7. Gum chewing.
8. Fighting or horseplay.
9. Vandalism, defacing, or damaging any school property.
10. Academic dishonesty (cheating, copying, or forging signatures).
11. Explosive materials (matches, gun powder, etc.).
12. Verbal or physical harassment towards other students or staff members.
13. Excessive absences/truancy.
14. Conduct that disrupts, impedes, interferes or limits a learning atmosphere.
15. Insubordination – not following a teacher’s request on classroom procedure.
16. Students are restricted from possessing or misusing laser pointers and light devices at school, which could be harmful to the eyes.
17. Breaking of school or classroom rules.
18. Stealing.
19. Temper tantrum.
20. Threats (by word or deed).
21. Headphones and/or Bluetooth headphones are to be used in the classroom for educational purposes, not during passing periods.

F. Anti-Bullying Policy (Second Step)

Sabetha Middle School has implemented a policy to prevent or reduce potential incidents of student bullying. All students are orientated to our building policy on bullying. Students have regularly scheduled class meetings to discuss building situations. The following steps are recommended:

- Contact a teacher – document concern and date, note any recommendations
- If concern continues, contact the principal in writing
- If issue continues, contact principal again – principal will prepare plan of action
- If you or your child is concerned about repercussions as a result of reporting an incident, make this known to the teachers or principal

G. Technology Acceptable Use Guidelines

All of the policies and handbook procedures for acceptable use of computers and iPads are intended to make the computers and iPads more useful to students and teachers. They are also intended to minimize the burden of administering technology; so more time can be spent enhancing services.

Use of the computers and iPads for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #113 concerning use of computers and iPads will result in disciplinary action. (*Prairie Hills Schools Policies, Procedures & Student Information Grades 6-12*)

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- Deliberately accessing a pornographic site/material.
- Altering any system software or another’s personal work, either locally or remote
- Using the network maliciously, as with hate mail, harassment, profanity, vulgar or discriminatory remarks.
- Allowing anyone to use an account other than the account holder.

Level 1: Violation: Student will lose technology privilege/Internet access until a parent conference is held. Any additional loss of privilege as determined by the administration will be discussed in this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations: Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district’s previously communicated written standards of conduct may be removed from any computer/

Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

--DISCIPLINE CODE--

I. DETENTION

Detention is normally issued to a student for continuous failure to follow school or classroom rules and regulations. Normally, before a student is issued a detention they are given a verbal or written warning. In short, students are given an opportunity to correct their problem before a detention is issued. Each and every detention requires a student to stay 45 minutes after school in a designated classroom. The teacher issuing the detention will notify the student as to what night the detention is to be served. (At least a 24 hour notice will be given unless the student indicates they can stay that night.) The student usually is required to write school rules out of the agenda or sections from the encyclopedia. Students who receive a detention will be expected to serve the detention as soon as possible.

Excessive Detention Policy

If a student receives 3 detentions in a semester, parents or guardians will be notified by letter and a conference may be requested. If a student receives a 5th detention in a semester period, the student will be issued a 1-day In-School Suspension. If a student receives 7 detentions during the semester, another 1-day In-School Suspension will be issued. An Out-of-School Suspension could result if a student receives nine detentions in a semester.

Note- This will be the policy for a student receiving excessive detentions. Alternative Education Opportunity, In-School or Out-of-School Suspension may be issued at any time regardless of the number of detentions a student has if the seriousness of the offense warrants.

II. SUSPENSIONS

A. Alternative Education Opportunity

This is a short-term suspension, issued by the principal, for a term of 1 to 5 days from classes. The student will remain in supervised study area during the school day isolated from the rest of the students.

B. Out-of-School Suspension

This is a short-term suspension, issued by the principal, for a term of 1-10 days from classes. The student will not be allowed on the school premises during this time period.

C. Expulsion

This is a long-term suspension, issued by the principal, and it shall not extend beyond the current school year. An expulsion shall not be imposed upon a student without affording such student or his parents or guardians a hearing.

SUSPENSION TYPE OFFENSES-

Any of the following offenses by students may warrant an automatic suspension; regardless of how many detentions a student has received:

- a. Physical assault.
- b. Deprivation through intimidation of another individual's right to attend school safely.
- c. Destruction of school property.
- d. Distribution or sale of alcohol, possession of alcohol, tobacco, or drugs.
- e. Setting a false fire alarm.
- f. Indecent exposure.
- g. Robbery / Theft, vandalism.
- h. Possession of knives, firearms, explosive material, or any other item that can be considered dangerous or deadly.
- i. Any verbal or physical harassment of school personnel, either on or off school grounds.

--GENERAL POLICIES--

BOOKS

Textbooks will be furnished by SMS on a rental basis to each student. The books will be checked out the first day of school. The student, in return, is expected to care for their books. Lost or misplaced books, or books damaged beyond normal wear will necessitate the replacement of that specific text. A fee will be charged for damaged books. In order to protect the textbooks, we will require they be covered.

LOCKERS

A locker is assigned each student to store his or her books, supplies, coats, etc. Lockers should be kept neat and clean so a student must keep their materials organized. Each student's locker combination should be kept confidential to prevent other students from getting into your locker. The cost of repairing damage to a locker due to misuse will be charged to the student. Student lockers are property of the school and may be opened and searched at any time.

LIBRARY

The books and materials in the library are yours to share and to enjoy. The freedom to use these materials carries responsibility. Please return checked out materials promptly. You are financially responsible for any materials you damage or lose. The library is a classroom; it has rules and regulations; follow these rules if you want to continue to use the library.

VISITING SCHOOL

All visitors must report to the office first. Since instruction time has a direct effect on the amount of learning for students, we want to keep class disruption at a minimum.

ASSEMBLIES / PROGRAMS

Several educational and entertaining programs are held throughout the year for students. When a person or group has taken the time to visit our school for a presentation we owe them the consideration and respect they deserve. Quiet attention and proper applause are expected.

TELEPHONE

Students will not be excused from classes to make or receive phone calls. Emergency calls or parent messages will be delivered to students. Students may only use the telephone (office) during school hours with the office approval.

LEAVING THE BUILDING

No student is to leave the school grounds or building once he or she has arrived, without office consent, between the time of arrival and the final bell ending the school day. Even those who have a note from a parent or guardian must check in the office before leaving. No student will be allowed to leave without parental permission, known to the office.

WITHDRAWALS

If a student is relocating to a different town and will no longer attend school in Sabetha, the parents should notify the school office at least 3 days prior to the anticipated move to obtain proper withdrawal procedures.

FEE REFUNDS

If a student withdraws during the first semester, one half of the fees will be refunded. If the student withdraws during the second semester, none of the fees will be refunded.

NON-SMS STUDENTS ATTENDANCE AND SCHOOL DANCES/SOCIAL FUNCTIONS

Students who are not enrolled in SMS are not allowed to attend school dances and other SMS sponsored social functions.

ADDRESS OR TELEPHONE CHANGES

If at any time during the school year, your address or telephone number changes, the school office should be informed. There are several mailings each year and / or if it becomes necessary to call parents for emergencies, correct information simplifies the process.

DISPENSING OF MEDICATION

Parents must complete and sign a medication permission form for ALL medication (prescription or nonprescription) that is to be taken at school. A physician must sign the form for all prescription medication to be taken at school. The medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage and the times to be administered.

COUNSELING & GUIDANCE

A guidance counselor is available to middle school students each day of the week. Appointments can be made in advance through the office.

LOST & FOUND

A lost and found box is maintained in the office. Any found items should be turned in to the office. Articles with proper identification will be returned.

LUNCH PROGRAM (District Policy EE 1-9-17)

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than (\$20 worth of/5) meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

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

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

GYM LOCKS

Students will be issued a lock for their gym locker or basket. Should you lose this lock you will be charged \$5.00.

BICYCLE PARKING / SKATEBOARDS

Students who ride bicycles to school should park them north of the building. It is recommended that bicycle owners use a chain and lock. It is recommended that students not bring skateboards and roller skates to school. If a student does those must be parked in the office.

ELECTRONIC DEVICES - WALKMANS, PAGERS AND CELL PHONES (Smartwatch)

These devices are not allowed in possession of students during the school day. If these are brought to school they must be turned off upon entering the building and kept in their locker until the end of the day. (NOTE: Smartwatches may be worn but are not to be used for electronic communication, research, etc.) The following discipline actions regarding these electronic devices will be in place following violation of this policy:

- 1st offense - Device taken away and given back at the end of the day
- 2nd offense - Device taken away and given back at the end of the day (Detention issued)
- 3rd offense - Device taken away (Detention issued), Parent must come in and pick up item

GRADING SCALE

| <u>Grade Points</u> | <u>Grading Scale</u> | |
|---------------------|----------------------|---|
| 4 | A = 90 – 100 | Superior work of outstanding quality |
| 3 | B = 80 – 89 | Above average quality work |
| 2 | C = 70 – 79 | Average quality work |
| 1 | D = 60 – 69 | Below average work |
| 0 | F = 59 – lower | Low-quality work, doesn't meet requirements |
| | IN= Incomplete | Actual grade is being withheld until all work is completed. |

ACTIVITY PASS

Students are given the privilege to purchase an activity pass that admits them to most middle school and high school activities. This is a big savings to the student who otherwise would have to purchase a ticket at the door each time. Students need to present these passes at the ticket gate.

PHYSICAL EXAMS

It is recommended that 6th grade students receive a physical exam prior to the beginning of the school year in order to reconfirm their previous health and immunization records. All 7th and 8th grade students who plan to participate in athletics must have a physical exam. All students must have a physical exam before they will be allowed to practice. The local doctors' offices or the school will have the necessary forms. Students who are participating in cheerleading must have a physical exam before practice.

CHEERLEADING

Any 7th or 8th grade student who wishes to be a member of the cheerleading squad may do so as long as they are academically eligible and are a student in good standing. Cheerleaders will only cheer at home events. Cheerleaders will be issued a basic uniform and pompons. At the end of the season, the uniform and pompons must be returned undamaged and with only normal wear conditions or the cheerleader must pay for any lost or abnormal wear conditions of the uniform or pompons. A cheerleader is expected to remain on the squad throughout the fall and winter sports seasons unless they are participating in a particular sport. All cheerleaders must have a medical physical prior to participating on the cheerleading squad.

ATHLETICS

Philosophy – to provide the best possible athletic program to its students. The program will emphasize participation as well as competitiveness. In order to accomplish these two goals the following guidelines will be used in the programs:

1. All students will be allowed to participate in the program (no program cuts).
2. In A-team competition, coaches will be trying to win the contest playing as many athletes as they can without jeopardizing a team victory. (This is strictly a coach's judgment.) In B-team competition, we also would like to be successful, but at the same time, we feel that playing experience should be the most important emphasis, so this will be our main goal. We will try to provide extra contests or quarters when possible, depending on the participation numbers, so every student gets an opportunity to play in a contest as long as they have fulfilled the sport's requirements.

Students in the 7th and 8th grade have an opportunity to participate in several individual and team sports. Students who participate in athletics at Sabetha Middle School are representing their school, their family, along with themselves and should conduct themselves in a manner that exhibits a positive representation of those. Students who participate in extra-curricular activities and athletics at Sabetha Middle School must be a student in good standing both academically and behaviorally in order to uphold the privilege of being able to participate in these activities. A student must have passed five subjects the previous semester in order to be eligible to participate in any activities and be a full-time student. A student may be temporarily or permanently suspended from school activities at any time if they exhibit negative academic or social behavior during that activity season. Students who are absent from school for more than a half a day due to illness will not be allowed to participate in any extra school activities on that day.

ATHLETIC CONTESTS / SCHOOL SPONSORED ACTIVITIES

Being a spectator at district activities calls for good behavior and sportsmanship just as does active participation in the event. The qualities of good sportsmanship are not confined to sports alone. The same spirit of conduct is fundamental in every human activity. When you are attending a district activity, remember you are representing your family, school, and community, so project a good positive image. If you didn't come to watch the event please stay away, this is not a place to just run around.

When at these contests and the National Anthem is played and our flag is honored, stand and pay respect to our nation's symbol. Any violation of the above could result in the loss of the privilege to attend these events.

STUDENT RECOGNITION

Nine-week Recognition Assembly – Shortly after the end of each 9-week grade period, Sabetha Middle School will recognize students who have accomplished the following criteria during the preceding 9 weeks:

- Honor Roll – Superintendent's - All A's
- Bluejay - 3.50 GPA or higher
- Scholastic - 3.00 – 3.49

Any students that receive a D or F in any subjects will be ineligible for any of the honor rolls.

Athletics – Students who have just completed any school sponsored athletic or extra-curricular activity.

BLUEJAY SOCIAL

The Bluejay Social is held during each grading report period (including progress report time) for students who are eligible. Any student who has received a detention, 2 or more tardies, or an F on his/her grade report will not be eligible to participate in the social. The social will be held during part of a designated Seminar period. Students who are eligible will receive a free soft drink and be able to purchase candy with their Bluejay Bucks.

CITIZENSHIP AWARD

8th Grade only – 1 girl and 1 boy – The 8th grade staff will be presented a rating sheet with all the 8th grade students listed. Staff will rank and rate the students listed using the criteria listed below.

Criteria for Citizenship Award – This award is presented to both an 8th grade boy and girl student in Sabetha Middle School who has throughout the school year achieved and exemplified high standards in the following areas:

- Academics: Grades, Honor Roll
- Self-Discipline: Detentions, Tardies
- Peer Relationships: Gets along with classmates, positive leadership qualities
- Extra-Curricular: Volunteers with extra school related tasks, active in extra-curricular activities

PROMOTION POLICY

Under this system pupils are promoted on the basis of careful study and analysis of what seems best for each individual. This system assumes that teachers and administrators know about learning, the nature of the individual, and the effects of promotion and retention to make wise judgments for each individual. The system accepts continuous promotion as desirable for most pupils but reserves the right to modify the policy for any individual pupil.

Promotion or failure should be recognized as a means and an end. Promotion is flexible, based on multiple standards. All facts about the individual are appraised, conferences of those involved are held, and the possible risks are analyzed. The decision to fail a child becomes a professional responsibility akin to the decision of a surgeon to perform an operation.

The principal shall make the final decision with advice from both the sending and receiving teachers and only after several scheduled consultations with the parents. As far as possible, retention shall be accomplished before the child leaves the primary grades.

The principal shall determine what alternatives will be most beneficial to the student who fails one, two or three of the basic subjects. A student failing all four subjects will most likely be retained.

Any 8th grader who fails a core class in the 4th 9 weeks will come in after their school year is completed and redo some assignments and or tests to move their grade to a passing grade.

Crisis Procedures (*Staff Crisis Intervention Handbook USD 113*)

Various drills will be conducted throughout the school year under the following descriptors:

1. Evacuation
2. Severe Weather
3. Bus Evacuation
4. Lock Down
5. Off-Site Evacuation and Reunification
6. Shelter in Place

Fire Directions

Fire exit diagrams are posted in each classroom. Teachers will inform students of fire exit procedures for their classroom at the beginning of the school year. Fire drills will be conducted periodically throughout the school year. Everyone will move in a quick but orderly and silent manner to exit the building using the directed route. The first student exiting the room with a door should hold the door open for those who follow.

Tornado Directions

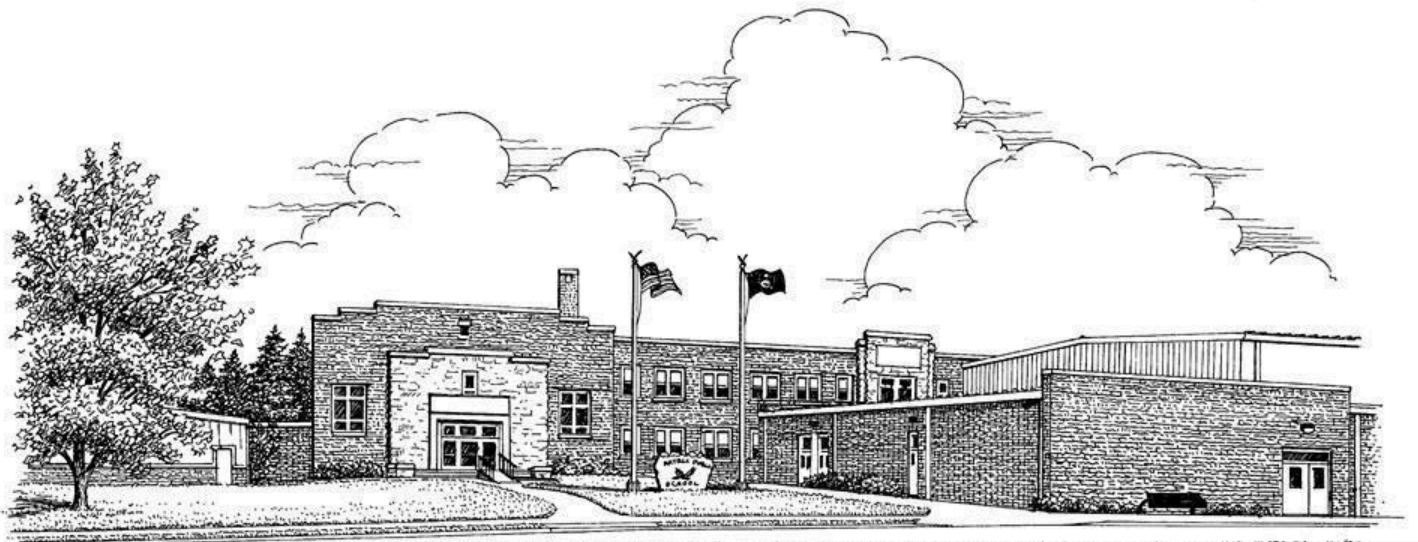
If we are alerted to take cover from a possible tornado, all of Sabetha Middle School will as quickly, orderly, and quietly as possible go to the locker rooms.

The first ones in need to go to the center of the locker rooms so late arrivals can get into the shelter with ease.

Students should crouch or sit on the floor with head between the knees.

Stay away from any window areas.

Axtell Public School



2024-2025 Student Handbook

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USD #113 Fee Schedule for Axtell Public Schools
2024-2025 School Year

| | |
|---|--|
| Textbook Fees | |
| Pre-School | \$25.00 |
| Grades K-5 | \$25.00 |
| Grades 6-12 | \$30.00 |
| | |
| Instructional Fees | \$20.00 |
| | |
| Laptop Technology Fee Grades 6-12 | \$40.00 |
| | |
| Class/Building Fees | |
| Band – Music Instrument Rental | \$30.00 |
| Activity Pass Card Fee for Grades 6-12 (optional) | \$20.00 |
| | |
| Meal Costs | |
| Preschool Snack | \$150.00/year |
| Breakfast (K-5) | \$1.90 |
| Breakfast (6-12) | \$1.95 |
| Lunch (K-5) | \$3.20 |
| Lunch (6-12) | \$3.45 |
| Adult Breakfast | \$2.50 |
| Adult Lunch | \$4.25 |
| Extra Milk | \$0.45 |
| | |
| Activity Participation Fee | \$50.00 |
| (For any KSHSAA sponsored activity not associated with a grade, excluding cheerleading) | |
| Summer Weights | \$20.00 |
| | |
| Athletic Gate (as per OTL and TVL policy) | |
| Middle School Activities (student / adult) | \$3.00 / \$4.00 |
| High School Activities (student / adult) | \$5.00 / \$5.00 |
| | |
| Yearbook (additional name costs apply) | \$50.00 |
| | |
| Photocopies (public–per side) | \$0.20 |
| | |
| Student Projects | Students will reimburse the school for materials used in their major individual projects (woods, agriculture, sewing, exceptional printing/copying, etc.). |

| <i>Enrollment/Withdrawal from School</i> | |
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| Attendance | <p>It shall be the policy of the board of education to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance that will carry over into adult life.</p> <p>Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to each teacher in the high schools, the junior high school, and to the classroom teacher in the elementary schools, under supervision of the building principal, and using forms prescribed by the superintendent of schools. The superintendent of schools shall include an attendance report as a section of the annual report to the board of education and may report attendance problems to the board at other times as he/she deems it may be necessary to do so.</p> |
| Admission Requirements | <p>All resident students shall be admitted to attend school in the district unless they have been expelled.</p> <p>A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.</p> <p>All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.</p> <p>The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.</p> |
| Enrollment | <p>The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.</p> <p>In order to obtain an estimate of the number of students who are expected to be enrolled in school during the following year, a pre-enrollment period will be scheduled during the spring months of each year. A registration date for resident students who have been enrolled during the previous year will be scheduled by the superintendent in August of each year.</p> <p><u>New Resident Students</u> New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.</p> <p><u>Identification of Students</u> All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth</p> |

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| | <p>certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.</p> |
| Non-Resident Students | <p>Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.</p> <p>A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.</p> <p>Since the schools of the district are maintained for the primary benefit of the residents of the district, non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. In no event will a student be admitted who is under suspension or expulsion from the schools of another school district, or who has voluntarily withdrawn from the schools of another school district due to poor academic performance, except with the prior approval of the board of education.</p> <p>Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the board at the next meeting following the receipt of the application, together with his/her recommendation thereon. The decision of the board on any such application shall be final.</p> |
| Special Students / Part-Time Enrollment | <p><u>Special Students</u></p> <p>Students who have attained the age of 16 years may apply to the Principal to be recognized as a "special student." Circumstances revolving around a student being classified as a special student need to be approved by the parent/guardian and the Superintendent. Then the student may attend classes of his choice at the Sabetha, Wetmore or Axtell High Schools so long as the credits earned are accumulating towards the high school diploma. The student shall participate in NO student activities and will receive NO student privileges. However, during the hours that the student is in school; the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials</p> <p><u>Part-Time Enrollment</u></p> <p>Part-time students may enroll with the board's/administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than a date determined by the board/administration part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.</p> |
| Foreign Exchange Students | <p>The school district may cooperate with students who are interested in entering the foreign student exchange programs. The school district also may participate as a host school under approved programs as designated by KSHSAA.</p> <p>USD 113 Axtell Schools will not accept foreign exchange students unless they are affiliated with a student exchange program recognized by the National Association of Secondary School Principals in their current "Advisory List of International Travel and Exchange Programs."</p> <p>Foreign exchange students may receive a "Certificate of Attendance" for faithful attendance and successful completion of a course of study assigned by the attendance center administrator.</p> <p>Foreign exchange students may receive a high school diploma upon recommendation of the high school principal, following a review of the student's transcript to assure compliance to all Kansas requirements for high school graduation, and by Board action on each student's request.</p> |
| Assignment to School/Classes | <p>Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.</p> <p>Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.</p> |

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| Purchasing Meals | <p>1. Total charges to each student account will be limited to the cost of 5 days of meals. Charges will only be allowed for full Main Menu meals. The student is reminded when their account is \$6.40 at the elementary level and \$6.90 at the middle and high school levels. A notice will be sent to the parents/guardian when the account reaches \$0.00.</p> <p>2. In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.</p> <p>NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required. (i.e. PB&J, Cheese Sandwich, Fruit & milk)</p> <p><u>Refunds</u> 1. Refunds are only to be given if a student is leaving the school district or at the end of the school year.</p> |
| Transferring Credit | <p>In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.</p> <p><u>Transfers from Non-Accredited Schools</u> The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.</p> |
| Qualified Admissions | <p>Students graduating from an accredited Kansas high school, under the age of 21, MUST:</p> <ul style="list-style-type: none"> ● Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; <u>AND</u> ● Achieve ONE of the following: <ul style="list-style-type: none"> ○ ACT score of 21 or higher; OR ○ SAT score of 980 or higher; OR ○ Graduate in the top one-third of their class; <u>AND</u> ● Achieve a 2.0 GPA or higher on any college credit taken in high school. <p>The pre-college curriculum for graduates consists of:</p> <ul style="list-style-type: none"> ● English: 4 approved units of English, one unit taken each year of high school, 1/2 unit may be Speech; ● Natural Science: 3 approved units, one unit must be Chemistry or Physics; ● Math†: 3 approved units; <u>AND</u> students must meet the ACT college readiness math benchmark (22) <u>OR</u> <p>4 approved units--one taken in the graduating year. The fourth unit may be prescribed by the school district and must be designed to prepare students for college;</p> <ul style="list-style-type: none"> ● Social Science: 3 approved units (minimum one unit of U.S. History and one-half unit of U.S. Government); <u>AND</u> ● 3 approved units from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer/Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, or Career and Technical Education <p>†Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement. Courses completed in middle school/junior high do NOT fulfill the requirement.</p> |
| Student Records | <p>Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records, and personnel records.</p> <p>All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of</p> |

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| | <p>such record of data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.</p> <p>Parent shall have an opportunity for a hearing to challenge the content of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation of the parents respecting the content of such records.</p> |
| Directory Information | <p>For purposes of FERPA, USD #113 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.</p> <p>This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of team members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status, (e.g. undergraduate or graduate, full-time or part-time, major field of study and photographs).</p> <p>You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #113 at the attendance principal's office on or before the beginning of the third week of school. If refusal is not filed, USD #113 assumes there is no objection to the release of the directory information designated.</p> |
| Pictures | <p>Each year students will have their pictures taken for various district publications including but not limited to the yearbook, classroom activities and sometimes the school district's website. No one is required to purchase pictures; however, each senior graduating from USD 113 Axtell High Schools must turn a color wallet sized picture into the attendance center office by February 1 to be used for the class composite.</p> |

| Academics | | | |
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| Graduation Requirements | <u>Graduation Requirements</u> (25 units) | <u>Qualified Admissions Regents Schools</u> | <u>State of Kansas Scholarship Programs</u> |
| Language Arts | <p><u>Required Units: 4.0</u> English 1, 2, 3 (1 unit each) Fourth Credit Options: A) Advanced Composition (1) Dual Credit (AHS only) B) Public Speaking (.5) Dual Credit</p> | <p><u>Required Units: 4.0</u> English 1 (1) English 2 (1) English 3 (1) English 4 (1) --or-- Advanced Composition (1) Public Speaking (.5) Dual Credit (if taken during senior year) Speech (.5) (if taken during senior year)</p> <p><i>* At least one unit of-Language Arts must be taken every year</i></p> | <p><u>Required Units: 4.0</u> English 1 (1) English 2 (1) English 3 (1) English 4 (1) --or-- Advanced Composition (1)</p> <p><i>* At least one unit of English-Language Arts must be taken every year</i></p> |

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| <p style="text-align: center;"><i>Mathematics</i></p> | <p><u>Required Units: 3.0</u> <u>Any combination of the following courses:</u> Math Concepts I (1) Math Concepts II (1) Algebra 1 (1) Geometry (1) Algebra 2 (1) Trigonometry (.5) 1st semester College Algebra (.5) 2nd Semester Dual Credit Calculus (.5) (Dual Credit on-line)</p> | <p><u>Required Units: 3.0</u> <u>Completion of:</u> Algebra 1 (1) Geometry (1) Algebra 2 (1) OR any course with Algebra II as a prerequisite AND students must meet the ACT college readiness math benchmark (22) OR 4 approved units. One taken in the graduating year. Three units from the following: Algebra 1 (1) Geometry (1) Algebra 2 (1) OR any course with Algebra II as a prerequisite</p> <p><i>Courses completed in middle school/junior high do NOT fulfill the requirement</i></p> | <p><u>Required Units: 4.0</u> <u>Completion of:</u> Algebra 1 (1) Geometry (1) Algebra 2 (1) Plus one year of higher level mathematics Such as: Trigonometry College Algebra Calculus</p> |
| <p style="text-align: center;"><i>Science</i></p> | <p><u>Required Units: 3.0</u> General Science (1) (Grade 9) Biology 1 (1) (Grade 10)</p> <p><u>One unit from the following:</u> Chemistry 1 (1) Physics (1) Anatomy (1) Environmental Science (1) Animal Science (1) Principles of Technology (1) Science Projects (1)</p> | <p><u>Required Units: 3.0</u> <u>Any Combination of the following courses:</u> General Science (1) Environmental Science (1) Biology (1) Chemistry (1) Physics (1) Principles of Technology (1)</p> <p><i>*At least one unit must be taken in either Chemistry or Physics.</i></p> | <p><u>Required Units: 3.0</u> <u>Must Include:</u> Biology (1) Chemistry (1) Physics (1)</p> |
| <p style="text-align: center;"><i>Social Science</i></p> | <p><u>Required Units: 3.0</u> World History (1) (Grade 9) American History (1) (Grade 10) American Government (1) (Grade 11)</p> | <p>USD #113 requirements fulfill QA requirements</p> | <p>USD #113 requirements fulfill this requirement</p> |
| <p style="text-align: center;"><i>Technology Business</i></p> | <p><u>Required Units: 2.0</u> Computer Applications I (1) Consumer Education (1)</p> | <p>USD #113 requirements fulfill QA requirements</p> | <p>USD #113 requirements fulfill this requirement</p> |

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| <p><i>Fine Arts</i></p> | <p><u>Required Units: 1.0</u> <u>Fine Arts:</u> Band (1) Vocal Music (.5 or 1) Art (1)</p> | <p><u>Not Required</u></p> | <p><u>Required Units: 2 of Foreign Language</u> Units must be in the same language Spanish 1 (1) Spanish 2 (1)</p> |
| <p><i>Physical Education & Health</i></p> | <p><u>Required Units: 1.0</u> Physical Education/Health 1 (1) (Grade 9)</p> | <p><u>Not Required</u></p> | <p><u>Not Required</u></p> |
| <p>Teacher's Assistant (TA)</p> | <p>Each teacher or staff member approved by the administrator can accept one senior or junior student in good standing as a TA for one class period with the approval of the administration. Credit for being a TA will be reflected on the student transcript as pass/fail.</p> | | |
| <p>Graduation Exercises</p> | <p>Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.</p> | | |
| <p>Early Graduation</p> | <p>Students will not be permitted to graduate from high school in less than four years regardless of the number of credits, unless said student receives the written approval of the superintendent by the December board meeting. Approval shall only be granted when in the opinion of the principal and the superintendent, after conferring with parents, students, and faculty members, said student would benefit from early graduation. Students approved for early graduation will be allowed to participate in graduation ceremonies only; after early graduation the student(s) will not be allowed to participate in school activities, including the Junior-Senior Prom, except as a date, and the senior trip.</p> | | |
| <p>Vocational Internship</p> | <p>Guidelines for Vocational Internship Participation</p> <ol style="list-style-type: none"> 1. A student can only participate in the Internship curricula through one of the school vocational pathways approved by the Kansas Department of Education managed by the lead pathway teacher. The purpose of vocational internship experiences is for students to gain experiences in a particular vocational field that are high-skill and high-pay. 2. A student may not be self-employed. 3. A student may not work for a parent or an immediate family member. 4. A student may not work for any faculty member. 5. Internship participation shall be subject to a partnership agreement between the school, employer, student and parent, signed by each party, indicating that each party agrees to the expectations of each. 6. Daily and weekly student timesheet must be closely monitored and routinely approved by the vocational instructor. 7. If a student leaves or arrives during the school day, he or she must sign out of the office daily before leaving and/or upon returning. 8. The internship experience must be based in direct and concise communication between the instructor and both a) the KSDE Pathway Consultant and b) the KSDE auditor, to confirm all documentation is accurate and valid. 9. The partnership agreement shall be organized and maintained so that students are under the direction and supervision of the school. 10. The partnership agreement shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct. 11. High school credit shall be awarded according to the terms of the KSDE vocational competencies. <p>Each vocational internship experience shall include:</p> <ol style="list-style-type: none"> 1. Staff orientation to responsibilities. 2. Student orientation as to the goals and objectives of the work experience program. 3. Employer orientation explaining the purpose of the program and the employer's responsibilities. | | |

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| | <ol style="list-style-type: none"> 4. Employer’s conference at the conclusion of the program to determine the employer’s perception of how the program functioned and to obtain suggestions for improvement. 5. Student conferences at the conclusion of the program to determine the student’s perception of how the program functioned and to obtain suggestions for improvement. <p>The school shall maintain the following records for the internship program.</p> <ol style="list-style-type: none"> 1. Internship attendance records which the employer shall file each week. 2. Student work schedule, which shall be filed by the employer. 3. Employer’s verification of work record. 4. Employer’s evaluation of student’s work experience. 5. Report of on-site visits made by the school. 6. Documents verifying compliance with KSDE pathway competencies. 7. The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes. |
| <p>Work Study Programs</p> | <p>Participation by students in a work-study program will be handled by the principal or his/her designated representative on an individual basis. The following guidelines will be used in approving/rejecting applications from students or the business community for participation in a work-study program:</p> <ol style="list-style-type: none"> (a) The student shall be under the direction and supervision of the school. (b) The student shall meet board of education policies pertaining to enrollment, attendance, absenteeism, and conduct. (c) A unit of credit shall be defined as a minimum of 150 clock hours of work experience. (d) The student shall be 16 by the time the academic year starts and be a junior in standing. (e) The student must be a full time student: 5 class hours + 2 hours of work experience credit. (f) Accumulative credit will be 4 units, 2 units a year, with no more than one credit per semester. (g) The school will not find students jobs, but must approve them. (h) The student must secure employer’s consent to cooperate with evaluating work experience credit. (i) The student shall not work for their parents or guardians. (j) Enrollment in the program can begin at semester only. (k) The student must be to work within 30 minutes of dismissal from school. (l) The student must work during school time designated for this credit. (m) Credit earned must depend on satisfactory job performance as determined by the supervising teacher, principal and employer. (n) No letter grades will be given for credit earned. (o) The teacher-coordinator will develop appropriate records for maintenance of this program. <p><u>KSDE Work Experience (OJT) guidelines:</u></p> <ol style="list-style-type: none"> 1. The student may not be self-employed. 2. Students may not work for their parents. 3. Students may not work for the district office, any school office or for any faculty or staff. 4. High School credit shall be awarded for work experience (OJT) programs. 5. The program shall be organized and maintained so that students are under the direction and supervision of the school. 6. The program shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct. 7. The director of the work experience (OJT) program and the teacher coordinator shall hold valid certificates. Certification shall not be required for persons responsible for training at the on-site location. 8. A training agreement must be completed and signed for each work experience (OJT) student. The training agreement shall be signed by the employer, student, student’s parent or guardian (if student is under 18 years of age), and the supervising teacher for the related class. 9. The “work experience” (OJT) shall have job performance competencies showing relationship to an enrolled class (needs to be defined) and shall be based on a one to one ratio. One hour of classroom instruction to one hour of work experience. If classroom attendance is two hours and thirty minutes (2:30), the maximum work experience is two hours and thirty minutes. The |

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| | <p>combination of classroom and work experience or OJT may not exceed 1.0 FTE for state reimbursement.</p> <p>10. Classroom and work attendance records shall be maintained during the length of the program.</p> <p>Each work experience and On-the-Job training program shall include:</p> <ol style="list-style-type: none"> 1. A staff orientation as to responsibilities. 2. A student orientation as to the goals and objectives of the work experience program. 3. An employer orientation explaining the purpose of the program and the employer's responsibilities. 4. An employer's conference at the conclusion of the program to determine the employer's perception of how the program functioned and to obtain suggestions for improvement. 5. Student conferences at the conclusion of the program to determine the student's perception of how the program functioned and to obtain suggestions for improvement. <p>The school shall maintain the following records:</p> <ol style="list-style-type: none"> 1. On-the-job attendance records which the employer shall file each week. 2. Student work schedule, which shall be filed by the employer. 3. Employer's verification of work record. 4. Employer's evaluation of student's work experience. 5. Report of on-site visits made by the school. 6. Documents verifying compliance to the requirements stated above. <p>The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes. (Source: http://www.ksde.org/Default.aspx?tabid=113)</p> | | | | | | | | | | | | | | | |
| Promotion and Retention | <p>The general policy of the district is to encourage and assist each child to progress in a continuous growth pattern of academic achievement in harmony with his normal intellectual, social and emotional development. The best interest of the child will be the guiding philosophy for determining acceleration, promotion or retention.</p> <p>In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teacher, principal, guidance counselor and the parents will be taken into consideration.</p> <p>The following criteria (based on students having earned these minimum number of credits) will be used as a guideline for classification of high school students into grades 9-12 during the summer enrollment prior to the start of each school year:</p> <table data-bbox="488 1331 854 1457"> <tr> <td>Grade 9</td> <td>0</td> <td>Credits</td> </tr> <tr> <td>Grade 10</td> <td>5</td> <td>Credits</td> </tr> <tr> <td>Grade 11</td> <td>11</td> <td>Credits</td> </tr> <tr> <td>Grade 12</td> <td>19</td> <td>Credits</td> </tr> </table> <p>Students will not be allowed to change grade level during the school year.</p> | Grade 9 | 0 | Credits | Grade 10 | 5 | Credits | Grade 11 | 11 | Credits | Grade 12 | 19 | Credits | | | |
| Grade 9 | 0 | Credits | | | | | | | | | | | | | | |
| Grade 10 | 5 | Credits | | | | | | | | | | | | | | |
| Grade 11 | 11 | Credits | | | | | | | | | | | | | | |
| Grade 12 | 19 | Credits | | | | | | | | | | | | | | |
| Grading/Grade Classification | <p>The evaluation of student progress and determination of GPA, honor roll, class rank, and the designation of valedictorian and salutatorian will be based on a 4-point system (per semester):</p> <table data-bbox="516 1591 865 1751"> <tr> <td>A</td> <td>4.00</td> <td>100 – 90 percent</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>89 – 80 percent</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>79 – 70 percent</td> </tr> <tr> <td>D</td> <td>1.00</td> <td>69 – 60 percent</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>59 – 00 percent</td> </tr> </table> | A | 4.00 | 100 – 90 percent | B | 3.00 | 89 – 80 percent | C | 2.00 | 79 – 70 percent | D | 1.00 | 69 – 60 percent | F | 0.00 | 59 – 00 percent |
| A | 4.00 | 100 – 90 percent | | | | | | | | | | | | | | |
| B | 3.00 | 89 – 80 percent | | | | | | | | | | | | | | |
| C | 2.00 | 79 – 70 percent | | | | | | | | | | | | | | |
| D | 1.00 | 69 – 60 percent | | | | | | | | | | | | | | |
| F | 0.00 | 59 – 00 percent | | | | | | | | | | | | | | |
| Report Cards | <p>A report card(s) shall be issued to each student at the end of each specified grading period for each subject(s) taken. Teachers will make notations of failing or near-failing grades on the progress report that shall be mailed to the appropriate parents at the end of the fourth week of each grading period.</p> | | | | | | | | | | | | | | | |

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| <p>Parent/Student/Teacher Conferences</p> | <p><u>Student Conferences</u> Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.</p> <p><u>Parent Conferences</u> Elementary and middle school principals shall establish a schedule for parent-teacher conferences. Such conferences shall be held at least once each year in each building. Parents should be encouraged to request individual conferences whenever the need arises. Parents may request a conference with the high school faculty at any time that is convenient to both parties.</p> <p>In pre-kindergarten through grade eight, two school days will be scheduled by the superintendent of schools to be used for parent-teacher conferences.</p> |
| <p>Honor Roll</p> | <p>At the end of each semester, an honor roll will be compiled to give recognition to the students doing excellent work in academic areas. The following requirements must be met to qualify for the honor roll:</p> <ul style="list-style-type: none"> ● Superintendent’s Honor Roll 4.0 GPA all A’s ● Principal’s Honor Roll 3.50-3.99 GPA No C’s or D’s ● Honor Mention Honor Roll 3.00-3.49 GPA no D’s <p>The following rules shall apply:</p> <ul style="list-style-type: none"> ● Honor rolls shall be computed and published for grades 6-12 only. ● All credit classes shall carry the same weight for computing the honor roll. ● All classes will count toward the total grade point average. ● An adjusted grading scale may be used with selected students after administrative approval. |
| <p>Valedictorian and Salutatorian</p> | <p>The valedictorian and salutatorian awards will be given to the top two grade point averages in the senior class. These honored students receive a medal. In case there are 2 or more students who have the same top grade point average, all will receive the Valedictorian Award, and no salutatorian award will be awarded. All 8 semester grades will factor into the students ranking.</p> |
| <p>Academic Dishonesty</p> | <p>Academic dishonesty is not acceptable. Cheating, defined as copying another student’s work and claiming it is your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.</p> <p>A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.</p> |
| <p>Incompletes</p> | <p>Incompletes must be completed within five days of the grading period or they become a failing grade. Additional time may be allowed with approval by the principal.</p> |
| <p>Eligibility</p> | <p>The first level requires students to meet the guidelines set forth by the Kansas State High School Athletic Association (KSHSAA). The KSHSAA has a minimum regulation, which requires students to pass at least five subjects of unit weight in their last semester of attendance. In addition to the KSHSAA requirements, AHS students must also meet the following eligibility standards:</p> <ul style="list-style-type: none"> ● In order to maintain eligibility to participate in extra-curricular activities or school sponsored social events, students must maintain a 67% or higher in a minimum of 6 subjects of unit weight (If a student has a 66% or below in two or more classes, he or she will be ineligible). ● Eligibility will be determined on a weekly cumulative basis. ● Students will be given a two-week grace period at the beginning of each semester to establish grades before eligibility reports will be run. ● The period of ineligibility begins on the following Monday through Sunday. ● Each instructor will update his or her grades a minimum of one time per week no later than 4:00 pm on Wednesdays. ● A student may regain eligibility status prior to the weeks’ end by providing the activities director written verification from their respective teacher(s) that they are in good standing. It is then the student’s responsibility to provide this information to their coach/sponsor. |

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| | <ul style="list-style-type: none"> • Students enrolled in a co-curricular class that has activities or performance requirements scheduled after the school day will be allowed to perform or participate to meet the requirements of that class. • Students enrolled in a co-curricular class that has activities or performance requirements during the school day will not be able to attend and will be required to do an additional assignment created by the instructor. |
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| Attendance | |
| Compulsory Attendance Requirements | <p>Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:</p> <ul style="list-style-type: none"> • They have attained a diploma or GED; or • They are enrolled in an approved alternative education program, recognized by the local board of education; or • A court orders exemption; or • The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer. |
| Excused Absences | <p><u>Excused Absence</u> The board of education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absence from school up to a maximum of five (5) absences per semester. All absences in excess of five per semester will be “unexcused” unless the student presents a physician’s statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code.</p> <p>Absences will be determined using combined half days or whole days. A “significant part of a school day” will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. Building principals will be responsible for determining the differentiation between absences and tardies. A student, to be readmitted to school after being absent, shall present verification from a parent, guardian, or physician explaining the absence or it will be considered an unexcused absence.</p> <p>It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the schoolwork lost during the absence.</p> <p>Students will be given two school days and evenings per school day missed to make up work missed by their absence.</p> <p><u>Medically related excuses</u> Medically related absences will not count as a part of the accrued five (5) excused absences if the student submits a written excuse from a doctor, dentist, optometrist, psychiatrist, or certified counselor (i.e. KANZA, Pawnee Mental Health, etc.) These written, signed (by doctor, dentist, etc.), medically - related excuses are to be presented to the school office within two (2) days after the absence(s) in order to be considered valid.</p> <p><u>Adjudicating Committee</u> In each semester students who accumulate more than five (5) days of excused absences for illness or other health related appointments, or more than five (5) days for parental requests with prior approval, will be referred to a committee which will adjudicate whether additional excused absences should be given. This committee, appointed by the building administrator, will consist of three teachers, counselor, and the building administrator.</p> <p><u>Consequences for Excessive Excused Absences</u> If a student has exceeded his or her allowed excused absences, that student is allowed ten school days to fully make up time. If time is not made up by a student within ten school days of being notified by the administrator, that student will be considered a “student not in good</p> |

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| | standing” until said time has be made up in full. The student is subject to all school policy restrictions placed on a “student not in good standing.” |
| Unexcused absences | <p><u>Definition of Unexcused Absences</u> Students who are absent from school for any instance in which a note is not received from the parent or guardian within two days after any form of absence(s) will be considered “Unexcused absences.”</p> <p>Students will be given one school day per day missed to make up work missed by their unexcused absence.</p> <p><u>Consequences for Unexcused Absences</u> Time that is missed from the classroom because of “unexcused absences” will be made up according to a schedule determined by the administration. If time is not made up by a student within five school days of being notified by the administrator, that student will be considered a “student not in good standing” until said time has be made up in full. The student is subject to all school policy restrictions placed on a “student not in good standing.”</p> <p>Any student participating in an organized “skip day” will be required to make up the time.</p> |
| Truancy | <p>The building principal or assistant principal shall report students who are inexcusably absent from school to the appropriate authority.</p> <p>Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.</p> <p>Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.</p> <p>The superintendent of schools shall include in his/her annual report any information relative to truancy that he/she feels should be called to the attention of the board and to the community. The superintendent shall attempt to enlist the support and cooperation of the juvenile court in dealing with the school problems created by truancy. The superintendent is authorized to report truanies to the juvenile court.</p> <p><u>Definition of Significant Part of the School Day</u> Significant part of the school day is defined as not attending one-half of the school day.</p> <p><u>Involvement of Law Enforcement</u> Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian, or to another location designated by the board to address truancy issues.</p> <p><u>Reporting to Parents</u> If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.</p> <p>The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)</p> |
| Waiver of Compulsory Attendance Requirements | Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form, if the student earns a GED, or if the student is exempted from compulsory attendance requirements pursuant to a court order |

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| | <p>The school district’s employees will make every effort to encourage students to continue their education until completion of their high school program. In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.</p> <p>The school district’s counselor, and other employees working with drop-outs, will present to the board of education, at an appropriate time, a report analyzing such case histories, with recommendations, if any, for improvement of the educational program to reduce further drop-outs.</p> |
| Tardies | <p>A student is tardy if he/she is not present at the beginning of a period. If the student is very tardy, this will be considered an unexcused absence. Parents may provide a parental excuse for tardies at the start of the school day with administrative approval. When a student arrives late to class; the teacher will notify office by recording a tardy in the attendance program.</p> <p>The teacher will inform student if he/she has been turned in as a tardy. Once a student gets his/her third tardy per class per semester, the student will be assigned 30 minutes of detention. Detention will be assigned up to three times. On the sixth tardy and any following a day of ISS will be issued. Administrators can assign OSS or other discipline actions if they feel they are necessary.</p> <ol style="list-style-type: none"> 1. Absences/tardies will be excused for medical, parental request or funeral excuses. <ol style="list-style-type: none"> a. Parent written request is subject to approval by administration. After five such absences per semester, a written medical statement may be required from medical personnel. b. A student who has unexcused absences for three consecutive school days or five or more school days throughout a semester will be considered truant. |
| Sign In/Sign Out | <p>Students must sign out in the office before leaving school premises during the school day.</p> |
| Release of Student During School | <p>Students shall not be released during the school day except upon a written or verbal request from the student’s parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.</p> <p>Students will not be permitted to leave the school premises any time during the normal day except for school-sponsored activities. Before leaving the building the office must receive in advance either a note or phone call from the student's lawful custodian. If it is necessary for a student to leave during the school hours, a permit must first be secured from the school office and the student must check out in the office before leaving the building. He/She must check back in the office when returning to school. Failure to do so will result in an unexcused absence for the remainder of the day.</p> <p>Students, as a general rule, will not be allowed to leave school premises for schoolwork, books, projects, etc., which were left at home. See “Sign In/Sign Out” above.</p> |

| Student Conduct/Discipline | |
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| Behavior/Conduct | <p>The following is a list of behavior expectations for the students of USD 113 Axtell Public School:</p> <p><u>Be prompt and be prepared</u></p> <ul style="list-style-type: none"> ● Come to class on time ● Come to class with needed materials ● Come to class with assignments complete <p><u>Respect authority</u></p> <ul style="list-style-type: none"> ● Listen to authority ● Follow directions promptly ● Accept responsibility for behavior <p><u>Display a concern for learning</u></p> <ul style="list-style-type: none"> ● Remain on task ● Allow others to remain on task <p><u>Respect rights of others</u></p> <ul style="list-style-type: none"> ● Use appropriate voice and language ● Listen to speaker ● Respect opinions and points of others ● Refrain from harassment <p><u>Display appropriate character</u></p> <ul style="list-style-type: none"> ● Display positive character ● Display productive character <p><u>Respect property</u></p> <ul style="list-style-type: none"> ● Respect property of others ● Respect own property <p><u>Display appropriate social skills</u></p> <ul style="list-style-type: none"> ● Interact with others appropriately ● Display courtesy and tact |
| Weapons | <p>A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds, school activity, or school event.</p> <p>This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.</p> <p>This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.</p> <p><u>Possession of a Firearm-Federal Law</u></p> <p>Possession of a firearm shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or other certified employee of the school in which the pupil is enrolled, by any committee of certified employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled.</p> |
| Vandalism | <p><u>Damage or destruction of school property</u></p> <p>A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.</p> <p><u>Damage or destruction of private property</u></p> <p>A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or</p> |

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| | <p>theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.</p> |
| Bullying | <p>The board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.</p> <p>Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.</p> |
| Sexual Harassment | <p>Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.</p> <p>It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.</p> <p>Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:</p> <ul style="list-style-type: none"> ● submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; ● submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or ● such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. <p>Sexual harassment may include, but is not limited to:</p> <ul style="list-style-type: none"> ● verbal harassment or abuse; ● pressure for sexual activity; ● repeated remarks to a person, with sexual or demeaning implication; ● unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.. <p>Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.</p> <p>The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.</p> |
| Dress Code | <p><u>Personal Appearance</u></p> <p>The basic responsibility for the student's appearance remains with the student and parents. Any clothing that is revealing, suggestive, or distracts from the learning environment is inappropriate. The school board delegates the building principals and administrators the authority to correct a situation which may be interfering with the learning process. Students identified wearing inappropriate clothing, will be required to change to appropriate dress. Discipline procedures may be incorporated if the students fail to comply with the request to change to appropriate clothing as per building discipline policies.</p> <p>USD 113 Axtell Public School does not permit dress which:</p> <ul style="list-style-type: none"> ● Implies gang membership or affiliation; |

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| | <ul style="list-style-type: none"> ● Presents a physical safety hazard to self, students, staff, and other employees; ● Displays vulgarity or implied vulgarity, implied racial comments that are inappropriate, sexual connotations, or inappropriate gender references; ● Advertises alcohol, drugs or tobacco; ● Harassment of others; <p>No head coverings or head bands of any kind will be worn in the school buildings during the school instructional day. This also includes sunglasses. Special permission may be given to wear head coverings for special events or activities. Students representing USD 113 Axtell Public School in school activity or academic programs will not wear hats into other schools.</p> <p>Examples of inappropriate dress at school may include, but are not limited to:</p> <ul style="list-style-type: none"> ● Shirts – Low Riders, Tobacco, Alcohol, Drugs or other inappropriate pictures or sayings, cut off T-Shirts, muscle shirts, athletic bras, short blouses, halter-tops, spaghetti straps, tube tops and clothing that shows cleavage. ● Straps on blouses and shirts need to be a dollar bill wide or the student should wear a shirt under the top, (layered look) ● Shorts and pants – biker shorts, cut off sweats, ratty and dirty jeans or slacks <ul style="list-style-type: none"> ○ The short and skirt length will be determined in the following manner. The length of these garments is expected to be in good taste (mid-thigh length is recommended). ● Bulldog collars or bracelets will not be allowed; ● Chains that hang down from the belt are not to be worn to school. ● Shoes must be worn at all times. <p>If there is a dress code violation, the student will be asked to change to an appropriate look. This request will include turning a shirt inside out, changing to a T-shirt, wearing a jacket over a shirt, changing to a pair of appropriate shorts, removing a hat, chain or collar. If the student in question fails to comply with the requested disciplinary action, intervention will follow as per our discipline policy.</p> |
| <p>Alcohol/Drug/Tobacco Policy</p> | <p>Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, drug(s) (Including, but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids or paraphernalia will be subject to disciplinary action. Drug dogs may be used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.</p> <ol style="list-style-type: none"> 1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent. 2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms. 3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so. 4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student’s parent notified immediately after the search is concluded, regardless of whether or not contraband is found. 5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student’s parent notified, and the student removed to the building principal’s office for further processing. <p>In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.</p> |

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| | <p>If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.</p> |
| Hazing/Initiations | <p>Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.</p> |
| Foul Language | <p>Foul language and/or swearing, has no place in or around an educational institution, or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage of foul language and/or swearing will result in suspension.</p> |
| Gambling | <p>Gambling in any form is prohibited in or around an educational institution.</p> |
| Excessive Emotional Display | <p>The school is much like a place of work. While personal affection for each other is not a harmful emotion, excessive displays of such emotion are not appropriate in schools. The steps to correction will be: (1) teacher warning/conference, (2) detention, (3) double time and parental notification by the principal.</p> |
| Fighting and Physical Assault | <p>Fighting is considered to be a type of conduct, which substantially disrupts, impedes or interferes with the operation of school and impinges upon or invades the rights of others. This type of behavior will not be tolerated. Students caught in violation of this policy will be subject to suspension and/or expulsion.</p> <p>Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under these rules.</p> |
| Classroom Conduct | <p>Classes are intended as educational opportunities. Behaviors that distract from the activities of the teacher are not acceptable. Cooperation will result in greater enjoyment and learning.</p> |
| Electronic Devices/Cell Phones | <p>Any non-school issued or personal electronic device (i.e. cell phones, headphones, air pods, iPods, etc.) used by students during school is prohibited. Electronic devices may be used before school, during passing periods, and during some lunch days. There will be a "No Tech Tuesday" during lunch where cell phones and electronic devices will not be allowed. If a student brings an electronic device to school (i.e. a cell phone) that device must remain in their hallway locker and not to be seen or heard except before school, during passing periods, and during lunch.</p> <p>Electronic devices are not permitted in locker rooms, bathrooms, or other places where the potential for exploitation exists.</p> <p>Cell phones are NOT permitted in the classroom. Other electronic devices are at the discretion of the teacher, on a "special occasion" basis, not as a general rule. Student use of the electronic device is permissible only as specifically instructed by the teacher.</p> <p>Consequences for electronic devices violations are subject to the Infractions Student Code of Conduct:</p> <ol style="list-style-type: none"> 1. First offense – they are taken away for the remainder of the day and returned to the student after school, student is issued a detention 2. Second offense – they are taken away, parents are contacted, parents pick up item after school, student is issued double time and the cell phone must be checked into the office each morning for 1 week. 3. Third offense - they are taken away and returned to the parent. Students are subject to 1-3 days ISS. The student will not be allowed to bring their cell phone to school for the rest of the year. |

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| | In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day. |
| Social Network Websites | Student use of any social network website (i.e. Facebook, Snapchat, Twitter, Tiktok, etc.) is prohibited during school (8:00 a.m.-3:25 p.m.), either through the school computer system or an external internet provider. The use of the school computer system to access any social network website is prohibited at ALL TIMES . |
| Backpacks/Bags | Students will only be allowed to have backpacks as they enter and exit the building. Backpacks will be stored in lockers and will not be allowed in classrooms, hallways, on tops of lockers, the gym, etc. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers are at liberty to ban all bags from classrooms. Bags that are considered to be used in place of a backpack are also not allowed in classrooms. Backpacks are not recognized by the school as personal possessions, but are defined as an item used to transport, or store, school owned materials. There is to be no expectation of privacy by students – searches may occur. |

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| <i>Discipline Measures</i> | |
| Detention | The detention period begins five (5) minutes after dismissal time or thirty (30) minutes prior to the beginning of the school day, and will be at least 30 minutes in duration. Students may be required to stay during this time for either disciplinary or academic reasons. This period will also be used to make up time that is lost due to unexcused absences from school. |
| Suspension/Expulsion | <p>The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student.</p> <p>Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student. Any student placed on probation shall be given a written list of the terms and conditions of his/her probation and the student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them and that he/she is willing to abide by them and that if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.</p> <p><u>Suspension and Expulsion Procedures</u> Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any hearing officer appointed by the board.</p> <p><u>Reasons for Suspension or Expulsion</u> Students may be suspended or expelled for one or more of the following reasons:</p> <ul style="list-style-type: none"> ● willful violation of any published, adopted student conduct regulation; ● conduct which substantially disrupts, impedes, or interferes with school operation; ● conduct which endangers the safety or substantially impinges on or invades the rights of others; ● conduct which constitutes the commission of a felony; ● conduct which constitutes commission of a misdemeanor; |

- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not to exceed 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.

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| | <ul style="list-style-type: none"> ● The days a student is suspended or expelled are not subject to the compulsory attendance law. ● During the time a student is suspended or expelled from school, the student may not: <ul style="list-style-type: none"> ○ Be on school property or in any school building without the permission of the principal. ○ Attend any school activity as a spectator, participant or observer. <p>A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.</p> <p>When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.</p> <p style="text-align: center;"><u>Student Rights During a Long-Term Suspension/Expulsion Hearing</u></p> <p>The student shall have the right:</p> <ul style="list-style-type: none"> ● to counsel of his/her own choice; ● to have a parent or guardian present; ● to hear or read a full report of testimony of witnesses; ● to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses; ● to testify in his or her own behalf and to give reasons for his or her conduct; ● to an orderly hearing; and ● to a fair and impartial decision based on substantial evidence. <p><u>Appeal to the Board</u></p> <p>The following conditions shall apply if a student who is age 18 or older or the student’s parent or guardian files a written appeal of a suspension or expulsion:</p> <ul style="list-style-type: none"> ● Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing. ● The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days. ● The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing. ● The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings. ● The board shall record the hearing. <p>The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.</p> |
| <p style="text-align: center;">Probationary Status</p> | <p>Any punishment, suspension or expulsion, may be deferred by the principal {add other positions as appropriate}. The student involved may be placed on probation for a set period of time. See “Suspension/Expulsion.”</p> <p>The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian.</p> <p>A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.</p> |

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| | The superintendent shall handle any probation arrangements resulting from violations of the weapons policy. See "Weapons." |
| Interrogations and Searches | <p>The interrogation of students on school premises by law enforcement officials and persons other than school personnel shall be conducted in a manner designed to produce the least possible disruption of the school program. Whenever possible, such interrogations shall be conducted before or after school hours and off of school property. Whenever a student is questioned on school property during school hours, every effort will be made to advise the student's parents or guardian prior to such interrogation.</p> <p><u>Searches</u> Any person other than the building principal who wishes to search a student's locker shall report to the building principal before proceeding to the locker, and in no event shall such person be permitted to search the student's locker without the principal's consent unless such person has a valid search warrant authorizing him to make such search.</p> <p><u>Search of the Person</u> When it has been determined by the building principal that there is a reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building principal's office.</p> |
| Reporting Crimes to Law Enforcement | <p>Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school-supervised activity and/or has been found:</p> <ul style="list-style-type: none"> ● In possession of a weapon, ● In possession of controlled substance or illegal drug; or; ● To have engaged in behavior at school, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur. |

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| Health and Safety | |
| Reporting Accidents | <p>Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.</p> <p>When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.</p> |
| First Aid | <p>First aid may be administered to students only by those school employees qualified by training approved by the school district and then only in case of emergency.</p> <p>First aid will be limited to the applying of simple bandages or infection preventatives--except that justifiable emergency aid to prevent further injury, disability, or death such as stopping excessive bleeding will be permitted.</p> <p>At least one person in every school building in the school district will be a trained person qualified to administer first aid.</p> |
| Administering Medications | <p>No school employee will dispense any prescription medicine, patent medicine or other drugs to any student at any time.</p> <p>The school nurse may be qualified to follow a physician's orders on the dispensing and/or injection of medicine. This type of treatment, however, should be given only with the expressed, written approval of the student's family and physician and should be renewed each semester in writing.</p> <p>Parents will notify the building principal in writing of any medicine taken by their child.</p> <p>In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the</p> |

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| | <p>student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents 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.</p> |
| Inoculations | <p>All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.</p> |
| Health Assessments | <p>The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities.</p> <p>As required by current law all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time.</p> <ul style="list-style-type: none"> o Inoculations (see above) o Physicals for Activities (see below) <p>A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.</p> <p>Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.</p> <p><u>Cooperation With Other Agencies</u></p> <p>Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.</p> <p>The school nurse shall be responsible for the general conduct of health programs approved by the board and required by current law.</p> |
| Physicals | <p>All students participating in junior and senior high physical athletics are required to file a physical in the office of the principal by the first day of practice and said physical form shall be the same as presently used by the KSHAA</p> |
| Communicable Diseases | <p>Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.</p> |
| Safety | <p>Students shall observe the safety rules as established by the staff and administration of the attendance centers.</p> <p>The school district will endeavor to provide a safe environment for children while they are attending school or extra-class activities.</p> <p>Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal.</p> <p>Those teachers who instruct in hazardous curriculum areas, such as physical education, shop or science laboratories, will teach a unit of work, each year or semester as the case may be, dedicated to safety rules inherent in the particular subject matter.</p> <p>Appropriate safety signs, slogans or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.</p> |

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| | <p>Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the class term or the end of the school year whichever is appropriate. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.</p> <p>Teachers will conduct periodic reviews of safety rules during the school year.</p> <p>The building principal, together with his/her custodial staff, will make frequent inspections of areas of the building and grounds that may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or in some appropriate way marked as a “dangerous area.”</p> <p>All students will be notified of such “dangerous areas.” All hazards of “dangerous areas” will be reported in writing to the superintendent of schools if the costs exceed the local building maintenance budget and the building principal will immediately submit a requisition to the superintendent of schools asking for the appropriate funds to correct the situation.</p> |
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| General Information | |
| Complaints about Rules | <p>Any student or parent/guardian may file a complaint with the principal concerning a school rule or regulation if the rule of regulation has specific implications upon the student or dependent of the parent/guardian. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.</p> |
| Complaints to the Board | <p>Individuals or groups often confront a single board member with issues which usually should be handled by the administration of the school. In carrying out the policy for handling complaints, the board will observe the following procedures:</p> <p>Neither the board as a whole nor any individual member of the board will entertain or consider communications or complaints from teachers, parents or patrons until they have first been referred to the principal and/or superintendent.</p> <p>Only those cases where satisfactory adjustment cannot be made by the principal or superintendent shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent and principal in such event, the board will, if it seems advisable, grant a hearing to the parties interested. Such hearings will be held during a regular or special session of the board.</p> |
| Gifts | <p><u>Student Gifts to Staff Members</u> The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal’s approval.</p> <p><u>Gifts by Staff Members</u> Faculty members are discouraged from giving gifts to individual students or to classes of students. Staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity unless approved by the principal.</p> <p><u>Student Organization Gifts to the School</u> Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization’s funds to the district. These donations shall require prior board approval. Any student organization gift to the district shall become district property when accepted by the board.</p> |
| Personal Property | <p>The district is not responsible for students’ personal property and does not provide insurance on students’ personal property. If a student’s personal property is broken, damaged or stolen</p> |

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| | repair or replacement is the student's responsibility. Please inquire in the principal's office about lost articles or bring found articles to the office. Report losses immediately. |
| Posters | The school office must approve all posters before they are placed in the halls or elsewhere. Organizations will be responsible for taking down outdated posters. No advertising of non-school sponsored activities is to be placed within the school without prior approval of the building principal. |
| Healthy Snacks & Water Machines | These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in approved containers only. |
| Telephone Calls | District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal. Students will not be called to the phone during school hours except with approval from the principal's office. The message will be taken and relayed to the student when he/she is not in class. |
| Use of Gym | Activities in the gym will be those approved by the staff as safe and non-destructive to the gym floor. Students on the gym floor before school, at noon, and after school for non-staff organized activities are to remove their street shoes. This is intended to help protect the gym floor. |
| Hallways | Any student, who is out in the hall for any reason whatsoever, must carry with him or her, a properly authorized pass or reason for being in the hall. Those who ignore this policy will be subject to disciplinary action. |
| Use of Personal Vehicle | There is a need for some students to drive personal automobiles to school. There is need for safety regulation governing the use of such automobiles on or near school property. The superintendent of schools shall formulate plans and procedures regulating the driving, parking and use of student automobiles during the school day. Failure of student drivers to observe the school district's regulations governing the use of student automobiles may result in disciplinary action. All rules and regulations concerning use of automobiles on junior and senior high school property will be submitted to the board of education for approval. All such rules and regulations will be given to each student driver and his/her parents (those rules listed here are considered such "given" notification) <u>Such rules and regulations will include but will not be limited to the following:</u> <ul style="list-style-type: none"> o Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter and a written notice will be mailed to the parents of the driver. o After a second warning, the student will be reported to the local civil authorities. o Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code. <p>Students driving vehicles to school are expected to drive in a safe, legal, and courteous manner. Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal.</p> |
| Visitors | Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school or guests to school for classroom visits without prior permission of the principal. |

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| Animals in the School | <p>Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.</p> <p>Under no circumstances are animals to be transported on school buses.</p> |
| Child Abuse | <p>Any employee of the school district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonable result in abuse or neglect will immediately report or cause a report to be made to the district court or to the local Social Rehabilitation Services (SRS) office.</p> <p>School employees will 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 that the child has been abused or neglected.</p> |

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| School Property | |
| Appropriate Use of Equipment and Supplies | <p>Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.</p> <p>Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.</p> |
| Email Use | <p>Students shall have no expectation of privacy when using district email or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.</p> <p>Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.</p> |
| Computer Use | <p>Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.</p> <p>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 student projects is prohibited without prior permission of the teacher.</p> |
| Network Guidelines | <p><u>Computer Network Use Guidelines</u></p> <p>All users of the schools’ computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Be polite. Do not write or send abusive messages to others. ● Use appropriate language. Do not swear; use vulgarities or any inappropriate language. ● Do not reveal your personal address or phone numbers or that of other students or colleagues. ● Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. |

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| | <ul style="list-style-type: none"> ● All communications and information accessible via the network should be assumed to be private property, which is subject to copyright laws. ● Do not place unlawful information on any network system. ● Keep paragraphs and messages short and to the point. Focus on one subject per message. ● Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages). ● Do not give your password or access codes to anyone else, as they are your responsibility. <p><u>Consequences of Violation of Technology Policies</u></p> <p>All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.</p> <p>Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning use of computers and networks will result in disciplinary action.</p> <p>Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.</p> <p>Examples of possible violations:</p> <ul style="list-style-type: none"> ● Deliberately accessing a pornographic site/material. ● Altering any system software or another’s personal work, either locally or remotely. ● Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. ● Allowing anyone to use an account other than the account holder. <p><u>Level 1: Violation:</u></p> <p>Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.</p> <p><u>Level 2: Pattern of abuse, repeated abuse or flagrant violations:</u></p> <p>Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district’s previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.</p> <p><u>Level 3: Expellable offense:</u></p> <p>Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.</p> |
| <p>Children’s Internet Protection Act (CIPA)</p> | <p>The district shall implement the Children’s Internet Protection Act (CIPA). The superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use ethical of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on</p> |

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| | <p>social networking sites and in chat rooms and cyberbullying awareness and response. Internet safety measures shall be implemented that effectively address the following:</p> <ul style="list-style-type: none"> ● Controlling access by minors to inappropriate matter on the Internet and World Wide Web; ● Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications; ● Preventing unauthorized access, including “hacking” and other unlawful activities by minors online; ● Unauthorized disclosure, use and dissemination of personal information regarding minors; and ● Restricting minor’s access to materials harmful to them. ● Specific expectations for appropriate internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students. |
| Textbooks | <p>All textbooks and workbooks will be supplied on a rental basis to all students. Students will be required to pay fines on all books that are damaged beyond what is normal wear. Additional fees as established by the board will be assessed for courses using consumable materials. Additional costs relative to classes may be assessed by the instructor on materials used.</p> |

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| Student Services | |
| Student Privacy Rights | <p>District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.</p> <p>Employees are prohibited from divulging information contained in records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.</p> <p>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 required to release the information under law or court order. In all cases, the employee’s immediate supervisor shall be informed, immediately, of any requests.</p> <p>Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.</p> |
| Library | <p>Library services are available for each student. Students are encouraged to use the library before and after school or other times designated by the staff.</p> <p>All rules and regulations for use of the library are expected to be followed and violations of those rules and regulations may lead to revocation of library privilege.</p> |
| Food Service | <p>Students will remain at the school through meal periods. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.</p> <p>Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.</p> <p>The school district will provide each student with the opportunity to participate in the school lunch (including breakfast) program. The superintendent of schools and those building principals in whose building a school lunch program is provided will develop rules and regulations governing this activity. Students and teachers will remain at the school through the lunch period. Lunch will be eaten in the designated area according to schedule established by</p> |

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| | <p>each building principal. Lunch may be purchased at the lunch programs or may be brought from home. Milk may be purchased to supplement lunches brought from home. Exception from the above regulation will not be made for students having study hall during the lunch period. Any emergency exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class. The price of each individual lunch will be determined by the board of education. The food service supervisor will be responsible for the entire lunch program. The board of education will operate a school lunch program in the schools where they feel it necessary and feasible. Supervision of the lunch program will rest with the building principal (Teachers will be scheduled to serve as lunch hour supervisors and the district shall pay for their meals). The board will set the charge for lunches each year prior to the opening of school and, if adjustments are necessary, may make this adjustment any time during the school year. Special milk (as for kindergarten) may be purchased on a "per semester" basis only and refunds cannot be made for unused portions.</p> |
| <p>Transportation To and From School</p> | <p>Bus transportation will be provided for students to and from school for those students who qualify. Transportations will be provided by the district for all extra-class activities. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day.</p> <p>Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. See "Behavior/Conduct."</p> <p>Students will be allowed to use the district transportation service contingent on their behavior to the following guidelines:</p> <ul style="list-style-type: none"> ● Students are expected to respond to the directions/requests of the bus driver and/or sponsor in a courteous and prompt manner. ● Profanity is sufficient cause to be denied the privilege of school transportation. ● Students are to obtain prior approval from the driver and/or principal before bringing items on the bus other than essential items needed for school. ● Students are not to extend any part of their persons outside of the bus or throw objects of any type from the bus. ● The emergency door of the bus is to be used for emergency purposes only. ● Students are to remain in their seats facing forward while the bus is in motion. Exit only after the bus has come to a complete stop. ● Students are not to dispose of any type of litter on the bus. ● Students are not to cross the roadway or move toward the bus when being picked up until the bus has stopped and the driver has indicated permission to board. ● Students are expected to reflect both classroom conversation levels and behavior while on the bus. ● Students shall refrain from talking while at railroad and major highway crossings to allow the bus driver maximum listening ability. <p>Students will be provided the opportunity to discuss the incidents of inappropriate behavior with the building administrator prior to a decision to exclude the student from using the school transportation service.</p> <p>Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.</p> <p>Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy.</p> |
| <p>Exceptional Students</p> | <p><u>Exceptional Child Due Process Procedures</u></p> <p>The school administration shall follow these procedures before a student is excluded, reassigned or transferred from regular school classes by a staffing/placement committee on the grounds that the student is an exceptional child and cannot materially benefit from or is placed in, transferred to or from, or denied placement in special education services.</p> |

A written notice of a proposal to take any of the above named actions shall be given to the parents or guardians of the child involved. Such notice shall be mailed by restricted mail or personally delivered to said parent or guardians and shall describe the proposed action, state the reasons for the proposed actions, and inform the parents or guardians of the right to object to the proposed actions at a hearing which may be held, upon request of one of the parents or guardians, not less than fifteen days and not more than thirty days from the date on which the notice was received as evidenced by a returned receipt. Such notice must also inform parents or guardians of any free or low cost legal services available and be written in the principal language used in the home.

No action to exclude, reassign or transfer a student on the ground of exceptionality nor to place in, transfer to or from, or deny placement in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing, held within not less than 30 days, except that the proposed action may be taken at any time with the written consent of the parents or guardians. When a determination has been made that a child is an exceptional child and that special education services are necessary for such child, it shall be the duty of the parent or guardian of such exceptional child to require such child to enroll in and attend the special education services which are indicated in the determination. The parent or guardian has the right to revoke consent and request a hearing at any time.

When it is determined that an exceptional child can no longer materially benefit from the district's regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional child with special education services.

Procedural Due Process Hearing

The hearing which is provided for shall be held at a time and place reasonably convenient to the parents or guardians of the involved child, be a closed hearing unless the parents or guardians shall request an open hearing, and be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parents or guardians of the involved child, the hearing officer shall convene the hearing not less than fifteen, nor more than thirty days from the date of receipt of notice. During the hearing, both parties shall have the right to have counsel of their own choice present and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read a full report of and hear and cross-examine the testimony of witnesses responsible for recommending the proposed action and any other materials witnesses appearing. The child has a right to present his own witnesses in person or their testimony by affidavit, including expert medical, psychological or educational testimony; also the child has the right to testify in his own behalf and give reasons in opposition to the proposed action. Both parties have a right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The child has a right to an orderly hearing and a fair and impartial decision based upon substantial evidence. Both parties have a right to have a record of the hearing made by mechanical or electronic recording or by an official court reporter.

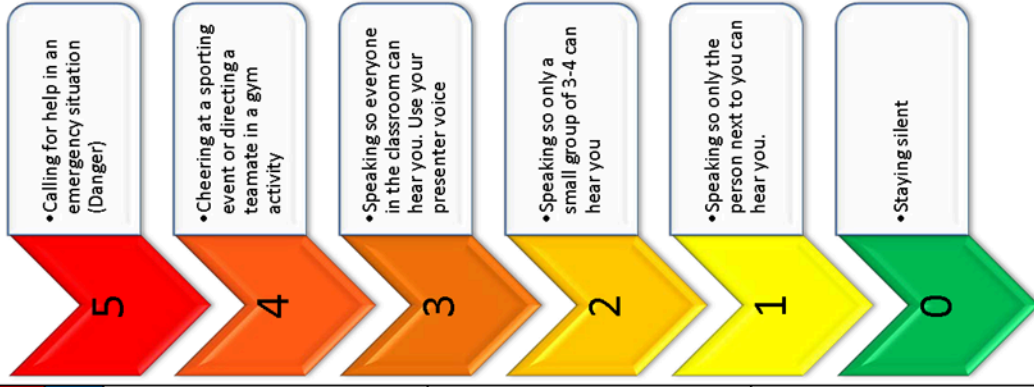
At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved child shall be given access to all records, tests, reports or clinical evaluation relating to the proposed action.

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| | <p>Written notice of the results of any hearing held pursuant to law shall be sent by restricted mail to the affected child, his/her parents or guardians, or his/her counsel within twenty-four hours after such result is determined.</p> <p>Any such hearing officer shall not be a member of the board, an employee of the school district or the state board of education, a person responsible for recommending the proposed action, or a person with a conflicting personal or professional interest.</p> <p>Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment.</p> <p>The hearing officer appointed by the board shall, after the hearing, prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law.</p> <p>Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein.</p> <p>The cost of any hearing shall be paid by the school district.</p> <p><u>Appeal Provision</u> Both parties have the right of appealing such decision to the state board of education according to law.</p> |
| Physically Handicapped Students | <p>Those students who are handicapped due to a physical injury are encouraged to attend school if able. If the student is unable to attend school, it shall be the responsibility of the student or his parents to secure lesson assignments from each of the student's teachers in order to keep abreast of his/her school work.</p> <p style="padding-left: 40px;">Students who are injured and have difficulty walking or climbing stairs may secure permission from the building principal to be late to class.</p> <p style="padding-left: 40px;">Each such permit will expire Friday at 4 p.m. of each week and must be renewed at the beginning of school each Monday morning.</p> <p style="padding-left: 40px;">Students with injuries that would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student re-enters school after sustaining his injury.</p> <p>Those students who are permanently handicapped will be identified at the beginning of each year by the school district's staff.</p> <p>Each staff member in the district will be given a list of the names of such student with the appropriate remarks describing the handicap.</p> <p>Each staff member will make appropriate allowances for physical performance of such students as they proceed through the school day and the educational program.</p> |

| | |
|----------------------------------|--|
| <i>Elementary Section</i> | |
| Invitations | Students are to distribute party invitations at school only with the permission of the teacher. |
| Holiday Parties | Classroom teachers will notify parents of any holiday parties the class/school will celebrate. If a student does not want to participate in a holiday party because of his/her beliefs, the building principal should be contacted for excusing the student(s) from the party. |
| Room Parents | Parents are encouraged to be a working partner with the teacher. If you wish to help the teacher in the classroom, please notify the teacher. |

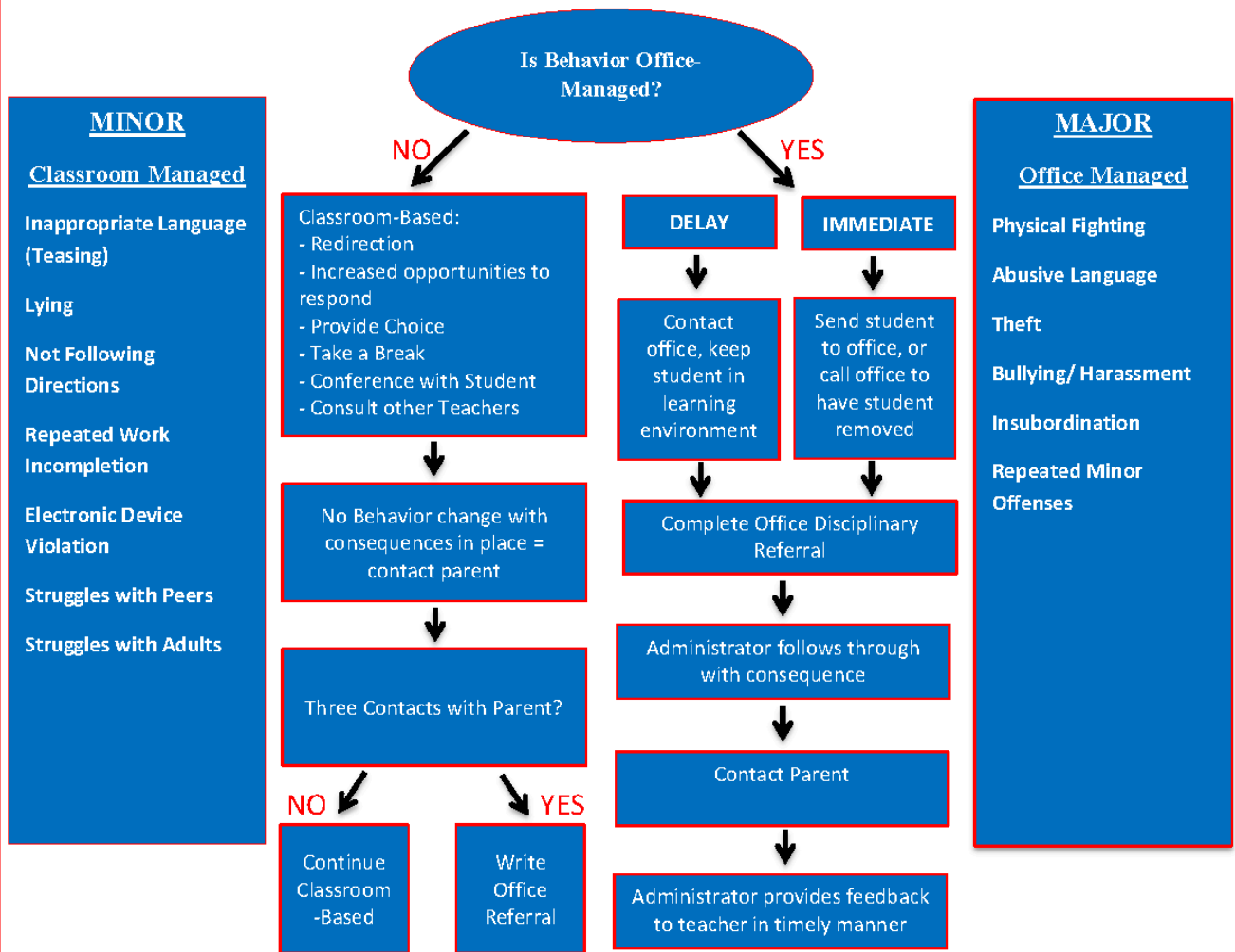
Axtell Public School Behavior Matrix

| | Classroom | Hallways | Cafeteria | Bathrooms | Playground | Assemblies | Buses |
|----------------------|---|---|---|---|--|--|--|
| Be Safe | Use materials fittingly Keep walkway/aisle clear Keep your area clean Follow classroom rules | Walk on the right side Walk facing forward Report any concerns and problems to staff members | Eat your own food Clean up spills and messes - report major spills to an adult Walk and watch where you are going | Walk in and out of bathroom Keep hands and feet to yourself Report messes to faculty or staff | Use equipment correctly Report concerns Think before you do Keep hands, feet, & objects to yourself | Enter and exit in an orderly manner Sit in assigned area Keep hands, feet, and objects to self | Stay in your seat Sit facing forward Keep aisle clear Level 0 at railroad crossings |
| | Be Responsible | Clean up after yourself Ask permission to leave room Finish your work Follow classroom routines Be prepared for class | Keep the hallways clean and neat Go straight to your destination Respect personal space | Dump garbage in trash can and stack trays Keep your area clean and pick up after yourself | Use all materials properly Go, Flush, Wash, Exit Put all trash in the trash cans | Take care of equipment Put equipment away when finished Play fairly and follow instructions | Enter and exit quietly (Level 0 Voice) Be good considerate listeners Participated when prompted Face forward and sit properly |
| Be Respectful | | Raise your hand and wait to be called on Listen politely when others are speaking Listen to directions the first time | Level 0 Voice Keep hands off wall and displays Use friendly response to greetings | Use good table manners Level 1 voice Use kind words Listen and follow directions | Wait your turn Respect Privacy Level 1 voice Keep bathroom clean | Cooperate with others Share and take turns Include others Practice good sportsmanship | Level 0 Voice Listen, learn, and respond to the speaker if prompted Clap appropriately |

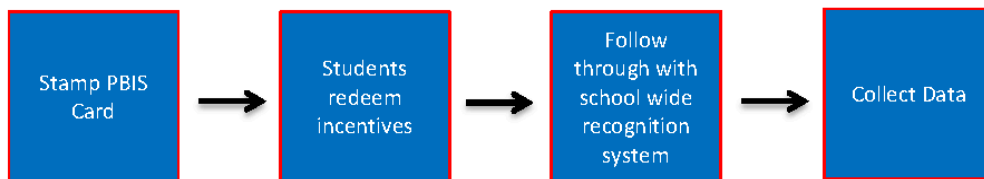


| <u><i>INFRACTIONS OF STUDENT CODE OF CONDUCT</i></u> | WARNING | DETENTION | DOUBLE TIME | 1-3 DAYS ISS | 3-5 DAYS ISS | OSS | LTS | EXPULSION |
|---|------------------------------------|-----------|-------------|-----------------|--------------------|-----|-----|-----------|
| EXCESSIVE EMOTIONAL DISPLAY | 1 | 2 | 3 | | | | | |
| ELECTRONIC DEVICE VIOLATION | | 1 | 2 | 3+ | | | | |
| TARDIES | 4 | 5+ | | 10+ | | | | |
| UNRULY CONDUCT THAT DISRUPTS SCHOOL | To Be Determined by Administration | | | | | | | |
| CHEATING | | | 1 | 2 | 3 | | | |
| OBSCENE OR PROFANE LANGUAGE/GESTURES | | 1 | 2 | 3 | | | | |
| UNEXCUSED ABSENCE | Make up time | | | | | | | |
| DRESS CODE | To Be Determined by Administration | | | | | | | |
| INSUBORDINATION | | | 1 | 2 | 3 | | | |
| FORGERY | | | 1 | 2 | 3 | | | |
| MISSED DETENTION | | | 1 | 2 | 3 | | | |
| LEAVING WITHOUT PERMISSION | | | | 1 | 2 | 3 | | |
| INTIMIDATION, THREATS TO STUDENTS, STAFF, HARASSMENT | | | | 1 | 2 | 3 | | |
| FIGHTING | | | | 1 | 2 | 3 | | |
| STEALING | | | | | 1 | 2 | 3 | |
| VANDALISM | | | | | 1 | 2 | 3 | |
| POSSESSION, USE, UNDER INFLUENCE OR PEDDLING OF ALCOHOL OR CONTROLLED SUBSTANCE | | | | | | 1 | 2 | 3 |
| FIREWORKS, BOMBS, FIRE ALARM OR FALSE ALARMS | | | | | | | 1 | 2 |
| WEAPONS, POSSESSION OR USE OF | | | | | | | | 1 |
| OTHER ACTS DEEMED INAPPROPRIATE BY ADMINISTRATION | To Be Determined by Administration | | | | | | | |

OBSERVED PROBLEM BEHAVIOR



OBSERVED POSITIVE BEHAVIOR



Sabetha Elementary School

2024-25 Student/Parent Handbook



101 Oregon Street
Sabetha, KS 64534
SES Office: 785-284-3448
SES Fax: 785-284-2480
District Office: 785-284-2175

SES Mission Statement

The mission of Sabetha Elementary School is to provide an environment where the school, family and community work together to help students develop skills necessary to become self-directed learners.

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Welcome to Sabetha Elementary

The purpose of this handbook is to help guide educational teamwork between home and school. This handbook contains policies and procedures developed by Sabetha Elementary and USD 113 to guide our daily instructional practices to ensure that the learning environment provides each student with the best chance for academic, emotional, and behavioral success. As the principal of SES, I know that our staff is always committed to working with parents and our residents to continue providing the best education possible for the children of our community.

Please do not hesitate to contact me with any questions or concerns. I look forward to working with you to make Sabetha Elementary the best place to prepare our students for a bright future.

Sincerely,

Andrew Lillie
Sabetha Elementary School Principal
lilliea@usd113.org

SABETHA ELEMENTARY CORE BELIEFS

At SES, we believe in...

- Maintaining high expectations for all staff and students.
- Modeling positive interactions, communication, and lifelong learning for students and staff.
- Having a student-centered focus, meeting the needs of ALL students through the teaching process.
- Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
- Utilizing community resources to support the learning process and prepare students for the future.
- Educating the whole child by incorporating social, emotional, and character development into the curriculum.
- Data-based decision-making using a balanced assessment for student learning.

STUDENT/PARENT HANDBOOK

SCHOOL HOURS

- A. KINDERGARTEN - FIFTH GRADE 7:55 AM - 3:20 PM
- B. PRESCHOOL 7:55-11:15 AM (Morning Session) 11:55 AM-3:20 PM (Afternoon Session)

***Your child should not arrive before 7:30 a.m. or after 7:55 a.m.**

Students should go directly to the designated area (cafeteria or playground) upon arrival.

C. ADJUSTED SCHEDULE

Professional Learning Communities (PLC) are school-based teacher groups that meet at least once a quarter. These meetings aim to improve the quality of education for the students in their school and to share ideas and concerns. The school will dismiss early (1:45 p.m.) when PLC groups meet. These dates are listed on the school calendar and described as "Early Release" days.

ENTRANCE REQUIREMENTS

A. KINDERGARTEN

A child must be five (5) years of age on or before August 31st, have a state birth certificate, an up-to-date state immunization record, and a health assessment completed and signed by a licensed physician or health agency. This paperwork must be filed in the office to attend SES.

B. NEW STUDENTS ENTERING SCHOOL

Parents should visit the school's office and meet with the principal or secretary. A transcript request form will be filled out and signed by the parent. This will allow the previous school to release and send your child's records to our school. An up-to-date immunization record will be required. One will be provided if you would like a tour of our building. New students will not start attending class until the following day to allow teachers to have the opportunity to create a welcoming environment.

FEES

A. TEXTBOOK/INSTRUCTIONAL/TECHNOLOGY FEES

A fee schedule is approved by the Board of Education each year. Copies will be made available during the enrollment process and upon request.

B. SCHOOL MEALS

Prices for breakfast, lunch, and milk are set by the Board of Education each year. Our district uses the Meal Tracker System. Your child will be given an account number, which allows you to credit that account with any amount of money that you choose. When the account is low (two meals or less), a machine-generated reminder will be given to your child. Please credit the account as soon as your notice is received. **Please review the Breakfast/Lunch Program section for more specific information.**

COMMUNICATION

A. DISTRICT WEBSITE

Our school website is <http://usd113.org>. Many items of information can be accessed from this site, such as signing up for USD 113 text alerts, PowerSchool for parents, district information, and staff email addresses.

B. SOCIAL MEDIA

Sabetha Elementary has established a social media presence. To access these communication sources, go to

| | |
|----------|---------------------------------|
| Facebook | Sabetha Elementary |
| Twitter | Sabetha Elementary @SabethaElem |

C. EMAIL COMMUNICATION

SES utilizes email as much as possible to provide timely communication with parents/guardians. This includes electronic newsletters. To receive these notifications, please make sure to provide the office with a working email address that is checked often.

BREAKFAST/LUNCH PROGRAM

A. Breakfast is between 7:30 - 7:50 AM. Lunch begins at 10:55 AM. The lunch periods are staggered, so each grade has approximately twenty-five minutes in which to eat.

B. FINANCIAL AID PROGRAM

At enrollment, forms will be available for enrollment fee assistance. This form should be completed and returned to the SES office or BOE office as soon as possible.

C. ACCOUNT CHARGES

Breakfast/Lunch Meal reminders are given to students when their account is low. District policy states that charges will be accepted for full MAIN MENU meals up to FIVE (5) days. A reminder will be given to the student when their account balance is below the cost of two meals. Parents are also texted alerts when lunch balances are low.

NOTE: Students in grades K-5 will never be allowed to be without some kind of food. An alternative food source will be given to students who have exceeded account charging limits. The alternative will be determined by the kitchen supervisor and/or principal.

D. LUNCHROOM GUIDELINES

Food is not to be traded. Students are also to follow supervisor directions regarding voice levels. Soda and other caffeinated beverages are prohibited. Approved beverages are milk, water, juice, and sports drinks.

E. FOOD BROUGHT FROM OUTSIDE THE BUILDING

As per USD 113 Wellness Policy: "Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA's standards, will not be allowed in the elementary, middle, or high school cafeterias during mealtime. This includes but is not limited to fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are

permitted as long as they do not contain restaurant brand name food items in their original packaging as described above."

It is requested that sack lunches brought from home include items that are ready to eat from their container. Sack lunches are not placed in a refrigerator during the day or heated up in a microwave at lunchtime.

F. LUNCHROOM VISITOR POLICY

Students are allowed to have visitors (at parent/guardian's discretion) eat with them once per semester.

The following guidelines will be followed:

- The office should be notified by note or phone call by a parent/guardian no later than 8:15 AM of that day. The name of the visitor and the student should be provided.
- Visitors must check in at the office and pay for their meals.
- Visitors should arrive 5 minutes before the scheduled lunchtime.
- The visitor and student may sit at one of the extra tables or with the class at their assigned table (normal rules apply).
- Students cannot select other students to eat with them and their visitors.

* Any other requests or situations need to be approved by the office before the day of the intended visit.

SCHOOL SAFETY

A. SECURITY SYSTEM

While Visitors are always welcome at Sabetha Elementary, certain procedures are in place to ensure the safety of our students at all times.

A security system is in place at Sabetha Elementary School. The system controls the front door and four others that are used by staff and students throughout the day. All doors are locked during the school day. Staff can enter these doors using a key fob. The doors are all controlled and monitored through a networked computer system. The front door includes a video camera that displays in the office. Anyone needing to enter the building during the day must push the white button. This notifies the office. Visitors are asked to identify themselves and their reason for visiting. **Visitors must sign in with the office upon arrival and will then receive guest identification.** This ensures that we know all persons in the building in case of an emergency.

Sabetha Elementary School utilizes video/audio surveillance throughout the property to ensure the safety and security of staff, students and visitors.

B. STUDENT SUPPLEMENTAL INSURANCE

Supplemental insurance is provided by the Board of Education. Parents can obtain more information regarding utilizing supplemental insurance from the school and BOE offices.

C. ACCIDENT REPORTS

Accident reports are filed with the principal's office and the district's school nurse. These forms are filed when a student is injured on school property. The parents are contacted if the nurse, teacher, or principal feels a call is warranted.

D. BUS TRANSPORTATION

Each bus driver is in charge of the bus and its safety. Assigned seats are often used, and students are expected to be controlled at all times. **Communication from a parent/guardian is required for any transportation change.** Any special busing situation must be approved by the BOE office by completing the required paperwork.

ATTENDANCE

A. ABSENCES

The Board of Education sets the absence policy. Parents should call the school between 7:30 - 8:05 AM when their child is absent. If you call and leave a voicemail, **you must give your child's full name, grade, and reason for absence.** Make-up homework arrangements can be made at this time. If your child is absent for three (3) consecutive days without calling the school, a call and/or visit will occur. All absences in excess of five (5) per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent/guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code. *Policy JBD-R*

B. TRUANCY

School begins at 7:55 AM. Parents are expected to have their child to school on time and should encourage regular attendance. When necessary, a home visit may be made by a school official. **Kansas State Statute for school attendance and truancy will be followed.**

C. APPOINTMENTS

Parents are encouraged to make medical and dental appointments after school hours whenever possible. If absences occur during the school day, students are excused with a written note from parents/guardians. Parents **must** come to the office to pick up their children for appointments.

ARRIVAL

A. BEFORE SCHOOL EXPECTATIONS

- Students are expected to go to the blacktop in the morning weather permitting and wait for the Walk and Talk supervisors.
- Once Walk and Talk is ready to begin, K-2 will remain on the First South Blacktop and 3-5 will move to the far South Blacktop with the designated supervisor.
- Students that are not following the Walk and Talk guidelines will be asked to stand at the wall until students line up to begin the school day.
- We will observe the following guidelines for remaining outside in the morning. If the temperature is above 20 degrees (including the wind chill) we will remain outside in the morning as long as the ground isn't snow-covered and it isn't raining or snowing.
- If we are inside due to the weather, grade 3-5 students are to come in and sit in a line by their classroom. They may sit and talk quietly. Students should not be in classrooms without adult permission. Grade K-2 students will sit in the cafeteria in class lines at the East end.

DISMISSAL

A. REGULAR DISMISSAL

Morning preschool dismisses at 11:15 AM. The regular school day dismissal time is 3:20 PM. We request that students leave the grounds as soon as possible after school is dismissed. Parents are requested to have students picked up within **15 minutes** of dismissal. No student shall leave the premises during school hours without being accompanied by the parent or have a written request from the parent to be dismissed with someone else. If leaving early, **your child must be picked up in the office.**

B. EMERGENCY DISMISSAL

Announcements pertaining to school cancellation and dismissal will be aired over WIBW radio (580), WIBW television (Channel 13), KTNC radio (1230), KNZA radio (FM 104), and KMZA (FM 92.1). Typically a Textcaster will also be sent to alert parents. Parents can sign up for this service by accessing the district website. A notification through PowerSchool will be sent as well, so having the PowerSchool app available on your phone is helpful. Parents are encouraged to have necessary arrangements made for their child if a cancellation happens.

DROP-OFF & PICK-UP PROCEDURES

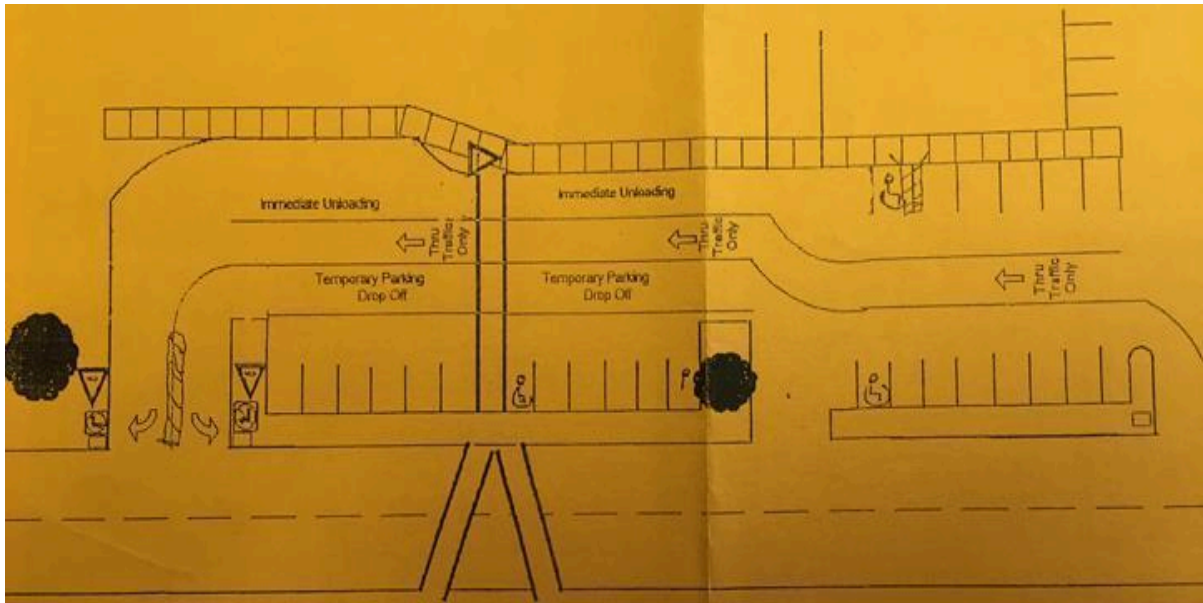
A. MORNING PROCEDURES:

We have 3 lanes in our parking lot. Each one is addressed differently.

Immediate Unloading: (Right Lane): Vehicles in this lane should pull forward or as far east as allowed. Once the vehicle stops, students should exit the vehicle's right side (away from moving traffic) and use the sidewalk. The vehicle then exits the parking lot.

Thru Traffic (Middle Lane): The middle lane is reserved for vehicles that are moving through the parking lot. Students should NOT be dropped off while the vehicle is in this lane.

Temporary Parking - Drop Off (Left Lane): If a vehicle is to be stopped longer than for immediate drop-off, it should temporarily park in this lane. Students should exit the vehicle on the left side (away from moving traffic). The crosswalk should be used to approach the building. If a parent/guardian needs to visit the office, they should use this lane.



B. AFTERNOON PROCEDURES:

During student pick-up after school, cars can park in the right and left lanes. The middle lane again is for "Thru Traffic Only". If the vehicle is in the right lane the student should enter the vehicle from the right side of the vehicle. If the vehicle is in the left lane, students should cross the Parking lot using the crosswalk or accompanied by an adult and enter the left side of the vehicle.

C. ADDITIONAL CONSIDERATIONS

- **Parking Lot Entrance:** Space should be allowed on the west end of our parking lot for our buses to exit the access road.
- **Parking Lot Exit:** Individuals parked in either the right or left lanes are to be mindful of allowing enough space for exiting vehicles to safely merge from the middle lane without impeding other vehicles trying to exit.
- **West Access Road:** The west access road is marked as "No Parking" and should not be used for morning drop-off or afternoon pick-up. This road is to remain open and is used by our buses.
- **Students can only be picked up or dropped off at the main entrance of the building.**

RECESS/PLAYGROUND

A. RECESS TIME

Recess times for each grade level have been established and are built into the regular schedule. Recess times are not scheduled to be less than 15 minutes at a time and not more than 20 minutes. The number of recesses scheduled for each day is dependent on grade level designation. Students must remain on the playground in their designated area during outdoor recess. Students are expected to follow the guidelines set forth by the Bluejay Way regarding appropriate behavior during recess. Unless approved by the teacher or principal, personal toys or playground equipment should not be brought to school by students.

B. PLAYGROUND

The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

C. TEMPERATURE GUIDELINES

- 20 degrees or above: regular outdoor recess
- 11-19 degrees: limited/shortened outdoor recess at teacher discretion
- 10 degrees or below: indoor recess.

HEALTH

A. NURSE

A school nurse is available. Time may be divided between district schools.

B. MEDICATION

A physician must sign the permission for medication form for all **prescription** medications to be taken at school. The permission for medication form must be signed and completed by the **parent/guardian** for non-prescription medications that are to be given routinely. The parent/guardian may send a note or give telephone (verbal) consent for school staff to administer non-prescription medication that is to be given only occasionally. Medication forms are valid for one school year.

C. HEARING AND VISION

The school nurse gives each student a hearing and/or vision test. When below-normal results are indicated, a re-check is given. If the results are still below normal, parents are notified.

D. ALLERGIES

If your child has any allergies, please list them with the school secretary or the nurse. Some severe reactions can take place, so it is important that staff knows. If your child is allergic to milk or other food allergies, which requires he/she to avoid certain foods, a statement signed by a health official must be on file. This health statement may be used for one year only.

E. EMERGENCY

In case of an emergency, **parents are called first**. We will call emergency numbers if parents cannot be reached. Please let the school office know if you change your address and/or telephone numbers - home or business. It is important that you keep your records updated.

F. CONTAGIOUS / INFECTIOUS DISEASE

Please call the school nurse if your child comes down with a contagious disease such as chickenpox, etc. Lice, scabies, and pinworms are school scourges. Do instruct your child not to exchange combs, hats, or scarves at any time. The nurse has helpful information to guide you on treatment for these conditions.

Please review the following chart to determine whether or not to send your child to school and when to return.

I NEED TO STAY HOME IF.....

| | | | | | | |
|--------------------------------|--------------------------|--------------------------|---|-----------------------------------|--|---------------------------|
| | | | | | | |
| FEVER | VOMITING | DIARRHEA | COUGH, STREP THROAT | RASH | EYE INFECTION | HEAD LICE |
| Temperature of 99.8 or greater | Within the last 24 hours | Within the last 24 hours | Continual, uncontrolled cough or suspected strep throat | Itchy rash with drainage or fever | Red, itchy eye and/or "crusty" drainage from eye | Itchy head with live lice |

I AM READY TO RETURN TO SCHOOL WHEN

| | | | | | | |
|--|---------------------------|---------------------------|--|--|---|--|
| Fever free for 24 hours without the use of fever-reducing medicine | Symptom-free for 24 hours | Symptom-free for 24 hours | Coughing is controlled. If diagnosed with strep throat, has been on an antibiotic for 24 hours | Rash is free from drainage, fever free, and has seen doctor if necessary | Has seen a doctor and has been on antibiotics for 24 hours if necessary | Treated with appropriate lice treatment at home with proof provided to nurse |
|--|---------------------------|---------------------------|--|--|---|--|

Please note this chart is for quick reference only. Refer to school health policies on the USD 113 website for complete guidelines for keeping children home from school.

VISITORS

In an effort to reduce disruptions:

1. Bring all items to the office which have been forgotten or are needed by your student.
2. Call the office and request that a teacher returns the call at his/her planning time.
3. All visitors must report to the office and receive permission and identification before visiting the classroom.
4. If you plan to eat lunch with your child, please call the school or send a note with your child before 8:15 AM.

DRESS CODE

Students are expected to dress appropriately at all times for school. We ask that students not wear clothing with inappropriate sayings or pictures. The purpose of the dress code is to allow the school to maintain a proper learning atmosphere. This would include neat and clean appropriate clothing,

well-groomed hair, and body cleanliness. Extremes in dress and hair grooming shall be avoided. Students attending field trips and extracurricular activities will dress appropriately. The building committee and the administration have provided the following guidelines for the dress code: Anything that refers to drugs, alcohol, tobacco, or related subjects/topics is not permitted. Anything that refers to sexual activities or profanity is not permitted. Anything that is considered to be revealing is not permitted. This includes "skimpy" tank tops, low-cut tops, clothing that bears the midriff area, and shorts that are too short or tight. Shorts can be worn up to **November 1 and after April 1**. ***Hats will not be worn in the building. Flip-flops or open-toed shoes will not be worn to physical education classes or recess.***

The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. Asking students to change clothes because of a dress code violation embarrasses the student and staff members. The administration will be responsible for the determination of acceptable and unacceptable dress.

ITEMS BROUGHT FROM HOME

Unless given permission by a supervising adult, students are not to bring non-school-related items to school. This would include such items as toys, electronic devices, trading cards, etc. Also included would be "fidget toys" unless they are specifically included in an Individualized Education Plan, Student Improvement Plan, 504 Plan, or approved by the teacher. Items brought for an established "show and share" time do not fall under this policy but must still be deemed school appropriate. Please communicate with classroom teachers regarding any questions you have about bringing personal items to school.

TELEPHONE USAGE

The telephone at school is considered a business telephone and may be used by children only with the permission of the teacher or principal. Except in an emergency, children will not be called to the telephone from class. Messages will be taken and delivered to the classroom at 2:30 PM daily.

STUDENT USE OF CELL PHONES

Students must not use cell phones at school. If cell phones are brought to school, they are to remain in the student's backpack and be turned off. Students may turn on their cell phones once they have left the building and school grounds after school or with teacher/administration approval.

TEACHER INSTRUCTION TIME

Teachers are contracted to be at school by 7:45 AM and typically leave after 3:30 PM. These are good times to call your child's teacher. Messages will be given to the teachers during regular school hours. You are also encouraged to contact teachers through email.

REPORT CARDS

A formal report will be distributed at the end of each quarter. These four reports will indicate the strengths and weaknesses of your child in each of the academic areas and the area of personal development. Grades K-3 are issued standards-based grade cards. Progress reports are sent midway

through the nine weeks. This is another way we keep communication lines open to help each child succeed. We ask that you attend any scheduled parent-teacher conferences. We also encourage parents to contact their child's teacher with questions or concerns. Fourth and fifth-grade parents can access their child's grades on the internet. Parents' IDs and passwords are given at the beginning of the school year. The final report card is sent home with students in Grades K-3. Grades 4-5 will have their grade cards issued the following week of school. A copy of the student's grades becomes a part of the student's permanent record.

STUDENT BEHAVIOR & MANAGEMENT

A. POSITIVE BEHAVIORAL SUPPORTS

SES has adopted the Positive Behavioral Intervention & Supports model for teaching and addressing specific and expected behaviors of our students. PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, the development of prosocial skills, and the use of data-based problem-solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

B. BEHAVIOR/CONDUCT

All students are expected to behave in a manner that promotes their own development and does not hinder their ability or that of their fellow students to learn or keep the teacher from teaching. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. Although an attempt will be made to follow the already established behavior rubric, discipline measures may be applied on a case-by-case basis, depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Consequences will vary, depending on the circumstances, from conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion.

Major discipline issues will result in an immediate office referral. Major offenses include the following behaviors: truancy, cheating/academic misconduct, insubordination, fighting/physical aggression, inappropriate language, disruption, technology violation, theft, disrespect, out-of-bounds, vandalism, illegal substance, weapons, and bullying/harassment/threat. Office discipline referrals will be noted in the student data management system.

C. BUILDING-WIDE EXPECTATIONS

The following building-wide expectations have been established for all students, staff, and visitors at SES: **Be Respectful. Be Responsible. Be Safe.**

Sabetha Elementary School has a philosophy of discipline that is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level. These expectations will be explicitly taught to all students and reinforced by all staff. These expectations include the following areas: before/after school (arrival/dismissal), hallways, restrooms, lunchroom, playground, and classroom. Teachers will review the

expectations with students and provide an opportunity to model, practice, and reinforce these expectations at the beginning of the school year and when needed. Expectations will be displayed on posters throughout the school. We will be using the following matrix of behavioral expectations:

Sabetha Elementary School Behavior Matrix

The Bluejay Way

Be Respectful

Be Responsible

Be Safe

| | All Settings | Hallway | Playground | Lunchroom | Restroom | Before/ Afterschool | Classroom |
|----------------------|--|---|--|--|---|---|--|
| Be Respectful | <ul style="list-style-type: none"> * Listen and follow directions *Respect the privacy & personal space and property of others * Use kind words/manners | <ul style="list-style-type: none"> *Move quietly * Zone Zero *Take care of school property | <ul style="list-style-type: none"> *Follow the rules of the game *Use kind and appropriate language *Include others and share equipment | <ul style="list-style-type: none"> *Follow the Zones as directed by lunchroom supervisors *Use kind & appropriate language *Keep your personal space *Use good manners | <ul style="list-style-type: none"> *Always flush *Leave area clean * Wait your turn *Use school property appropriately *Zone 0 | <ul style="list-style-type: none"> *Wait quietly in the appropriate area *Appropriate Language *Zone 1 *Be respectful of time | <ul style="list-style-type: none"> *Listen to others' ideas *Use kind and appropriate language *Follow classroom procedures |

| | | | | | | | |
|------------------------------|--|---|--|--|--|--|---|
| <p>Be Responsible</p> | <ul style="list-style-type: none"> *Communicate problems to teachers on duty *Keep track of all your belongings *Be honest *Be prepared *Accept consequences for behavior | <ul style="list-style-type: none"> *Go directly to your destination and return promptly *Stay on the right side of the hallway | <ul style="list-style-type: none"> *Pick up equipment *Line up to return to class quickly and quietly | <ul style="list-style-type: none"> *Stay in seat until dismissed *Keep food and drink on your tray (NO trading food) *Clean up after yourself | <ul style="list-style-type: none"> *Keep water in sinks *Report problems *Use bathrooms quickly and quietly | <ul style="list-style-type: none"> *Go directly to your destination *Place and keep book bags in appropriate places at all times *Keep items in book bag *Stay in the appropriate area | <ul style="list-style-type: none"> *Arrive on time *Complete daily tasks *Accept consequences without arguing *Clean up after yourself *Use time wisely and do your best |
| <p>Be Safe</p> | <ul style="list-style-type: none"> *Keep hands, feet and objects to self *Keep body under control *Report unsafe situations *Stay in designated area *Pay attention to surroundings | <ul style="list-style-type: none"> *Keep to the right and stay in single file line *Walk at all times *Face forward at all times *Keep hands and feet to self | <ul style="list-style-type: none"> *Go directly to the playground *Stay in bounds *Use equipment safely *Keep sticks, rocks, and mulch on the ground | <ul style="list-style-type: none"> *Sit safely (sit on bottom) *Keep hands and feet to self *Walk at all times | <ul style="list-style-type: none"> *Wash hands after using the bathrooms *Promptly return to class | <ul style="list-style-type: none"> *Stay in the assigned area *Walk to vehicle *Be aware of moving vehicles *Only go with an approved person | <ul style="list-style-type: none"> *Follow safety rules *Sit appropriately *Walk at all times *Keep hands and feet to self |

BLUE CREW PROGRAM

SES staff and students will participate in the Blue Crew program. Each student will be a member of a multi-grade level group that meets during the school day once each Friday morning and a special meeting once a quarter. This program has been established to provide each student with another adult contact that remains constant throughout his/her years at school, develop strong relationships with others in our school community, encourage all children to become mentors, boost school pride, foster leadership skills, build self-esteem, and implement character development instruction in a small group setting. An adult staff member will supervise each group.

MTSS-Walk To Intervention

USD 113 has established that the Walk To Intervention model will be utilized within the Multi-Tiered System of Support (MTSS) framework to meet all students' needs in reading, mathematics, and behavior. In this model, SES will structure common intervention times across the grade level to provide small-group instruction focused on specific skills. Every student will receive additional instruction taught at their academic level during this time. Students will "walk" to different classrooms/designated areas where they will work with teachers, support staff, or specialists who will provide the small group instruction. This model focuses on providing support for students who may need additional support in specific skills and enrichment interventions for advanced learners. Students will receive daily intervention in the areas of reading and mathematics four times a week. Instruction focused on social-emotional content will be

provided weekly and reinforced daily. Progress monitoring assessments will be utilized to determine if a student has mastered the skills they are working on during intervention time and as well as to determine the effectiveness of the instruction. School personnel will collaborate to determine student placement.

HOMEWORK

The purpose of assigning homework is to allow students to extend lessons, practice skills, and develop good work habits. Homework can also be one form of communication between the teacher and the family. We have established the following general guidelines for homework suggested by researcher Harris Cooper: 10-20 minutes per night in kindergarten/first grade and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 30 minutes for third grade, 40 minutes for fourth grade and 50 minutes for fifth grade). These approximate times will vary depending on each student's work habits. To complete homework in a timely manner, it is recommended that the student have a quiet place to study with no radio, cell phone, or television for distraction. Additionally, students should spend time daily reading for enjoyment and practicing spelling words and math facts. Most grade levels try to refrain from sending homework on Wednesday nights.

ADDITIONAL CURRICULUM

A. ART

Sabetha Elementary shares an Art teacher with Sabetha Middle School. Students in grades K-5 participate in art class once a week. Each student is instructed to properly use art equipment: scissors, glue, crayons, paint, etc.

B. INSTRUMENTAL BAND

The band is offered to 5th-grade students throughout the school year.

C. INTERRELATED CLASSROOM/TITLE I PROGRAM

Students receive help in reading, math, writing, language, social, and self-help. A student must meet Federal and/or State qualifications to be referred to one of these classes.

D. SECOND STEP SEL PROGRAM AND CURRICULUM

The Second Step program is Tier 1 universal, classroom-based curriculum that teaches foundational social-emotional and self-regulation skills to all students. The Second Step program teaches specific skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. At SES, all staff members are involved with promoting and teaching the Second Step curriculum and strategies.

SCHOOL PARTIES

Class parties sponsored by Sabetha PTO will be held to observe the fall and holiday seasons and Valentine's Day. The dates of these parties will be determined by the administration, with primary consideration given to the last day of a school week. Parties are organized to provide games and activities for the students. The room parents provide activities and refreshments. **Only PTO room parents involved with the class party should attend. Do not bring younger siblings.** Please let the classroom instructor know if your child is not to participate in school parties. These parties occur during the school day from 2:15-3:00.

FIELD TRIPS

Each grade level will participate in at least one field trip during the year. To participate, the student must have a signed permission form from a parent/guardian, which can be done online at enrollment. Parent/guardian chaperones will be selected in a manner designated by the classroom teacher. Unless otherwise approved by the administration, these chaperones are expected to travel with students to assist with supervision. Other children under the care of a chaperone will not be allowed to attend the field trip (by foot or by bus).

STUDENT/FAMILY SUPPORT SERVICES

Sabetha Elementary has a guidance counselor and a student and family liaison on staff. Their focus is to support the fulfillment of student and family needs that will ultimately allow for students' social and emotional growth. Please contact your child's teacher or the office for additional information regarding the services provided.

ANTI-BULLYING FOCUS

SES has implemented a social-emotional curriculum that includes bullying prevention information to help reduce potential incidents of student bullying. Our goal for teaching and reinforcing this curriculum throughout the year is to create a school atmosphere characterized by safe, warm, and positive interactions. We refer to the Kansas definition of bullying when reviewing negative individual interactions. This definition is as follows:

- Bullying" means:
 - (A) Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - Harming a student or staff member, whether physically or mentally;
 - damaging a student's or staff member's property; placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
 - (B) cyberbullying*; or
 - (C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

*

"Cyberbullying" means bullying by using any electronic communication device, including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

If you have questions or concerns at any time, please contact your child's teacher.

BANNED ARTICLES

USD 113 has banned all guns, knives, and laser lights from the school grounds. All tobacco, e-cigarettes/vapes and alcohol products are forbidden. Severe disciplinary measures will be taken if a student is found possessing these items according to USD 113 School Board Policy.

KANSAS SCHOOL CRISIS HOTLINE

To report a threat, call the Kansas School Crisis Hotline at 1.877.626.8203.

TECHNOLOGY ETIQUETTE/EXPECTATIONS

USD 113 has adopted a 1:1 technology policy. Students are issued an electronic device (iPad) for instructional use while at school and are under the supervision of teachers. Students are expected to follow teacher directions regarding the use of the device.

A. 'NETIQUETTE' ON THE INTERNET'

All Unified School District 113 - Prairie Hills computers and networks users are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other online services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear or use vulgarities or any inappropriate language.
- Do not reveal your personal address, phone numbers or that of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages)
- Do not give your password or access codes to anyone else, as they are your responsibility.

B. CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services.

Use of the computers for programs, software, email, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning the use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- *Deliberately accessing a pornographic site/material.*
- *Altering any system software or another's personal work, either locally or remotely.*

- *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
- *Allowing anyone to use an account other than the account holder.*

Level 1: Violation:

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations:

Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or subsequent school years.

113 Prairie Hills State Assessment Review for Budget Considerations

113 Prairie Hills District Summary

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact our School District include, but are not limited to:

- Difficulty in scheduling and finding more time to provide teacher/staff collaboration that would support improved student learning
- Declining enrollment that reduces funding and access to additional services and supports for students
- High levels or increased levels of student trauma (Adverse Childhood Experiences, ACE Study)
- High levels or an increase in absenteeism among our student population
- An increasing level of social emotional challenges and needs of students

(B) Identify the budget actions that should be taken to address and remove those barriers.

Our students face a growing number of barriers to success and our district continually works to support them. Current budget constraints that impact our ability to successfully remove barriers for our students include:

- Increased salary to recruit and retain high quality certified and classified staff
- Additional substitute teachers for teacher release time
- Maintain low teacher/pupil ratio for greater individualized instruction
- Allocating budget to focus on prevention, identification, and intervention concerning trauma and mental health issues

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

We measure growth each year and document in our KESA plans our success on a variety of student success factors. We emphasize growth and strive to lead the world in the success of each student. Although we do this and are proud of the work we do, many factors make it impossible to estimate a time that every student will achieve a definition of grade level proficiency. Such factors include:

- Our ever-changing student population brings a varying degree of cognitive abilities and disabilities which precludes us from being able to guarantee a date when all students will meet a singular level of proficiency.
- While assessment scores are one measure, our district does not believe that student assessment scores should be the sole measure of student proficiency

2024 District State Assessment Results

Axtell Elem. School Building State Assessment Review

District: 113 Prairie Hills

School: Axtell Elem. School

Building Number: 0462

Grades Served: Pk-8

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact this school include, but are not limited to:

- Difficulty in scheduling and finding more time to provide teacher/staff collaboration that would support improved student learning
- Lack of or limited access to community health services and mental health services
- Special Education funding shortfall has limited supports of our highest need students
- Increased or high levels of student discipline issues, including high numbers of suspensions and/or expulsions
- Lack of instructional time or changes in instructional opportunities faced during the COVID pandemic created learning loss
- An increasing level of social emotional challenges and needs of students
- Lack of, limited, or difficulties in engaging parents in the educational process

(B) Identify the budget actions that should be taken to address and remove those barriers.

Given an appropriate level of funding for both general education and special education, there are a number of budget actions we could take to remove some barriers. Some of them include:

- Additional staff members hired to meet the individual learning and SEL needs of all students
- Increased funding and time for staff development

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

While our board of education, administration, teachers and classified staff work tirelessly to meet the academic and social emotional needs of all of our students, too many factors come into play that do not allow us to accurately assess when all students will be at a certain level. Some of those factors include:

- The current and future levels of school funding have a significant impact on student learning and any increases or decreases have an affect on student success. Any changes to those funding levels, in either direction, impact the ability of students to meet proficiency criteria.
- Lack of constitutional funding of special education continues to impact our ability to fully meet the needs of all students
- While assessment scores are one measure, our school does not believe that student assessment scores should be the sole measure of student proficiency
- Many of the factors that affect student success, such as trauma, poverty, mental health and student disabilities, are out of the local board's control, so giving a time estimate on things that consistently change, or are under the control of other agencies, is not a realistic practice of a local school board.

[2024 Axtell State Assessment Results](#)

[2024 Axtell Data Presentation](#)

Axtell High School Building State Assessment Review

District: 113 Prairie Hills

School: Axtell High School

Building Number: 0399

Grades Served: 9-12

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact this school include, but are not limited to:

- Difficulty in scheduling and finding more time to provide teacher/staff collaboration that would support improved student learning
- Lack of or limited access to community health services and mental health services
- Special Education funding shortfall has limited supports of our highest need students
- Lack of instructional time or changes in instructional opportunities faced during the COVID pandemic created learning loss
- An increasing level of social emotional challenges and needs of students
- It is difficult to encourage a student's highest performance on an assessment that does not impact their future.
- Lack of, limited, or difficulties in engaging parents in the educational process

(B) Identify the budget actions that should be taken to address and remove those barriers.

Given an appropriate level of funding for both general education and special education, there are a number of budget actions we could take to remove some barriers. Some of them include:

- Additional staff members hired to meet the individual learning and SEL needs of all students
- Increased funding and time for staff development

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

While our board of education, administration, teachers and classified staff work tirelessly to meet the academic and social emotional needs of all

of our students, too many factors come into play that do not allow us to accurately assess when all students will be at a certain level. Some of those factors include:

- The current and future levels of school funding have a significant impact on student learning and any increases or decreases have an affect on student success. Any changes to those funding levels, in either direction, impact the ability of students to meet proficiency criteria.
- Lack of constitutional funding of special education continues to impact our ability to fully meet the needs of all students
- While assessment scores are one measure, our school does not believe that student assessment scores should be the sole measure of student proficiency
- Many of the factors that affect student success, such as trauma, poverty, mental health and student disabilities, are out of the local board's control, so giving a time estimate on things that consistently change, or are under the control of other agencies, is not a realistic practice of a local school board.

[2024 Axtell State Assessment Results](#)

[2024 Axtell Data Presentation](#)

Sabetha Elementary School Building State Assessment Review

District: 113 Prairie Hills

School: Sabetha Elementary School

Building Number: 0409

Grades Served: Pk-5

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact this school include, but are not limited to:

- High or increased levels of homeless students and families and foster care families
- High levels or increased levels of student trauma (Adverse Childhood Experiences, ACE Study)
- Lack of or limited access to quality Pre-K education

- Special Education funding shortfall has limited supports of our highest need students
- High levels or an increase in absenteeism among our student population
- An increasing level of social emotional challenges and needs of students

(B) Identify the budget actions that should be taken to address and remove those barriers.

Given an appropriate level of funding for both general education and special education, there are a number of budget actions we could take to remove some barriers. Some of them include:

- Increased salary to recruit and retain high quality certified and classified staff
- Additional staff members hired to meet the individual learning and SEL needs of all students
- Increase paraeducator support in special education classrooms
- Increase funding for Pre-K programs
- After school programs designed to provide additional supports academically or socially.

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

We measure growth each year and document in our KESA plans our success on a variety of student success factors. We emphasize growth and strive to lead the world in the success of each student. Although we do this and are proud of the work we do, many factors make it impossible to estimate a time that every student will achieve a definition of grade level proficiency. Such factors include:

- Our ever-changing student population brings a varying degree of cognitive abilities and disabilities which precludes us from being able to guarantee a date when all students will meet a singular level of proficiency.
- The current and future levels of school funding have a significant impact on student learning and any increases or decreases have an affect on student success. Any changes to those funding levels, in either direction, impact the ability of students to meet proficiency criteria.
- Lack of constitutional funding of special education continues to impact our ability to fully meet the needs of all students
- While assessment scores are one measure, our school does not believe that student assessment scores should be the sole measure of student proficiency
- Similar to how other professionals, such as doctors, lawyers, etc, cannot ensure 100% success due to a variety of factors and obstacles, we will be unable to achieve 100% proficiency
- Many of the factors that affect student success, such as trauma, poverty, mental health and student disabilities, are out of the local board's control, so giving a time estimate on things that consistently change, or are under the control of other agencies, is not a realistic practice of

a local school board.

[2024 Sabetha Elementary School State Assessment Results](#) [2024 SES Data Presentation](#)

Sabetha Middle School Building State Assessment Review

District: 113 Prairie Hills

School: Sabetha Middle School

Building Number: 0411

Grades Served: 6-8

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact this school include, but are not limited to:

- Difficulty in scheduling and finding more time to provide teacher/staff collaboration that would support improved student learning
- Though not necessarily identified as at-risk using the free and reduced lunch calculation, a number of students are at a high risk of falling behind
- High levels or increased levels of student trauma (Adverse Childhood Experiences, ACE Study)
- Lack of or limited access to community health services and mental health services
- Increased or high levels of student discipline issues, including high numbers of suspensions and/or expulsions
- High numbers or increasing numbers of single parent families
- High levels or an increase in absenteeism among our student population
- An increasing level of social emotional challenges and needs of students
- It is difficult to encourage a student's highest performance on an assessment that does not impact their future.
- Lack of, limited, or difficulties in engaging parents in the educational process
- We do not receive disaggregated and approved state assessment scores until October of a school year, which limits the amount of time we have to make adjustments based on that data
- We believe using one assessment score is not an accurate measure of student success, especially because assessments are written in a way to avoid 100% success for every assessment participant.

(B) Identify the budget actions that should be taken to address and remove those barriers.

Our students face a growing number of barriers to success and this school continually works to support them. Current budget constraints that impact our ability to successfully remove barriers for our students include:

- Additional staff members hired to meet the individual learning and SEL needs of all students
- Additional substitute teachers for teacher release time
- Increased funding to expand extended school year and summer school programs for students
- Allocating budget to focus on prevention, detection and intervention concerning trauma and mental health issues

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

We measure growth each year and document in our KESA plans our success on a variety of student success factors. We emphasize growth and strive to lead the world in the success of each student. Although we do this and are proud of the work we do, many factors make it impossible to estimate a time that every student will achieve a definition of grade level proficiency. Such factors include:

- Our ever-changing student population brings a varying degree of cognitive abilities and disabilities which precludes us from being able to guarantee a date when all students will meet a singular level of proficiency.
- While assessment scores are one measure, our school does not believe that student assessment scores should be the sole measure of student proficiency
- Many of the factors that affect student success, such as trauma, poverty, mental health and student disabilities, are out of the local board's control, so giving a time estimate on things that consistently change, or are under the control of other agencies, is not a realistic practice of a local school board.

[SMS 2024 State Assessments](#)

[2024 SMS Data Presentation](#)

Sabetha High School Building State Assessment Review

District: 113 Prairie Hills

School: Sabetha High School

Building Number: 0410

Grades Served: 9-12

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

There are always a number of challenges that should be considered when evaluating student success in a district. Some of the key barriers that impact this school include, but are not limited to:

- Difficulty in scheduling and finding more time to provide teacher/staff collaboration that would support improved student learning
- Declining enrollment that reduces funding and access to additional services and supports for students
- Difficulty in retaining and attracting highly qualified teachers and replacing teachers as they retire
- High levels or increased levels of student trauma (Adverse Childhood Experiences, ACE Study)
- Lack of or limited access to community health services and mental health services
- Special Education funding shortfall has limited supports of our highest need students
- High levels or an increase in absenteeism among our student population
- An increasing level of social emotional challenges and needs of students
- It is difficult to encourage a student's highest performance on an assessment that does not impact their future.
- Lack of, limited, or difficulties in engaging parents in the educational process
- We do not receive disaggregated and approved state assessment scores until October of a school year, which limits the amount of time we have to make adjustments based on that data
- We believe using one assessment score is not an accurate measure of student success, especially because assessments are written in a way to avoid 100% success for every assessment participant.

(B) Identify the budget actions that should be taken to address and remove those barriers.

Given an appropriate level of funding for both general education and special education, there are a number of budget actions we could take to remove some barriers. Some of them include:

- Increased salary to recruit and retain high quality certified and classified staff
- Additional staff members hired to meet the individual learning and SEL needs of all students
- Increased funding and time for staff development
- Additional substitute teachers for teacher release time
- Allocating budget to focus on prevention, detection and intervention concerning trauma and mental health issues

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

We measure growth each year and document in our KESA plans our success on a variety of student success factors. We emphasize growth and strive to lead the world in the success of each student. Although we do this and are proud of the work we do, many factors make it impossible to estimate a time that every student will achieve a definition of grade level proficiency. Such factors include:

- Our ever-changing student population brings a varying degree of cognitive abilities and disabilities which precludes us from being able to guarantee a date when all students will meet a singular level of proficiency.
- The current and future levels of school funding have a significant impact on student learning and any increases or decreases have an affect on student success. Any changes to those funding levels, in either direction, impact the ability of students to meet proficiency criteria.
- Lack of constitutional funding of special education continues to impact our ability to fully meet the needs of all students
- While assessment scores are one measure, our school does not believe that student assessment scores should be the sole measure of student proficiency
- Similar to how other professionals, such as doctors, lawyers, etc, cannot ensure 100% success due to a variety of factors and obstacles, we will be unable to achieve 100% proficiency
- Many of the factors that affect student success, such as trauma, poverty, mental health and student disabilities, are out of the local board's control, so giving a time estimate on things that consistently change, or are under the control of other agencies, is not a realistic practice of a local school board.

[2024 Sabetha High School State Assessment Results](#)

[2024 SHS Data Presentation](#)

Negotiated Agreement
For the
2024 – 2025 Contract Year
By and Between

The
Prairie Hills
Education Association

And

The Board of Education of
Unified School District
No. 113

PREAMBLE

This Agreement made and entered into as of the _ day of _, 2022 by and between the Board of Education USD #113 (hereinafter referred to as the “Board”) and the Prairie Hills Education Association (a professional employees’ organization, as defined in KSA 72-2216 and hereinafter referred to as the “Association”). This agreement sets herein terms and conditions of professional service for all professional employees by USD #113 who are included in the bargaining unit. This agreement is made for the one (1) year period, July 1, 2024 through June 30, 2025.

Article I

Recognition

Pursuant to the provisions of the resolution adopted by the Board on July 12, 2010, the Board recognized the Association as the exclusive representative for the purpose of negotiating for all contracted, certified professional employees, with exception of administrative employees.

Article II

Definitions

1. The Association: Prairie Hills Education Association, affiliated with the Kansas National Education Association and the National Education Association.
2. The Board: The Board of Education of Unified School District No. 113, Nemaha County, Kansas.
3. The Employer: The Board of Education of Unified School District No. 113, Nemaha County Kansas.
4. Teacher: Any contracted professional employee (except administrative employees) employed in a position requiring a certificate/license issued by the State Board of Education, or employee in a professional educational capacity as recognized by the Board of Education.
5. Administrator: All employees so designated by the Board of Education as employed in an administrative capacity.
6. Day: Except when otherwise indicated, days shall mean contractual workdays and not calendar days.
7. Duty Day: Duty Day shall be defined as all contractual days.
8. Bargaining Unit: All certified professional employees of the USD #113 (except for administrators) as referenced in the resolution adopted by the Board.

Article III

Hours and Amount of Work

1. The total number of contract days shall not exceed one hundred seventy-nine (179) days.
2. The contract year shall consist of: One hundred sixty eight (168) student contact or instructional days which include 7.5 hours of student contact time for professional learning communities as determined by building needs.
3. A total of (11) eleven duty days shall be allocated for:
 - One (1) teacher work day at the beginning of the year;
 - A ½ teacher work day on the second and fourth nine weeks;
 - Three (3) parent teacher conference days;
 - Six (6) in-service days.

B. Duty Day

1. The teacher duty day will be from 7:45 a.m. to 3:30 p.m.
2. The principal may schedule faculty meeting(s) as necessary not to exceed 1.5 hours per month. Individual meeting(s) shall not exceed 45 minutes in duration and may be scheduled during or outside the duty day. Attendance is required. Meeting with parents, IEP's, staffing and other related activities pertaining to students may be scheduled outside the duty day if necessary to accommodate the parent's schedule. Every effort will be made to schedule such meetings within the duty day if possible.

C. School Closings

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.
2. In the event that the Board of Education would decide, during the school year, because of financial constraints, to reduce the number of student contact days, teachers may be asked to work these days for professional development, meetings, etc.

D. Duty-Free Lunch Period

The Board and the administration will provide all teachers with a duty-free lunch period of no less than twenty and no more than twenty-five minutes each day as determined by the lunchroom schedule. This time shall not be used for meetings or parent conferences without the consent of the teacher.

1. The administration may request that a teacher supervise during the lunch period, but the teacher is under no obligation to perform such duty unless it is deemed an emergency situation and the building administrator must correct the situation as soon as possible.

2. A teacher supervising during his/her lunch period will be provided lunch at the district's expense.

E. Planning Time

Each full-time K-5 teacher shall receive a minimum of 240 minutes of planning or preparation time per normal five (5) day workweek. Middle School and High School teachers shall be allowed no less than one class period per day for planning or preparation time. However, the principal may schedule the teacher to teach or perform other duties (e.g., NCA, curriculum or other committee work) and the teacher will be compensated for such time at the teacher's hourly rate. Teacher aides for combination classrooms will be assigned contingent upon, but not limited to number of students, educational needs, etc...

F. Vacations and Holidays

The minimum numbers of non-paid vacation days and holidays to be allowed for the school term are: Labor Day, Thanksgiving Day (3 days), winter recess {Christmas/New Years} (6 days), winter break (1 day), Easter break (1 day), and spring break 2 days. The number of days specified are to be considered the minimum, and may be extended at the discretion of the Board.

Article IV

Leaves

A. Sick Leave

Each teacher shall be granted 10 days for sick leave each year, which may accumulate to ninety (90). Teachers employed on extended contracts above the 179 days shall receive one (1) additional day of sick leave for each additional month of the extended contract. Those employed an additional two weeks would receive one-half day additional sick leave.

Once a teacher has accumulated 90 days of sick leave, they are eligible for a sick leave stipend for unused days. If the teacher uses 5 days or less of sick leave, they receive an attendance bonus payment of \$400 at the end of the year.

Sick leave shall cover absences due to the teacher's illness, or death or illness in the teacher's immediate family which shall include grandfather, grandmother, father, mother, brother, sister, wife, husband, children, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother and sister-in-law, or other relatives whose regular residence is the home of the employee. A doctor's statement of illness may be required. Sick leave may also be used for emergency lack of childcare because of illness of the provider or his/her children.

Whenever a teacher is absent from school because of personal injury resulting from an assault by a student on school property or at a school sponsored event, the teacher will be paid full salary, and no part of such absence will be charged to his/her annual sick leave. The Board shall have the right to have the teacher examined by a physician designated by the board for the purpose of establishing the length of

time the teacher may be absent, and the Board shall make its decision on the basis of the professional opinion of said physician. The Board, in its discretion and upon proper investigation of all facts of the incident shall provide full support, including its legal counsel, for any assault upon a teacher acting in the discharge of official school duties.

B. Sick Leave Bank

The purpose of the sick leave bank is to enable the participating teachers of the district to extend their number of sick leave days when necessary by using additional leave days made possible by voluntary teacher contribution to the sick leave bank. The bank will be available to all teachers who voluntarily contributed to the bank. Any teacher joining within the first year of employment may draw full allocated amount of sick leave days. Any teacher joining the sick leave bank during employment years 2-5 may draw up to half the allocated amount during their first year of sick leave bank membership.

1. Administration of the Sick Leave Bank

The Clerk of the Board will administer the sick leave bank and the Payroll Clerk will process the application from the teacher requesting sick leave extension. Applications will be obtained from and submitted to the building principal.

2. Allocation to the Sick Leave Bank

The sick leave bank will be established by participants allocating two or more of their unused sick leave days into the sick leave bank account. The number of days within the sick leave bank account will not be less than ninety (90). When the bank account drops below this number, each participant will be asked to contribute one additional day of sick leave. All participants will have to make available to the bank their days of leave prior to September 1 of the year first employed. Cost of participation will be two days of sick leave initially and one day or more of sick leave each time the bank account falls below ninety (90) days.

3. Eligibility and Participation

All certified employees under the jurisdiction of this contract will be eligible to participate upon the depletion of their accumulated leave provided that he/she contributes initially two days of leave to the bank and continues to make available any other days or leave to the bank as are required to keep the sick leave bank operational.

- a) The sick days may be used for teacher illness and/or illness of the teacher's immediate family.
- b) If the teacher has accumulated fewer than 30 sick leave days with the district they may draw out of the sick leave bank up to 15 days for normal delivery and/or recovery from delivery, with the total paid leave not to exceed 30 days. .
- c) All personal days must be exhausted before sick bank can be utilized.

- d) A seven-member committee must approve the leave of a teacher. The committee will consist of one teacher from each building, appointed by the Association and two board members.
- e) If the teacher has accumulated 80 to 90 sick leave days with the district they may draw out of the sick leave bank up to ten 10 days.
- f) If the teacher has accumulated 60 to 79 sick leave days with the district they may draw out of the sick leave bank up to 15 days.
- g) If the teacher has accumulated fewer than 60 sick leave days with the district they may draw out of the sick leave bank up to 30 days.

C. Board Required Medical Exam

The teacher shall be required to obtain a tuberculosis test upon employment with USD #113 at his/her expense.

If the Board or Superintendent requires a teacher to have a physical or mental exam/test, the district will reimburse the teacher the cost of the exam/test.

D. Personal Leave

Each teacher shall be granted three (3) days for personal leave each year, which may accumulate up to a maximum of five (5) days in any given year. Upon completion of the contracted year, teachers may choose to receive a \$140 per unused personal day attendance bonus payment, or may choose to roll unused days into their sick leave or personal leave not to exceed five (5) days.

Personal leave must be applied for through the principal and superintendent. Personal leave shall not be granted unless a principal approved substitute is available. No personal leave may be taken on an in-service day, the first week of school, the last three (3) weeks of school or during allocated professional learning community time. The Board of Education may approve leave upon written request.

In a situation where the day was not scheduled in the initial school calendar and a teacher encounters circumstances beyond his/her control, the teacher has an option to take a dock day or borrow one personal day from the upcoming year. If the teacher's contract is completed before the personal day can be deducted as personal leave, the teacher's last paycheck will be docked one-day's pay.

E. Bereavement Leave

Each teacher shall receive one (1) day each year for funeral leave which may be used at any time during the contract year. Bereavement leave shall not accumulate.

F. Professional Leave

Certified employees may be absent for professional or other duties assigned to them by the superintendent or Board of Education. In such cases no deductions will be made from their salaries and a substitute teacher will be provided by the school district. When attending such meetings, the teacher must use a

school owned vehicle if available. If a school vehicle is not available, the teacher will be reimbursed for mileage at the state rate per mile and other approved expenses.

G. Sabbatical Leave

Sabbatical leave, not to exceed one semester, may be granted to professional staff after employment in the district for six (6) years for the purpose of pursuing advanced degrees. Leave may be with full, partial, or no pay at the discretion of the Board. While on sabbatical leave, the employee shall retain the benefits or participation in the district's group health insurance plan at the individual's cost and retains all other employment rights.

As a condition of granting the sabbatical leave, the Board may require the employee to agree to return to the school district for a period of two years.

H. Emergency and Legal Leave

The superintendent may grant emergency and legal leaves without pay. Emergency leaves with pay shall be granted at the discretion of the Board of Education. No legal leaves, with the exception of district related action, shall be granted with pay unless granted by the Board of Education.

To the extent possible, employees should give as much notice as possible in requesting emergency leaves. Whenever an employee takes an emergency leave without prior consent having been given thereto, said employee should notify his/her principal or immediate supervisor. Employees should make prior arrangements for some person to notify the employee's principal or immediate supervisor of any emergency leave where the employee is unable to give such notice. If the employee desires not to have a deduction made from his/her salary for such emergency leave, he/she shall make application therefore to the Board by filing a request with the Superintendent of schools within ten (10) days following his return from such emergency leave, which request shall explain in full the nature of the leave and the reasons why the employee is of the opinion his/her salary should not be docked or reduced because of such leave.

Legal leave shall mean and include time away from the job for the purpose of prosecuting or defending a legal action or in testifying in either a court of law or before an administrative body.

I. Jury Duty

1. Any employee summoned for Jury Duty shall be granted paid leave.

J. Dock Days

If an employee needs to be absent for any other reason than those mentioned above with the exception of FMLA leave, the Board of Education may approve up to 2 dock days per year upon written request. Dock days must be applied for first through the principal and superintendent. Dock days shall not be granted unless a principal approved substitute is available. No dock day may be taken on an in-service day, the first week of school, the last three (3) weeks of school or during allocated Professional Learning Community time.

ARTICLE V

Grievance Procedure

A. Purpose

The purpose of the grievance process is to provide for the orderly and expeditious solution of grievances of individual employees at the lowest level possible.

B. Definitions

Grievance: A grievance is a complaint involving a work situation – a complaint that there has been a deviation, violation, misinterpretation or misapplication of any provision of the Agreement or a custom and practice that is related to a topic that is mandatorily negotiable.

Aggrieved Person: The person, or persons making the complaint.

Party of Interest: The person, or persons making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

C. Grievance Procedure

Level 1. The aggrieved person shall seek to resolve the grievance informally with his/her principal or other immediate supervisor within 15 (15) days after the occurrence of the event or after the grievant becomes aware of such event.

Level 2. If the aggrieved person is not satisfied with the disposition of his/her grievance at level 1, or if no decision has been rendered within five (5) days after the informal conference, he/she may file a formal grievance in writing with the principal or other immediate supervisor.

Within five (5) days after receipt of the written grievance by the principal or immediate supervisor, the parties of interest will meet in an effort to resolve the complaint. The aggrieved person may have an Association representative(s) of their preference present during the meeting.

The principal or immediate supervisor will submit his/her decision in writing to the aggrieved person within five (5) days after the meeting.

Level 3. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 2, he/she may appeal in writing the grievance within ten (10) days of the Level 2 written response to the Superintendent or his/her designee.

Within ten (10) days after receipt of the written grievance the Superintendent or his/her designee will meet with the aggrieved person and his/her representative(s) in an effort to resolve the grievance.

The Superintendent or designee will submit his/her decision in writing to the aggrieved person within five (5) days of the meeting.

Level 4. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, he/she may file an appeal in writing with the Board of Education by submitting a written request to the Clerk of the Board within ten (10) days after the Superintendent or his/her designee has rendered a decision.

The Board of Education shall, within thirty (30) days after receipt of the written appeal, meet with the grievant and his/her representative(s). As an alternative, the Board may assign a hearing officer to hear such complaint or grievance and make findings and recommendations to the Board. Such findings and recommendations shall be made to the Board within (10) days after meeting with the grievant and his/her representatives). The Board shall issue a written ruling on the grievance no later than fifteen (15) days after the hearing either by a hearing officer or by the Board to the grievant.

D. Rights of the Party of Interest

1. No reprisals of any kind will be taken by the Board or administration against any participant in the grievance procedure by reason of such participation.
2. Both parties may be accompanied by others, including legal counsel, who might contribute to the resolution of the grievance.
3. All grievance hearings shall be confidential.
4. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement of the parties.
5. In the event a grievance is filed as such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the days shall be those days during which the district office is open for business.
6. The filing of a grievance at all levels beyond the informal conference in Level 1, shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible. Describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act, and the names and addresses of any witnesses thereto.

ARTICLE VI Rights and Privileges of the Association

A. Exclusive Rights

The rights granted to the Association shall not be granted or extended to any other organization claiming to represent employees of the district.

The Association shall have the use of employee mailboxes, physical or technological, for the dissemination of communication with teachers. All bargaining unit members shall have use of District communication services to communicate with one another or the Association regarding Association

business. Association business shall be conducted primarily outside the teachers' duty day. There shall be no expectation of privacy when using district e-mail, computer applications, or other official communication systems.

B. Payroll Deduction of Dues

Within thirty (30) days after receipt of written authorization from the teacher, the Board shall deduct from the salary of the employee and make appropriate remittance for Association Dues. Such authorization shall continue in effect from year to year. Pursuant to such authorization the Board shall deduct one-twelfth (1/12) or appropriate amount of such dues from the regular salary check of the employee each month. Amounts to be deducted shall be supplied to the Board through a schedule established by the Association. Prior authorizations existing on the effective date of this Agreement shall continue in full force and effect into this and successor agreements unless and until revoked in writing by the employee to the business office and the Association President. The Board shall transmit to the Association the total monthly deduction for the professional dues within ten (10) days following each regular period.

C. Use of Facilities and Equipment

The Association may use school facilities and equipment without charge. Such equipment shall include, but not be limited to, typewriters, word processing equipment, and computers (including e-mail), copy machines, printers, calculating machines and audio-visual equipment when such equipment is not otherwise in use. Any use of the district property shall not interfere with the operation of the school and shall conform to board policy for facility use.

The Association will reimburse the District for any photocopies made with the exception of those copies made for use during negotiations.

D. Grievance Procedure and the Association

The Association may utilize the grievance procedures to allege a deviation, violation, misinterpretation or misapplication of any Association Rights and Privileges granted pursuant to Article VI.

Article VII Teacher Evaluations

A. Purpose of Evaluation

Evaluation is based on the proposition of improving individual teacher performance in order to provide effective instruction for students. The teacher and evaluator are to work together to achieve this goal. In addition, the following characteristics will be part of the evaluation process:

1. Establishing a positive administrator-teacher relationship.
2. Observing and collecting descriptive data of teacher behavior.
3. Analyzing the data and discussing implications for the teacher's behavior as it pertains to student learning.
4. Planning for professional improvement and future observations.

B. Evaluation Procedure

All certified personnel in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year by not later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years not later than February 15 of the school year in which the employee is evaluated. The formal evaluation conference between the teacher and evaluator must be held within the dates listed above. The teacher will be given a one-day notice prior to the formal evaluation conference.

The administrative staff will be responsible for making all evaluations. All evaluations must be made in writing on the evaluation instrument as adopted by the Board. Evaluations will be made in triplicate. The original being filed with the central office and the second and third copies going to the teacher and his/her administrator.

Each teacher must acknowledge presentations of the evaluation document by signature. The teacher may respond in writing to the Superintendent in regards to the evaluation document within two weeks of presentation of the document. This response shall be attached to the evaluation document.

Prior to the formal evaluation conference, each certified staff member may evaluate himself or herself on the district's adopted evaluation criteria. This self-evaluation is to serve as a portion of the basis for the formal evaluation conference. However, it is not to be submitted to the administrative staff and will not become a part of the certified staff member's personnel file.

C. Evaluation Document

The completed evaluation document will be available only to the individual evaluated, the administrative staff (consisting of the superintendent and principals and the assistants thereof), the Board, the school board attorney at the request of the Board, the State Board of Education, or to the administration and the board of any district to which a teacher makes an application of employment or to other persons specified by the evaluatee in writing.

Specific goals and objectives to improve job effectiveness must be developed cooperatively by the teacher and the evaluator at the formal evaluation conference if a "novice" rating is given. These must be written on the form provided and filed with the evaluation document in the central office. It is expected that these be reviewed jointly by the teacher and administrator on three occasions prior to the next formal evaluation.

In addition to the formal evaluation procedure, it is the expectation of the Board that frequent conferences of a more informal nature will take place between the evaluator and evaluatee. These conferences may be initiated by either party, and their purpose is to provide for communication in improving job effectiveness. If, as a result of these conferences, additional goals and objectives are determined to improve job effectiveness, these are to be filed with and attached to the formal evaluation document. Marked improvement in areas, which were previously noted as "Novice" should be filed in this manner.

All indicators marked unsatisfactory "novice" require a plan of improvement. A plan of improvement shall be presented to the teacher within fifteen (15) days of the post-evaluation interview.

D. Definitions

The following definitions are given to clarify the ranking scale used in the evaluation process:

Novice: Competency has not yet been achieved for this performance standard.

Developing: Educator has demonstrated basic competence of standard of performance.

Proficient: Educator exceeds basic competence most of the time.

Distinguished: Educator consistently and significantly exceeds basic competence.

*COMMENTS – Administrators will add comments to any indicator marked “novice.”

Personnel File

A master file of all materials relating to a teacher shall exist at the District Office. All material's placed in the teacher's file and originating with the district shall be available to the teacher at his/her request for inspection in the presence of the superintendent and/or the building principal during normal office hours.

ARTICLE VIII Transfer and Assignment

A. Involuntary Transfer of Assignment

Notice of involuntary transfer or assignment shall be given to the affected teacher(s) at the earliest possible date prior to the transfer. The final decision to transfer or not rests with the superintendent.

B. Voluntary Transfer of Assignment

Any teacher may request a voluntary transfer in writing to the superintendent. The request from the teacher shall include reasons for such a transfer.

ARTICLE IX Reduction in Force

In the event the Board decides that the size of the teaching staff must be reduced, guidelines will be followed. The following steps will be utilized by the district's administrators to reduce the teaching staff. In so far as possible, reduction in staff shall be accomplished by attrition due to resignations and retirement.

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district.

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be non-renewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training skills, evaluations, and interests shall be considered. If two (2) or more teachers have similar certifications, qualifications, training skills, evaluations and interest in a teaching area, those teachers who have four or more years of service to the district will be retained over those with less than four years of service to the district. If all of the teachers have similar certifications, qualifications, training skills, evaluations and interest and all have accrued four years of service to the district, the teacher(s) who best meet the needs of the district, considering the factors outlined above and any other relevant factors will be retained. Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for re-employment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interest of the district. The Board shall not be required to consider reinstatement of any teacher after a period of one (1) year from the date of non-renewal.

ARTICLE X

Reimbursement for Expenditures

A. Mileage

When attending school business, the teacher must use a school owned vehicle if available. If a school vehicle is not available, the teacher will be reimbursed for mileage at the state rate per mile.

B. Reimbursement of Purchases

K-5 elementary teachers will be reimbursed up to \$100 per year for items purchased for use in their classrooms. Receipts must be present and payment will be made in January and June.

ARTICLE XI

Bullying Prevention

The district will take appropriate action in accordance with KSD 72-8256 to eliminate the abusive acts and/or threats and provide remedy to the abused.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat by any person that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. harming a staff member, whether physically or mentally;
2. damaging a staff member's property;
3. placing a staff member in reasonable fear of harm to the staff member; or
4. placing a staff member in reasonable fear of damage to the staff member's property;

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, social networking, online games and websites.

Bullying is prohibited on or while utilizing school property, in a school vehicle or at a school-sponsored activity of event.

ARTICLE XII

Liquidated Damages

A teacher who does not plan to continue employment in USD #113 must submit a letter to the Clerk of the Board of Education so stating. The letter of resignation will be presented to the Board at the next regular meeting following receipt of the letter. A resignation will not be considered final until the employee receives a letter confirming Board action.

A resignation submitted after the continuing contract deadline set forth by the State Legislature, will have to state the reason for the resignation. A resignation submitted after the continuing contract deadline, shall have as a condition of Board acceptance an assessment of five hundred dollars (\$500); a resignation submitted after July 1, shall have as a condition of Board acceptance an assessment of one thousand dollars (\$1,000); and a resignation submitted after August 1, shall have as a condition of Board acceptance an assessment of one thousand, five hundred dollars (\$1,500). The Board shall be authorized to withhold the amount of the assessment from the teacher's last paycheck. If the contract has been paid in full, it is the responsibility of the teacher to compensate the above-mentioned fee to the Board. Once compensation has been made, the BOE will release such teacher from his/her contract.

Liquidated damages will be waived when the Superintendent determines the professional educator is compelled to resign for medical/family emergencies or in the event of a compulsory transfer of the professional educator's spouse. Verification of such reasons may be required.

There will be no paid unused sick leave after the continuing contract deadline if the staff member resigns.

ARTICLE XIII

Vacancies

All staff members will receive notice of vacancies in the district for full-time, part-time and supplemental duties on or before the day they are publicly posted.

ARTICLE XIV

Retirement Program

A. Matching Retirement plan for KPERS 3 Teachers

Teachers categorized by Kansas Public Employee Retirement System as Tier 3 teachers are eligible to participate in a 403 B (non-Roth) plan through the district. The board will match 2 (\$50) x 1 (\$25) employee contributions up to \$50 per month, not to exceed \$600 per year (employer contribution). KPER's tier 3 teachers are not eligible to receive the district retirement incentive.

Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the district regardless of years of service. Employer matching contributions are vested according to the following schedule:

| <u>Years Completed</u> | <u>Vesting %</u> |
|------------------------|------------------|
| 1– 5 | 0 |
| 6 | 20 |
| 7 | 40 |
| 8 | 60 |
| 9 | 80 |
| 10 + | 100 |

Prior years (current and consecutive) with the district counts for vesting.

B. Early Retirement Bonus

If written notification is given on or before January 15 of the year of retirement and the teacher has been employed by USD #488, USD #441 or USD #113 for 20 or more years a payment of \$3,000 will be made. This will be a separate check than payroll. . The retiree will also receive the Early Retirement Incentive.

In the event of any reduction in force after the negotiated date of the early retirement bonus, the Board of Education will re-open district retirement options for those who qualify within the district for a period of not less than five working days.

C. Retirement Incentive

A retiring teacher will receive the Retirement Incentive if they give notice in writing to the Clerk of the Board on or before Jan. 15 of his/her pending retirement at the end of the contract year, have attained the years of service requirement listed below and have reached the minimum age of 53. The Board shall pay the retired teacher an annual lump sum of \$3,000 into the teacher's 403 (b) account with a current district provided vendor for a period not to exceed the lesser of five (5) years or the year the retiree is eligible to receive Medicare (based upon retiree age on July 1). The annual lump sum payment will be made in January of the year following retirement and each January thereafter until all funds have been paid. The

amount paid shall be pro-rated according to the length of service USD #488, USD #441, or USD #113 as follows:

| <u>Years of Service</u> | <u>Percentage</u> |
|-------------------------|-------------------|
| 20 | 100 |
| 16 | 80 |
| 12 | 60 |

In the event of any reduction in force after the negotiated date of the retirement incentive, the Board of Education will re-open district retirement options for those who qualify within the district for a period of not less than five working days. KPERs Tier 3 teachers are eligible for the Matching Retirement Plan and not eligible for the Retirement Incentive.

D. Payment for Accumulated Sick Leave

Retiring teachers, who give notice on or before the continuing contract deadline set forth by the State Legislature of the current year, will receive \$15 per day not to exceed 45 days for accumulated sick leave to be paid in a lump sum with final paycheck. (see Article XIV – section A for the exception)

E. Withdrawing a Request to Retire

A teacher may withdraw his/her request to retire due to changed circumstances, however, the Board reserves the right to accept or deny the withdrawal. If a \$3000 bonus was paid, it must be re-paid to the district before the Board allows the resignation to be withdrawn.

F. Written Application for the Retirement Bonus and/or Incentive

Written application for the early retirement must be received by the Clerk of the Board no later than the Jan. 15 of the current year and include the following information:

1. A statement of the applicant's desire to take early retirement.
2. The anticipated date of retirement.
3. The applicant's birth date and age on the date of retirement.
4. The number of years the applicant has been employee by the district, which must be verified by the Clerk of the Board from the official district's records.
5. A statement specifying when the applicant is eligible for Medicare.
6. Only service in USD #488, USD #441 or USD #113 is applicable for determining eligibility and benefits under the Early Retirement Incentive Plan.

ARTICLE XV

Compensation

A. Salary Schedule – No staff member will be allowed to enter the shaded area after the 2013/14 year. Staff members in the shaded areas are not eligible for vertical movement.

| | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|-----------|---------------|----------------|---------------|-----------|---------------|
| | BS | BS +12 | BS + 24 | BS +36 | MS | MS +12 |
| 1 | 45000 | 46500 | 48000 | 49500 | 51000 | 52500 |
| 2 | 45750 | 47250 | 48750 | 50250 | 51750 | 53250 |
| 3 | 46500 | 48000 | 49500 | 51000 | 52500 | 54000 |
| 4 | 47250 | 48750 | 50250 | 51750 | 53250 | 54750 |
| 5 | 48000 | 49500 | 51000 | 52500 | 54000 | 55500 |
| 6 | 48750 | 50250 | 51750 | 53250 | 54750 | 56250 |
| 7 | 49500 | 51000 | 52500 | 54000 | 55500 | 57000 |
| 8 | 50250 | 51750 | 53250 | 54750 | 56250 | 57750 |
| 9 | | 52500 | 54000 | 55500 | 57000 | 58500 |
| 10 | | 54340 | 54750 | 56250 | 57750 | 59250 |
| 11 | | | | 57000 | 58500 | 60000 |
| 12 | | | | 59801 | 59250 | 60750 |
| 13 | | | | 60601 | 59801 | 61500 |
| 14 | | | | | | 64014 |
| 15 | | | | 60101 | | |
| 16 | | | | | 62101 | 65514 |
| 17 | | | | | | 66314 |

B. Initial Placement on Salary Schedule

New teachers to the district shall be placed on the step in accordance to their years of teaching experience and column according to approved credit hours from a college or university.

C. Advancement of Schedule

1. General Guidelines:

Deadlines:

*June 1 is the deadline for written requests to be received by the Clerk of the Board for Horizontal Movement on the salary schedule for the following year.

*Sept. 1 is the deadline for all official transcripts to be submitted to the Clerk of the Board for contract changes. This includes the PDP transcript as well as any college transcripts to be used for movement.

All in-service credit to be used for movement must have been completed within the scope of a Professional Development Plan and within an approved local in-service plan. All in-service points not within a five-year period of the license renewal date are invalid for salary advancement.

PDC points earned from superintendent-approved college credit courses may be used for horizontal movement.

Once points or college credit have been used for movement, they are void for further movement.

2. Column specific guidelines

Movement from any column is restricted to only one horizontal column movement per year, unless the teacher has completed a master's degree in which case the teacher will be placed in the master's column.

B.S. degreed teachers must earn a minimum of eight (8) semester hours of college credit in of which at least three (3) semester hours must be in subject matter areas and the remainder must have administrative approval if it is not in the subject matter area and must apply toward a Master's degree.

MS degreed teachers must earn a minimum of 240 points as college credit, in-service, or any combination of the two for movement.

3. Vertical Movement

Shall be limited to one step per year. Horizontal movement will not impact vertical movement.

Failure to meet these requirements will prevent the teacher from advancing on the salary schedule.

4. Extended Contracts

Teachers with extended contracts shall receive additional compensation calculated on the base step on the salary schedule divided by the 179 days and multiplied by the number of extended days.

Example: $\$38,500$ (Base, 1, Step 1) / 179 days x 10 extended contract days = $\$2,150.84$

5. Mentor Compensation

Teachers who are serving as mentors shall be compensated \$1000 per year.

6. SIT Team Participation

The Board will provide \$2000 to each building for certified staff for participation on the SIT Team. The number of certified staff members would not exceed eight and need to be identified by May 31 for the next school year.

7. Summer Instrumental Music Lessons

Summer instrumental summer music lesson instructor will be compensated \$12.00 per hour for a maximum of 120 hours.

8. Driver's Education Instructors

Driver's Education Instructors' will be compensated as follows:

Number of students divided by number of drivers' education instructors x \$160 = total compensation. When driver's education instructors are not teaching the classroom portion of the class, they will be compensated as follows: Number of students divided by number of drivers' education instructors x \$110 = total compensation

9. Extra Duty Compensation

Extra duty pay shall be \$12.00 an hour with a minimum of 2 hours for professional employees who serve as: ticket sellers, crowd supervisors, scorers, judges, and timers for athletic events, music, drama and forensic events.

10. Curriculum Work during the summer

Teachers will be compensated \$18.00 an hour providing the certified staff member is preparing lesson plans and actually teaching and tutors will be compensated \$12.30 an hour for summer programs for a maximum of 120 hours.

11. Interactive Distance Learning – IDL

Teachers who are teaching an IDL course shall be compensated \$500 per course per semester.

12. Other Compensation

Teachers shall be compensated at a rate of \$18 per hour for duties, not mentioned previously in the agreement, that are required to be performed outside the duty day.

13. After-school Support

Teachers working with students in an approved after-school program will be compensated \$12.00 per hour.

14. Transient Teachers

Transient teachers in Sabetha will be paid \$200 per semester. Transient teacher in other parts of the district will be paid mileage.

15. Teacher Pay for Loss of Plan Time

During teacher absences, administration may assign a teacher on plan time, to cover the class of the absent teacher. The substituting teacher will be compensated at the rate of eighteen dollars (\$18.00) per hour computed to the nearest quarter-hour. It will be the responsibility of the covering teacher to complete and submit the appropriate compensation form. This compensation shall be paid monthly.

With previous permission from the building principal, a teacher may make arrangements to have another qualified person cover his/her class (without compensation) for up to one hour without taking any sick leave, personal leave or dock in pay.

16. Teachers teaching dual credit courses

Teachers teaching dual credit courses will be entitled to the funds generated from teaching the dual credit course(s) during the USD 113 school day. Compensation will be paid directly by the post-secondary institution to the teacher.

ARTICLE XVI

Supplemental Duty Pay and Schedule

Section A – Supplemental Duty Pay Schedule (Unless specified otherwise during negotiations, Step 1 of the Supplemental Duty Pay Schedule will come from the base of the salary Schedule)

| | |
|--------|----------|
| Step 1 | \$45,000 |
| Step 2 | \$45,899 |
| Step 3 | \$46,798 |
| Step 4 | \$47,697 |
| Step 5 | \$48,596 |
| Step 6 | \$49,495 |
| Step 7 | \$50,394 |
| Step 8 | \$51,293 |

Section B – Supplemental Duties and Percent of the Schedule

District Duties:

| | |
|-------------------------------|------|
| District PDC Chair | 2.0% |
| District PDC Member | 1.0% |
| Building Steering Chairperson | 5.0% |

Building PLC Leader 4.0%

High School Duties:

| | |
|---|----------|
| 3A High School Activities Director | 37.5% |
| 1A (K-12) Activities Director | 25% |
| Head Football Coach | 11.5%*** |
| Assistant Football Coach | 8.5%*** |
| Head Basketball Coach | 12.5% |
| Assistant Basketball Coach | 9.5% |
| Head Wrestling Coach | 12.5% |
| Assistant Wrestling Coach | 8.5% |
| Head Volleyball Coach | 11.0% |
| Assistant Volleyball Coach | 8.0% |
| Head Track & Field Coach | 11.0% |
| Assistant Track & Field Coach | 8.0% |
| Head Baseball Coach | 11.0% |
| Assistant Baseball Coach | 8.5% |
| Head Softball Coach | 11.0% |
| Assistant Softball Coach | 8.5% |
| Cross Country Coach | 8.0% |
| Golf Coach | 8.0% |
| Assistant Golf Coach | 3.5% |
| Tennis Coach | 6.5% |
| Assistant Tennis Coach | 3.5% |
| **Play Director (Per Play) | 4.0% |
| *Cheerleader Sponsor (Per Sport) | 2.5% |
| Forensics | 3.5% |
| Junior Class Sponsor (2) | 3.0% |
| Senior Class Sponsor (2) (Axtell) | 2.0% |
| Instrumental and/or Vocal Music | 10.5% |
| Student Council Sponsor | 3.5% |
| KAY Sponsor | 2.5% |
| FFA Sponsor | 6.5% |
| FCCLA Sponsor | 2.5% |
| | 2.0% |
| ****Yearbook | 2.5% |
| NHS | 1.0% |
| Quiz Bowl Coach (one high school) | 4.0% |
| Concession Stand Sponsor (one per high school) | 3.0% |
| Concession Stand Sponsor (Sabetha High School) | 5.0% |
| Summer Weights (SHS/SMS 4 positions) (Axtell MS/HS 2 positions) | 2.5% |

*3 sports paid at SHS; 2 Sports paid at AHS

**Axtell pay will be 3.0 if practice is conducted during the day.

*** Football coaches with teams participating in Sectional, Substate, & State games will receive \$100 per game per coach additional compensation.

****Supplemental only paid if the duties are not part of an assigned course.

Middle School Duties:

| | |
|--|------|
| ●Football Head and Assistant Coaches | 6.5% |
| ●Basketball Head and Assistant Coaches | 6.5% |
| ●Volleyball Head Coach | 6.5% |
| ●Volleyball Assistant Coach | 5.5% |
| ●Wrestling Head Coach | 6.5% |
| ●Assistant Wrestling Coach | 4.5% |
| ●Track & Field Head Coach | 6.5% |
| ●Assistant Track & Field Coach | 5.5% |
| Cheerleader Sponsor | 1.5% |
| Quiz Bowl | 1.0% |

- All coaching assignments at Axtell are .5% lower if conducted during an assigned teaching class.

Elementary School Duties:

| | |
|--|------|
| Sabetha Elementary Vocal Music Teacher | 1.0% |
|--|------|

ARTICLE XVII

Payroll and Fringe Benefits

A. Pay Period

Teachers shall be paid in twelve (12) equal installments on or before the tenth (10th) of each month, unless otherwise requested in writing to the Clerk of USD #113 for a final summer payment in June. These requests must be submitted to the Clerk by April 1. When a pay date falls on or during a federal holiday or weekend, teachers shall receive their paycheck on the last workday before the regular payday.

B. Cafeteria Plan

The District shall make available to the professional staff a flexible benefit plan that includes: health, cancer, disability and group life insurance, un-reimbursed medical expenses and dependent care insurance.

C. Annuities

Tax deferred annuities will be administered according to the requirements of IRS Code Section 403(b).

Payroll deduction additions/changes will be processed semi-annually. Teachers may submit written notification to the district office from September 1 through September 30, and March 1 Through March 31, describing changes in payroll deductions.

Fifteen percent (15%) of the total number of teachers must be enrolled in any new payroll deduction program prior to the incorporation of that program into programs covered as payroll deductions for certified personnel. Such programs would include:

- a. Annuities/before-tax savings plans from companies not presently on the payroll deduction list of USD #488 and USD #441; and
- b. Insurance premiums (of any type) from companies not presently on the payroll deduction list of USD #488 and USD #441;

Teachers new to the district are included in these requirements. If the new teacher was contributing to a plan already served by USD #488 or USD #441, a deduction would be made for them by adding them to a present list. If the new teacher was contributing to a plan not being served by USD #488 or USD #441, the teacher would have to either (a) change plans to another company, or (b) make the payment him or herself.

D. Health Insurance

The Board of Education shall pay \$ 547.45 per month toward a district health insurance premium for each teacher for the current school year. Teachers' employed by the school district may expand the single policy coverage to family coverage. Arrangements can be made through the main office for payroll deductions for all teachers interested in expanding their policy.

E. Passes for District Activities

All employees shall receive a family pass that will admit them free of charge to all home activities at which an admission is charges, excluding tournaments, musicals and plays.

ARTICLE XVIII

Copy of the Ratified Negotiated Agreement

The Board will provide a copy of the ratified Formal Agreement to each teacher in either paper format or other electronic means at the Board's expense.

ARTICLE XIX

Savings Clause

If any provision of this agreement or any application of the agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in

full force and effect. Furthermore, the Board and Association shall immediately enter into negotiations to replace any provision found to be contrary to law.

President
Prairie Hills Education Association

Date

President
Board of Education USD #113

Date

Clerk of
Board of Education USD #113

See Appendix A, B, C, D, E, F,G, H, I & J for 2016, 2017, 2018, 2019, 2020,2021,2022,2023, 2024 and 2025 Annual Summary of Negotiations.