

# *Labette County U.S.D. 506*



July 13, 2020 Board Meeting



# **AGENDA**

## **Organizational Meeting**

*Monday, July 13, 2020, 7:00 PM*

**Curran Administrative Center, Altamont, KS 67330**

***Our mission:*** *Educating every student every day!*

***Our vision:*** *Meeting the needs of every child!*

### **Agenda - Regular Meeting @ 7:00 p.m.**

#### **1. Call to order**

#### **2. Approval of Printed Agenda**

At this time Board members may (1) accept the agenda as shown below, (2) add items, or (3) request that one or more “Consent Agenda Items” be placed under “Action, information, discussion, or executive session for separate consideration.”

#### **3. Reorganization of the Board of Education – Election of Officers and Appointments (Action)**

The officers of the Board of Education shall be:

- 3.1 President
- 3.2 Vice-President

Appointment of Clerk, Deputy Clerk, and Treasurer

- 3.3 Clerk—Cindy Dean
- 3.4 Deputy Clerk—Chris Kastler
- 3.5 Treasurer—Karen McCord

#### **4. Consent Agenda**

- 4.1 Approval of June 8, 2020 Board Meeting Minutes
- 4.2 Approval of June/July bills, Investments, and Activity Fund Report
- 4.3 Approval of Supplementals
- 4.4 Approval of Resignation:
  - Stacy Smith—Instructor @ Labette County High School
  - Felicia Weber—Custodian @ Meadow View Grade School
- 4.5 Approval of Authorized Representative for Federal Programs—John Wyrick; Tony Blackwell
- 4.6 Designate Truancy Officer for Each Building for 2020-2021
  - LCHS Truancy Officers—Shane Holtzman; Stacy Smith
  - Altamont Grade School Truancy Officer—Tiffany Flatt
  - Bartlett Grade School Truancy Officer—Spence Allison
  - Edna Grade School Truancy Officer—Tim Traxson
  - Meadow View Grade School Truancy Officer—Chris Kastler/Donny Peak
  - Mound Valley Grade School Truancy Officer—Melissa Green

- 4.7 Approval of State Mileage Rate (57.5 cents)
- 4.8 Designate Section 504, Title VI, VII, IX, and ADA Coordinator—Tony Blackwell
- 4.9 Designate District KPERs Representative for 2020-2021—Cindy Dean
- 4.10 Approval of Determining Official for Food Services for 2020-2021—Alicia Doyle/John Wyrick
- 4.11 Approval of Official Representative for Surplus Property for 2019-2020—John Wyrick
- 4.12 Approval of Designated Public Information Officer and Custodian of Records—Alicia Doyle; Tony Blackwell
- 4.13 Approval of 1116 Hours for 2020-2021
- 4.14 Adopt Generally Accepted Accounting Principal Waiver (GAAP)
- 4.15 Approval to Destroy School Records as Per Statute
- 4.16 Approval of Early Payment of Bills
- 4.17 Adopt Official Depository for District Funds for 2020-2021
  - Labette Bank, Altamont, Kansas
  - Community National Bank & Trust, Edna, Kansas
- 4.18 Designate Long Term Suspension and Expulsion Officers—Shane Holtzman; Stacy Smith; Chris Kastler, Tiffany Flatt; Tim Traxson; Melissa Green; Spence Allison; Donny Peak; John Wyrick; Tony Blackwell
- 4.19 Establish Petty Cash Limits
- 4.20 Adopt Activity Fund Guidelines
- 4.21 Rescind and adopt Board Policies
- 4.22 Approval of authorized Appeal Officer for Nutrition Services for 2020-2021—Chris Kastler
- 4.23 Appoint Homeless Student Coordinator—Tony Blackwell
- 4.24 Designate Workers' Compensation Representative—Cindy Dean
- 4.25 Authorization of Alternative Signatures
- 4.26 Establish Home Rule Policy
- 4.27 Designate the Labette Avenue as the district's official newspaper
- 4.28 Approval of Authorized Users of Maintenance and Transportation Credit Card Use
- 4.29 Approval of SEK Financial Ancillary Products
- 4.30 Approval of Substitute Employee Daily Rate of Pay (\$100.00/day)
- 4.31 Approval of Memorandum of Agreement—Coffeyville Community College
- 4.32 Designate District Discrimination Coordinator—John Wyrick
- 4.33 Designate Building Discrimination Coordinators—USD 506 Building Principals
- 4.34 Approval of Transfers:
  - Brianna Volmer—Physical Education Instructor @ Labette County High School
- 4.35 Approval of Carla Blackwell—Interim Administrative Assistant @ District Office
- 4.36 Approval of Hiland Milk Bid

## **5. Recognitions / Communications**

- None at this time

## **6. Recognition of Visitors and Public Comments**

The board president will recognize visitors at this time who have requested to address the board by submitting their request in advance. Public comments will be kept to a maximum of 2-minutes unless stated by the board president. This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee or student. Persons making comments which violate the privacy rights of district employees will be asked to terminate their remarks.

## **7. Reports**

- 7.1 Superintendent
- 7.2 SEK Interlocal #637
- 7.3 KASB/Legislative

## **8. Information/Discussion Items**

- 8.1 Unencumbered Cash Balance (7/1/2020)

## **9. Action Items**

- 9.1 Appointment of Board Members to Annual Committee Assignments (Action)
  - Capital Improvement/Facilities Advisory Committee
  - Policy Advisory Committee
  - Curriculum
  - Technology
  - SEK Interlocal Board Representative
  - Negotiations
  - Public Relations
  - Governmental Relations
  - Site Council
- 9.2 Set Time, Date and Place of Meetings (Action)
  - August 10, 2020 (District Office)
  - September 14, 2020 (District Office)
  - October 12, 2020 (Edna Grade School)
  - November 9, 2020 (Mound Valley Grade School)
  - December 14, 2020 (LCHS)
  - January 11, 2021 (Altamont Grade School)
  - February 8, 2021 (District Office)
  - March 8, 2021 (Bartlett Grade School)
  - April 12, 2021 (Meadow View Grade School)
  - May 11, 2021 (District Office)
  - June 14, 2021 (District Office)
- 9.3 Appointment of School Attorney (A)
  - Gregory P. Goheen—MVP Law Firm
- 9.4 Appointment of Local Auditor (A)
  - Local Auditor—Daryl Eagon, Deihl, Banwart and Bolton
- 9.5 Approval of LCHS Student Handbook—Second Reading (A)
- 9.6 Approval of Information Technology and Transportation Director Job Description(s)—Second Reading (A)
- 9.7 Board of Education Self Evaluation (A)

- 9.8 Approval of Workers' Compensation Renewal (A)
  - Wood Duloher Insurance, Inc—Accident Fund Insurance Company of America
- 9.9 Approval of Chromebook Purchase
- 9.10 Approval of Enrollment Fees
- 9.11 Approval of Boiler Purchase

## **10. Board Member Comments**

## **11. Adjournment**

- 11.1 Next Regular Meeting: August 10, 2020 at District Office

Supplemental Agenda- Organizational Meeting  
Board of Education  
Monday, July 13, 2020  
Curran Administrative Center

**Agenda - Regular Meeting @ 7:00 p.m.**

**1. Call to Order**

The board president will call the meeting to order for business.

**2. Approval of Printed Agenda:**

At this time Board member may accept the agenda as shown below; add items to the agenda, or request that one or more “Consent Agenda Items” be placed under “Action, information, discussion, or executive session for separate consideration.”

**3. Reorganization of the Board of Education – Election of Officers and Appointments**

**Commentary:**

The election of officers is required by law. The president and vice-president shall be elected annually from its membership at the first meeting of the Board in July of each year.

The officers of the Board of Education shall be: (Action Item)

3.1 President

3.2 Vice-President

**Recommended Motions:**

I nominate \_\_\_\_\_ for President.

I nominate \_\_\_\_\_ for Vice-President.

**Commentary:**

The board shall appoint, at its first regular meeting in July, a clerk and treasurer for a term of one year, who shall not be members of said Board and who shall furnish bond as required by law.

Appointment of Clerk, Deputy Clerk, and Treasurer (Action Item)

3.3 Clerk—Cindy Dean

3.4 Deputy Clerk—Chris Kastler

3.5 Treasurer—Karen McCord

**4. Adoption of the Consent Agenda:**

The consent agenda is a method whereby the board, with one motion, may approve (by consent) items on the agenda, which are routine, informational, or the receipt of reports, which may not need discussion. This procedure assumes each board member has read and studied the agenda prior to the meeting. Furthermore, at this time the Board may request that one or more consent agenda items be placed under action, information, or discussion for separate consideration. *The motion should read- I move the board approve by consent, items in the agenda, which are identified as 4.1-4.36.*

The list this month is quite lengthy due to routine beginning fiscal year items, many of which are dictated by state statute.

- 4.1 Approval of June 8, 2020 Board Meeting Minutes (pages 14-17)
- 4.2 Approve June/July bills, investment, Activity Fund, and Financial Reports. (pages 118-134)
- 4.3 Approval of Supplementals (p. 18)
- 4.4 Approval of Resignations: (p. 19)
  - Stacy Smith—Instructor @ Labette County High School
  - Felicia Weber—Custodian @ Meadow View Grade School
- 4.5 Authorize the participation of USD 506 in federal programs, under Public Law 89-10 and public law 97-35, and to appoint John Wyrick and Tony Blackwell to represent USD 506 in all federal programs during the 2020-2021 school year.
- 4.6 Designate principals at LCHS, Edna, Bartlett, Mound Valley, Meadow View, and Altamont Elementary as truancy officers for the 2020-2021 school year.
- 4.7 As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the **privately-owned vehicle maximum mileage reimbursement state** rate for FY 2021 at **57.5 cents** per mile. Effective July 1, 2020.
- 4.8 Designate Superintendent as Section 504, Title VI, VII, IX, and ADA Coordinator.
- 4.9 Designate Cindy Dean as KPERS designated agent.
- 4.10 Appoint Doyle and John Wyrick as Authorized Food Service Representative.
- 4.11 Appoint John Wyrick as Official Representative for Surplus Property.
- 4.12 Approve Tony Blackwell and Alicia Doyle as Designated Public Information Officer and Custodian of Records.
- 4.13 Approve 1116 Hours for 2020-2021 school year.

**Commentary:**

Schools can choose to attend a certain number of days or a minimum of 1116 hours. Our district has chosen to go by hours as opposed to days. These hours have been accounted for in our adopted school calendar for 2020-2021.



4.14 Resolution to waive GAAP Requirements:

**Commentary:**

Kansas public school accounting does not require financial statements and financial reports to be prepared in conformity with Generally Accepted Accounting Principles (GAAP). Furthermore, due to cash basis and budget laws of Kansas, we can't totally comply with GAAP. Adopting the waiver allows the accounting to be conducted more efficiently for cash basis operations. Therefore, a resolution needs to be adopted. (p. 28)

4.15 State statute requires school districts to keep certain documents for a specified time period. We will follow state statute. (p. 30)

4.16 Authorization of Early Payment of Claims:

**Commentary:**

Each year the board authorizes early payment of certain bills that will enhance the operations of the district or financially benefit the district. Bills where discounts are applicable if paid by a certain date and bills that contain finance charges if not paid by a certain date are examples of situations where it is an advantage to the district to pay prior to approval by the board.

The District business office is authorized on a yearly basis to initiate payments in excess of \$20,000.00 for the following items without a separate pre-approval motion.

The exempted items include Utilities, Fuel, Food for School Lunch Program, Payroll, Insurance Renewals, Lease Payments, Flow-through Funds (i.e. Special Education and KPERS), Education Service Center Payments for Existing Programs, Licensing Renewals, Textbook Renewals and Related Consumables, Repair or Maintenance of Facilities and Equipment, District Shipping and Postage and any other expenses that if not paid timely will cause a penalty or fee to be assessed to the District.

4.17 Designate Official Depository for District Funds: Labette Bank, Altamont and Community National Bank & Trust, Edna.

4.18 Appoint John Wyrick, Tony Blackwell and principals at LCHS, Altamont, Bartlett, Edna, Meadow View, Mound Valley Elementary and/or an attorney appointed by the board of education/designee as long-term student suspension/expulsion hearing officers.

4.19 Establish Petty Cash Limits at \$1,000. (p. 31)

4.20 Adopt Activity Fund Guidelines:

**Commentary:**

This is another routine resolution adopted at the beginning of each year. Adopting this resolution does not remove the responsibility of the superintendent's office to provide oversight by monitoring the accounting process. Furthermore, as the resolution specifies, the board will receive a monthly report. (p. 27)

4.21 Rescind and Adopt Board Policies:

**Commentary:**

The Kansas Association of School Boards recommends that during the July organizational meeting, the Board should rescind all policy actions made in the previous year. Once the policies have been rescinded, the board should pass a motion to adopt all current written policies for the coming school year. According to KASB, by taking these two actions, the Board voids all policies which may have been inadvertently created during the previous year and ensures the written policies of the Board are those the administration is expected to implement. (p. 26)

4.22 Appoint Chris Kastler as the hearing officer for the National School Lunch Program for the 2020-2021 school year.

4.23 Appoint Tony Blackwell as Homeless Student Coordinator for the 2020-2021 school year.

4.24 Approve Cindy Dean as designated Workers' Compensation Representative.

4.25 Authorization of Alternate Signatures

- Vice-president in lieu of president
- Alicia Hill in lieu of the board clerk or the district treasurer; however, not in lieu of both on the same document
- Diane McCartney in lieu of the clerk of the board or district treasurer; however, not in lieu of both on the same document

4.26 Establish Home Rule Policy:

**Commentary:**

This resolution states that the board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools. This resolution is adopted annually. Gives our district local autonomy to address item(s) not addressed by statute (i.e., fundraising). There is not a statute that addresses fundraising. (p. 29)

- 4.27 Designate the Labette Avenue as the district's official newspaper.

**Commentary:**

At the first meeting in July of each year the Board of Education shall designate a newspaper to be the official district newspaper. The newspaper must meet the requirements of Kansas statutes. All legal notices or publications required by Kansas statutes shall be published in the designated newspaper.

- 4.28 Approval of Authorized Users of Maintenance and Transportation Credit Card Use (p. 21)
- 4.29 Approval of SEK Financial Ancillary Products
- 4.30 Approval of Substitute Employee Daily Rate of Pay (\$100.00/day)
- 4.31 Approval of Memorandum of Agreement—Coffeyville Community College
- 4.32 Designate District Discrimination Coordinator—John Wyrick
- 4.33 Designate Building Discrimination Coordinators—USD 506 Building Principals
- 4.34 Approval of Transfers:
- Brianna Volmer—Physical Education Instructor @ Labette County High School (p. 20)
- 4.35 Approval of Carla Blackwell—Interim Administrative Assistant @ District Office
- 4.36 Approval of Hiland Milk Bid (pages 24-25)

**5. Recognitions / Communications**

- None at this time

**6. Recognitions of Visitors and Public Comments**

The board president will recognize visitors at this time who have requested to address the board by submitting their request in advance. Public comments will be kept to a maximum of 2-minutes unless stated by the board president. This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee or student. Persons making comments which violate the privacy rights of district employees will be asked to terminate their remarks.

**7. Reports**

- 7.1 Superintendent
- 7.2 SEK Interlocal #637
- 7.3 KASB/Legislative

**8. Information/Discussion/Presentations**

**8.1 Unencumbered Cash Balance**

House Bill 2261 became law on July 1, 2014 and requires the Superintendent of schools to report the unencumbered cash balances of monies in specific funds each year to the local board of education during its July meeting and to the State Board of Education by no later than July 15. (p. 33)

(I/D)

## **9. Action Items**

### **9.1 Appoint Committee Representatives**

The board will need to appoint two (2) members to the following committees:

Capital Improvement/Facilities Advisory Committee; Policy; Curriculum; Technology; SEK Interlocal Board Representative; Negotiations; Public Relations; Governmental Relations and Site Council.

(A)

### **9.2 Set Time, Date and Place of Meetings**

Meeting dates are required by law to be set at the first meeting of the year. Regular board meetings are scheduled for the second Monday of each month. All meetings will begin at 7:00 p.m. and will be held at the Curran Administrative Center unless otherwise announced. This resolution establishes meeting dates as well as gives the board the right to adjourn a regular meeting to another time and place. (p. 34)

(A)

### **9.3 Approval of School Attorney**

During the course of the 2019-2020 school year; the board engaged with MVP Law Firm and used Gregory P. Goheen as counsel. I will ask the board to continue the service of MVP Law Firm and Gregory P. Goheen. The district also and will continue to utilize the legal services provided by KASB.

(A)

### **9.4 Appointment of Local Auditor—Daryl Eagon, Deihl, Banwart and Bolton**

Each year, the Board of Education must appoint an outside firm to conduct an audit of the district, which includes the fiscal year ending June 30, 2020.

(A)

### **9.5 Approval of LCHS Student Handbook—Second Reading**

Mr. Blackwell and I will ask the board to approve the handbook as presented. Board members received a copy of the handbook during the June 8, 2020 meeting. (A) Pages 35-88

### **9.6 Approval of Information Technology and Transportation Director Job Description(s)—Second Reading**

Board members received a copy of the job descriptions during the June 8, 2020 meeting. Mr. Blackwell and Dr. Wyrick will ask the board to approve the job descriptions as presented. (A) Pages 89-97

### **9.7 Board of Education Self Evaluation**

Board members will be given time to discuss the proposed board self-evaluation. (A) Pages 98-111

- 9.8     **Approval of Workers' Compensation Renewal**  
Chris Bohrer, Wood Dulohery will be present to review our Workers' Compensation Renewal rates. Our renewal rates came in at \$64063 compared to \$56,690 the year before. (A)
- 9.9     **Approval of Chromebook Purchase**  
Jake Knaup, Technology Director, will present his annual report to the board and will ask the board to continue with the practice of purchasing Chromebooks annually. Pages 112-114
- 9.10    **Approval of Enrollment Fees**  
Enrollment fees for USD 506 have not increased since the 2012-2013 school year. Mr. Blackwell and Dr. Wyrick will ask the board to keep the fees flat for the 2020-2021 school year. USD 506 fee schedule is found on page 115 of the board packet.
- 9.11    **Approval of Boiler Purchase**  
Brent Barrager, Maintenance, secured bids for the replacement of a boiler on the campus of Labette County High School. Mr. Blackwell and Dr. Wyrick will ask the board to approve the purchase of a Parker Boiler from Charles D. Jones Company at the price of \$40,397.88. The replacement of this boiler is on the District's list of items to be replaced during the 2020-2021 school year. This same boiler cost \$33,800 in 2018. Pages 116-117

## **10. Board Member Comments-**

- 10.1    Individual board members are encouraged to share stories of success and opportunities for growth at this time. (A/D/I)

## **11. Adjournment-**

- 11.1    Motion to adjourn the meeting. Next Regular Meeting: August 10, 2020 at Curran Administrative Center in Altamont, Kansas, 67330.  
(A)

A = Action Item on Agenda

D= Discussion Item on Agenda

I= Informational Item on Agenda

BOARD OF EDUCATION  
LABETTE COUNTY UNIFIED SCHOOL DISTRICT 506  
Altamont, KS 67330

Curran Administrative Office

June 8, 2020

7:00 p.m.

MEMBERS PRESENT:

Greg Bogner  
Kevin Cole  
Rich Falkenstien  
Jessie Foister  
Dr. Kolette Smith

ABSENT BOARD MEMBERS:

Justin Bebb  
Brian Harlow

OTHERS PRESENT:

John Wyrick, Superintendent  
Tony Blackwell, Asst. Superintendent  
Cindy Dean, Board Clerk  
Spence Allison, BGS Principal  
Tiffany Flatt, AGS Principal  
Melissa Green, MdValley Principal  
Shane Holtzman, LCHS Principal

Chris Kastler, MdView Principal  
Donny Peak, MdView Asst. Principal  
Tim Traxson, EGS Principal

1. Jessie Foister called the meeting to order. Kevin Cole opened with Prayer.
2. Kevin Cole moved to approve the printed agenda with the following addition;  
3.4 add Chas Thompson – Bartlett/Mound Valley Grade School P.E. Instructor to the Approval of Personnel. Greg Bogner seconded the motion. Motion carried 5-0.
3. Consent Agenda  
Dr. Kolette Smith move to approve the consent agenda with the 3.4 addition of Chas Thompson – Bartlett/Mound Valley Grade School P.E. Instructor to the Approval of Personnel. Rich Falkenstien seconded the motion. Motion carried 5-0.
4. Recognition/Communications  
None at the time
5. Recognition of Visitors and Public Comments  
None at this time

## 6. Reports

### 6.1 Superintendent Report

Dr. Wyrick commended the three young ladies from Parsons that organized and led a very well thought out Black Lives Matter Protest. Dr. Wyrick stated Marcie Weseman from KASB will provide equity and race training for USD 506 Administration next week. Dr. Wyrick stated LCHS Principal Shane Holtzman visited with the 130 students at LCHS Summer Conditioning this morning to address some of the public issues that are in our community and nation right now. Dr. Wyrick thanked parent Sunny Zwahlen for posting her positive Facebook Post today regarding the message Mr. Holtzman delivered to the student athletes this morning.

### 6.2 Administrative Report

Shane Holtzman stated it is great to have our 130 student athletes, 13 coaches and Athletic Trainer Chris Brown back to Summer Conditioning. Mr. Holtzman reported our student athletes are doing a great job staying in small groups and social distancing while attending summer conditioning. Mr. Holtzman stated the USD 506 CARE TEAM were on hand this morning during Summer Conditioning to provide grief support services for the loss of our LCHS Student Michael Weimer. Mr. Holtzman announced Drivers Ed begins June 15 and will have a Drivers Ed Meeting for parents and students this Wednesday Night in Cafeteria.

Melissa Green reported Independent Professional Development begins this summer for our Teaching Staff. Mrs. Green stated Dr. Diane Watkins will be at the Board Office for two weeks in June providing professional development to teaching staff and Greenbush will offer virtual training this summer to teaching staff. Mrs. Green stated teachers participating in the summer professional development will receive a \$90 stipend provided by the LINK GRANT.

Tiffany Flatt commended the Administrative Team and LCHS Coaches for the message they delivered to students Monday morning during conditioning.

Tim Traxson stated the Edna Grade School Parents were very positive and thanked him for getting them the Senate Bill 16 info for Out-of-State Students. Mr. Traxson thanked Carolyn Waugh for pronouncing the spelling words for a Bartlett Grade School Student taking the Spelling Bee Test today. Mr. Traxson stated the student completed the test and test was mailed out today. Mr. Traxson thanked the Edna Grade and Bartlett Grade Maintenance and Custodial Staff for all their hard work this summer. Mr. Traxson stated the buildings look great.

Spence Allison reported he has been busy making phone calls to Bartlett Grade School families introducing himself and sharing enrollment information.

Chris Kastler reported 82% of Meadow View Students participated in the Virtual Learning during the Covid-19 Crisis. Mr. Kastler thanked the Meadow View Custodial and Maintenance Staff for installing the new playground equipment at Meadow View. Mr. Kastler thanked the Meadow View Food Service ladies for all their hard work during summer lunches. Mr. Kastler stated over 400 students were served today at Meadow View. Mr. Kastler stated Summer School Begins June 15 and social distancing and other safety features will be put in place.

#### 6.3 KASB

Kevin Cole reported KSDE is working on a school reopening plan. Safety, Social Distancing and more will be considered for the reopening of school districts. Mr. Cole stated Governor Kelly is hinting around that a cut in school budgets could be a possibility for next year.

#### 6.4 SEK Interlocal #637

Kevin Cole stated the SEK Interlocal #637 Negotiations Committee has been stalled since March due to the Covid-19 Crisis. Mr. Cole stated the Negotiations Committee will be moving forward soon.

### 7. Discussion Items

7.1 The 2020-2021 LCHS Student Handbook recommendations are available for the board to review and consider. The board will take action on the LCHS Student Handbooks at the July board meeting.

7.2 Dr. Wyrick presented the first reading of the Technology Director and Transportation Director updated Job Descriptions. Action will take place at the July Board Meeting.

7.3 Kevin Cole reviewed the School Board Self Evaluation Tool. Board Members gave their opinions of the Self Evaluation Tool. The Board will take action on the Self Evaluation Tool at the July Meeting.

### 8. Action Items

8.1 Dr. Kolette Smith made a motion to approve the Grade School Student Handbooks for the 2020-2021 School Year. Kevin Cole seconded the motion. Motion carried 5-0.

8.2 Dr. Kolette Smith made a motion to approve the Summer School Employees and 2020-2021 Classified Employees. Greg Bogner seconded the motion. Motion carried 5-0.



### 8.3 Capital Outlay Purchases:

A. Rich Falkenstien made a motion to approve to purchase a new bus for the amount of \$86,550 and a used bus for the amount of \$70,539 from Midwest Transit Equipment Inc. Kevin Cole seconded the motion. Motion carried 5-0.

B. Kevin Cole made a motion to approve to purchase (2) Transit Vans from Mike Carpino Ford for the amount not to exceed \$30,127 per vehicle. Rich Falkenstien seconded the motion. Motion carried 5-0.

8.4 Dr. Wyrick asked the board for approval to make end of year transfers. Motion was made by Dr. Kolette Smith authorizing Dr. Wyrick to make end of year transfers on behalf of the Board of Education in lieu of a second June Board Meeting. Greg Bogner seconded the motion. Motion carried 5-0.

## 9. Board Member Comments

Greg Bogner thanked the Transportation Committee he is part of and commended our USD 506 Mechanics of being top notch. Mr. Bogner sent his condolences to the Michael Wiemer Family.

Dr. Kolette Smith sent his condolences to the Michael Wiemer Family. Dr. Smith stated the LCHS Graduation last weekend was great and is hearing a lot of positive feedback.

Kevin Cole congratulated the LCHS 2020 Graduation Class. Mr. Cole stated Graduation Day was a beautiful day and everyone did a great job. Mr. Cole congratulated Rich and Brian for having a 2020 Graduate. Mr. Cole thanked all the Board Members for their collaboration on the Board Self Evaluation Tool. Mr. Cole thanked the Administration for their willingness to identify diversity and help prepare our students.

Rich Falkenstien stated it was an honor to be party of the LCHS Graduation Ceremony. Mr. Falkenstien stated the grace and dignity of the LCHS Families and Graduates were amazing. Mr. Falkenstien said he was proud to be part of the Grizzly Family. Mr. Falkenstien congratulated FFA Students that had won proficiency awards and State Officer Positions this year.

Jessie Foister thanked all the Board Members for all they do and hoped to see everyone next month. Mrs. Foister stated she is proud of USD 506 employees, students and families for getting thru this school year.

## 10. Adjournment

Dr. Kolette Smith made a motion to adjourn the meeting. Kevin Cole seconded the motion. Motion carried 5-0. The meeting adjourned at 9:01 p.m. The next regular board meeting will be July 13, 2020 at 7:00 p.m. at Curran Administrative Office.

Athletic Supplementals 2020-2021			
<b>Athletics: Fall</b>		<b>Athletics: Spring</b>	
Head Football	Sean Price - OL	Head Boys Track	Christian Wacker
Ass't. Football	Bradley Argabright - DB	Ass't Boys Track	Jason Storm
Ass't. Football	David Brown -DB	Head Girls Track	Marty Warren
Ass't. Football	Mike Hayward* - LB	Ass't Girls Track	Nora Shelton
Ass't. Football	Joe Paige* - DL	Head Baseball	Brian Tucker
Ass't. Football	Jeremy Branch - WR	Ass't Baseball	David Brown
Ass't. Football	T.J. Mayhue* - RB	Ass't Baseball	David Dainty
Ass't. Football	Broc Wolfe - QB	Head Softball	Mike Hayward*
Ass't. Football	Joe Royer - DL	Ass't Softball	Nickie Bates*
Ass't. Football	Jason Storm - OL	Ass't Softball	Jeff Dean*
Ass't. Football	David Dainty - WR	Boys Tennis	Rob Page
Ass't. Football	Richard Pierce - OLB	Ass't Boys Tennis	Allie Kashka
Head Volleyball	Heather Wilson	Boys Golf	Jack Leake
Ass't. Volleyball	Brianna Volmer	Ass't Boys Golf	Broc Wolfe
Ass't. Volleyball	Juliana Moffatt	Head Swim Coach	Misty Burke
Cross Country	Marty Warren	Ass't Swim Coach	Rhyder Bruce*
Ass't Cross Country	Christian Wacker		
Girls Tennis	Rob Page	Varsity Cheer	Jennifer Eichorn
Ass't Girls Tennis	Allie Kashka	Ass't Cheer	
Girls Golf	Tammy Hayward	Dance Team	Brandy Gilpin
Ass't Girls Golf		Boys Conditioning	Sean Price
<b>Athletics: Winter</b>		Girls Conditioning	Brianna Volmer
Head Boys Basketball	Bradley Argabright		
Ass't Boys Basketball	Brian Tucker*	Athletic Director	David Dainty
Ass't Boys Basketball	David Brown	Athletic Director	Sean Price
Ass't Boys Basketball			
Head Girls Basketball	Kristi Snider		
Ass't Girls Basketball	Heather Wilson		
Ass't Girls Basketball	Brianna Volmer	* Non USD 506 Teacher	
Ass't Girls Basketball		Approved IF NEEDED	
Head Girls Wrestling	Jason Storm	Open Position	
Head Boys Wrestling	Chas Thompson	New Approval As of Current Mtg.	
Ass't Wrestling	Jeremy Branch		
Ass't Wrestling			
Jr. High Wrestling	Matt Shields		
Jr. High Wrestling	Chas Thompson		

TO: Board of Education  
FROM: John Wyrick, Superintendent  
RE: Classified/Certified/Supplemental Employment Report  
Date: July 13, 2020

**Retirements**

None at this time

**Resignations**

Stacy Smith—Instructor @ Labette County High School  
Felicia Weber—Custodian @ Meadow View Grade School

TO: Board of Education  
FROM: John Wyrick, Superintendent  
RE: Supplemental Coaching/Activity, Certified and Classified Work Agreement  
Date: July 13, 2020

**Supplemental Work Agreement:**

See Attachment

**Certified Work Agreement:**

None at this time

**Classified Work Agreement:**

Carla Blackwell—Interim Administrative Assistant @ District Office

**Transfers:**

Brianna Volmer—Lafayette County High School

July 1, 2020

Authorized user list for USD 506 Maintenance Brent Barragar credit card:

Kenyon Foister  
Steve Whitaker  
Diane McCartney  
Dr. John Wyrick

Authorized user list for USD 506 Transportation Diane McCartney credit card:

Sheila Eccles  
Lori Featherby  
Pam Baker

Authorized user list for USD 506 Transportation Cindy Dean credit card:

Leroy Jones  
Dean Mahan

Authorized user list for USD 506 Transportation John Wyrick credit card:

Deb Smith  
Teresa Jones  
Buddy Schlatter  
Kyle Zwahlen

USD 506 will add and delete authorized users at any time.

# COFFEYVILLE COMMUNITY COLLEGE/USD 506 AGREEMENT

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Memorandum of Agreement Between

***LABETTE COUNTY HIGH SCHOOL, USD 506***

And

***COFFEYVILLE COMMUNITY COLLEGE***

The purpose of this memorandum of agreement between Labette County High School (USD 506) and Coffeyville Community College (CCC) is to provide instructional services for USD 506 students for the following program areas: Automotive Service, Electrical, Machining, and Construction.

**For this agreement:**

A) CCC shall:

1. Employ a full-time Automotive Instructor at the USD 506 site to teach the CCC Automotive Service curriculum and an Introductory Automotive class for high school freshmen. CCC and USD 506 will jointly interview and agree upon an appropriate instructor.
2. Employ a part-time Machining Instructor at the USD 506 site to teach the CCC Machining curriculum.
3. Provide college credit for USD 506 students enrolling in Automotive Service, Construction, Electrical, and Machining courses which meet the established course outcomes and competencies of the CCC courses. (Note: Tuition will be paid through SB 155. In the event that SB 155 funding is eliminated the agreement will become null and void at the end of the fiscal year. CCC will waive shop fees as USD 506 will provide the shop consumables as noted below in section B, item 18.)
4. Provide courses in accordance with the USD 506 school calendar.
5. Provide funding for certification and/or professional licensure renewal fees as needed for the CCC employees to maintain required local, state, or national certifications/professional licensure.
6. Maintain professional memberships for the respective programs areas (e.g. NIMS membership and ASE/NATEF membership).
7. Provide funding for specialty tools for programs as needed.
8. Provide USD 506 with a list of students who have successfully completed the approved third party certification at the end of each fiscal year.
9. Pay rent in the amount of \$10,000 per year to USD 506 for the classroom and shop space for the CCC programs provided at the USD 506 site.

B) USD 506 shall:

10. Provide classroom, office, and shop facilities for the Automotive Service, Construction, and Machining programs and instructors.
11. Provide existing shop tools and equipment for the Automotive Service, Construction, Electrical, and Machining programs.

## COFFEYVILLE COMMUNITY COLLEGE/USD 506 AGREEMENT

12. Provide the consumable shop supplies (i.e. oils, electrical tape, cleaning supplies, wood, metals, etc.) for the Automotive Service, Construction, Electrical, and Machining courses for USD 506 students.
13. Provide for the proper disposal of hazardous waste generated by the Automotive Service and/or Machining programs.
14. Provide financial accounting, billing and collections for a revolving account for the purchase of parts, materials, and consumable supplies for the Automotive Service, Construction, Electrical, and Machining programs. (NOTE: USD 506 and CCC will determine the service charge for work completed in the respective shops. Profits/losses of the revolving account will be the responsibility of USD 506).
15. Provide an average of 12 students for each of the CCC programs at the USD 506 site.
16. Per SB 155 pay for 50% of the cost of certification testing for USD 506 students (e.g. NIMS - \$75 ea; NATEF - \$30 ea). (Note: Per SB 155 the student is responsible for payment of the other 50% of certification testing.)
17. Reimburse CCC for any financial losses derived from the operation of the CCC programs provided at the USD 506 site. (Note: If SB 155 funding is cut or eliminated it would adversely affect the financial outcomes of this project.) (Note: Profits/losses will be determined by the Vice President of Finance & Operations at CCC by utilizing the CCC cost analysis process.)

### **TERM**

This agreement shall be for a term of one fiscal year, beginning July 1, 2020 and ending June 30, 2021, unless extended or renewed in writing by both parties on or before April 1, 2021. Either party has the right to terminate the agreement with or without cause only at the end of the fiscal year. Notice to terminate the agreement at the end of the fiscal year shall be given in writing to the other party on or before April 1, 2021. Upon termination any equipment and/or supplies provided by and/or purchased by CCC will remain the property of CCC; and any equipment and/or supplies provided by and/or purchased by USD 506 will remain the property of USD 506.

By   
Superintendent  
Labette County High School, USD 506

Date June 16, 2020

By \_\_\_\_\_  
President  
Coffeyville Community College

Date \_\_\_\_\_



P.O. Box 47 • Erie, Kansas • 66733

June 5, 2020

U.S.D. #506 Labette County  
Alicia Doyle  
P.O. Box 189  
401 South Highland St.  
Altamont, Kansas 67330

Alicia Hill,

Per your request, Hiland Dairy would like to submit the following bid for the 2020-2021 school year.

½ Pint 1%	.2978
½ Pint 1% Chocolate	.3048
½ Pint 1% Strawberry	.3048
½ Pint 1% Vanilla	.3048

**Milk Escalator/ De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **June 2020** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers to America. The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products (ex. Tropicana, Sport Shake), etc.

Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of each month following the price announcement. **THIS IS A FULL SERVICE BID.**

We look forward to hearing from you on the outcome of the bid. Please feel free to call if you have any questions, 620-244-3203.

Sincerely,

Kelly Jarboe  
HILAND DAIRY

*A Splash of Freshness!*





P.O. Box 47 • Erie, Kansas • 66733

## CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: June 5, 2020

Hiland Dairy Foods Co., LLC

*Rick Beaman*

Rick Beaman  
General Sales Manager

**RESOLUTION TO RESCIND POLICY**

**RESOLUTION NO. 2021-00**

**Be it resolved** that all policy statements found in the minutes of this Board of Education prior to July 1, 2020, be rescinded, and that the Board of Education adopt the policy manual (or written policies) as presented and recommended by the Superintendent of Schools, to govern this school district during the 2020-2021 school year, subject to periodic review, amendment, and revision by the Board of Education.

**Adopted** by the Board of Education of Unified School District No. 506, Labette County, Kansas, the 13<sup>th</sup> day of July, 2020.

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USD 506 Board President

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Clerk of the Board

**RESOLUTION TO ESTABLISH OF SCHOOL ACTIVITY FUNDS**

**RESOLUTION NO. 2021-01**

**WHEREAS**, the Board of Education of Unified School District No. 506, Labette County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

**WHEREAS**, Kansas law authorizes the establishment of school activity funds;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 506, Labette County, Kansas, that an activity fund designated as the LCHS Activity Fund is created for the purpose of receiving and expending funds for student activities including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

Designated clerical staff shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

**ADOPTED** by the Board of Education of Unified School District No. 506, Labette County, Kansas, the 13th day of July, 2020.

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USD 506 Board President

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Clerk of the Board

**RESOLUTION TO WAIVE THE ANNUAL REQUIREMENT OF GENERAL ACCEPTED  
ACCOUNTING PRINCIPLES AND FIXED ASSET ACCOUNTING**

**Resolution NO. 2021-02**

**WHEREAS**, the Board of Education of Unified School District 506, Labette County, Kansas, has determined that the financial statements and financial reports for the 2019-20 school year to be prepared in conformity with the requirements of K.S.A. 1980 Supp. 75-1120a (c) (1) as amended by H.B. 2041 enacted by the 1981 Session of the Kansas Legislature are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board, the Unified School District, or the members of the general public of the district; and

**WHEREAS** there are no revenue bond ordinances or resolutions or other ordinances or resolutions of said district which require financial statements and financial reports to be prepared in conformity with said act for the school year 2019-20

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Education of Unified School District No. 506, Labette County, Kansas, in a regular meeting duly assembled this 13th day of July, 2020, that the said Board request the Director of Accounts and Reports to waive the requirements of said law as they apply to the Unified School District for the school year 2020-2021, and

**BE IT FURTHER RESOLVED** that the said Board shall cause its financial statement and financial reports of the said district to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

**ADOPTED** by the Board of Education of Unified School District No. 506, Labette County, Kansas, the 13<sup>th</sup> day of July, 2020.

---

U.S.D. 506 Board President

---

Clerk of the Board

## RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

### Resolution NO. 2021-03

**WHEREAS**, the Board of Education of Unified School District No. 506, Labette County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

**WHEREAS**, Kansas law authorizes the board to transact all school district business; and

**WHEREAS**, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

**WHEREAS**, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

**WHEREAS**, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

**WHEREAS**, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities which are required of another unit of government;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 506, Labette County, Kansas, that the board shall exercise the power granted by law and by this resolution.

**ADOPTED** by the Board of Education of Unified School District 506, Labette County, Kansas, the 13th day of July, 2020.

By: _____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member

Attest: \_\_\_\_\_  
Clerk, Board of Education

**RESOLUTION FOR DESTRUCTION OF RECORDS**

**RESOLUTION NO. 2021-04**

**BE IT RESOLVED THAT**, the Board of Education of Unified School District No. 506, Labette County, Kansas hereby authorizes the Clerk of the Board to destroy school records pursuant to K.S.A. 72-5369 and K.S.A. 72-5370.

By: _____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member
_____	Board Member

**CERTIFICATE**

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 506, Labette County, Kansas, on the 13<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Clerk, Board of Education

## **RESOLUTION TO ESTABLISH PETTY CASH FUND**

### **RESOLUTION NO. 2021-05**

**WHEREAS**, the Board of Education of Unified School District No. 506, Labette County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

**WHEREAS**, Kansas law authorizes the establishment of petty cash funds;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 506, Labette County, Kansas that a petty cash fund designated as the USD 506 Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$1,000.00.

The fund shall be administered by Administration. The treasurer and building secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 506, Labette County, Kansas, the 13<sup>th</sup> day of July, 2020.

---

USD 506 Board President

## Meadow View Board Report

July 13<sup>th</sup>, 2020

### **Summer School report:**

We were able to do a smaller version of our normal summer school this year. The KRR summer school, which covers students from Kindergarten to 3<sup>rd</sup> grade divided up their students into three different buildings. We also only invited our most needy students and put into place safety measures to help battle the effects of Covid 19.

The KRR summer school served 51 students: 14 online; 18 at AGS; 13 at Mound Valley; and 6 at Edna. The online students used the platforms Freckle for math interventions and Booknook for reading interventions. The in-person students used “Hands on math” and “Do the math” along with supplementing with Freckle, and Reading Crossroads for reading interventions. They also provided fun bags every week as a replacement for our Friday fun days.

The students in grades 4<sup>th</sup> – 9<sup>th</sup> came to the high school. We had a total of 43 students attend. Students received support in reading, math and science as well as P.E., Art and STEM. There we 4 to 8 students in each section. The students and staff really enjoyed this year’s summer school. Students were anxious to be back in school and really participated well.

We also had 10 students take the Summer Algebra course and 16 students took the test-out test. 9 students passed the test and will take Algebra II as freshmen. All students and Mr. Leake were notified of their results.

We have also fed lunch and breakfast to all of our communities this summer. Some sites are feeding over 150 students daily.

**Staff Update:** We have hired a new Jr. High Science teacher, Cindy Alford. I will need to replace a custodian and a title para.

\*Thanks for all your support for our schools. USD 506 is a great place to work.



**KANSAS STATE DEPARTMENT OF EDUCATION**

**Unencumbered Cash Balances as of July 1, 2020**

USD Name: Labette County

USD Number: 506

Superintendent: Dr. John Wyrick

Contact Name: John Wyrick

Contact Phone: 620-784-5326

<b>Fund Number</b>	<b>Fund Name</b>	<b>Unencumb. Cash Balance on July 1, 2020</b>
06	General Fund	0
08	Supplemental General Fund	102,192
10	Adult Education	0
11	At Risk (4 Year Old)	65,147
12	Adult Supplemental Education	0
13	At Risk (K-12)	0
14	Bilingual Education	0
15	Virtual Education	0
16	Capital Outlay	1,932,910
18	Driver Education	77,315
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	175,611
26	Professional Development	91,724
28	Parent Education Program	0
29	Summer School	0
30	Special Education	799,091
33	Cost of Living	0
34	Vocational Education	254,804
35	Gifts and Grants	6,461
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	0
53	Contingency Reserve Fund	573,193
55	Textbook & Student Material Revolving	245,707
56	District Activities	0
57	Tuition Reimbursement	0
67	Special Assessment	0
78	Special Education Coop	0
<b>TOTAL</b>		<b>\$4,324,155</b>

Print date: 7/9/2020

To: Board of Education  
From: John Wyrick, Superintendent  
Date: July 13, 2020  
RE: Board of Education Meetings

Set Time, Date and Place of Meetings:

- August 10, 2020 (District Office)
- September 14, 2020 (District Office)
- October 12, 2020 (Edna Grade School)
- November 9, 2020 (Mound Valley Grade School)
- December 14, 2020 (LCHS)
- January 11, 2021 (Altamont Grade School)
- February 8, 2021 (District Office)
- March 8, 2021 (Bartlett Grade School)
- April 12, 2021 (Meadow View Grade School)
- May 11, 2021 (District Office)
- June 14, 2021 (District Office)

# Labette County High School 2020 - 2021 Student Handbook



**Labette County High School Mission:**  
To provide a relevant education and teach core values to every student every day.

**Labette County High School Vision:**  
To develop productive citizens and decision makers through academic, vocational, and extracurricular opportunities.

**LCHS Core Values:**  
**INTEGRITY** – Having the confidence to be honest while staying true to our morals.  
**ACCOUNTABILITY** – Being reliable and accepting responsibility for our actions.  
**WORK ETHIC** – Working to our full potential daily.  
**PERSEVERANCE** – Fighting through difficulty and adversity while never giving up.  
**COMPASSION** – Being aware of other's struggles and taking action to assist them – getting along with others by being thoughtful and decent.

Labette County High School  
Philosophy of Secondary Education

Each student is an individual differing from other individuals, in respect to different likes and dislikes, different interests, abilities, attitudes, personalities, financial and social conditions, and home upbringing. Each student has been subjected to various methods of teaching in the elementary schools. We believe it is the purpose of the secondary school to take the student with varied training, techniques, and faculties and to guide them along the way as efficiently and effectively as possible toward being a responsible citizen and a moral, thoughtful decision maker.

The secondary school should not only enable the individual to grow in and adjust to the cultural patterns of the local community, but also the cultural patterns of a democratic nation and a global world. The secondary school should provide students what they need to be successful not only here at Labette County High School but beyond. Students should be provided with every opportunity possible to educate and prepare them for success in life. At Labette County High School we will continue to combine a rigorous College Prep academic standard with a top-notch Career and Technical Education in one place where the two are intertwined to provide every student the opportunities they need to be successful. Along with this we will continue to provide and see our students excel in high quality Extracurricular activities.

The students must be taught industry, respect for property, respect for the rights of other people, and respect for themselves. The student may forget a few problems in algebra or laws in science, but if the secondary school can help build a foundation for a better life in such qualities as honesty and just dealing's with one's associates, sympathy and understanding, facing responsibility, and a desire to make a community better by having lived in it, then it may be said that the secondary school is contributing a worthwhile service to our students.

The secondary school faculty should be focused on building those relationships with students so that they can identify the individual characteristics that make each student unique and the circumstances that student comes to LCHS from. By doing so the faculty can better individualize each student's education. The faculty should strive to create lessons that are both rigorous and relevant for the students. Every effort should be made to continue to produce students who graduate from LCHS with the skills and "grit" to be a successful and productive citizen.

## Exit Outcomes:

Each Student will demonstrate:

1. Mastery of essential skills necessary to access and analyze information solves problems, reach conclusions, communicate ideas, and articulate results.
2. Ability to apply technical/vocational skills in career planning.
3. Ability to work effectively as an individual and in a group.
4. Physical and emotional well-being.
5. Appreciation for the fine arts and individual creativity.
6. Appreciation for cultural diversity and respect for self.

### Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

### Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), [jwyrick@usd506.org](mailto:jwyrick@usd506.org)

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## **General Student Information**

### **Bus Transportation**

#### **Bus Rules**

1. The driver is in charge of students on the bus.
2. Each student must remain in their provided seat at all times, except after the passenger load has lightened, and then only if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time to meet the bus. The bus cannot wait on those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All Students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and exhibit appropriate conduct.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, your safety is in the driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Students must not extend arms, legs, or head out of the bus window.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported to the driver at once.
12. Students should get on and off the bus promptly, without stopping to visit.
13. Animals, insects, fowl, etc. shall not be transported in the bus.
14. Glass containers such as bottles and jars are not permitted on the bus.
15. There should be no food consumed on the bus while the bus is in motion.

Violation of the bus rules is a violation of the school discipline code. Students violating bus rules may be denied bus-riding privileges.

All school rules are in effect from the time the students leave home for the bus, until they return home.

### **Change of Address**

The office should be notified of any changes in address, telephone number, name, or parent's marital status occurring after enrollment.



## **College Courses**

Per enrollment requirements in the current course catalog, seniors who successfully complete coursework at the college level will be awarded dual credit toward completion of graduation requirements.

A junior who successfully completes college work in the core subject areas of English-language arts, social studies, science, or math will be awarded dual credit toward completion of graduation requirements on the following basis - credit for three (3) college hours in one core class shall be equal to .5 unit of high school credit / credit for a (5) college hours in one core course shall be equal to 1 unit of high school credit. No credit for a course of less than three (3) college hours shall be counted toward awarding high school credit.

The student shall provide official college transcripts within one week of the completion of the college semester as proof of completion of college course work.

College credit awarded for an AP Test qualifying score will be counted as completion of Composition 1 English credit (.5 credit)

## **Concurrent Credit**

Concurrent credit toward completion of graduation requirements may be earned for college level courses taught by LCHS teachers during the regular school day.

-Students/Parents are required to either pay the College from which they are taking the course fees owed at the time of enrollment or set up an automatic payment plan with the College Business Office. No enrollment forms will be accepted without full payment or the completed payment authorization form.

## **Online and Dual Credit**

Students are responsible for all materials related to the course. Ie.: Books, Labs, etc.

**Students will not be allowed to take an online class during the school day if the same class is offered here at Labette County High School.**

Students dropping an online course, which is taken during the school day in which High School credit is being given, will receive a grade of "F".

## **Enrollment and Schedule Changes**

Prior to enrollment, a letter is sent to parents explaining the enrollment process and providing them the opportunity to discuss their student's prospective schedule.

- Schedule Changes may be made prior to the 1st day of either semester. Schedule changes may be made by filling out the change request form in the Counselor's Office.
- Changes will be considered until the capacity of the course is reached.
- The AccuPlacer test must be completed and meets the required score needed for enrollment in an LCC class, prior to the 1<sup>st</sup> day of the semester.

Student's enrolling in an LCC Class during the school day will be required to complete the course, or receive a grade of "F" for their High School Grade.

**Class changes after the first day of school are not allowed unless approved by the Student Improvement Team based upon an educational need. Credit will not be given for dropped classes.**

### **Graduation Requirements**

A student is eligible for graduation from grade twelve upon the successful completion of twenty-five,(25)units. These units shall include the following required credits:

Four units of English

Three units of Social Science

1 unit of American History

½ unit of Constitution of the United States

½ unit of World History Senior Seminar

½ unit of Personal Finance

½ unit of Elective S.S. (Geography/Sociology/Psychology)

Three units of Science

Three units of Math

One unit of Physical Education

One unit of Fine Arts

One unit of Vocational Designation

One half unit of Career Preparation, or College Preparation.

Eight and one half units of Electives.

One-half unit of credit is received in a semester class if the student earns a passing grade.

Students must have successfully completed all requirements of graduation prior to being eligible to participate in the Graduation Ceremony.

### **Guidance and Counseling**

Guidance and counseling services are available to all students. Appointments to see the counselor can be made before or after school, during activity period, or during class time with teacher's permission. Guidance services consist of class scheduling, credits information, curriculum planning, information about colleges and scholarships, national testing, and other forms of financial aid for college.

The counselor welcomes the opportunity to assist students with any social or personal matter.

Mr. Leake at [jleake@usd506.org](mailto:jleake@usd506.org)

Ms. Witty at [crwitty@usd506.org](mailto:crwitty@usd506.org)

## **Honor Roll**

High school honor rolls will be published as soon as grades are posted after the closing of the semester under the following categories, upon signed confidentiality release from parent;

- **Kansas Scholars Honor Roll**

- Kansas Scholars Curriculum**

- The requirements for the Kansas Scholars Curriculum are as follows:

- ❑ English, 4 years – one unit to be taken each year at the high school (does not have to be an “Honors” class).
    - ❑ Mathematics, 4 years – Algebra I, Algebra II, and Geometry plus one year of higher-level mathematics such as trigonometry and pre-calculus
    - ❑ Science, 3 years – one year each in Biology, Chemistry, and Physics. Two years of one of the above courses may not be substitute for a third course.
    - ❑ Social Science, 3 years
    - ❑ Foreign Language, 2 years

- Kansas Scholars Honors Roll- students following the above Kansas Scholars Curriculum with grades of A and B's for the semester.

- This honor roll includes:

- Freshmen:
        - Biology or Honors Biology
        - English I or Honors English I
        - Algebra I or higher
      - Sophomores:
        - Biology, Honors Biology or Chemistry
        - Honors/ AP English II.
        - Algebra II or higher
      - Juniors and Seniors
        - Chemistry or Physics
        - English IV, Comp. I, II and Literature
        - Geometry or higher
        - Two years of Foreign Language
        - Currently enrolled in Scholars Curriculum courses, in order to meet those requirements.

- **All A Honor Roll**

- Students earning all A's in all coursework.

- **A's and B's Honor Roll**

- Students earning all A's and B's in all coursework

## **Kansas Board of Regents Qualified Admissions Requirements**

To qualify for admission to any of the Kansas Regents universities, students must meet one of the following requirements:

1. Complete the Qualified Admissions curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or
2. Achieve an ACT score of 21 or above; or
3. Achieve an SAT score of 980 or above; or
4. Rank in the top one-third of your high school's graduating class.

### **Units Required for Qualified Admissions**

One of the ways to meet the university admission requirement to Kansas Board of Regents institutions is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents. You must complete the curriculum with at least a 2.0 GPA ("C" average) on a 4.0 scale.

The following outlines the high school courses that are required to meet the requirements for admission to any of the Kansas Regents universities.

Note: 1 unit = 1 year.

- ❖ Four units of English
- ❖ At least one unit of English must be taken each year of high school, including .5 unit in Speech. Beyond this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and forensics/debate, but these courses may not be used to fulfill the English requirements.
- ❖ Three units of Natural Science

Students must take three units chosen from the following courses: Earth and Space Science, Biology, Zoology, Chemistry, and Physics. At least one unit must be in chemistry or physics.

- ❖ Three units of math (With an ACT of 22 Math Subscore – 3 units of math at or above Algebra I must be taken in high school.)

Or Four approved units, with one unit taken in the graduating year. At or above Algebra 1, without an ACT of 22 Math Subscore.

- ❖ Three units of Social Sciences

Students must complete the following:

- One unit of US/American History
- One-half unit of US government/ Constitution
- One-half unit of World History Senior Seminar
- One-half unit of Personal Finance
- One-half unit selected from one or more courses in Geography, Psychology, or Sociology

- ❖ Electives

Students must complete 3 units from the following:

English, Math, Natural Science, Social Science, Fine Arts, Career and Technical Education, Foreign Languages, Speech.

## Kansas Scholars Curriculum

The requirements for the Kansas Scholars Curriculum are as follows:

- ❖ English, 4 years – one unit to be taken each year of high school.
- ❖ Mathematics, 4 years – Algebra I, Algebra II, and Geometry plus one year of higher-level mathematics such as trigonometry and pre-calculus
- ❖ Science, 3 years – one year each in Biology, Chemistry, and Physics. Two years of one of the above courses may not be substitute for a third course.
- ❖ Social Science, 3 years
- ❖ Foreign Language, 2 years

## Career and Technical Education Certification

Students wanting to receive this certification will complete the following criteria:

- Complete all academic requirements needed for Kansas Board of Regents Qualified Admissions, and:
  - Receive a Silver, Gold or Platinum ACT WorkKeys Certificate.
  - Receive an OSHA 10 Certificate (Construction or General)
  - Complete all CTE Coursework with no less than a 3.0 GPA.
  - Complete 5 units of CTE Coursework, 3 hours in a single pathway.
  - Complete 40 hours of an approved Internship (Teacher/Admin.)

## NCAA Division I Initial-Eligibility Requirements

### 16 CORE CLASSES:

ENGLISH 4 credits

MATH 3 credits

SCIENCE 2 credits

ADDITIONAL 1 credit of an ENGLISH, MATH or SCIENCE

SOCIAL SCIENCE 2 credits

ADDITIONAL 4 credits in any of above areas, or a foreign language

## Library

The Library's purpose is to serve as the hub of learning and research for the students and staff of Labette County High School. In today's information age, the Library's physical holdings are supplemented with online databases, periodicals, and an interlibrary loan service. The library also houses a media room that contains supplies for both students and staff to use. Students are allowed to check out books for a period of two weeks. It is their responsibility to return the book within that time frame. If they fail to do so a fine of .05 per day will be assessed. Failure to return books and pay fines by specified dates may result in disciplinary action and having library privileges suspended for a period of time. This will be determined by the administration.

**Lunch prices**

Breakfast for students	\$2.00
Reduced	\$ .30
Breakfast for adults	\$2.35
Lunch for students	\$3.15
Reduced	\$ .40
Lunch for adults	\$3.75
Extra milk or juice	\$ .45

**Nurse**

Students should report to the Administrative Offices in case of illness or injury. No student is to leave the building without first checking out through the office.

**Medication:**

When possible, students are advised to take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed.

- Written permission must be obtained from the parent/guardian in advance of the administering of any medication.
- The school nurse or personnel as designated by Board policy will supervise administering of medication. Administering of any medication will be completely and accurately documented.
- Medication must be brought to school in the original container with the appropriate label intact. This includes, but is not limited to, Tylenol, Advil, ibuprofen, aspirin, ointments, cough/cold medication, dietary supplements, etc.
- All medications will be kept in a locked, safe place that is inaccessible to students.
- Medication must be picked up prior to the last day of school. Any medication left in the nurse's office will be disposed of if not picked up.
- In the nurse's absence, illness or injury will be evaluated by an administrator or its designee and appropriate measures taken.

**Out-of-district Students**

Out-of-district students are those who do not live within the territorial boundaries of USD 506. Out-of-district students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and will be re-evaluated annually.

A request for permission to attend LCHS must be made in writing to the building principal each year. A decision to accept will be based on space available by grade level as well as the student's past attendance record, academic performance, and discipline record.

Transportation to and from school is the responsibility of the out-of-district student and his/her family. Exceptions to this rule can be providing transportation by bus to school from designated bus pick up points on the USD 506 district boundaries.

**Payments for Fees, Charges, Rent and Fines**

Student accounts must be paid in full prior to being allowed to participate in the Graduation Ceremony

# **Labette County High School (620) 784-5321**

<b>Room:</b>	<b>Ext:</b>	<b>Name:</b>	<b>email:</b>
Admin	1004	Shane Holtzman	sholtzman@usd506.org
Admin	1007	Ed Raschen	eraschen@usd506.org
Admin	1007	Stacy Smith	ssmith@usd506.org
Admin	1001	Susan Cunningham	scunningham@usd506.org
Admin	1005	Wanda McGuire	<a href="mailto:wmcguire@usd506.org">wmcguire@usd506.org</a>
HA271	1075	Bradley Argabright	bargabright@usd506.org
B101	1053	Rocky Becker	rbecker@usd506.org
116	1046	Randy Blackwell	rblackwell@usd506.org
106	1017	Kylie Booth	kbooth@usd506.org
112	1045	Jeremy Branch	jbranch@usd506.org
D101	1056	Eric Britts	ebritts@usd506.org
104	1019	Arlene Brothers	abrothers@usd506.org
HH301	1030	David Brown	<a href="mailto:dabrown@usd506.org">dabrown@usd506.org</a>
HH301	1047/1026	Misty Burke	mburke@usd506.org
AD	1081	David Dainty	ddainty@usd506.org
201	1036	Carrie Case	ccase@usd506.org
117	1011	Lisa Chapman	lchapman@usd506.org
A104	1049	Keith Geren	kgeren@usd506.org
Library	1040	Lewis Goins	lgoins@usd506.org
F105	1277	Ed Green	egreen@usd506.org
109	1038/1069	Floretta Haggard	fhaggard@usd506.org
113	1042	Candace Harris	charris@usd506.org
218	1012	Larry Hollandsworth	lhollandsworth@usd506.org
121	1084	Erin Johnston	<a href="mailto:ejohnston@usd506.org">ejohnston@usd506.org</a>
202	1074	Allie Kashka	akashka@usd506.org
129	1043	Jack Leake	jleake@usd506.org
105	1018	Teresa Leake	tleake@usd506.org
119	1059	Kim McMunn	kmcmunn@usd506.org
206	1032	Juliana Moffatt	jmoftatt@usd506.org
207	1127	Lynn Myers	lmyers@usd506.org
219	1073	Connie Omarkhail	comarkhail@usd506.org
C101/C102	1054/1055	Peter Omarkhail	pomarkhail@usd506.org
212	1024	Rob Page	rpage@usd506.org
111	1028	Leigh Ann Phillips	lphillips@usd506.org
W101/AD	1177/1081	Sean Price	<a href="mailto:sprice@usd506.org">sprice@usd506.org</a>
215	1027	Lee Reliford	lreliford@usd506.org
HH101	CARES	Joe Royer	jroyer@usd506.org
F101	1058	Clint Ruttgen	cruttgen@usd506.org
114	1041	Nora Shelton	nshelton@usd506.org
217	1034	Jason Storm	jstorm@usd506.org
Library	1039	Stacy Templeton	<a href="mailto:stempleton@usd506.org">stempleton@usd506.org</a>
FEMA	1025	Shawna Terrell	sterrell@usd506.org
204	1031	Greg Traxson	gtraxson@usd506.org
HA272	1079	Brianna Volmer	bvolmer@usd506.org
214	1044	Christian Wacker	cwacker@usd506.org
F100	1064	Marty Warren	mwarren@usd506.org
HH234	1061	Mike Wassenaar	mwassenaar@usd506.org
103	1020	Mark Weatherford	mweatherford@usd506.org
A103	1051	Dustin Wiley	dwiley@usd506.org
T101	1010	Heather Wilson	hwilson@usd506.org
129	1092	Crystal Witty	crwitty@usd506.org
208	1142	Broc Wolfe	bwolfe@usd506.org
213	1022	Julie Workman	jdixon@usd506.org
118	1035	Jesse Ybarra	jybarra@usd506.org
A102	1050	Kyle Zwahlen	<a href="mailto:kzwahlen@usd506.org">kzwahlen@usd506.org</a>

### **Reporting Student Progress**

-Progress Reports will be issued at the end of the 1<sup>st</sup> 9 weeks period and at the end of the 3<sup>rd</sup> 9 weeks period.

-Grade Cards will be issued at the end of each semester via electronic means or “snail” mail depending on preference of parent/guardian stated at enrollment.

**-Teachers are expected to update student grades in Power school by Wednesday of each week.**

-Incompletes for unfinished course requirements have to be reconciled one week after the completion of a semester grading period. All course work has to be completed unless extenuating circumstances approved by the principal are taken into account.

### **Severe Weather and School Closings**

In case of severe weather, snow, ice, etc., the announcement for school closing may be heard on KKOW Radio (FM 96.9 or AM 860), or KOAM-TV

(Channel 7) in Pittsburg, KGGF Radio (AM 860) in Coffeyville, and KLKC Radio (FM 93.5 or AM 1540) in Parsons, KODE-TV (Channel 12) in Joplin, or KOBC Radio (FM 90.7) in Joplin.

Parents will be notified by the automated phone service in the event of school closure.

### **Credit Recovery**

Students needing to recover credit may do so in situations the administration deems appropriate. Recommendation for credit recovery will be sought through the supervising teacher, student improvement team, and the administration.

Students will receive a Pass/ Fail grade for credit recovery.

Credit recovery may only be utilized by students at risk of not graduating, based upon the amount of time remaining in their program and units of credit needed.

### **Transcripts**

Applications for Transcripts must be requested from the Guidance Office.



### **Valedictorian and Salutatorian**

Each year a Valedictorian and Salutatorian from the graduating class will be determined based upon the following criteria after the final grades for the senior year are recorded.

1. To be considered for this award, a student must have completed the Kansas Honors Scholars Curriculum as listed in the most recent LCHS Student Handbook (see pg.8).
2. Selection will be based upon the highest overall grade point average for the four years of high school using a 4.0 scale.(25 Credits - Highest Overall GPA on Kansas Honors Scholars Curriculum and LCHS Graduation requirements only.) Course percentages will be used as well in figuring GPA for those Kansas Honors Scholars Curriculum courses and those courses required for LCHS Graduation.
3. In the event of more than one student having a GPA of 4.0, percentages in the Kansas Honors Scholars Curriculum classes will be used to break the tie.
4. In the event of a tie, the Composite score of the ACT will be utilized in order to establish the Valedictorian.
5. In the event of a tie at this point, those tied will be declared multiple Valedictorians, and the Salutatorian will not be recognized.  
(Teacher's Assistant credit hours cannot be counted toward GPA for Val and Sal.)

**TOP 10% of Senior Class will be figured upon the same criteria as listed above for Val and Sal.**

### **Course Weighting**

There will be no "weighted courses" or "weighted grades" given.

### **Withdrawal from School**

If students plan to withdraw from school, the parent should report those intentions to the counselor's office. The student shall return all properties belonging to the school, reconcile any outstanding debts, and receive a clear checkout sheet from teachers before records may be transferred to the next school.

## **Rules and Regulations**

### **Academic Dishonesty**

Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

- Submitting another student's work as one's own work.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving or obtaining test questions or answers from a member of another class.
- Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
- Using materials which are not permitted during a test.
- Plagiarism (presenting as one's own material taking ideas, writings, etc. from another and submitting that work as one's own).
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
- Permitting another student to copy or writing another student's homework, project, report, paper, and computer program or take-home test.
- Accessing restricted computer files without authorization.
- Copying materials including computer software, in violation of the copyright law

Individual Teachers in conjunction with the Administration will be responsible for determining the consequences for a student in violation of the Academic Dishonesty policy.

## **Attendance**

K.S.A. 72-1111 - Every parent or person acting as parent in the state of Kansas who has control over or charge of any child who is under the age of 18 years and has not attained a high school diploma or general educational development (GED) credential, shall require such child to attend continuously each school year.

K.S.A. 72-1113 - Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on 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, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of the school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

The employee designated by the school board shall report to the appropriate county or district attorney all cases of children who are less than 18 years of age and not attending school as required by law.

## **Perfect Attendance Award**

Students will be recognized for perfect attendance on a semester and yearly basis. Absences due to school activities or school related events would not qualify as an absence for this award. Any/ All Excused or Unexcused absences will disqualify students from receiving this award.

## **Absences**

Absences related to school approved activities or resulting from homebound education will not be included in the attendance policy.

When a student is absent, a parent or guardian must call the school attendance office within 24 hours of the absence. (The school will accept a signed note from the parent or guardian when the student returns to school.)

If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will be recorded as unexcused.

A student returning to school after an unexcused absence must report to the attendance office before school begins and request an "admit slip" in order to be admitted to class.

## **Truancy**

By State Statute, upon 3 consecutive unexcused absences, 5 within a semester or 7 within a year. An official letter will be sent to the Labette County Attorney's office and to the parent/guardian.

Once Truancy has been filed on a student by the County Attorney, that student must provide Official Documentation to excuse any further absences for the remainder of the school year, or until such a time as the student has been released from the Truancy program by the County Attorney.

### **Excused Absence**

Parents state the reason for the absence, and then **an administrator will determine whether the absence is excused or unexcused**. Absences for the following reasons will be administratively excused:

- Illness
- Medical and dental appointments with written verification are excused. The student will be excused for the time of the appointment and travel time to and from the appointment.
- Funerals, family emergencies, and court hearings
- Participation in school sponsored activities and college visitations with prior administrator or counselor approval are excused.
- Anticipated absences that have been requested in writing or by phone call to an administrator and approved in advance by the building administrator. An assignment form will be given to the student by the principal. This form will have to be signed by all of the student's teachers before the trip absence occurs.

Make-up work for an Excused Absence – It is a student's personal responsibility to make-up missed assignments. Such work should be completed within two days of the student's return to school.

### **Unexcused Absence**

All absences that do not fall in the categories of the excused absences listed shall be unexcused. In addition, leaving school when school is in session without obtaining permission and signing out in the attendance center shall be deemed an unexcused absence.

### **7-day documentation**

Students exceeding 7 days of total absences during a semester (not including school activities, Doctor's visits with a Doctor's note, Court appearances with a note from the Court, funerals) in which a parent calls in or sends a note from home, will be required to provide professional documentation for all future absences. A letter confirming student's placement on the 7-Day List will be sent.

-Absences without prescribed documentation will result in the absence being deemed as unexcused.

-Assignments and time requirements must be met prior to being released to any school activity during the school day.

### **Activity/Extracurricular "F" Policy**

A student must be passing in all subjects he/she is enrolled in during the school year. If a student is not passing all subjects enrolled in on Wednesday each week he/she will be placed on probation for the week period. If a student is still failing one or more classes at the end of their probationary one-week period they will not be eligible to miss school to participate in or attend any school activity during that following one week period. The period will begin on Wednesday and end on Tuesday. Students who are Failing any

class at LCHS two consecutive weeks will not be allowed to miss school for a School Activity (i.e. – field trip, performance, contest, college visit, etc...).

An “F-List” will be ran on Wednesday on a weekly basis starting with week 4 of each semester.

Students on the Weekly “F-List”:

1<sup>st</sup> Occurrence = PROBATION – Student has one week to raise all grades to passing.

2<sup>nd</sup> Consecutive Occurrence = On “F-List” – **Student is not eligible to miss school** to participate in or attend any school activity as mentioned above.

-Student can be on Probation multiple weeks and still be eligible to miss school – Has to be Consecutive weeks with a grade of “F” in an individual class.

-Teachers are expected to update student grades in Power school by Wednesday of each week. Any appeals due to grading issues are to be addressed with the Principal.

-Co-Curricular Activities (those that are part of a daily scheduled class that are for a grade) - students may be subject to exemption based on Administrative decision.

(LCHS will follow KSHSAA Eligibility guidelines for ALL Extracurricular Activities)

### **College Visitation**

Seniors will be excused from school to make three(3) college visits and Juniors will be excused to make two(2) college visits. Visitation to any college must be arranged through the counselor’s office. Students must Sign-Up and pick up a Verification Form in the counselor’s office to be signed and completed at the college visitation.

Students must have a Parent Phone Call to the attendance office and turn in the Verification Form to the attendance office in order for the absence to be excused.

### **School related absences during the school day**

Students missing school due to a school related absence, such as clubs or athletics, must have all work completed and turned in when they return to school.

### **Grizzly Time**

**The purpose of Grizzly Time is as a Tier I intervention – used for reteaching and understanding. Our Tier II intervention is Academic Assistance after school once a week – used for missing assignments (zeros). Our Tier III intervention is adding an hour of intervention time within the student’s schedule (with Mrs. Workman – math and Mr. Blackwell – English).**

During Grizzly Time students will have 25 minutes of academic time built into their day on Tuesday and Thursday to receive additional individualized support for any class in which they are currently enrolled.

Each teacher at LCHS will have a set number of Cards to issue to students throughout the school day who need academic assistance or have another reason to be with that teacher during Grizzly Time. Any student who has not been issued a card to go to a

teacher's classroom during Grizzly Time will report to the teacher's classroom of their choice.

If a student has been issued a card to attend Grizzly Time by a teacher it is because a teacher has required the student's attendance during Grizzly Time in order to provide additional instructional support. **If the student does not report for the priority assignment they will be issued a discipline report for not complying with a teacher's request.**

- **Failure to report to the teacher who issued you a card will result in a School Category violation for non-compliance with a reasonable request.**

If a student is issued a card by more than one teacher the student will report to the teacher who has Priority on that day (see schedule below).

**Any student with a grade of "F" in a class is expected to be with the teacher of the class the student has an "F" in. Non-compliance will be treated as a discipline issue.**

**NO CELL PHONE USE during Grizzly Time. Students are to be working on class work or reading.**

#### **Grizzly Time Daily Schedule**

**Monday – Clubs and Activities**

**Tuesday – Grizzly Time - Math and Science Priority**

**Wednesday – No Grizzly Time**

**Thursday – Grizzly Time - English and Social Studies Priority**

**Friday – No Grizzly Time**

#### **Academic Assistance**

The purpose of Academic Assistance (along with Grizzly Time) is to establish and reinforce a school culture communicating that teaching and learning is the priority, and that we are willing to support our students in order to accommodate that priority.

Academic Assistance will be provided to all students who are repeatedly not staying current with their daily work. The primary goal of Academic Assistance is to address the student's continual habit of not completing assignments on time.

AA will be provided from 3:15-3:40 Tuesday and Thursday. Students participating will have the option to leave campus at 3:40 if they are providing their own transportation, or if they wish to utilize the late bus which runs at 5:45, they will report to the designated solutions room until that time.

Schedule:

Tuesday – Math and Science

Thursday – English and Social Studies

**ALL Teachers in that subject area are to be available that day from 3:15 – 3:40 unless that teacher has a School Activity during that time.**

#### A.A. Procedure:

In the event that a student does not hand in a completed assignment or project on the due date:

- On the first occurrence:
  - Student will be issued Priority status for the following Grizzly Time.
- On the second occurrence:
  - Student will be issued Priority status for the following Grizzly Time.
  - Academic Assistance will be assigned and served by the student until assignment is completed.
  - Teacher will make phone contact with parent/guardian in order to communicate issue.

**Failure to report to the AA assignment when assigned will be treated as a discipline issue.**

**Please be aware that an assignment to the AA will take precedent over any/ all extra/ co-curricular practices and participation.**

#### **Advisory**

Students will report to their Advisor Teacher during Grizzly Time when instructed to by LCHS Administration.

Students will be assigned an Advisory Teacher to report to during Advisory time.

Advisory groups will meet once every two weeks on a Friday (we will run Grizzly Time schedule on those days)

Priority during Advisory:

- Student/Teacher Relationship
- Individual Plans of Study – Career Cruising
- Social/Emotional Learning
- Student Led Spring Parent/Teacher Conferences

## **Bullying Policy**

We as students and staff at LCHS will create a school environment where bullying and cruelty are not tolerated.

### **Definition of Bullying:**

Bullying means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits;
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

This shall include any form of intimidation or harassment prohibited by the USD 506 Board of Education in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.

Students and Staff have a responsibility to report bullying and harassment when they witness it occurring to them or those around them.

Examples of bullying include but are not limited to the following:

- Someone is threatening to beat you up.
- Someone is taking something of yours without your permission.
- Someone is spreading rumors about you or your family.
- Someone is embarrassing you in front of others by either calling you names or doing something to you, such as hiding your book or pulling your seat out from under you.
- Someone continues to shove you in the halls and says it is always an accident.
- Someone is utilizing technology to communicate in a threatening manner.

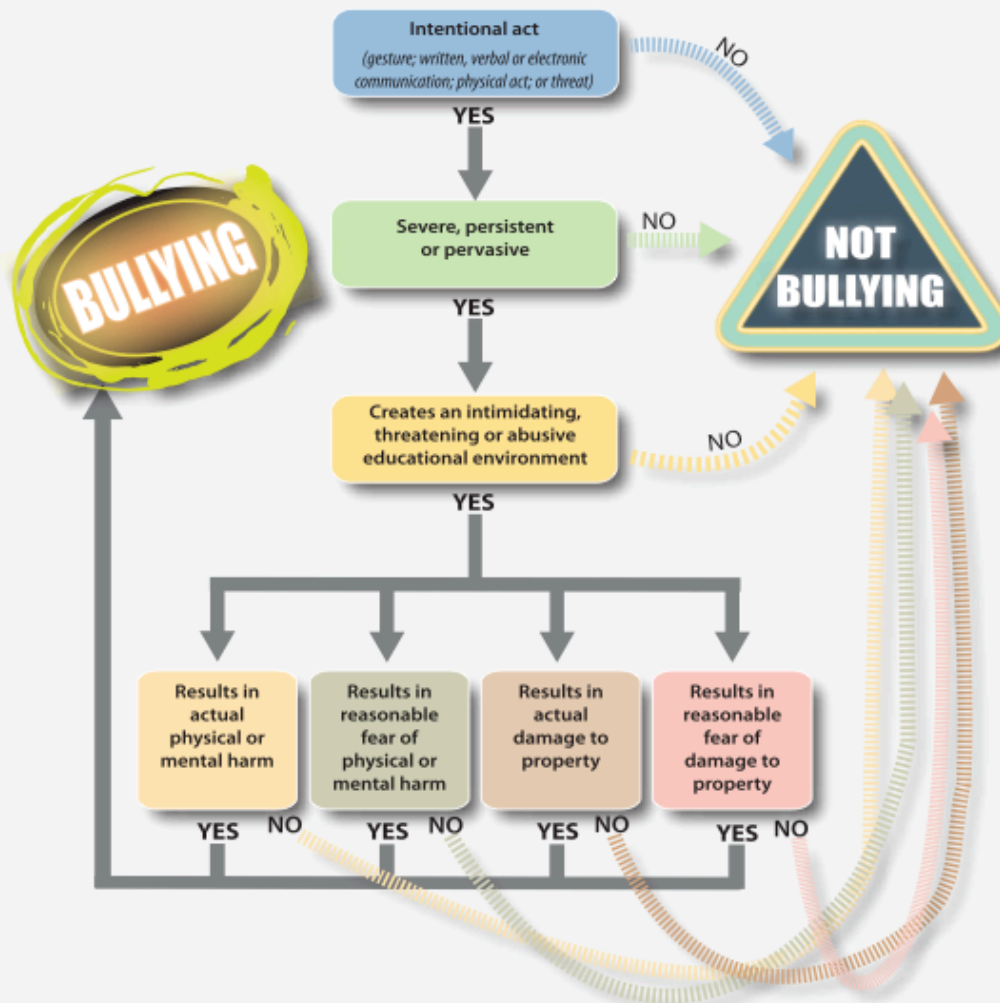
### **Consequences:**

Bullying is considered a Safe Category violation and will be dealt with in accordance with the school discipline policy.

Law enforcement will be contacted if the act is in violation of the law.



# KANSAS BULLYING LAW



## Cell Phones

Students are allowed to be in possession of cell phones while in attendance at Labette County High School until they cause a **disruption to either individual student learning or the classroom environment**.

Each teacher will address the cell phone issue individually within their classroom deciding if and when it is permissible for students to access and use their cell phones. Whatever the individual teacher's policy is will be clearly communicated to the student by the teacher and enforcement of the teacher's policy will be supported by Administration.

-Individual Cell Phone use during class is a Personal Category Violation (it only affects that individual student) and will be addressed by the teacher.

-A Cell Phone ringing (causing a disruption to the classroom environment) is a Classroom Category Violation and can be addressed by the teacher or administration.

A teacher may ask for the student to give up his/her cell phone for the hour only (it must be returned when the student's time with that teacher is up). **Any student who refuses to give up the phone will result in a Safe Category Violation.**

As a disciplinary consequence, Administrators may require students who have violated a classroom cell phone policy to leave their phone in the office on a daily basis and returning it to the student at 3:10 each day.

School Assemblies – Cell Phones will NOT be allowed during any and all school assemblies.

**NO Cell Phone use during Grizzly Time.**

## Computer Use

Students may not use any school computer without a signed computer/internet authorization form on file. Students shall have no expectation of privacy when using district computer systems. Students must use appropriate language in all writing. Students are expected to use the computers following guidelines approved by teachers or the administrators.

Any computer applications 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.

- A student who violates these rules, or any other classroom rules relating to computer use is subject to disciplinary action up to and including suspension from school.

**USD 506 utilizes the security program Go Guardian to monitor student computer use and activity.**

**Discipline Policy**  
**LABETTE COUNTY HIGH SCHOOL**  
**DISCIPLINE PLAN**

**PART 1 THE FIRST PRIORITY OF LABETTE COUNTY HIGH SCHOOL:**

**The first priority of Labette County High School is the “Teaching and Learning of the Intended Curriculum for All Students, Including Misbehaving Students.”**

Everything done at Labette County H.S. must support the first priority, “Teaching and learning of the intended curriculum for all students, including misbehaving students.” Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact the misbehaviors will have on a safe, orderly, and academically productive environment.

**PART 2 THE DISCIPLINE FOUNDATION**

**LCHS FOUNDATIONS:**

**INTEGRITY** – having the confidence to be honest while staying true to our morals.

- demonstrate self-respect, respect for others, and respect the environment.

**WORK ETHIC** – working to our full potential daily.

- be on task at all times while in the classroom or at other learning activities.

**ACCOUNTABILITY** – being reliable and accepting responsibility for our actions.

- help maintain a safe and orderly environment through self-discipline.

**COMPASSION** – being aware of other’s struggles and acting to assist them/ getting along with others by being thoughtful and decent.

- handle all conflicts without the use of or threat of violence or bullying and with respect for the rights of all.

**PERSERVERANCE** – fighting through difficulty and adversity while never giving up.

- misbehaving students will work to properly manage their behaviors with support from parents/guardians and staff.

**A. DEFINITION OF DISCIPLINE:**

**Discipline is a process that uses teaching, modeling, communication, clear expectations, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by CHANGING UNACCEPTABLE BEHAVIOR TO ACCEPTABLE BEHAVIOR.**

**B. BELIEF STATEMENTS:**

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehavior for all students but, rather, in the beliefs that staff share in the handling of all discipline situations.

Teaching and learning of the intended curriculum for all students is the highest priority and will be protected. Parents, guardians, and students have a responsibility to support the expectations of the school community that ensure a safe, productive learning environment for others.

Labette County High School Teachers and Staff will utilize Responsibility Centered Discipline – an approach to discipline that empowers students to take responsibility for their own behavior. The concept of students developing more self-control will be emphasized which will allow them to motivate themselves, regulate their emotions and meet the academic standards set for them.

**C. EXPECTATIONS:**

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, and parents will be expected at all times to:

- Demonstrate self-respect, respect for others, and respect for all things in the environment.
- Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all – Emotional Control
- Be on task at all times while in the classroom or at other learning activities.
- Provide learning opportunities for misbehaving students with support from parents and guardians.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior using Responsibility Centered Discipline.

This foundation is expected to direct all decisions in the area of discipline.

## **PART 3 CATEGORIES OF UNACCEPTABLE BEHAVIOR**

Labette County High School categorizes misbehavior into four categories that coincide with the aim of maintaining an environment that is safe, orderly, and productive for the class and the individual. Misbehaviors that are considered most serious (Category Safe(4) are those that threaten people's safety; (Category School (3) behaviors are a threat to the orderliness of the environment; those at (Category Classroom (2) affect the ability of other students to learn; and those at (Category Personal (1) affect the learning of the individual student who is misbehaving.

### **Safe Environment (Category 4)**

Behaviors that contribute to an unsafe environment will not be tolerated and are nonnegotiable. They will be handled immediately. These behaviors are intended to cause another individual physical or mental harm and/or it is illegal. The following are some, but not all, of the misbehaviors that can cause a school environment to be unsafe:

- Weapons, including explosive devices of any kind (possession and use)
- Theft
- Fighting, assault or battery of any kind
- Intimidation, Extortion, Threats
- Gross Disrespect toward an Adult (cursing or name-calling)
- Arson
- Open Defiance that contributes to an unsafe environment or undermines authority
- Sexual Harassment of any kind
- Alcohol/ Drugs/ Tobacco of any kind (sale, use, possession)
- Vaping of any kind (sale, use, possession)
- Harassment of students or staff

### **SCHOOL: (Category 3)**

Students are expected to handle themselves in a positive way at all times and in all areas (cafeteria, hallways, school grounds, and school activities). The following are some, but not all, of the misbehaviors that can cause disruption of an orderly school environment:

- Inappropriate use of motor vehicle
- Inappropriate Literature or Web sites
- Truancy
- Destruction or Defacement of Property
- Inappropriate Language, apparel, devices
- Non-compliance, defiance of staff request
- Inappropriate physical contact

- Disobedience of school rules
- Intimidation
- Disruptive Behaviors

**CLASSROOM:** (Category 2)

These behaviors interfere with another student's opportunity to learn in the classroom. The following are some, but not all, of the misbehaviors that can interfere with a classroom learning environment:

- Failing to follow a request of a staff member (including substitutes and paras)
- Showing disrespect toward others
- Using equipment improperly
- Profanity and inappropriate language
- Disruptive behaviors
- Failing to abide by classroom rules, as determined by classroom teachers
- Inappropriate use of devices (cell phones, computers, etc.)
- Continual tardiness

**PERSONAL:** (Category 1)

These are misbehaviors that occur in the classroom that affect only the disruptive student. The following are some, but not all, of the misbehaviors that can affect a student's personal ability to learn:

- Inappropriate use of devices (cell phones, computers, etc.)
- Not having appropriate equipment or materials
- Sleeping
- Failing to turn in homework or complete assignments
- Being off-task but not disrupting others
- Failing to dress out for P.E.
- Failure to meet the dress code
- Continual tardiness

Labette County High School has implemented the program Responsibility Centered Discipline (RCD) to help deter misbehaviors. The goal of RCD is to prepare students to be responsible and accountable for their decisions

and actions and to build confidence as they learn to be productive citizens. The foundation of Responsibility Centered Discipline are these six keys:

1. Benefits for Changing Behavior - explain how this change benefits the student's goals
2. Emotional Control - use the RCD process to help maintain control of personal emotions
3. Clear Expectations - explicitly communicate expectations and consequences
4. Consistency - develop clear routines and expectations and consistently enforce
5. Leadership in Challenging Moments - avoid shifting the power to administration or parents
6. Response-Ability - allow student to create the solution and solve the problem

If these keys are in place, then a tone is set for a climate of responsibility and the ability to navigate day-to-day challenges. A "Give 'Em Five" conversation has five components: Support, Expectation, Breakdown, Benefit, and Closure. The first four components may be addressed in any order that is appropriate for the situation. Closure should always be the last component. Students may still need to be sent out of the classroom if they cannot maintain self-control.

#### Possible/Potential Actions for Misbehaviors:

(Responsibility Centered Discipline (RCD) should be the first line of correction if at all possible)

Expulsion for the year

Expulsion for 186 days

Referral to Local Agencies

Long Term Suspension

Out of School Suspension (OSS)

In School Suspension (ISS)

Solutions Focused Regulation

Suspension from Bus

Suspension from Activities

Teacher/Admin. – Parent Conference

Referral to Principal's Office

Detention

Solutions After School  
Referral for Counseling or Services  
RCD Form Write Up  
Informal Discussion  
Proximity

Our purpose is to make Labette County High School a safe and highly productive educational environment for all students. Typically, each misbehavior will be dealt with on a case-by-case basis. Our top goal is to keep students on-campus and in the classroom as much as possible. However, sometimes long-term suspensions or expulsions are needed. If behaviors create a clear pattern or threat, the behavior will be dealt with on a more serious level. All directives set out by state or federal laws and all guidelines established by IDEA for special needs students will be adhered to.

#### Out of School Suspension

All students on Out of School Suspension(OSS) are expected to make up missed work while on suspension. Any student assigned OSS is not considered a student in good standing and cannot be on school property until their OSS requirement is completed.

#### In-School Solutions

Students who do not comply with Responsibility Centered Discipline could be assigned In-School Solutions, from 7:45 to 3:10. This will be used to allow students the opportunity to work through discipline issues with the intent to get them back into the classroom as soon as the student is able to do so.

#### LCHS Regulation Room

Students will have the opportunity to check-in to the LCHS Regulation Room as they need this resource. This is an opportunity for students to utilize the space on the 3<sup>rd</sup> floor of Huary Hall for fifteen minutes per day to self-regulate. This is not a time out, or discipline room, but a resource for students who need time to regulate their emotional state. Students that are needing more time, or more resources will be directed to the LCHS social work team.

#### After School Solutions

Students that have displayed unacceptable behaviors will be held accountable. After School Solutions will be used for students to work through their behaviors with the LCHS social work team. After School Solutions will be Monday through Thursday 3:15 to 5:40. LCHS administration will select the number of After School Solutions the student will be expected to attend. The LCHS social work team will decide if the student's After School Solution assignment is shortened, or lengthened.



## LCHS Responsibility Centered Discipline Report

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Referring Faculty: \_\_\_\_\_

Circle an Incident Category Environment (see handbook for descriptions):

Safe (4)

School (3)

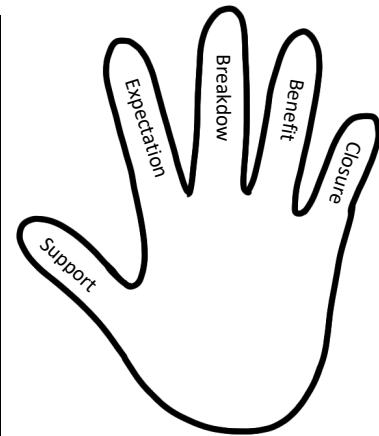
Classroom (2)

Personal (1)

Initial Incident: \_\_\_\_\_

Give 'em Five:

Statement of Support:
Expectation (Core Value):
Breakdown of Problem:
Benefit to Student:
Closure (Resolution):



### Core Values:

- Integrity
- Perseverance
- Compassion
- Work Ethic
- Accountability

Student Resolution: \_\_\_\_\_

Office Intervention/Corrective Process (Date, Time, Location): \_\_\_\_\_

☐ Admin Met with Teacher

☐ Admin Met with Student

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

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

### **Drug Free Schools and Community Act**

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances or alcoholic beverages:

1. On school grounds during, before, or after school hours;
2. On school grounds at any other time when the school is being used by school personnel or school group;
3. Off the school grounds at any school activity, function, or event.

Any student violating the terms of this policy may be reported to the appropriate law enforcement officials. The student will also be subject to the following sanctions

1. A violator of this policy shall be subject to the following:
  - a. A punishment up to and including expulsion.
  - b. Suspension from all student activities for a period of up to the remainder of the school year.
2. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901. et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing discipline. The use/possession of legally prescribed drugs and common over the counter non-prescription drugs shall not be considered a violation of this policy.
3. School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, or other common areas of school buildings, and vehicles parked on school grounds at the high school.

### **Overnight Student Trips**

All overnight student trips will be governed by the following policy:

1. All Baggage, and excess clothing (ie: coats) will be searched by administration.
2. Students will be in their assigned rooms no later than 10:30 p.m. (Except when under the direct supervision of a coach or sponsor.)
3. Persons other than (Same Sex) members of the team or group, their parents, coaches, or sponsors are not allowed in school rented rooms after 10:30 p.m.
4. Students may not occupy a room at any time with members of the opposite sex.
5. The conduct policy in the student handbook is in effect on all out-of-town trips. Members of teams or school sponsored groups who violate the rules established for student conduct may be:
  - a. Suspended
  - b. Removed from the group or team and not be allowed to participate for the remainder of the term.
  - c. Expelled

## Personal Appearance

### Student Dress Code

1. All students must wear shoes or sandals when attending regular academic classes.
  - a. Shoes worn in the gymnasium must not leave marks on the floor. Footwear for all vocational classes must cover the entire foot below the ankle.
  - b. Steel-toed boots are recommended for some classes.
  - c. Decorative house slippers are not appropriate school footwear for any class.
2. During school hours, headwear such as hats, bandannas, stocking caps, hoods, or scarves are not to be worn in school buildings unless used for protection in vocational areas.
3. No decorative chains, wallet chains or loose ropes/straps will be allowed to hang from a student's clothing or body.
4. Shorts and skirts can be worn, but they must be sufficient in length.
  - a. **Shorts and skirts must not be above mid-thigh in length.**
  - b. **NO Warnings will be given. Students in violation will be assigned Disciplinary Action on the 1<sup>st</sup> Offense and any subsequent offenses up to and including ISS and/or OSS.**
5. Clothing cannot promote or advertise alcohol, tobacco, or drug use. You will be asked to turn clothing items in violation of this rule wrong side out, or given replacement clothing by the administration.
6. Clothing cannot suggest, promote or state any profanity or sexually suggestive messages.
  - a. Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
  - b. Clothing cannot be altered or torn.
7. Clothing must cover all undergarments including underwear, boxer shorts, bras, and sports bras. **Spaghetti strap blouses and tank tops are not allowed.**
  - a. **All upper body clothing must cover the complete shoulder area and must be tucked in or hang below the waistline of the pants, skirt, or shorts.**
8. **All shirt/ blouse necklines will not exceed the width of the palm when placed against the neck. (Rule of Thumb)**

**The final decision on the appropriateness of apparel will be made by the school administration.**

### **Possession and/or use of Tobacco Products**

Possession of tobacco, including E-Cigarettes, smoking, and the use of smokeless tobacco, including E-Cigarettes, are not permitted on school grounds or in school buildings. Students in violation of the “minor in possession of tobacco” law will be reported to law enforcement.

Possession of Coffee Grinds – flavored pouches simulating smokeless tobacco – is prohibited on school grounds.

A student who uses any form of tobacco, Electronic Nicotine Delivery System (\*ENDS) devices, illegal drugs, alcoholic beverages, etc., at school or school events is not in good standing and will face disciplinary action.

\*Note: ENDS is defined to be any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. This includes, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

### **Public Displays of Affection**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned.

### **Sexual Harassment**

Sexual harassment shall not be tolerated. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for 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 this policy.

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: (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 academic environment. 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.

### **Student in Good Standing**

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

This policy will include any/all school activities/ clubs or athletics operating outside the established school day.

### **Student Trips**

The policies of USD 506 require that when school trips are taken by the students, and with the approval of school officials, they must travel by the means of transportation designated by the school. An exception would be a student driving to a designated bus pick up point to meet the bus in another district community other than Altamont, or the student obtaining permission to drive to an activity that is taking place in another district community other than Altamont.

On all trips away from the school, the student must return by the same means of transportation as they had assigned to them for the out going trip. The sponsor in charge of the students may excuse the student to their parents after obtaining their signature on the bus trip sheet. The sponsor in charge of the students may excuse the student to someone other than the parents only with written permission of the parents signed and affirmed by the administration.

### **Tardiness**

Tardiness is defined as not being in your assigned classroom ready to work when the tardy bell rings. Teachers have the discretion of requiring a student to be seated under this definition. If students are tardy arriving at school during 1<sup>st</sup> period, they must secure a tardy slip from the attendance center. Because of unforeseen circumstances, a student is allowed 3 forgiven tardy violations during 1<sup>st</sup> period.

For any further tardies students will be assigned after school solutions in order to address the problem.

Being late to class more than 15 minutes will count as an unexcused absence.

The individual teachers with the support of the attendance office will handle any tardy occurring after 1st period.

If a student is detained by a teacher resulting in that student being late to the next class, the teacher who detained the student will write a pass, so the student will not be recorded tardy in their next class.

### **Teacher Authority**

Students are under the direct supervision of the teachers, staff and administration of Labette County High School. Students shall comply with all reasonable requests of authority.

### **Test Out Procedure**

1. Application for Testing Out must be completed and approved by the high school principal in the previous semester by **December 1** and **May 1**, respectively.
  - a. Approved courses for Testing out include only those LCHS courses approved for the completion of the Kansas Scholars Curriculum.
    - i. New students to USD 506 who enroll after May 1 will complete an application for testing out prior to August 21<sup>st</sup>.
2. Complete any/all published prerequisites, or
  - a. Provide Individualized Educational Plan document to the high school principal, citing that the student is exempt from this prerequisite.
3. Students will score no less than **80%** or equivalent score on an untimed, written Criterion Referenced Test (CRT).
  - a. Students achieving less than **80%** on the evaluative CRT shall be enrolled in the required course for which testing out was attempted.
4. Any student achieving 80% on the evaluative CRT shall be awarded credit for the required course for which they were tested. Credit shall be awarded on their high school transcript upon fulltime enrollment and attendance at Labette County High School. The student's transcript will indicate the following:
5. Grade
  - a. Grade listed on the Transcript will be posted as an "A"/95%.
6. Grade Point Average (GPA)
  - a. GPA listed on the Transcript will be equal to the published course value as listed in the course description book (at the time of testing).
    - i. 4.0 for all courses.
7. Carnegie Credit
  - a. Credit issued will be based upon the published value as listed in the course description handbook (at the time of testing).
    - i. .5 credit for those courses listed as a semester long course.
    - ii. 1.0 credit for those courses listed as a yearlong course.

### **Weapons Policy (State Statute)**

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 board policy concerning student conduct.

As used in this policy, the term "firearm" means any weapon which will, or 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 device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having a propellant charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Also under this policy will be any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Any pocket knife with a blade of longer than 3.5 inches can also be considered a weapon under this policy.

Any knife, no matter the type or blade length, that is used to threaten or harm another student will be considered a weapon.

## **Daily Procedures**

### **Equipment and Property**

Each student is expected to assume responsibility for the care of all school property. Any student found guilty of damaging or defacing school property is subject to disciplinary action, including suspension. The expenses incurred for replacement or repair of damaged equipment or materials will be the responsibility of the student.

### **Extended Day**

Students may be required by the teacher or administrator to attend school beyond the established school day or year.

This determination will be based upon the students need for additional resources in order to gain academic success, and is not intended as a disciplinary action.

However, non-compliance with this requirement will be dealt with as a disciplinary issue.

### **Finals**

Final Examinations will occur at the end of each semester. If students are unable to take any final at the prescribed time a grade of Incomplete will be issued. The student has one week to complete the examination at the beginning of the next semester.

### **Hall Passes**

Students will secure a Hall Pass from their supervising teacher in order to be in the hallway during class.

Prior to leaving the classroom students must sign out on the student hall pass register, and then sign in upon return.

### **Student Identification Badges**

Each student enrolled at Labette County High School will be issued a Student Identification Card. This card will be used by the student for library checkout and scanned at lunch to track payments. The first card issued bears no cost to the student.

The Student Identification Card must be in the student's possession AT ALL TIMES while in attendance at Labette County High School. Students must be able to produce their card at any time when requested by a staff member. **Students ID Card must not be altered in any manner – no alteration to student picture.** Failure to comply will result in disciplinary action.

A student who does not have their I.D. Card must report to the Attendance Office to obtain a Temporary I.D. and the student will be assigned ISS Closed Lunch for the day.

If a Student I.D. Card is lost, a new one must be purchased for a fee of \$5.00. A student who does not have the money to pay for a new card can serve a community service assignment as an alternative.

### **Late Work**

All Late work must be completed prior to December 4th of the first semester, and April 22nd of the second semester.

### **Lockers**

Every student at Labette County High School shall be assigned a locker to keep his or her books and coats in. Students are "joint tenants" of the lockers that are the property of USD 506. Locker searches will be conducted by school officials.



**GRIZZLY TIME/ACTIVITY BELL SCHEDULE:**  
(Monday, Tuesday, Thursday)

1<sup>st</sup> Hour 8:00 – 8:51  
(3 Extra Minutes for 2<sup>nd</sup> Chance Breakfast)  
2<sup>nd</sup> Hour 8:59 – 9:48

**GRIZZLY TIME 9:53 – 10:18 (Club/Activity)**

3<sup>rd</sup> Hour 10:23 – 11:12  
4<sup>th</sup> Hour 11:17 – 12:06

1<sup>st</sup> LUNCH 12:06 – 12:28  
1<sup>st</sup> Lunch 5<sup>th</sup> Hour 12:33 – 1:22  
2<sup>nd</sup> Lunch 5<sup>th</sup> Hour 12:11 – 1:00  
2<sup>nd</sup> LUNCH 1:00 – 1:22

6<sup>th</sup> Hour 1:27 – 2:16  
7<sup>th</sup> Hour 2:21 – 3:10

**No Grizzly Time Schedule:**  
(Wednesday, Friday)

1<sup>st</sup> Hour 8:00 – 8:55  
(3 Extra Minutes for 2<sup>nd</sup> Chance Breakfast)  
2<sup>nd</sup> Hour 9:03 – 9:56  
3<sup>rd</sup> Hour 10:01 – 10:54  
4<sup>th</sup> Hour 10:59 – 11:52

1<sup>st</sup> LUNCH 11:52 – 12:15  
1<sup>st</sup> Lunch 5<sup>th</sup> Hour 12:20 – 1:13  
2<sup>nd</sup> Lunch 5<sup>th</sup> Hour 11:57 – 12:50  
2<sup>nd</sup> LUNCH 12:50 – 1:13

6<sup>th</sup> Hour 1:18 – 2:11  
7<sup>th</sup> Hour 2:16 – 3:10

**LATE START  
BELL SCHEDULE:**

<b>1<sup>ST</sup> HOUR</b>	<b>9:00 – 9:41</b>
<b>2<sup>ND</sup> HOUR</b>	<b>9:46 – 10:27</b>
<b>3<sup>RD</sup> HOUR</b>	<b>10:32 – 11:13</b>
<b>4<sup>TH</sup> HOUR</b>	<b>11:18 – 11:59</b>

<b>1<sup>ST</sup> LUNCH</b>	<b>11:59 – 12:21</b>
<b>1<sup>ST</sup> LUNCH 5<sup>TH</sup> HR.</b>	<b>12:26 – 1:07</b>
<b>2<sup>ND</sup> LUNCH 5<sup>TH</sup> HR.</b>	<b>12:04 – 12:45</b>
<b>2<sup>ND</sup> LUNCH</b>	<b>12:45 – 1:07</b>

<b>6<sup>TH</sup> HOUR</b>	<b>1:12 – 1:53</b>
<b>7<sup>TH</sup> HOUR</b>	<b>1:58 – 2:40</b>

<b>GRIZZLY TIME</b>	<b>2:45 – 3:10</b>
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### **Leaving Campus During the School Day**

At no time does a student leave the buildings without permission from **office personnel**. Teachers cannot give a student permission to leave campus. If a student leaves the building without obtaining permission and signing out in the office, the absence will be considered unexcused.

### **Vehicles and Parking**

Students who drive their own automobiles to school are not allowed to move their automobiles during the day without the permission of the administration. Once the car is parked it is to remain parked until the end of the school day.

Students are not allowed to sit in or occupy vehicles during any part of the school day. Seniors may park to the east of the administration building in the asphalt lot as well as east of Haury Hall in the new gravel lot. All other students are to park in the Harrison parking area.

Students enrolled in Auto Mechanics and Building and Trades classes can park south of the Auto Shop **with Teacher Permission**.

Students in after school athletics/ activities may not move their car from the Senior Parking lot in order to attend practice.

No student parking is allowed on the streets that surround the campus.

### **Vocational Work Areas**

Students are not permitted in the shop areas unless enrolled in class or by permission of the instructor. All vocational classes are designed to simulate on-the-job working conditions. Because of the danger involved around machines, students must conform to the following safety regulations: Long, loose hair must be covered, pinned, or styled so that it does not hang loose. Footwear must be worn so that both the top and the bottom of the foot are covered. Safety glasses must be worn as required by state law.

Loose fitting clothing that is dangerous around machinery shall not be worn. A covering apron or coveralls are required. Shirts must be worn in the shop area at all time.

### **Visitors**

Student visitors will not be allowed during regular class hours.

All adult visitors must report to the principal's office to register and obtain a visitor badge. No pre-school children are allowed to visit unless accompanied by a parent.

## **Activities**

### **Athletic and Activities Drug and Alcohol Free Policy:**

The Labette County High School Athletic/Activities Policy is designed to create a positive, healthy, safe and drug free atmosphere for student-athletes.

Labette County High School recognizes that the use of alcohol, illegal prescription medication, marijuana, cocaine, and other harmful drugs and controlled substances as defined by Kansas statutes, and non-prescription steroids, all of which shall be referred to herein as “substances”, decreases the long term Athletic/Activity performance, increases the probability for personal injury and physical damage, and lessen the chance for a student to reach his/her full measure of excellence.

Policy – “Participation in Athletics/Activities” shall include the period of time covered by practice, preparation, performance, games, attendance or competitions in athletics/activities.

This policy will be in effect starting on the 1<sup>st</sup> day of practice/ participation (August), to the Last day of June.

Rule – During participation in Athletics/Activities the student shall not: 1.) Use or possess a beverage containing alcohol, including but not limited to cereal malt beverages 2.) Use, consume, possess, buy, sell, give away, or transfer illegal prescription medication, marijuana, cocaine, controlled substances or non-prescription steroids.

### **Violations and Penalties:**

#### **1<sup>st</sup> Offense**

For the first Confirmed Violation, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for nine (9) weeks.

It is recommended, not required, that the student schedule a drug and alcohol assessment from a local Mental Health agency and follow all recommendations, at the parent’s expense.

Ineligibility may be reduced to three (3) weeks if this option is pursued.

(Session 1- Initial Contact, Session 2- Admissions Intake, Session 3 and beyond- Drug and Alcohol Counseling)

Treatment will occur until a recommendation of completion from the Mental Health agency is communicated to school administration by the parent.

A student may be eligible for activities after three (3) weeks as long as weekly documentation requirements are met.

\*Weekly reports requested by the student and/or parent from the Mental Health agency must be provided to LCHS Administration, indicating:

- a. Student is fully participating in treatment.
- b. Student is attending all scheduled appointments.

Note: Failure to provide weekly documentation will result in a reinstatement of the 9 week suspension from activities, from the date of the original infraction.

#### **2<sup>nd</sup> Offense**

For the second Confirmed Violation, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. Any further offenses after the second confirmed violation will result in suspension from all extracurricular activities while the student is enrolled at Labette County High School.

### ***Clubs and School Organizations***

- ❖ Local, State and National Future Farmers of America - FFA
- ❖ Local, State and National Family, Career, and Community Leaders of America - FCCLA
- ❖ Local, State and National SKILLS/USA
- ❖ Future Business Leaders of America - FBLA
- ❖ National Honor Society (Grade Point Average requirement)
- ❖ Tri-M (Choral Music students)
- ❖ KAY - Kansas Association for Youth
- ❖ Student Council (elected by classmates)
- ❖ Rachel's Challenge
- ❖ SADD - Students Against Destructive Decisions
- ❖ "L" Club - Letterman's Club
- ❖ Chess Club
- ❖ FCA - Fellowship of Christian Athletes
- ❖ Freshman, Sophomore, Junior, and Senior Classes
- ❖ Future Educators of America
- ❖ International Thespian Society (Speech & Drama students)
- ❖ Stage Band (Instrumental Music students)
- ❖ Pep Club
- ❖ Art Club
- ❖ Math Club
- ❖ JAG - Jobs For America's Graduates
- ❖ TRAP Shooting Team

Activity periods are held on the first four Mondays of the month unless other schedule changes are made which conflict with these days. If an activity falls on a Monday that we are out of school, then those activities will be rescheduled at an alternative date.

A club card is needed for a student to be released to an activity. **Any student who does not take part in a particular activity on the designated day has to remain in the second period classroom.** Their instructor can give them permission to be in another class by receiving an approved hall pass. Students may hold conferences this period by appointment with teachers or the counselor to receive help and to make up back work.

**The Activity Period schedule is as follows:**

First Monday -	Stage Band - Room HH221 FBLA - Library SADD – Haury Hall Gym Art Club – Cafeteria Math Club – Little Theatre	<b>Red Card</b>
Second Monday	FFA – Little Theater “L” Club – Harrison Gym Rachel’s Challenge – Library Chess Club – Cafeteria JAG (Jobs for America’s Graduates) – Room 215	<b>Blue Card</b>
Third Monday -	Skills USA – Little Theater TriM – Room HH234 National Honor Society – Library KAY/LC Service – Room 117	<b>Yellow Card</b>
Fourth Monday-	FEA – HH301 International Thespian Society – Black Box Theatre FCCLA – Room 121 FCA - Cafeteria Pep Club – Little Theatre	<b>Green Card</b>

**Extra Curricular Activities**

Labette County High School offers the following KSHSAA activities for students:

- ❖ Girls / Boys Tennis
- ❖ Girls / Boys Cross Country
- ❖ Girls Volleyball
- ❖ Boys Football
- ❖ Girls / Boys Basketball
- ❖ Boys / Girls Wrestling
- ❖ Boys Baseball
- ❖ Girls / Boys Track
- ❖ Girls Softball
- ❖ Girls / Boys Golf
- ❖ Boys / Girls Swimming
- ❖ Instrumental music – Concert band, solos and ensembles
- ❖ Vocal music – Large group, solos and ensembles
- ❖ Spirit Groups – Cheerleading & Dance Team
- ❖ Student Council
- ❖ Scholar’s Bowl

You are eligible to participate if:

1. You passed at least five new subjects (those not previously passed of unit weight, or its equivalency, the previous semester or the last semester of attendance.
2. You shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.
3. You are a bona fide undergraduate member of your school and a “student in good standing.”
4. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
5. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
6. A student shall be in attendance for a significant part of the school day to be eligible to participate in a school sponsored activity.
7. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
8. A student cannot compete under an assumed name.

These guidelines are in accordance with KSHSAA.

#### **KSHSAA STUDENT ELIGIBILITY**

**For Middle/Junior and Senior High School Counselors to Determine Eligibility**

**When Enrolling Students Schools may have stricter rules than those pertaining to the questions listed below.**

Contact the principal or Athletic Director on any matter of eligibility. A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility standards.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook* which is distributed annually and is available at your school principal's office. A brief summary of some of the rules pertaining to eligibility is listed below. **If you have questions, please ask your principal.**

**RULE 7 Physical Examination — Parental Consent:** Students shall have passed an adequate **physical examination** given by an approved health care provider and have the written consent of their parents or legal guardian. Students and parents must sign and submit the school's Concussion and Head Injury Form required by state law.

**RULE 14 Bona Fide Student:** Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.

**RULE 15 Enrollment/Attendance:** Students must be regularly **enrolled and in attendance** not later than Monday of the fourth week of the semester in which they participate.

**RULE 16 Semester Requirements:** A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight consecutive semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in a junior high or in a senior high school. **NOTE:** If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

**RULE 17 Age Requirements:** Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before August 1 of the school year in which they compete.

**RULE 18 Transfer:** If a student changes schools without a move on the part of his/her parents, they are ineligible for eighteen weeks.

#### **EXCEPTION:**

**BEGINNING SEVENTH GRADER** — A seventh grader, at the beginning of his or her seventh grade year, is eligible under the

Transfer Rule at any school in the vicinity of home, which he or she may choose to attend.

**BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL** — So that ninth graders of a three-year junior high are treated equally to ninth graders of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year middle/junior high school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then, as a tenth grader, attend the feeder senior high school of their school system. If they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.

**ENTERING HIGH SCHOOL FOR THE FIRST TIME** — A senior high student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high school is entered for the first time at the beginning of the school year.

**RULE 19 Undue Influence:** “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 action as the Executive Board deems appropriate.”

**RULE 20 & 21 Amateur and Awards Rules:** Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

**RULE 22 Outside Competition:** Students may not engage in **outside competition** in the same sport during a season in which they are representing their school. **NOTE:** *Consult the coach, athletic director or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.*

**RULE 25 Anti-Fraternity:** Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.

**RULE 26 Anti-Tryout and Private Instruction:** 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.

**RULE 30 Seasons of Sport:** Students are not eligible for 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.

#### **KSHSAA STUDENT ELIGIBILITY CHECKLIST**

Yes \_\_\_\_ No \_\_\_\_ **1.** Are you a bona fide student in **good standing** in school? (*If there is a question, your principal will make that determination.*)

Yes \_\_\_\_ No \_\_\_\_ **2.** Did you **pass at least five new subjects (those not previously passed)** last semester? (*The KSHSAA has a minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance.*)

Yes \_\_\_\_ No \_\_\_\_ **3.** Are you planning to **enroll in at least five new subjects (those not previously passed)** of unit weight this coming semester? (*The KSHSAA has a minimum regulation which requires you to enroll and be in attendance in at least five subjects of unit weight.*)

Yes \_\_\_\_ No \_\_\_\_ **4.** Did you **attend** this school or a feeder school in your district last semester? If the answer is “no” to Question 4, please answer:

**a.** Do you reside with your parents? Yes \_\_\_\_ No \_\_\_\_

**b.** If you reside with your parents, have they made a permanent and bona fide move into your school’s attendance center?

Yes \_\_\_\_ No \_\_\_\_

**NOTE:** If a negative response is given to any of these questions, the counselor should have this enrollee contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (*Schools shall process a Certificate of Transfer Form T-E on ALL transfer students.*)

#### **Attendance requirements pertaining to Activities/ Athletics**

Students must be present for at least 5 of 7 class periods in order to be eligible to participate or attend any/all school sponsored activities.



## **School Dances**

Admission to school dances will be closed forty-five minutes after the start of the function. LCHS students will be required to show a student identification badge prior to admittance.

All school and district rules and policies are in effect at all school related events.

All students who wish to attend dances will be required to participate in a breath test prior to admittance.

Positive identification for alcohol will result in:

1. Parents being required to come to school to pick up their student.
2. Student will be suspended from school for a minimum of 5 school days.
3. Student will be held accountable to the Athletic and Activities Drug and Alcohol Free Policy

The following criteria for Prom attendance is utilized:

1. All students, except Freshman students, are eligible to attend the LCHS Jr./ Sr. Prom if:
  - a. They are a current 11<sup>th</sup>/ 12<sup>th</sup> grade student, or
  - b. Escorted by a current LCHS 11<sup>th</sup> or 12<sup>th</sup> grade student, and
  - c. Are enrolled in the Drug Screening Pool.

Guests of LCHS students will be permitted for Homecoming, Winter Formal, Tamasha and Prom, if:

1. Application of out of school date is approved.
2. Student is no older than 20 on the date of the event.
3. Student is in grade 10 or higher in their home school (home, public, or private), or 16 years old.
4. Inappropriate behavior including "Grinding" or other explicit forms of dancing will result in the student not being eligible to attend any future dances, for the remainder of the current school year.

## **Grizzly of the Month**

**This program is designed so that each month there will be five LCHS students selected as a “Grizzly of the Month”. There will be one student selected from each grade(9-12) as well as an “at large” student that could be chosen from any grade level.**

**Criteria for nomination: Any 506 certified or classified employee can nominate a student. This is done by filling out a Google form or by filling out the single page form (forms found in each 506 attendance center office) and returning the form to the high school office. The staff member simply selects a “primary” reason for nomination and then they can submit any written anecdote or description that supports their reason. There is no time restriction for the criteria involving the “reason” for the nomination. Example: Maybe the student is nominated in April for a series of things demonstrated in September or October.**

**“Reasons” or Criteria for nominating a student:**

**Exemplary character  
Personal development  
Community service/involvement  
Individual Achievement  
Outstanding attitude/disposition  
Leadership  
Compassion for others  
Significant progress in the classroom or extracurricular activity  
Marked improvement in overall grades  
Outstanding academic achievement**

**How it Works:**

- 1. An email will be sent out around the 20<sup>th</sup> of each month with a link to the Google Form. This will request that students be nominated for the award.**
- 2. The LCHS building leadership team will meet sometime during the first week of the month to select the five students for that particular month.**
- 3. The students will be recognized in the following ways;**
  - a. picture and article will be sent to the Labette Avenue**
  - b. picture and article posted on the 506 FaceBook Page**
  - c. students will be recognized over the PA system during morning announcements on the day following committee’s selection**
  - d. The student’s name will run on the electronic marquee in the LCHS cafeteria**
  - e. students will receive a certificate and recognition from the USD Board of Education at the June Board Meeting.**
  - f. students will receive a yard sign that they can display at home or can choose to have it displayed in front of the USD 506 Curran Administration Building.**

**LCHS Random Extra-Curricular Drug Testing Policy:**  
**RANDOM EXTRA-CURRICULAR STUDENT DRUG TESTING**

**Informed Consent for Testing**

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodians will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Labette County High School administration before participating, including practices, no later than 10 days after the start of the semester. Student forms from 1<sup>st</sup> semester will be carried over to 2<sup>nd</sup> semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

**-Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year.** Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.

-Any student participating in extracurricular activities with the proper paperwork on file will be included in the pool of students who are subject to random drug testing.

**-"Extracurricular activity" means any school-sponsored activities outside the regular course of study including:**

**A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, Skills USA, HOSA, FCCLA, FFA, and FBLA.**

**B. Activities considered noncompetitive but school sponsored are National Honor Society, KAY, SADD, STUCO, Yearbook, ITH, drama productions, school dances, and weightlifting. This is not an all-inclusive list.**

**Selection Process**

Upon receipt of all Informed Consent paperwork, students will be assigned a number (student I.D. Number will be used). On the day of sample collection, numbers will be drawn by electronic random selection and then corresponded to a previously numbered student. Student samples will be collected each month. Student selection will be done randomly by Labette Health using a computer random selection program. Labette County High School **may** opt to test all students in activities prior to the season of activity.

In situations where a student is absent, an alternate student will be randomly selected and the absent student will be placed on the next available test date.

**Sample Collection**

Random samples will be collected by the Urine Drug Screen Collector, as determined by Labette County High School administration and the USD #506 approved collection agency's administration, each month school is in session beginning in September and lasting through May. Students will be discretely removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. The specific dates of sample collection will remain confidential between Labette County High School and the collection agency. Samples will be tested by the Medical Review Officer as selected by Labette Health. Preliminary positive test samples will automatically be required to undergo further testing in order to have a Confirmatory Positive test.

### **1<sup>st</sup> Offense**

For the first Confirmed Violation, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for nine (9) weeks.

It is recommended, not required, that the student schedule a drug and alcohol assessment from a local Mental Health agency and follow all recommendations, at the parent's expense.

Ineligibility may be reduced to three (3) weeks if this option is pursued.

(Session 1- Initial Contact, Session 2- Admissions Intake, Session 3 and beyond- Drug and Alcohol Counseling)

Treatment will occur until a recommendation of completion from the Mental Health agency is communicated to school administration by the parent.

A student may be eligible for activities after three (3) weeks as long as weekly documentation requirements are met.

\*Weekly reports requested by the student and/or parent from the Mental Health agency must be provided to LCHS Administration, indicating:

- a. Student is fully participating in treatment.
- b. Student is attending all scheduled appointments.

Note: Failure to provide weekly documentation will result in a reinstatement of the 9 week suspension from activities, from the date of the original infraction.

### **2<sup>nd</sup> Offense**

For the second positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. Any further offenses after the second positive test will result in suspension from all extracurricular activities while the student is enrolled at Labette County High School.

#### **Notice:**

1. -Suspensions under this policy may carry over into the following school year.
2. -Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation/education program.
3. -A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.
4. -The building administrator will notify the parent/guardian/custodian first then the student upon confirmation from the Medical Review Officer of a Confirmatory Positive test.
5. -Any Confirmatory Positive test may be appealed to the testing agency's designated Doctor within 72 hours of notification. Contact information is provided upon parent notification by the school administrator.

### **Non-Academic punitive Nature of Policy**

Student's will not be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's parent/guardian/custodian will be notified prior to the release of information.

## **FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

- 1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
- 2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered “directory information” and you have not objected to the release of such information; or
  - c. disclosure without consent is permitted by law.
- 3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records are denied in the first instance.
- 4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA’s requirements.
- 5) The right to obtain a copy of USD 506’s policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

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 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. If a refusal is not filed, USD 506 assumes that there is no obligation to the release of the designated directory information.

# 2020-2021 School Calendar

**2020-2021 SCHOOL CALENDAR**  
**Labette County USD 506**

July 2020						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**AUGUST**

5-6	Elementary Enrollment
4-6	High School Enrollment
13	Work Day (1.0)
14,17,18	Staff Development (1.0)
19	Half Day of School for K-9
19	Work Day (.5)
20	Full Day of School for K-12
25	High School Parent/Teacher Communication Night

**SEPTEMBER**

7	LABOR DAY - NO SCHOOL
22/24	Elementary Parent Teacher Conference
28	Staff Development - NO SCHOOL (1.0)

**OCTOBER**

16	End of 1st Quarter (40.5 days)
19	Staff Development (.5) Work Day (.5) - No School
20/22	High School Parent Teacher Conference

**NOVEMBER**

25-27	THANKSGIVING VACATION - NO SCHOOL
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**DECEMBER**

18	End of 2nd Quarter (40.5 days)/1st sem (81 days)
18	Half Day of School (.5) Work Day (.5)
21	No School (In-Lieu of P-T Conferences)
22-31	CHRISTMAS VACATION - NO SCHOOL

**JANUARY**

1	CHRISTMAS VACATION - NO SCHOOL
4	Staff Development - NO SCHOOL (1.8)
5	School Resumes
18	Staff Development - NO SCHOOL (1.0)

**FEBRUARY**

15	PRESIDENT'S DAY - NO SCHOOL
23/25	Elementary Parent Teacher Conference
23/25	High School Parent Teacher Conference

**MARCH**

5	End 3rd Quarter (42 days)
8	Staff Development (.5) Work Day (.5) - No School
22-26	SPRING BREAK - NO SCHOOL

**APRIL**

2	No School (In-Lieu of P-T Conferences)
23	Staff Development - NO SCHOOL (1.0)

**MAY**

14	Last Day of School - Full Day (1.0)
14	End 4th Quarter (42 days)/2nd sem (84 days)
17	Staff Work Day (1.0)

**Students Teachers**

165	165.0	Students in Class
2	2.0	Parent/Teacher Conferences
4	8.0	Staff Development Days
0	4.0	Work Days
169	179.0	TOTALS

January 2021						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**KEY**

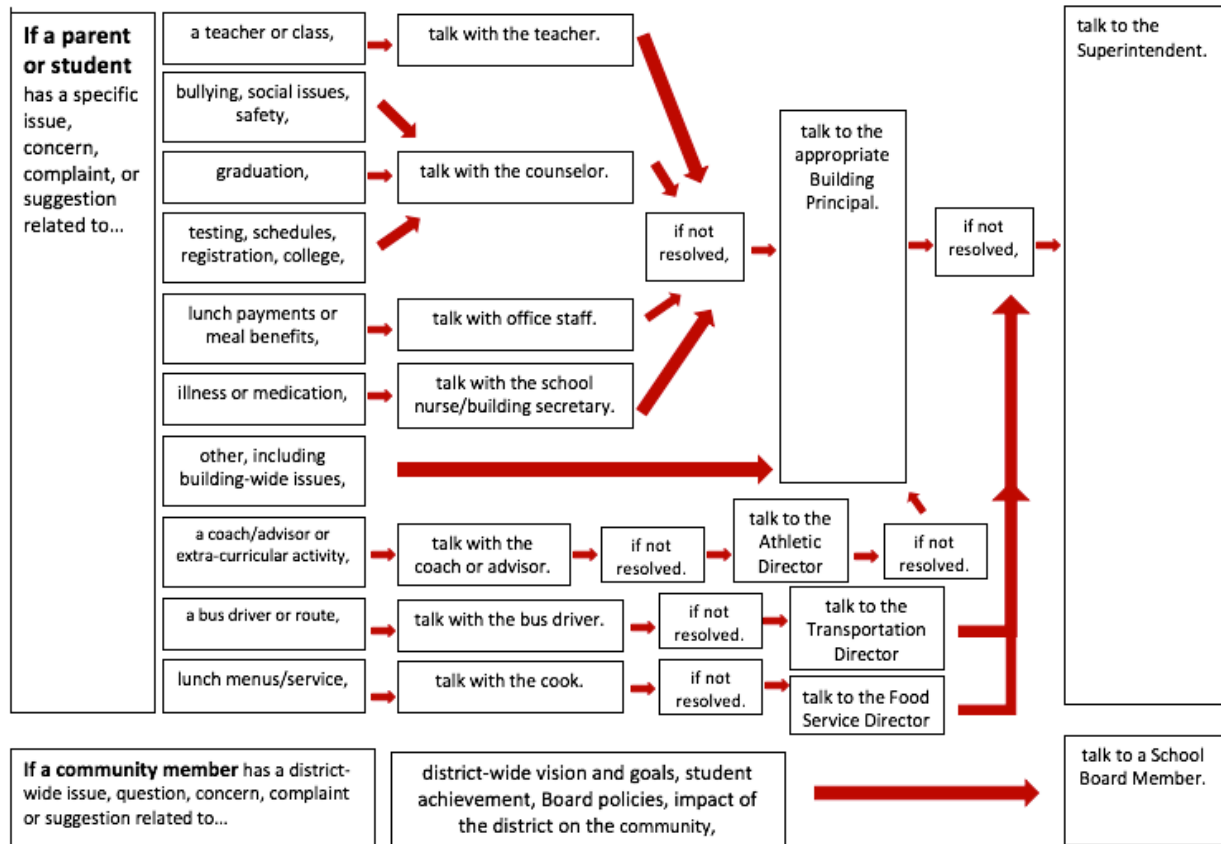
#	Staff Development Day (Bold)
#	Holiday/Vacation/No School (Shaded)
#	Begin and end school (border)

#	Work Day (Underlined)
#	No School (Single Cross)
#	Parent Teacher Conferences!

#	No School In-Lieu of P-T Conf
#	End of Quarter/Semester
#	1-Hour Late Start Day - Student

## USD 506 Communication Flow Chart:

Communication Flow Chart for Handling Parent, Student or Community Member Issues





### GRIZZLY FIGHT SONG

Onward Grizzlies, onward Grizzlies,  
Fight on for your fame,  
Pass the ball from every angle  
Till we win this game  
RAH! RAH! RAH!  
Onward Grizzlies, onward Grizzlies,  
Fight on for your name,  
Fight fellows, fight  
And we will win this game!

### Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

### Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), [jwyrick@usd506.org](mailto:jwyrick@usd506.org)



TITLE:	<b>IT Network/ System Administrator</b>	REPORTS TO:	<b>Superintendent</b>
DEPARTMENT/SCHOOL:	<b>District-Wide</b>	CLASSIFICATION:	<b>Classified</b>
APPROVED:		SALARY GRADE:	<b>As Established by the Board</b>

**JOB SUMMARY:**

The IT Network/System Administrator will coordinate, install, and maintain the efficient and effective functioning of the hardware, software, and network systems within the district. Working with the Superintendent, the person in this position will manage all academic and administrative technology systems and support the integration of technology at all levels.

**SHIFT/HOURS:** As established by District Administration

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties of this position include the following. The person in this position performs some or all of the following tasks. Other duties may be assigned.

1. Manage the district's information systems including network installations, upgrades and maintenance of all hardware and software
2. Coordinate the installation, upgrade, configuration and operations of all software
3. Maintain and support the district's financial and student databases
4. Maintain the performance, upgrade and operation of the WAN and LAN infrastructures
5. Control the security aspects of all IT systems by implementing and managing the necessary firewalls, filters, proxy servers, etc.
6. Keep abreast of latest advances in information hardware, software, and application technologies and make recommendations for incorporating same into Districts information systems environment
7. Manage email servers and other components of email architecture
8. Manage network protocols.
9. Conduct research to learn about new software and hardware that may improve network efficiency
10. Manage all user accounts including add, remove, certify, and move new or existing end-user accounts and administer permissions and access rights
11. Implement, perform, and maintain backups and disaster recovery plans for all network, server, hardware and software systems of the district
12. Assist with website and assistive technology development

13. Responsible for all database system upgrades, release notes, and end-user training
14. Develop bid specifications and review bids to ensure compliance with bid specifications
15. Develop and implement a systematic review and assessment of the district's technology systems and their effectiveness in meeting the district goals
16. Work with administration to manage technology and make recommendations based on efficiencies, cost, and new technologies
17. Supervise and provide leadership, direction, and motivation to the IT support staff
18. Act as a resource for the Board of Education, Superintendent and administration on issues of information technology and communication
19. Develop, present and assist with technology-based staff development initiatives
20. Keeps constituents informed of operational aspects of the network
21. Serve on the district's Technology Committee
22. Perform other duties as assigned by the Superintendent

#### **SUPERVISORY RESPONSIBILITIES:**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

1. Responsible for assigning daily work assignments for IT Support and Staff/Technicians
2. Responsible for annual evaluation of IT Support Staff/Technician

#### **MINIMUM QUALIFICATIONS:**

1. High School diploma or equivalent required
2. Bachelor's Degree in Computer Science preferred
3. Extensive experience in network administration and architecture
4. Experience with the administration and support of student information and fiscal management database systems
5. Knowledge of email systems
6. Knowledge of security and anti-virus software
7. Demonstrated ability to design and maintain server data security and server backup strategies
8. Ability to handle confidential information with complete discretion
9. Ability to effectively problem solve, prioritize and execute tasks in a high-pressure environment
10. Demonstrated commitment to providing exceptional service to all users

**PHYSICAL DEMANDS:**

The employee is regularly required to sit, talk, or hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, push, pull and lift up to 20 pounds. Occasionally required to push, pull, and lift up to 100 pounds. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The employee typically works in an office environment and uses a computer(s), test equipment and software, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that in an office. This position will sometimes require significant work in other office areas and locations. Respect for and understanding of those various work environments is necessary. Work may involve travel for training and meetings from time to time. The employee may encounter frequent interruptions throughout the workday.

**OTHER:**

**Note:** Requirements are representative, but not all-inclusive, of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This position requires the employee to possess a valid driver's license.

---

I have read and understood this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

---

Employee Signature:

---

Employee Print Name

---

Date:

Revision approved by BOE

**APPLICATION PROCESS:**

Applications can be picked up at the 506 Board of Education Office located at 401 S. High School Street, Altamont, KS (one block north of the high school). Applications are also available online at <https://www.usd506.org>

**CLOSING DATE:** Until filled

It is the policy of Labette County Unified School District No. 506 to follow employment practices which consider only qualifications of the applicant for a position, without regard to race, color, religion, age, sex, disability, ancestry, or national origin.

TITLE:	<b>Transportation/ Maintenance Secretary</b>	REPORTS TO:	<b>Superintendent/ Transportation Director</b>
DEPARTMENT/SCHOOL:	<b>District-Wide</b>	CLASSIFICATION:	<b>Classified</b>
APPROVED:		SALARY GRADE:	<b>As Established by the Board</b>

**JOB SUMMARY:** Performs a variety of highly specialized administrative support duties to support the needs of the Transportation Department. Includes the scheduling of relief drivers and field trips; invoicing of field trips performing general record keeping; assisting in budget development and budget monitoring for the Transportation Department; and coordinating programs involving resources from other work teams.

**PAYMENT RATE:** As established by the Board of Education.

**SHIFT/HOURS:** As established by District Administration

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties of this position include the following. The person in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Receives after hours and early morning telephone calls from transportation staff.
2. Coordinates substitute employees, making sure all bus routes are covered on a daily basis.
3. Operates a two-way radio system and handles emergencies in a competent and thorough manner.
4. Performs technical and complex duties requiring independent judgment with an understanding of departmental functions and procedures.
5. Assists in the budget development process by gathering and compiling information as needed for budget development for the Transportation Director/Superintendent.
6. Maintains a working knowledge of special terminology related to the position and the Transportation Department.
7. Develops forms, databases, and spreadsheets as necessary.
8. Receives telephone calls from parents and district staff; resolves problems and concerns in a positive manner; provides information as appropriate or routes calls to other officials as necessary for resolution and follow-up.
9. Arrange meetings as directed. Prepare schedules and inform participants, confirming dates and times.
10. Attend meetings as assigned. Record, transcribe, and distribute minutes as directed.

11. Maintain committee records; assist in the preparation of departmental reports by gathering and summarizing information from a variety of sources.
12. Perform special projects as assigned.
13. Receive, handle, and store confidential information pertaining to the District or Transportation Department. Maintain confidentiality of all records and personnel information.
14. Establish, revise, and maintain filing systems and other clerical procedures.
15. Work closely with teachers, administrators, and secretaries to coordinate field trips.
16. Contact other departments and schools to obtain information and documents for the Transportation Director/Superintendent.
17. Operate standard office machines and equipment including computers, printers, copiers, calculators, and FAX machines.
18. Perform other duties as required to accomplish the objectives of the department.
19. Attends work regularly.
20. Occasionally perform work beyond a standard 40-hour workweek when work-load requires.
21. Applicants should be aware that longer work-weeks/days will occur at the beginning of each month (doing purchase orders) and from the first day of enrollment until school begins. (two weeks in August)

### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent required
2. Experience: Requires thorough knowledge of office practice, procedures, and equipment to include filing systems, reception, and telephone techniques, in conjunction with letter and report writing. Requires working knowledge of those activities associated with budget, management, and statistical record keeping. Requires competence in computer-based software programs that support this level of work, including but not limited to: word processing, spreadsheets, presentation graphics, and data entry into custom application systems. Must be skilled in using various standard office machines, including computers, fax machines, copiers, printers, and calculators. Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation, along with good mathematical skills.
3. Interpersonal Skills: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform tasks with speed and accuracy. Additionally, must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, and special department terminology to relieve an administrator or program director of a variety of administrative details when

- requested. Requires the ability to plan, organize, and prioritize work in order to meet schedules and timelines. Capable of communicating with students, staff, parents, and the public using patience and courtesy, in a manner that reflects positively on the department and the District.
4. **Language Skills:** Must possess the ability to communicate fluently both verbally and in writing in English. Able to respond to common inquiries or complaints from students, parents, staff, or members of the community. Possess the skills necessary to draft simple correspondence and routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  5. **Mathematical Skills:** Must be able to add, subtract, multiply, and divide. Ability to perform these operations using units of American money and weight measurements, volume, and distance. Ability to compute ratio, rate, percentage, and to draw and interpret bar graphs.
  6. **Reasoning Ability:** Possess the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
  7. **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail, and word processing software. Possess the knowledge to proficiently use the following programs strongly preferred: MS Word, PowerPoint, Publisher and Excel, and ACCESS. Applicants will also need to be proficient in using Google Earth and Google Maps. The skills to type accurately and proficiently are required.
  8. **Other Skills and Abilities:** Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform tasks with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, and special department terminology to relieve an administrator or program director of a variety of administrative details. Requires the ability to plan, organize, and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, parents, and the public using patience and courtesy, and in a manner that reflects positively on the department and the District.
  9. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Kansas Driver's License and ability to obtain a valid CPR/First Aid card.

#### **PHYSICAL DEMANDS**

Must have the ability to maintain sufficient hand/eye coordination and manual dexterity in order to utilize keyboard at an advanced rate (about 60wpm); sufficient visual acuity to recognize words, letters, and numbers. Must be able to twist, bend, kneel, and stoop on a frequent basis. Needs to pick up and lift medium weight objects up to 30 pounds with the ability to occasionally lift up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is in the Transportation Department which combines standard office equipment (fax, copier, phone, computer, radio, etc.) with the standard transportation setting. The noise level in the work environment is usually low to moderate and occasionally high.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

---

I have read and understood this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

---

Employee Signature:

---

Employee Print Name

---

Date:

Revision approved by BOE



**APPLICATION PROCESS:**

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**CLOSING DATE:** Until filled

It is the policy of Labette County Unified School District No. 506 to follow employment practices which consider only qualifications of the applicant for a position, without regard to race, color, religion, age, sex, disability, ancestry, or national origin.

# School Board Self Assessment

Members, please respond to the following 26 questions. The purpose will be to help us evaluate our overall effectiveness and to identify areas that we as a board can improve as well as guide us in determining what professional development we can benefit from. The plan is to share the combined results at the July board meeting each year so that a board appointed committee can use the results to drive professional development for the board. Please have your assessment completed by June 30th.

1. 1. The Board takes the time to learn about important issues facing the district from the viewpoint of the public and allows the public a "voice" in meetings and in private.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

2. 2. The Board takes the time to learn about important issues facing the district from the viewpoint of the staff (both certified and classified) and allows them a "voice" in meetings and in private.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

3. 3. The Board takes the time to learn about important issues facing the district from the viewpoint of the students and allows the students a "voice" in meetings and in private.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree
- ☐ Other: \_\_\_\_\_

4. 4. The Board takes the time to learn about important issues facing the district from the viewpoint of the administration and allows the administration a "voice" in meetings and in private.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

5. 5. Board members are able to speak their minds without fear of being ostracized.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

6. 6. Board members handle differences of opinion openly, constructively and professionally.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

7. 7. The Board has a procedure and timeline in place for conducting the superintendent's annual evaluation.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

8. 8. Within the past year, the Board has reviewed the strategic plan for attaining long-term goals.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

9. 9. The Board sets clear organizational priorities for the year ahead as well as looking at the next 3 to 5 years.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

10. 10. The Board recognizes the superintendent as chief executive officer and educational leader of the organization.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

11. 11. The Board is given and reads the agenda and background materials well in advance of each monthly meeting.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

12. 12. The Board reads through the organization's policies, procedures, and employee contracts.

*Mark only one oval.*

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

13. 13. Board members are able to hold confidential items in confidence.

*Mark only one oval.*

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree



14. 14. The Board's president and superintendent confer so that differences of opinion are identified.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

15. 15. Once a decision is made, the Board works together to see that it is followed up on and carried out.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

16. 16. The Board makes explicit use of long-term priorities of the organization in dealing with current issues.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

17. 17. Board keeps abreast of policies mandated by state and federal law, KSDE, attorney general opinions, and the courts.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

18. 18. The Board stays aware of its debt limitations and sets priorities based on total financial needs of the system and maintaining an adequate financial reserve.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

19. 19. The Board is periodically advised of availability of state and federal grants.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

20. 20. The Board is periodically advised of availability of special programs and Community grants.

*Mark only one oval.*

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

21. 21. The Board is periodically advised of availability and amount of money within the capitol outlay.

*Mark only one oval.*

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

22. 22. The Board shows an awareness of the impact its decisions will have on the community.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

23. 23. The Board explicitly examines the "downside" or possible pitfalls of any important decisions it is about to make.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

24. 24. The Board questions administrative proposals , requiring the superintendent to defend or reconsider his/her recommendations.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

25. 25. The Board handles issues that are ambiguous and complicated by appointing committees to conduct in-depth research and the committee reports back to the Board.

*Mark only one oval.*

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

26. 26. The Board is actively involved in state and federal education legislation.

*Mark only one oval.*

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

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This content is neither created nor endorsed by Google.

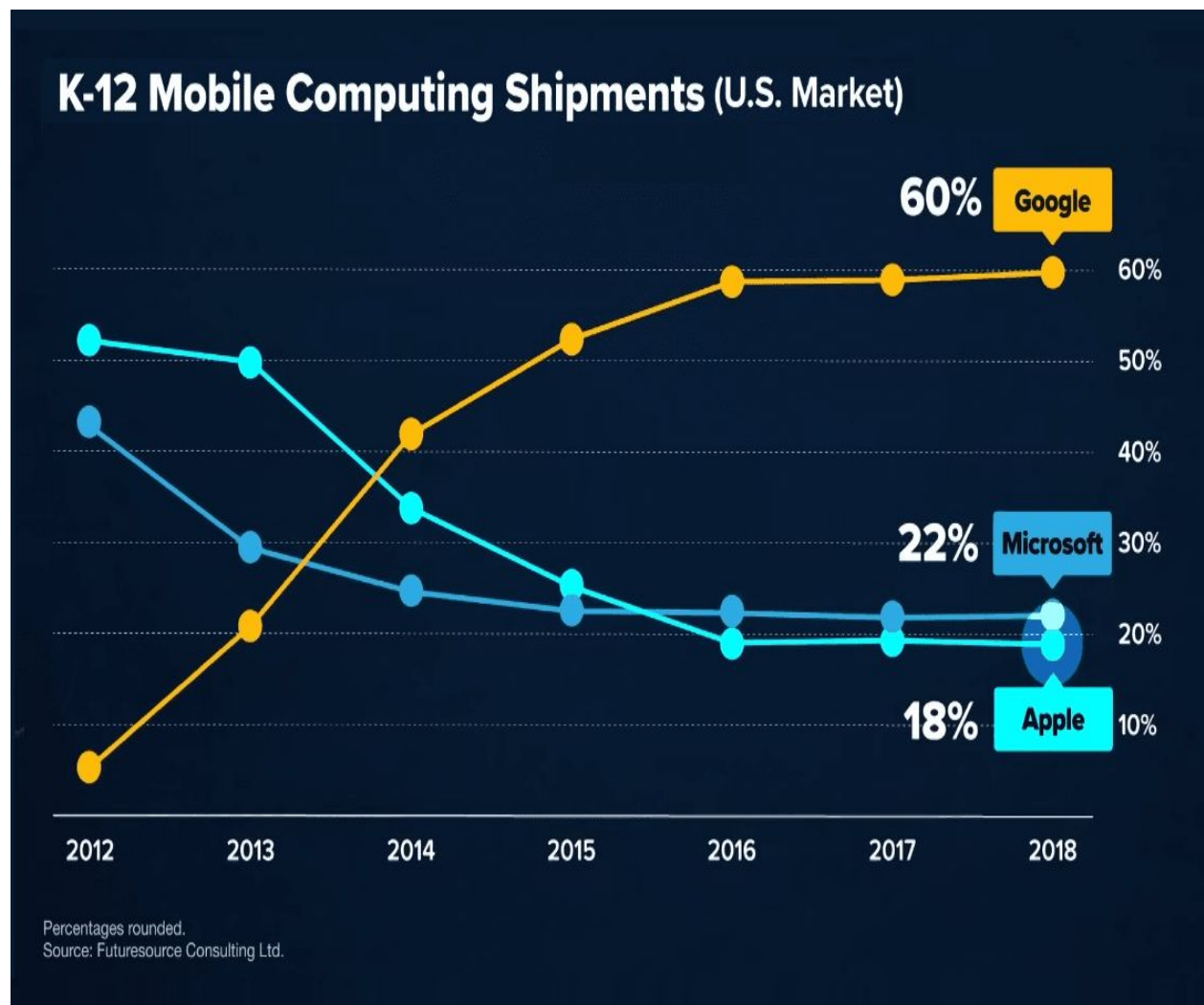
Google Forms

# **Recommendation to Purchase**

**Chromebooks**

**2020**





**In 2012 Chromebooks accounted for less than one percent of devices in primary and secondary schools in the United States.**

**By 2018 Chromebooks account for 60 percent of devices in schools.**

We have taken out of service 250 of our oldest Chromebooks. Below is a breakdown of cost and how the new ones will be distributed.

Acer Spin 311 A6 Touchscreen Chromebook - 295.00  
Ergotron YES36 Cart - 1300.00

LCBS 75 Touch Screen Chromebooks & 3 Carts = 26,025.00

MVIEW 75 Touch Screen Chromebooks & 3 Carts = 26,025.00

AGS 25 Touch Screen Chromebooks & 1 Cart = 8,675.00

EGS 25 Touch Screen Chromebooks & 1 Cart = 8,675.00

BGS 25 Touch Screen Chromebooks & 1 Cart = 8,675.00

MVAL 25 Touch Screen Chromebooks & 1 Cart = 8,675.00

**Total Cost = 86,750.00**

**PROPOSED ENROLLMENT FEES 2020-21 (same as last year)**

Kindergarten

- Full Pay- \$40
- Reduced- \$20
- Free- Free

Preschool

- Full Pay- \$80
- Reduced- \$40
- Free- Free

Grades 1<sup>st</sup>-8<sup>th</sup>

- Full Pay- \$45\*
- Reduced- \$22.50
- Free- Free

Grades 9-12

- Full Pay- \$80\* \*\*
- Reduced- \$40\*\*
- Free- Free\*\*

\*Complete the enrollment process at the designated time and location and receive the following discounts for each child you enroll: LCHS \$20 and Elementary \$10.

\*\*If a student is enrolled in any PE classes, they are charged a uniform fee of \$15 regardless of their status (for size 2XL or larger an additional \$2 fee will be incurred).



621 E 14th Ave.  
N. Kansas City, MO 64116  
816-561-3761

## QUOTE

**\*\* D U P L I C A T E \*\***

CUST #	QUOTE DATE	QUOTE NO.
13511	06/22/20	8010112-00
ORDER DATE	P.O. NO.	PAGE #
06/22/20	QUOTE	1

CUST #: 13511

BILL TO: USD 506 ALTAMONT  
BOX 188  
ALTAMONT, KS 67330

REMIT TO: CHARLES D. JONES & CO., INC.  
PO BOX 9010  
SHAWNEE MISSION, KS 66201-1610

SHIP TO: UNIFIED SCH DIST 506  
MAINTENANCE BLDG  
1019 E 6th  
ALTAMONT, KS 67330

INSTRUCTIONS		TERMS	
		1% 10th N 30	
SHIP POINT		SHIP VIA	SHIPPED
C.D. JONES JOPLIN - WIT		CUSTOMER P/U	
TAKEN BY	PLACED BY	PHONE: 417-206-6223	
REL	BRENT	FAX: 417-206-6180	

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED		QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	PARKER G3120R DIRECT FIRED HOT WATER BOILER	1		each	37997.87500	37997.88
1	Lines Total				Total Freight In Total	37997.88 2400.00 40397.88



**ENERGY CONSERVATION SUPPLY INC**  
**3740 E 20TH ST.**  
**JOPLIN, MO 64801**

## Estimate

Date	Estimate No.
6/19/2020	141151

**417-781-2300 FAX: 417-781-2002**  
**www.boiler-burners.com**

Bill To Address:	Ship To Address:
<b>USD 506 SCHOOLS</b> <b>401 S HIGH SCHOOL ST</b> <b>ALTAMONT, KS 67330</b>	<b>USD 506 SCHOOLS</b> <b>401 S HIGH SCHOOL ST</b> <b>ALTAMONT, KS 67330</b>

### **FOR ALL YOUR BOILER AND BURNER NEEDS!**

**TO INSURE THAT WE PROVIDE THE HIGHEST LEVEL OF  
SERVICE TO YOU, PLEASE REFERENCE THIS ESTIMATE  
NUMBER WHEN PLACING YOUR ORDER. THANK YOU!**

**Quoted By:**

**Rep:**

**Quoted For:**

TODD

TT

BRENT B.

Item	Description	Quantity	Sell For	Amount
INFO	Parker G3120R - Direct Fired Hot Water Boiler, ETL listed as a Gas Fired Boiler Assembly, ASME Construction and National Board Registered 3,080,000 input (max of Burner) 2,571,800 BTU Output, 125 PSI MAWP and Trim, Sect I & IV, Stamped IV due to Trim (240°F) CSD-1 Trim, Indooc Model. 60ppm Standard Emission Unit. Parker Light Option 240°F, 125 PSI Temp. & Pressure FM TRM TWO STAGES FIRING E-230/3 18" BAROMETRIL DAMPER& TEE		38,432.14	38,432.14
INFO	TERMS: AS ARRANGED LEAD TIME: 8-10 Weeks ARO F.O.B: Factory, Los Angeles, CA FUEL: Natural Gas, 7-14" W.C. - ELECTRICAL: Boiler - 230 Volt, 60 Hertz/3 PH INSTALLATION: Not Included			
INFO	FREIGHT RATE		2,200.00	2,200.00

THIS QUOTATION IS A FIRM QUOTATION FOR A PERIOD OF 30 DAYS FROM THE ABOVE DATE. WE RESERVE THE RIGHT AT ANYTIME TO CORRECT CLERICAL ERRORS. THANK YOU FOR ALLOWING ECS TO SERVE YOU FOR YOUR BOILER AND BURNER NEEDS!

**Total \$40,632.14**

IN THE EVENT PAYMENT IS NOT MADE WHEN DUE, INTEREST SHALL ACCRUE AT THE RATE OF 1.5% PER MONTH. IF THE ACCOUNT IS PLACED WITH AN ATTORNEY FOR COLLECTION, CUSTOMER AGREES TO PAY ALL ENERGY CONSERVATION SUPPLY INC ATTORNEY FEES AND COSTS AND AGREES THAT ANY SUIT MAY BE BROUGHT IN JASPER OR NEWTON COUNTY, MISSOURI.

# USD 506 – Labette County

June/July bills and financial reports  
Total Bills:

Presented July 13, 2020 for Board Approval

06/30/20 10:53:11am  
 03-10-01 wrckjr16.lst  
 dir:>mapp2  
 DATE 06/30/20  
 STATUS - O- R- -

MAPP2  
 LIST OF WARRANTS

PAGE 1

UNIFIED SCHOOL DISTRICT #506  
 BANK 00101 LABETTE BANK CHECKING

NUMBERS 85013 - 99999

Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #			Paid No.		No. Name		Amount	Paid Typ	
201662-01	096	51355	061520	85013	O 1604 ASSEL GRANT SERVICES		6,952.50	6,952.50PF 2031	GRANT SERVICES
201640-01	096	61367	061520	85014	O 0327 ATMOS ENERGY		171.43	171.43PF 3045186224	MDVALLEY GAS SERVICE
201640-02	096	61359	061520	85014	O		197.99	197.99PF 3045186224	EGS GAS SERVICE
201640-03	096	61369	061520	85014	O		164.71	164.71PF 3045186224	BGS GAS SERVICE
Total for Ck.# 85014							534.13		
201643-01	096	61010	061520	85015	O 0078 CRAW KAN TELEPHONE COOP		3,295.00	3,295.00PF Multiples	INTERNET SERVICE
201643-02	006	12590	061520	85015	O		445.52	445.52PF Multiples	PHONE SERVICE
201643-03	006	12610	061520	85015	O		1,280.87	1,280.87PF Multiples	PHONE SERVICE
201643-04	006	12560	061520	85015	O		278.45	278.45PF Multiples	PHONE SERVICE
201643-05	006	12460	061520	85015	O		502.31	502.31PF Multiples	PHONE SERVICE
201643-06	006	12540	061520	85015	O		445.52	445.52PF Multiples	PHONE SERVICE
201643-07	006	12580	061520	85015	O		332.27	332.27PF Multiples	PHONE SERVICE
201643-08	006	12570	061520	85015	O		293.17	293.17PF Multiples	PHONE SERVICE
Total for Ck.# 85015							6,873.11		
201536-01	096	51355	061520	85016	O 0787 DOLLAR GENERAL-REGIONS 410526		952.05	952.05PF Multiples	DISTRICT SUPPLIES
201562-01	096	51355	061520	85016	O		212.65	212.65PF 1000976658	GENERAL SUPPLIES
201612-01	006	14440	061520	85016	O		6.00	6.00PF 1000976379	FRAMES
201636-01	096	61140	061520	85016	O		26.90	26.90PF 1000977634	SUN SCREEN, BUG SPR
Total for Ck.# 85016							1,197.60		
201642-01	096	61403	061520	85017	O 1553 EVERGY		72.41	72.41PF Multiples	ELECTRIC SERVICE @
201642-02	096	61294	061520	85017	O		77.08	77.08PF Multiples	ELECTRIC SERVICE @
201642-03	096	61405	061520	85017	O		977.28	977.28PF Multiples	ELECTRIC SERVICE @
201642-04	096	61403	061520	85017	O		726.92	726.92PF Multiples	ELECTRIC SERVICE @
201642-05	096	61294	061520	85017	O		1,195.95	1,195.95PF Multiples	ELECTRIC SERVICE @
201642-06	096	61292	061520	85017	O		1,164.62	1,164.62PF Multiples	ELECTRIC SERVICE @
Total for Ck.# 85017							4,214.26		
201644-01	096	61361	061520	85018	O 1445 KANSAS GAS SERVICE		95.49	95.49PF 1158798 45	GAS SERVICE @ MDVIE
201641-01	006	12560	061520	85019	O 1240 TOUCHTONE COMMUNICATIONS		61.86	61.86PF 905452	PHONE SERVICE
201637-01	030	32400	061620	85020	O 5470 SEK INTERLOCAL #637		7,722.00	7,722.00PF JUNE CONTRIBUT	DISTRICT CONTRIBUTI
061120-01	096	61060	061720	85022	O 1235 AMAZON.COM CREDIT PLAN		94.12	94.12PF 8758630	HDMI CABLES
061320-01	096	61060	061720	85022	O		2,635.62	2,635.62PF 3421056	3 MACBK PROS & TECH
061720-01	096	61060	061720	85022	O		410.00	410.00PF 5104266	IPEVO CAMERA
201634-01	096	61140	061720	85022	O		329.97	329.97PF 201634	3 ROOFTOP BOXES
Total for Ck.# 85022							3,469.71		
201635-01	006	12440	061720	85023	O 9694 US POSTAL SERVICE		1,000.00	1,000.00PF ACCT 17653502	BOE MACHINE POSTAGE
201708-01	030	32405	061820	85024	O 5470 SEK INTERLOCAL #637		243,820.00	243,820.00PF PASS THRU	SPECIAL ED PASS THR
201704-01	006	12610	062220	85025	O 5085 CENTURYLINK/EMBARQ		50.18	50.18PF 420081654	PHONE SERVICE
201703-01	006	12620	062220	85026	O 6926 VERIZON WIRELESS		1,000.11	1,000.11PF 9856264049	CELL PHONE SERVICE
201703-02	096	61060	062220	85026	O		74.98	74.98PF 9856264049	TECHNOLOGY SUPPLIES
201707-01	006	12620	062220	85026	O		310.08	310.08PF 9856353979	CELL PHONE SERVICE
Total for Ck.# 85026							1,385.17		
201729-01	030	32400	062320	85027	O 5470 SEK INTERLOCAL #637		39,101.00	39,101.00PF FLO THRU	DISTRICT PAYMENT
000298-01	104	10512	062320	85028	O 0040 NEER SUSAN		457.00	457.00PF Multiples	SUMMER SCHOOL SUPPL
089820-01	090	48580	062320	85029	O 1214 THE MATH LEARNING CENTER		975.00	975.00PF 0425812	BRIDGES INTERVENTIO
089820-02	090	48580	062320	85029	O		68.25	68.25PF 0425812	FREIGHT
Total for Ck.# 85029							1,043.25		
089120-01	104	10512	062320	85030	O 0335 WALMART COMMUNITY/RFCSLLC		725.70	725.70PF Multiples	SUMMER SCHOOL SUPPL

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #			Paid No.		No. Name			Paid Typ	
089120-02	114	11401	062320	85030	O		52.24	52.24PF Multiples	SUMMER SCHOOL SUPPL
090120-01	104	10512	062320	85030	O		484.81	453.24PP Multiples	KRR SUMMER SUPPLIES
090120-02	114	11401	062320	85030	O		116.65	70.05PP Multiples	KRR SUMMER SUPPLIES
090320-01	090	48580	062320	85030	O		120.88	120.88PF Multiples	SUMMER SCHOOL SUPPL
090620-01	090	48580	062320	85030	O		125.05	125.05PF 061620	SUMMER SCHOOL SUPPL
201591-01	024	27950	062320	85030	O		51.25	51.25PF 052220	FOOD SUPPLIES
201645-01	096	51355	062320	85030	O		16.24	16.24PF 061120	OFFICE SUPPLIES
201665-01	096	61140	062320	85030	O		75.16	75.16PF 061020	BUS BARN SUPPLIES
Total for Ck.# 85030						1,689.81			
089020-01	104	10516	062320	85031	O 1641	BOOKNOOK	6,000.00	6,000.00PF 1212	KRR 19/20 BOOKNOOK
090220-01	114	11401	062320	85032	O 0787	DOLLAR GENERAL-REGIONS 410526	2.40	2.40PF 062220	KRR SUMMER SUPPLIES
089720-01	104	10510	062320	85033	O 1214	THE MATH LEARNING CENTER	3,900.00	3,900.00PF 0425777	BRIDGES INTERVENTIO
089720-02	104	10510	062320	85033	O		273.00	273.00PF 0425777	FREIGHT
Total for Ck.# 85033						4,173.00			
090120-01	104	10512	062320	85034	O 0335	WALMART COMMUNITY/RFCSLLC	484.81	31.57PF Multiples	KRR SUMMER SUPPLIES
090120-02	114	11401	062320	85034	O		116.65	46.60PF Multiples	KRR SUMMER SUPPLIES
Total for Ck.# 85034						78.17			
201683-01	096	51355	062320	85035	O 4005	ALL SEASONS FLORAL	270.00	270.00PF Multiples	DISTRICT SUPPLIES
201667-01	096	61140	062320	85036	O 4682	AMERICAN ELECTRIC COMPANY	120.00	120.00PF 5942-577485	MOLDED CASE CIRCUIT
201638-01	096	51355	062320	85037	O 0516	CINDY DEAN	25.35	25.35PF 061020	DISTRICT SUPPLIES
201657-01	026	30050	062320	85038	O 0278	CORNER STORE	170.72	170.72PF Multiples	TEACHER TRAINING FO
000024-01	096	51355	062320	85039	O 1395	GOINS LEWIS	1,170.00	1,170.00PF TUITION REIMBU	SPRING'20 3 HR TUIT
201668-01	006	22800	062320	85040	O 3935	KANSAS DRUG TESTING INC.	195.00	195.00PF 66287	RANDOM DRUG TESTING
201454-01	096	51355	062320	85041	O 1610	KOAM	935.00	935.00PF Multiples	KOAM SENIOR CLASS T
201669-01	096	61140	062320	85042	O 1639	KUNSEK CHAT & COAL, INC.	1,934.24	1,934.24PF 12883	RED BASEBALL DIRT,
201671-01	006	22800	062320	85043	O 2706	LABETTE HEALTH	17.00	17.00PF 520	FOLLOW UP DRUG SCRE
201670-01	096	61140	062320	85044	O 0909	LAWSON PRODUCTS	194.34	194.34PF Multiples	MAINTENANCE SUPPLIE
201670-02	096	61140	062320	85044	O		138.65	138.65PF Multiples	FILTERS
Total for Ck.# 85044						332.99			
201663-01	006	12450	062320	85045	O 2501	PAR FORMS CORPORATION	265.00	265.00PF 108250	10 BOXES # 10 ENVEL
201639-01	006	12500	062320	85046	O 0246	PARSONS SUN	1,150.00	1,150.00PF 60546	GRADUATION AD
201633-01	055	49550	062320	85047	O 2633	RYDIN DECAL	536.00	536.00PF 369473	20/21 PARKING TAGS
201674-01	096	61140	062320	85048	O 0302	SHERWIN WILLIAMS	385.70	385.70PF Multiples	PAINT
000296-01	096	51355	062320	85049	O 1156	SMITH STACY	2,340.00	2,340.00PF TUITION REIMBU	TUITION REIMBURSEME
201652-01	006	14440	062320	85050	O 2420	SUN GRAPHICS	800.00	800.00PF 0058052	GRADUATION PROGRAMS
083720-01	090	48580	062320	85051	O 3853	USI EDUCATION & GOVT SALES	989.76	989.76PF 0391407001018	LAMINATING FILM
084320-01	006	17750	062320	85052	O 1643	VOCABULARY SPELLING CITY	148.50	148.50PF 1505564	3RD YR SPELLING CIT
000297-01	006	22800	062320	85053	O 0935	WHITAKER STEVEN	55.00	55.00PF 061620	DRIVERS LICENSE REN
200091-01	096	61140	062420	85054	O 4167	ACE HARDWARE	349.01	39.38PF 286087	MAINTENANCE SUPPLIE
201673-01	096	61140	062420	85054	O		250.92	250.92PF Multiples	MAINTENANCE SUPPLIE
Total for Ck.# 85054						290.30			
201651-01	006	14440	062420	85055	O 4005	ALL SEASONS FLORAL	250.00	240.00PP 021807	GRADUATION PLANTS
201693-01	096	61140	062420	85056	O 1707	ALTAMONT BUILDER'S SUPPLY LLC	625.86	625.86PF 104318	MAINTENANCE SUPPLIE
201694-01	096	61140	062420	85057	O 9907	ARLAN COMPANY INC	231.26	231.26PF 12462	HERBICIDE
201688-01	096	61140	062420	85058	O 1443	B & L WATERWORKS SUPPLY, LLC	52.03	52.03PF 126935	PART
201690-01	096	61140	062420	85059	O 0024	BARTLETT CO-OP	.16	.16PF Multiples	BOLTS
201690-02	096	61140	062420	85059	O		60.00	60.00PF Multiples	FERTILIZER



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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 85013 - 99999

Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #			Paid No.		No. Name	Amount		Paid Typ	
Total for Ck.# 85059						60.16			
201689-01	096	61140	062420	85060	O 0026 BAUGHER EQUIPMENT INC.	340.50	340.50PF	2792799	MOWER PART
201611-01	096	61453	062420	85061	O 0299 BSN SPORTS	1,684.35	1,684.35PF	909272717	BOYS BASKETBALL EQU
201696-01	096	61140	062420	85062	O 6949 CDL ELECTRIC INC.	105.00	105.00PF	Multiples	MONITORING FEES
201706-01	096	61421	062420	85063	O 0060 CITY OF ALTAMONT	1,793.04	1,793.04PF	19/20 SPORTS	SECURITY AT LCHS EV
201685-01	006	22700	062420	85064	O 1597 ELECTROLIFE BATTERY COMPANY	846.20	846.20PF	25824060920083	BATTERIES
201686-01	006	22700	062420	85065	O 9486 HEAVY DUTY BUS PARTS, INC.	1,415.34	1,415.34PF	127968	BUS SEAT COVERS
201676-01	096	51365	062420	85066	O 0325 HUGO'S INDUSTRIAL SUPPLY, INC	839.85	839.85PF	Multiples	CUSTODIAL SUPPLIES
201675-01	016	20210	062420	85067	O 0161 JONES CHARLES D COMPANY	4,343.08	4,343.08PF	Multiples	WAREHOUSE FREEZER
201675-02	096	61140	062420	85067	O	512.62	512.62PF	Multiples	REFRIGERANT
201675-03	016	20210	062420	85067	O	3,116.11	3,116.11PF	Multiples	ROOFTOP UNITS AGS
201675-04	096	61140	062420	85067	O	103.90	103.90PF	Multiples	HVAC PARTS
201675-05	096	61140	062420	85067	O	209.49	209.49PF	Multiples	HVAC PARTS
201675-06	096	61140	062420	85067	O	469.59	469.59PF	Multiples	HVAC PARTS
201675-07	096	61140	062420	85067	O	365.06	365.06PF	Multiples	REFRIGERANT
201675-08	096	61140	062420	85067	O	500.98	500.98PF	Multiples	CONDENSER FAN MOTOR
201675-09	096	61140	062420	85067	O	112.75	112.75PF	Multiples	SUVA CYLINDER
Total for Ck.# 85067						9,733.58			
201728-01	096	61020	062420	85068	O 1408 LABETTE COUNTY HEALTH DEPT.	1,190.00	1,190.00PF	06-01-20	MAR APRIL MAY NURSI
201684-01	096	61140	062420	85069	O 0830 LABETTE HARDWARE	785.43	785.43PF	Multiples	MAINTENANCE SUPPLIE
201727-01	096	61020	062420	85069	O	598.00	598.00PF	2006-057268	IMPACT WRENCH
Total for Ck.# 85069						1,383.43			
201687-01	096	61140	062420	85070	O 1118 MCMASTER-CARR	423.08	423.08PF	40544968	DOOR TOUCH BAR
201682-01	006	22700	062420	85071	O 0210 NAPA/GENUINE PARTS CO.-KC	303.13	303.13PF	Multiples	PARTS
201681-01	006	22700	062420	85072	O 0030 O'REILLY AUTO PARTS	1,051.62	1,051.62PF	Multiples	PARTS
089620-01	104	10510	062420	85073	O 4631 RENAISSANCE LEARNING, INC.	240.00	240.00PF	5163886-200847	KRR STAR MATH W/FRE
089620-02	104	10510	062420	85073	O	2,216.50	2,216.50PF	5163886-200847	KRR AR SUBSCRIPTION
089620-03	104	10510	062420	85073	O	750.00	750.00PF	5163886-200847	KRR PRODUCT PLATFOR
Total for Ck.# 85073						3,206.50			
201702-01	096	61140	062420	85074	O 2174 S & S LUMBER	4,349.22	4,349.22PF	Multiples	MAINTENANCE SUPPLIE
201692-01	096	51355	062420	85075	O 1108 SAM'S CLUB/SYNCHRONY BANK	100.00	100.00PF	3410832544266	MEMBERSHIP RENEWAL
201691-01	006	22700	062420	85076	O 9681 SUMMIT TRUCK GROUP	882.50	882.50PF	150166474	PARTS, SUPPLIES
201680-01	096	61140	062420	85077	O 0867 T.H. ROGERS PARSONS STORE #19	125.82	125.82PF	Multiples	ADHESIVE
201680-02	096	61140	062420	85077	O	20.07	20.07PF	Multiples	LUMBER
Total for Ck.# 85077						145.89			
201679-01	096	61140	062420	85078	O 1612 TAYLOR CRANE & RIGGING	2,184.00	2,184.00PF	0052968-IN	CRANE
201677-01	096	51365	062420	85079	O 1092 UNIFIRST CORPORATION	1,105.12	1,105.12PF	Multiples	UNIFORMS, CUSTODIAL
074320-01	026	30050	062420	85080	O 1739 VISA	95.10	95.00PF	CARD 5988	MATH CONFERENCE S R
079420-01	006	13600	062420	85080	O	181.33	181.33PF	CARD 2120	BGS SCIENCE SUPPLIE
081020-01	006	17750	062420	85080	O	259.32	21.56PF	CARD 2126	BGS AMAZON LINK BOO
082820-01	006	17750	062420	85080	O	1,139.02	1,139.02PF	CARD 3553	M VIEW AMAZON LINK
083820-01	090	48580	062420	85080	O	301.05	289.05PF	CARD 3553	CRICUT MACHINE & SU
085220-01	090	48580	062420	85080	O	338.80	338.80PF	CARD 0542	CL BOOKS FOR 7 NEW
087620-01	006	13650	062420	85080	O	175.37	175.37PF	CARD 2126	EGS SCIENCE SUPPLIE
089220-01	090	48580	062420	85080	O	54.12	54.12PF	CARD 3553	SUMMER SCHOOL SUPPL
090420-01	090	48580	062420	85080	O	166.25	166.25PF	CARD 3553	SUMMER SCHOOL ART S
090520-01	090	48580	062420	85080	O	33.74	33.74PF	CARD 3553	SUMMER SCHOOL SUPPL
201550-01	006	13850	062420	85080	O	7.34	7.34PF	CARD 6531	KEY TAGS

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay	Invoice	Description
Order #			Paid No.		No. Name	Amount		Typ		
201647-01	006	13850	062420	85080	O		400.00	14.41PP	CARD 6531	LC SUPPLIES
201705-01	096	61425	062420	85080	O		85.00	85.00PF	CARD 6531	KSHSAA COACHES SCHO
Total for Ck.# 85080						2,600.99				
201023-01	034	44150	062420	85081	O 9824 ATLAS STEEL		450.00	86.80PF	1019054	WELDING CONTEST MET
201385-01	034	44150	062420	85081	O		700.00	29.80PF	1019054	METAL FOR STUDENT P
201395-01	034	43500	062420	85081	O		290.00	13.78PF	1019054	WELDING METAL
201610-01	034	44150	062420	85081	O		2,100.00	55.38PP	1019054	WELDING METAL
Total for Ck.# 85081						185.76				
201628-01	034	44150	062420	85082	O 0024 BARTLETT CO-OP		108.35	108.35PF	Multiples	FEED FOR CATTLE
201659-01	034	44150	062420	85082	O		210.75	210.75PF	Multiples	FEED FOR CATTLE
Total for Ck.# 85082						319.10				
201661-01	034	44150	062420	85083	O 3696 COFFEYVILLE FEED & FARM		35.50	35.50PF	770335	MINERAL FOR CATTLE
089920-01	096	61060	062420	85084	O 3425 GREENBUSH		3,280.50	3,280.50PF	148640	XELLO CAREER CRUISE
201654-01	006	14440	062420	85085	O 1374 KESLER PHOTOGRAPHY		24.99	24.99PF	Multiples	PICTURES
087720-01	006	13650	062420	85086	O 0196 MCCARTY OFFICE MACHINES		400.00	400.00PF	P78623-00	CONFERENCE TABLE &
087720-02	006	17050	062420	85086	O		972.53	972.53PF	P78623-00	PTO REIMBURSED TABL
Total for Ck.# 85086						1,372.53				
201627-01	034	44150	062420	85087	O 2729 REGIONAL VETERINARY SERVICE		186.00	186.00PF	224046	CATTLE WORK
201660-01	034	44150	062420	85087	O		232.50	232.50PF	224444	VACCINE/MEDICINE FO
Total for Ck.# 85087						418.50				
050720-01	096	61449	062420	85088	O 0285 SCHOOL SPECIALTY		165.28	165.28PF	208125266821	BGS/EGS COOP VB KNE
054820-02	096	61449	062420	85088	O		61.98	61.98PF	208125266699	M VIEW VOLLEYBALL K
072320-01	006	13550	062420	85088	O		1,637.59	3.16PP	208125226632	AGS COOP GENRAL SUP
079120-01	006	13600	062420	85088	O		2,495.26	156.62PP	Multiples	BGS COOP GENERAL SU
081620-02	006	13750	062420	85088	O		3,516.00	92.20PP	Multiples	M VAL GENERAL SUPPL
087220-01	006	13650	062420	85088	O		2,422.98	12.21PP	208125237790	EGS GEN SUPPLIES CO
088820-01	007	78001	062420	85088	O		1,188.00	1,188.00PF	208125205964	12 INFRARED THERMOM
Total for Ck.# 85088						1,679.45				
201666-01	096	61140	062420	85089	O 4689 VISA		150.00	42.15PP	Multiples	SUPPLIES
201678-01	096	61140	062420	85089	O		47.54	47.54PF	CARD 4486	RUG DOCTOR PARTS
Total for Ck.# 85089						89.69				
201646-01	006	14440	062420	85090	O 0355 JOSTENS, INC.		42.00	42.00PF	Multiples	3 DIPLOMAS
201651-01	006	14440	062420	85090	O		250.00	2.65PP	24790711	GRADUATION DIPLOMAS
Total for Ck.# 85090						44.65				
079120-01	006	13600	062420	85091	O 0285 SCHOOL SPECIALTY		2,495.26	31.34PP	208125233013	BGS COOP GENERAL SU
080220-01	006	13700	062420	85091	O		3,113.11	7.21PF	208125233013	M VIEW COOP GEN SUP
Total for Ck.# 85091						38.55				
201733-01	024	27900	062520	85092	O 1319 F & A FOOD SALES		389.85	389.85PF	Multiples	NON FOOD SUPPLIES
201733-02	024	27950	062520	85092	O		16,457.74	16,457.74PF	Multiples	FOOD SUPPLIES
Total for Ck.# 85092						16,847.59				
201734-01	024	27900	062520	85093	O 5269 GRAVES MENU MAKER FOODS		353.37	353.37PF	Multiples	NON FOOD SUPPLIES
201734-02	024	27950	062520	85093	O		2,299.49	2,299.49PF	Multiples	FOOD SUPPLIES
Total for Ck.# 85093						2,652.86				
201732-01	024	27950	062520	85094	O 0147 HILAND DAIRY		4,624.69	4,624.69PF	Multiples	FOOD SUPPLIES
201735-01	024	27900	062520	85095	O 0205 MARRONE'S INC		773.33	773.33PF	Multiples	NON FOOD SUPPLIES
201735-02	024	27950	062520	85095	O		7,196.67	7,196.67PF	Multiples	FOOD SUPPLIES

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #		Paid No.			No. Name	Amount		Paid Typ	
Total for Ck.# 85095						7,970.00			
000301-02	104	10507	062520	85096	O 0040 NEER SUSAN	59.80	59.80	PF SUMMER MILEAGE	SUMMER SCHOOL MILEA
000300-01	104	10512	062520	85097	O 0264 RHODES JOYCE	776.56	776.56	PF Multiples	SUMMER SCHOOL SUPPL
000302-01	104	10507	062520	85097	O	105.23	105.23	PF SUMMER MILEAGE	SUMMER SCHOOL MILEA
Total for Ck.# 85097						881.79			
201731-01	104	10506	062520	85098	O 0409 USD 506	4,830.00	4,830.00	PF S SCHOOL TRANS	SUMMER KRR TRANSPOR
000299-02	104	10507	062520	85099	O 0459 WOOD NICOLE	64.40	64.40	PF SUMMER MILEAGE	SUMMER SCHOOL MILEA
000304-01	104	10510	062920	85100	O 0264 RHODES JOYCE	1,340.19	1,340.19	PF 062520	KRR SUPPLIES
090720-01	104	10510	062920	85101	O 1739 VISA	1,000.51	1,000.51	PF Multiples	SUMMER SCHOOL SUPPL
000305-01	104	10506	062920	85102	O 1516 WILSON, LINDSEY	216.20	216.20	PF MILEAGE	SUMMER SCHOOL MILEA
000306-01	104	10511	062920	85102	O	429.37	429.37	PF 062520	KRR BOOKS
000307-01	104	10510	062920	85102	O	1,157.30	1,157.30	PF Multiples	KRR SUMMER SCHOOL S
Total for Ck.# 85102						1,802.87			
000308-01	104	10511	062920	85103	O 1516 WILSON, LINDSEY	318.29	318.29	PF 062920	KRR BOOKS
Total						449,469.50	428,826.06		

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SUMMARY BY CHECK STATUS

Type	Order Amount	Amount Paid
0	449,469.50	428,826.06

SUMMARY BY FUND (O/R)

006	GENERAL FUND	16,659.57
007	ESSERF	1,188.00
016	CAPITAL OUTLAY FUND	7,459.19
024	FOOD SERVICE FUND	32,146.39
026	INSERVICE FUND	265.72
030	SPECIAL EDUCATION FUND	290,643.00
034	VOCATIONAL EDUCATION FUND	958.86
055	STD.MAT.REVOLVE/TEXTBOOK RENT	536.00
090	TITLE VII INDIAN ED	3,160.90
096	LOCAL OPTION BUDGET FUND	50,292.28
104	KRR 2019-2020	25,344.86
114	KRR ITEMS	171.29

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #			Paid No.		No. Name	Amount		Paid Typ	
201730-01	016	20200	063020	85122	O 1645 JIM MANLEY	1,500.00	1,500.00	PF SCR N PRNT	SCREEN PRINTING MAC
100006-01	026	30050	070620	85123	O 1304 BLACKWELL TONY	28.12	28.12	PF 070120	BUDGET WORKSHOP MEA
200158-01	096	04096	070620	85124	O 3425 GREENBUSH	17,100.00	1,425.00	PF 141595	19/20 PAYROLL
210000-01	096	61453	070620	85125	O 9568 HUDL	800.00	800.00	PF INV00864966	VB HUDL ASSIST 20/2
210002-01	096	61060	070620	85126	O 1195 ILLUMINATE EDUCATION	7,500.00	7,500.00	PF INV0000046581	FASTBRIDGE TESTING
083920-01	090	04090	070620	85127	O 1642 KCAV	5,448.47	5,448.47	PF 5277	VARIQUEST PRINTER
061420-01	096	04096	070620	85128	O 0196 MCCARTY OFFICE MACHINES	4,995.00	4,700.00	PP P76880-00	COPIER SUPPLIES IR
061520-01	096	04096	070620	85128	O	9,000.00	9,000.00	PF P79001-00	2 CANON C5550I Y1 F
061520-02	096	04096	070620	85128	O	3,000.00	3,000.00	PF P79001-00	1 CANON C5535I Y 1
Total for Ck.# 85128						16,700.00			
201710-01	006	04006	070620	85129	O 1075 MF ATHLETIC	1,275.00	1,275.00	PF INV133069	BANDS FOR WEIGHT RO
082520-02	006	04006	070620	85130	O 1534 RESOURCES FOR EDUCATORS	258.50	258.50	PF 2695468RNS	HOME & SCHOOL CONNE
100001-01	096	51355	070620	85131	O 1352 SHARP MARY	1,146.00	1,146.00	PF 3 HRS SUMMER	3 HRS TUITION
000303-01	024	04024	070620	85132	O 4152 TUCKER GAIL	32.33	32.33	PF 061020	SPECIAL DIET FOOD
201664-01	016	04016	070620	85133	O 1093 WRAY ROOFING	212,985.00	212,985.00	PF 26305	ALTAMONT GRADE ROOF
210013-01	096	61140	070720	85134	O 4167 ACE HARDWARE	270.76	270.76	PF Multiples	MAINTENANCE SUPPLIE
210006-01	006	14440	070720	85135	O 1295 ACT	18.00	18.00	PF 139627	2 ACT ASPIRE TESTS
210016-01	096	61140	070720	85136	O 1707 ALTAMONT BUILDER'S SUPPLY LLC	605.09	605.09	PF 104806	MAINTENANCE SUPPLIE
210007-01	006	17050	070720	85137	O 1225 ALTAMONT GRADE SCHOOL	200.00	200.00	PF NEW LIFE DONAT	NEW LIFE CLOTHING D
210017-01	096	61140	070720	85138	O 4682 AMERICAN ELECTRIC COMPANY	71.85	71.85	PF 5942-577891	CIRCUIT BREAKERS
201701-01	096	04096	070720	85139	O 0325 HUGO'S INDUSTRIAL SUPPLY, INC	1,000.00	587.36	PP Multiples	CUSTODIAL SUPPLIES
201698-01	096	04096	070720	85140	O 0161 JONES CHARLES D COMPANY	1,500.00	1,500.00	PF Multiples	HVAC PARTS
210022-01	096	61140	070720	85140	O	224.10	224.10	PF Multiples	HAIL GUARD KIT
210022-02	096	61140	070720	85140	O	4,185.58	4,185.58	PF Multiples	HVAC PARTS, SUPPLIE
Total for Ck.# 85140						5,909.68			
210019-01	096	61140	070720	85141	O 0830 LABETTE HARDWARE	1,231.02	1,231.02	PF Multiples	MAINTENANCE SUPPLIE
210020-01	006	22700	070720	85142	O 1484 MIKE CARPINO FORD PARSONS	45.84	45.84	PF 100910	MOTOR AND PUMP
201699-01	006	04006	070720	85143	O 0030 O'REILLY AUTO PARTS	1,500.00	1,019.54	PP Multiples	PARTS
100008-01	006	22800	070720	85144	O 0882 PENROD JUDI	46.75	46.75	PF 070620	CDL RENEWAL
210009-01	006	12440	070720	85145	O 0261 POSTMASTER	120.00	120.00	PF BOS 189 YRLY F	PO BOX 189 YEARLY F
201737-01	100	04100	070720	85146	O 0166 RETAILERS' SALES TAX	176.69	176.69	PF JUNE SALES TX	JUNE SALES TAX
210018-01	016	20360	070720	85147	O 1331 S & L REFRIGERATION	15,167.32	15,167.32	PF 581	AIR DUCTS, ROOF CUR
100007-01	006	22800	070720	85148	O 0949 SANDUSKY, JOHNNY	87.50	87.50	PF 070120	DOT PHYSICAL
210021-01	006	22700	070720	85149	O 9681 SUMMIT TRUCK GROUP	61.96	61.96	PF PARTS	PARTS
210015-01	096	61140	070720	85150	O 0928 TRIPLE S PUMPING	3,480.00	3,480.00	PF 707	PUMPING, LIME
201697-01	096	04096	070720	85151	O 1092 UNIFIRST CORPORATION	983.80	983.80	PF Multiples	UNIFORMS, CUSTODIAL
210014-01	096	51365	070720	85151	O	630.41	630.41	PF Multiples	UNIFORMS, CUSTODIAL
Total for Ck.# 85151						1,614.21			
210004-01	055	49500	070720	85152	O 0087 CASH	55.00	55.00	PF ENROLLMNT CHA	AGS ENROLLMENT CHAN
210004-02	055	49500	070720	85152	O	55.00	55.00	PF ENROLLMNT CHA	BGS ENROLLMENT CHAN
210004-03	055	49500	070720	85152	O	55.00	55.00	PF ENROLLMNT CHA	EGS ENROLLMENT CHAN
210004-04	055	49500	070720	85152	O	55.00	55.00	PF ENROLLMNT CHA	M VIEW ENROLLMENT C
210004-05	055	49500	070720	85152	O	55.00	55.00	PF ENROLLMNT CHA	M VALLEY ENROLLMENT
210004-06	055	49550	070720	85152	O	200.00	200.00	PF ENROLLMNT CHA	LC ENROLLMENT CHANG
Total for Ck.# 85152						475.00			
201540-01	006	04006	070720	85153	O 0118 FOLLETT SCHOOL SOLUTIONS	159.23	71.39	PP 702830	LC LIBRARY BOOKS/ L
201619-01	024	04024	070720	85154	O 5269 GRAVES MENU MAKER FOODS	200.00	102.92	PP 790481	SUMMER NON FOOD SUP

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #			Paid No.		No. Name		Amount	Paid Typ	
201619-02	024	04024	070720	85154	O		700.00	625.63PP 790481	SUMMER FOOD SUPPLIE
					Total for Ck.# 85154		728.55		
201700-01	006	04006	070720	85155	O 0210 NAPA/GENUINE PARTS CO.-KC		1,000.00	566.05PP Multiples	PARTS
087220-01	006	04006	070720	85156	O 0285 SCHOOL SPECIALTY		2,422.98	14.55PP 208125311265	EGS GEN SUPPLIES CO
210003-01	006	12450	070720	85157	O 0334 USD 506 PETTY CASH		1,000.00	1,000.00PF 20/21 PC	RE-ESTABLISH PETTY
210033-01	096	51355	070820	85158	O 1604 ASSEL GRANT SERVICES		1,730.00	1,730.00PF 2106	GRANT SERVICES
210027-01	096	61140	070820	85159	O 0024 BARTLETT CO-OP		150.00	150.00PF Multiples	WEED KILLER
210027-02	096	61140	070820	85159	O		60.00	60.00PF Multiples	FERTILIZER
					Total for Ck.# 85159		210.00		
201411-01	096	04096	070820	85160	O 0299 BSN SPORTS		829.26	829.26PF 909334489	VOLLEYBALL JACKETS
210023-01	096	61140	070820	85161	O 0911 CINTAS FIRE 636525		4,841.46	4,841.46PF Multiples	KITCHEN SYSTEM INSP
100009-01	024	27900	070820	85162	O 0359 COFFEY KENDRA		7.90	7.90PF 100694	MILK COOLER THERMOM
210028-01	006	17750	070820	85163	O 1361 DR. DIANE WATKINS		6,910.40	6,910.40PF 0608-0612 PD	8 DAYS PROFESSIONAL
201617-01	024	04024	070820	85164	O 1319 F & A FOOD SALES		175.00	175.00PF Multiples	SUMMER FOODSERVICE
201617-02	024	04024	070820	85164	O		8,325.00	6,936.58PP Multiples	SUMMER FOODSERVICE
210037-01	024	27900	070820	85164	O		43.72	43.72PF 2201523	KITCHEN SUPPLIES
					Total for Ck.# 85164		7,155.30		
210026-01	096	61140	070820	85165	O 4289 FASTENAL		461.87	461.87PF Multiples	PIPE THREAD DIES
210026-02	096	61140	070820	85165	O		650.00	650.00PF Multiples	DISPOSABLE MASKS
					Total for Ck.# 85165		1,111.87		
210030-01	096	61060	070820	85166	O 9888 FES		4,678.00	4,678.00PF INV011437	SOCS WEB HOSTING
210030-02	096	61060	070820	85166	O		200.00	200.00PF INV011437	MOBILE APP
					Total for Ck.# 85166		4,878.00		
210031-01	016	20370	070820	85167	O 1432 HECKMAN BRUENING & KING, LLC		2,553.48	2,553.48PF 1083	EGS CODE FOOTPRINT
201620-01	024	04024	070820	85168	O 0147 HILAND DAIRY		4,500.00	1,796.06PP Multiples	FOOD SUPPLIES
210034-01	024	27950	070820	85168	O		434.69	434.69PF Multiples	FOOD SUPPLIES
					Total for Ck.# 85168		2,230.75		
210032-01	016	20360	070820	85169	O 0183 LABETTE BANK		34,227.07	34,227.07PF LOAN57733 FINA	TEMP CONTROLS FINAL
210024-01	096	51365	070820	85170	O 0622 LANKFORD ENTERPRISES INC		2,100.00	2,100.00PF 20156	REFINISH GYM FLOOR
210025-01	096	61140	070820	85171	O 0909 LAWSON PRODUCTS		41.98	41.98PF 9307695107	PARTS
201618-01	024	04024	070820	85172	O 0205 MARRONE'S INC		800.00	118.91PP Multiples	SUMMER FOODSERVICE
201618-02	024	04024	070820	85172	O		4,700.00	1,101.90PP Multiples	SUMMER FOODSERVICE
210035-01	024	27900	070820	85172	O		12.50	12.50PF Multiples	KITCHEN SUPPLIES
210035-02	024	27950	070820	85172	O		453.67	453.67PF Multiples	FOOD SUPPLIES
					Total for Ck.# 85172		1,686.98		
210044-01	006	13120	070820	85173	O 0418 ACCIDENT FUND		64,063.00	64,063.00PF WCV61016920601	WORKERS COMP RENEWA
210053-01	096	61367	070820	85174	O 0327 ATMOS ENERGY		124.79	124.79PF Multiples	GAS SERVICE @ MDVAL
210053-02	096	61359	070820	85174	O		126.85	126.85PF Multiples	GAS SERVICE @ EGS
210053-03	096	61369	070820	85174	O		118.44	118.44PF Multiples	GAS SERVICE @ BGS
					Total for Ck.# 85174		370.08		
201711-01	006	04006	070820	85175	O 0299 BSN SPORTS		3,222.57	254.49PP 909326018	WEIGHT EQUIPMENT
210043-01	096	51355	070820	85176	O 0516 CINDY DEAN		26.44	26.44PF 070620	REIMB OF GENERAL SU
210057-01	006	15860	070820	85177	O 0060 CITY OF ALTAMONT		355.37	355.34PF Multiples	UTILITIES
210057-02	096	61290	070820	85177	O		5,549.95	5,549.95PF Multiples	UTILITIES
210057-03	006	15300	070820	85177	O		227.97	227.97PF Multiples	UTILITIES
210057-04	006	14950	070820	85177	O		155.11	155.11PF Multiples	UTILITIES
210057-05	034	45150	070820	85177	O		164.43	164.43PF Multiples	UTILITIES

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Purchase FND Order #	SACCT	Date Paid	Check No.	Sts	Vendor Name	Order Amount	Amount Pay Paid	Invoice Type	Description
210057-06	034	45050	070820	85177	O	2,567.89	2,567.89	PF Multiples	UTILITIES
210057-07	034	45000	070820	85177	O	105.48	105.48	PF Multiples	UTILITIES
210057-08	034	44950	070820	85177	O	71.77	71.77	PF Multiples	UTILITIES
210057-09	006	23100	070820	85177	O	10.61	10.61	PF Multiples	UTILITIES
210057-10	096	61407	070820	85177	O	165.67	165.67	PF Multiples	UTILITIES
210057-11	006	22950	070820	85177	O	6.81	6.81	PF Multiples	UTILITIES
210057-12	096	61365	070820	85177	O	4.63	4.63	PF Multiples	UTILITIES
210057-13	006	15000	070820	85177	O	16.68	16.68	PF Multiples	UTILITIES
210057-14	096	61296	070820	85177	O	162.99	162.99	PF Multiples	UTILITIES
210057-15	006	15800	070820	85177	O	66.24	66.24	PF Multiples	UTILITIES
210057-16	096	61357	070820	85177	O	35.06	35.06	PF Multiples	UTILITIES
210057-17	096	61371	070820	85177	O	31.69	31.69	PF Multiples	UTILITIES
210057-18	006	15050	070820	85177	O	375.11	375.11	PF Multiples	UTILITIES
210057-19	096	61401	070820	85177	O	935.42	935.42	PF Multiples	UTILITIES
210057-20	006	15810	070820	85177	O	156.34	156.34	PF Multiples	UTILITIES
210058-01	006	15860	070820	85177	O	66.21	66.24	PF Multiples	UTILITIES
210058-02	096	61290	070820	85177	O	106.87	106.87	PF Multiples	UTILITIES
210058-03	006	15300	070820	85177	O	48.73	48.73	PF Multiples	UTILITIES
210058-04	006	14950	070820	85177	O	81.17	81.17	PF Multiples	UTILITIES
210058-05	096	61290	070820	85177	O	172.99	172.99	PF Multiples	UTILITIES
210058-06	006	15300	070820	85177	O	16.65	16.65	PF Multiples	UTILITIES
210058-07	006	15860	070820	85177	O	26.24	26.24	PF Multiples	UTILITIES
210058-08	034	44500	070820	85177	O	8.10	8.10	PF Multiples	UTILITIES
Total for Ck.# 85177						11,692.18			
210046-01	006	15100	070820	85178	O 0061 CITY OF BARTLETT	34.00	34.00	PF ACCT 77	WATER SERVICE @ BGS
210046-02	006	15820	070820	85178	O	150.00	150.00	PF ACCT 77	SEWER SERVICE @ BGS
Total for Ck.# 85178						184.00			
210049-01	006	15150	070820	85179	O 0062 CITY OF EDNA	37.00	37.00	PF 225	WATER SERVICE @ EGS
210049-02	006	15830	070820	85179	O	315.00	315.00	PF 225	SEWER/TRASH SERVICE
Total for Ck.# 85179						352.00			
210047-01	006	15250	070820	85180	O 0063 CITY OF MOUND VALLEY	89.75	89.75	PF Multiples	WATER SERVICE @ MDV
210047-02	006	15850	070820	85180	O	150.00	150.00	PF Multiples	SEWER SERVICE @ MDV
Total for Ck.# 85180						239.75			
210048-01	006	15200	070820	85181	O 0064 CITY OF PARSONS	52.62	52.62	PF 05-0133-00	WATER SERVICE @ MDV
210055-01	096	61369	070820	85182	O 1575 CONSTELLATION	41.32	41.32	PF 2932739	BGS GAS SERVICE
210055-02	096	61359	070820	85182	O	40.93	40.93	PF 2932739	EGS GAS SERVICE
210055-03	096	61367	070820	85182	O	34.34	34.34	PF 2932739	MDVALLEY GAS SERVIC
Total for Ck.# 85182						116.59			
210052-01	096	61403	070820	85183	O 1553 EVERGY	228.96	228.96	PF Multiples	ELECTRIC SERVICE @
210052-02	096	61405	070820	85183	O	1,622.63	1,622.63	PF Multiples	ELECTRIC SERVICE @
210052-03	096	61403	070820	85183	O	1,212.64	1,212.64	PF Multiples	ELECTRIC SERVICE @
210052-04	096	61294	070820	85183	O	2,393.95	2,393.95	PF Multiples	ELECTRIC SERVICE @
210052-05	096	61292	070820	85183	O	1,989.57	1,989.57	PF Multiples	ELECTRIC SERVICE @
Total for Ck.# 85183						7,447.75			
210042-01	096	51355	070820	85184	O 2711 GOOD NEWS	179.64	179.64	PF Multiples	DRIVERS JOB FAIR AD
210051-01	006	15820	070820	85185	O 6727 GREEN ENVIRONMENTAL SVCS	300.98	300.98	PF Multiples	TRASH SERVICE @ BGS
210051-02	006	15840	070820	85185	O	325.99	325.99	PF Multiples	TRASH SERVICE @ MDV

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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

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Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay	Invoice	Description
Order #			Paid No.		No. Name	Amount		Paid	Typ	
Total for Ck.# 85185						626.97				
210041-01	096	51355	070820	85186	O 1341 INDEPENDENCE DAILY REPORTER	330.00		330.00	PF 06/30/2020	BUS DRIVER CLASSIFI
210038-01	096	51355	070820	85187	O 0009 LABETTE AVENUE	100.00		100.00	PF 06/30/20	BUS DRIVER CLASSIFI
210045-01	096	51355	070820	85188	O 1648 LAEL CREATIVE DESIGNS	77.00		77.00	PF 070620	GENERAL SUPPLIES
210039-01	096	51355	070820	85189	O 1409 MCANANY VAN CLEAVE & PHILLIPS	349.50		349.50	PF Multiples	LEGAL SERVICES
210040-01	006	12500	070820	85190	O 0246 PARSONS SUN	500.00		500.00	PF 206628	LC FAIR BOOK AD
210050-01	006	15840	070820	85191	O 9891 REPUBLIC SERVICES	294.58		294.58	PF 037600412320	TRASH SERVICE @ MDV
210054-01	096	61010	070920	85192	O 0078 CRAW KAN TELEPHONE COOP	3,295.00		3,295.00	PF Multiples	INTERNET SERVICE
210054-02	006	12590	070920	85192	O	462.64		462.64	PF Multiples	PHONE SERVICE
210054-03	006	12610	070920	85192	O	1,330.09		1,330.09	PF Multiples	PHONE SERVICE
210054-04	006	12560	070920	85192	O	346.98		346.98	PF Multiples	PHONE SERVICE
210054-05	006	12460	070920	85192	O	519.43		519.43	PF Multiples	PHONE SERVICE
210054-06	006	12540	070920	85192	O	404.81		404.81	PF Multiples	PHONE SERVICE
210054-07	006	12580	070920	85192	O	338.56		338.56	PF Multiples	PHONE SERVICE
210054-08	006	12570	070920	85192	O	298.62		298.62	PF Multiples	PHONE SERVICE
Total for Ck.# 85192						6,996.13				
201378-01	096	04096	070920	85193	O 5714 RIDDELL ALL AMERICAN	2,430.95		2,430.95	PF 60406919	6 FOOTBALL SPEEDFLE
210059-01	096	61140	070920	85194	O 2174 S & S LUMBER	4,631.72		4,631.72	PF Multiples	LUMBER, SHEETROCK,
000321-01	007	78001	070920	85195	O 1649 PRG PROFESSIONAL	3,745.00		3,745.00	PF 0003/21	24 PLEXIGLASS SHIEL
210056-01	096	61453	070920	85196	O 5714 RIDDELL ALL AMERICAN	30.00		30.00	PF 60406919	BALANCE OBY HELMET
Total						489,576.77		458,272.37		



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MAPP2  
LIST OF WARRANTS

PAGE 5

UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 85122 - 99999

SUMMARY BY CHECK STATUS

Type	Order Amount	Amount Paid
0	489,576.77	458,272.37

SUMMARY BY FUND (O/R)

006	GENERAL FUND	83,573.26
007	ESSERF	3,745.00
016	CAPITAL OUTLAY FUND	266,432.87
024	FOOD SERVICE FUND	11,841.81
026	INSERVICE FUND	28.12
034	VOCATIONAL EDUCATION FUND	2,917.67
055	STD.MAT.REVOLVE/TEXTBOOK RENT	475.00
090	TITLE VII INDIAN ED	5,448.47
096	LOCAL OPTION BUDGET FUND	83,633.48
100	SALES TAX	176.69

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MAPP2  
REVENUE/EXPENSE/BALANCE BY FUND

PAGE 1

USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 07/01/20 BUDGET YEAR 20 FOR ALL FUNDS

FUND	NAME	BEGINNING		PREV. YEAR	CURR. YEAR	PREV. & CURR.	(PREV. YEAR	ENDING
		CASH BALANCE	+REVENUES	-PO EXPENSES	-EXPENSES	=CASH BALANCE	-ENCUMBRANCES CANCEL. PO'S)	=CASH BALANCE
010	YEARBOOK	10,547.71	10,512.57	.00	9,996.32	11,063.96	.00	11,063.96
011	LCHS GATE RECEI	3,648.51	72,977.21	.00	65,658.09	10,967.63	.00	10,967.63
012	ART CLUB	984.79	76.00	.00	337.50	723.29	.00	723.29
013	BAND	9,771.87	13,677.34	.00	16,550.07	6,899.14	.00	6,899.14
014	CHESS CLUB	710.27	72.00	.00	.00	782.27	.00	782.27
015	SOFTBALL	100.22	509.31	.00	133.72	475.81	.00	475.81
016	F.B.L.A.	1,957.10	1,252.70	.00	1,019.73	2,190.07	.00	2,190.07
017	FELLOWSHIP CHRI	955.00	83.37	.00	121.00	917.37	.00	917.37
018	FFA	8,561.54	28,912.75	.00	30,327.81	7,146.48	664.91	6,481.57
019	FCCLA	654.62	1,235.00	.00	1,404.54	485.08	.00	485.08
020	LC FLAG CORP	18.69	.00	.00	.00	18.69	.00	18.69
024	L-CLUB	34.00	.00	.00	.00	34.00	.00	34.00
025	GLOBAL EXPEDITI	370.34	174.72	.00	124.74	420.32	.00	420.32
026	LIBRARY CLUB	1,176.36	8,570.12	.00	8,028.07	1,718.41	.00	1,718.41
027	MUSIC CHORUS	1,926.20	588.33	.00	1,332.87	1,181.66	.00	1,181.66
028	HOSA/HEALTH SCI	2,152.46	2,732.50	.00	1,916.50	2,968.46	.00	2,968.46
030	SADD	175.91	299.68	.00	125.87	349.72	.00	349.72
032	MATH CLUB	1,098.44	2,962.96	.00	2,248.98	1,812.42	.00	1,812.42
033	GIRLS SWIM TEAM	374.13	612.00	.00	36.00	950.13	.00	950.13
035	LCHS FOOTBALL	1,250.28	6,662.00	.00	7,482.98	429.30	.00	429.30
036	TRI M	9.98	.00	.00	.00	9.98	.00	9.98
039	LC CHEERLEADERS	774.00	5,476.34	.00	3,036.66	3,213.68	.00	3,213.68
040	STUDENT COUNCIL	1,314.16	648.92	.00	.00	1,963.08	.00	1,963.08
041	MOONBUGGY/WOOD	3,112.47	.00	.00	.00	3,112.47	.00	3,112.47
042	TEACHER'S ACTIV	1,522.92	676.44	.00	1,930.00	269.36	.00	269.36
044	SKILLS	4,458.29	8,030.09	.00	6,076.72	6,411.66	.00	6,411.66
045	LC TENNIS	80.81	1,033.00	.00	960.60	153.21	.00	153.21
046	KAYS	1,261.50	80.00	.00	344.63	996.87	.00	996.87
047	LC BOY/GIRL BAS	56.70	1,497.01	.00	1,428.10	125.61	.00	125.61
049	INTRNL THESPIAN	10,355.82	25,338.59	.00	31,269.88	4,424.53	700.00	3,724.53
050	HONOR SOCIETY	1,156.91	503.90	.00	1,029.24	631.57	.00	631.57
052	LCHS WRESTLING	502.10	557.42	.00	998.81	60.71	.00	60.71
054	LCHS DANCE TEAM	1,237.36	4,963.47	.00	5,356.98	843.85	.00	843.85
055	Science Club	864.31	.00	.00	.00	864.31	.00	864.31
058	LC BASEBALL FUN	5,340.77	1,380.91	.00	599.50	6,122.18	.00	6,122.18
059	LCHS REIMBURSEM	4,000.48	16,541.31	.00	13,713.44	6,828.35	1,050.00	5,778.35
060	PROM	2,073.65	.00	.00	1,005.30	1,068.35	.00	1,068.35
061	LC GOLF FUNDRAI	289.29	250.00	.00	237.72	301.57	.00	301.57
062	RACHELS CHALLENGE	737.68	.00	.00	.00	737.68	.00	737.68
063	JAG-K	74.10	3,835.21	.00	3,861.13	48.18	.00	48.18
064	PEP CLUB	328.74	.00	.00	.00	328.74	.00	328.74
065	SALES TAX	227.72	9,738.74	.00	9,736.10	230.36	.00	230.36

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MAPP2  
REVENUE/EXPENSE/BALANCE BY FUND

PAGE 2

USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 07/01/20 BUDGET YEAR 20 FOR ALL FUNDS

FUND	NAME	BEGINNING		PREV. YEAR	CURR. YEAR	PREV. & CURR.	(PREV. YEAR	ENDING
		CASH BALANCE	+REVENUES	-PO EXPENSES	-EXPENSES	=CASH BALANCE	-ENCUMBRANCES CANCEL. PO'S)	UNENCUMBERED
								=CASH BALANCE
066	LC FDRAISING DO	1,450.00	.00	.00	.00	1,450.00	.00	1,450.00
069	VOLLEYBALL FUND	2,582.01	205.00	.00	2,656.61	130.40	.00	130.40
<hr/>								
REPORT TOTALS		90,280.21	232,666.91	.00	231,086.21	91,860.91	2,414.91	.00 89,446.00

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MAPP2  
BANK ACCOUNT SUMMARY

PAGE 3

USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 07/01/20 BUDGET YEAR 20

SACCT	BANK	AMOUNT
00101	CHECKING ACCOUNT	91,860.91
00102	INVESTMENT ACCOUNTS	.00
		-----
	TOTAL	91,860.91
	INSUFFICIENT CHECKS	.00
		-----
		91,860.91

## Petty Cash Report

June 30, 2020

Beginning Balance	Debits	Credits	Balance
\$1000.00	\$1006.95	\$6.95	\$0

### Checks

Check #	Amount	Purpose
3144	\$6.95	Certified mail
3145	\$1000.00	19/20 petty cash close out

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MAPP2  
BANK ACCOUNT SUMMARY

PAGE 3

UNIFIED SCHOOL DISTRICT #506

REPORT PREPARED ON 07/01/20 BUDGET YEAR 20

SACCT	BANK	AMOUNT
00101	LABETTE BANK CHECKING	3,728,504.98
00102	CERTIFICATE OF DEPOSITS	3,000,000.00
00105	COMMUNITY NATL BANK	.00
		-----
	TOTAL	6,728,504.98
	PAYROLL LIABILITIES	508,129.31
		-----
		6,220,375.67

## Appendix D: Sample Motions for Executive Session

Mr. President, I move we go into executive session to [fill in subject(s)] pursuant to [fill in justification], and the open meeting will resume in the board room at [fill in time].

<b>SUBJECTS TO BE DISCUSSED</b> <b>(Provide a brief description of what subject will be discussed while still protecting important privacy interest)</b>	<b>JUSTIFICATION</b>
<b>Example:</b> discuss an individual employee's performance	non-elected personnel exception under KOMA
<b>Example 1:</b> discuss confidential student information <b>Example 2:</b> hold a student discipline appeal hearing	the exception relating to actions adversely or favorably affecting a student under KOMA
<b>Example:</b> discuss coding mechanisms Powerschool uses to secure student data with Powerschool representatives	the exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA
<b>Example:</b> discuss potential litigation with our legal counsel	the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA
<b>Example:</b> discuss the latest proposal for increasing the base pay rate from the teachers	the exception for employer-employee negotiations under KOMA
<b>Example:</b> discuss potential properties for a new middle school site	the exception for preliminary discussion of the acquisition of real property under KOMA
<b>Example 1:</b> discuss the high school crisis plan <b>Example 2:</b> discuss the exact placement of security cameras and alarms throughout the buildings	the exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized

**2020-2021 SCHOOL CALENDAR**  
**Labette County USD 506**

**AUGUST**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 5-6 Elementary Enrollment  
 4-6 High School Enrollment  
 13 Work Day (1.0)  
 14,17,18 Staff Development (1.0)  
 19 Half Day of School for K-9  
 19 Work Day (.5)  
 20 Full Day of School for K-12  
 25 High School Parent/Teacher Communication Night

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER**

- 7 LABOR DAY - NO SCHOOL  
 22/24 Elementary Parent Teacher Conference  
 28 Staff Development - NO SCHOOL (1.0)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**OCTOBER**

- 16 End of 1st Quarter (40.5 days)  
 19 Staff Development (.5) Work Day (.5)- No School  
 20/22 High School Parent Teacher Conference

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**NOVEMBER**

- 25-27 THANKSGIVING VACATION - NO SCHOOL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**DECEMBER**

- 18 End of 2nd Quarter (40.5 days)/1st sem (81 days)  
 18 Half Day of School (.5) Work Day (.5)  
 21 No School (In-Lieu of P-T Conferences)  
 22-31 CHRISTMAS VACATION - NO SCHOOL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JANUARY**

- 1 CHRISTMAS VACATION - NO SCHOOL  
 4 Staff Development- NO SCHOOL (1.0)  
 5 School Resumes  
 18 Staff Development- NO SCHOOL (1.0)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**FEBRUARY**

- 15 PRESIDENT'S DAY- NO SCHOOL  
 23/25 Elementary Parent Teacher Conference  
 23/25 High School Parent Teacher Conference

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MARCH**

- 5 End 3rd Quarter (42 days)  
 8 Staff Development (.5) Work Day (.5) - No School  
 22-26 SPRING BREAK - NO SCHOOL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**

- 2 No School (In-Lieu of P-T Conferences)  
 23 Staff Development- NO SCHOOL (1.0)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**MAY**

- 14 Last Day of School- Full Day (1.0)  
 14 End 4th Quarter (42 days)/2nd sem (84 days)  
 17 Staff Work Day (1.0)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students	Teachers	
165	165.0	Students in Class
2	2.0	Parent/Teacher Conferences
4	8.0	Staff Development Days
0	4.0	Work Days
<b>169</b>	<b>179.0</b>	<b>TOTALS</b>

**KEY**

# Staff Development Day (Bold)

# Holiday/Vacation/No School (Shared)

# Begin and end school (border)

# Work Day (Underlined)

# No School (Single Cross)

# [Parent Teacher Conferences]

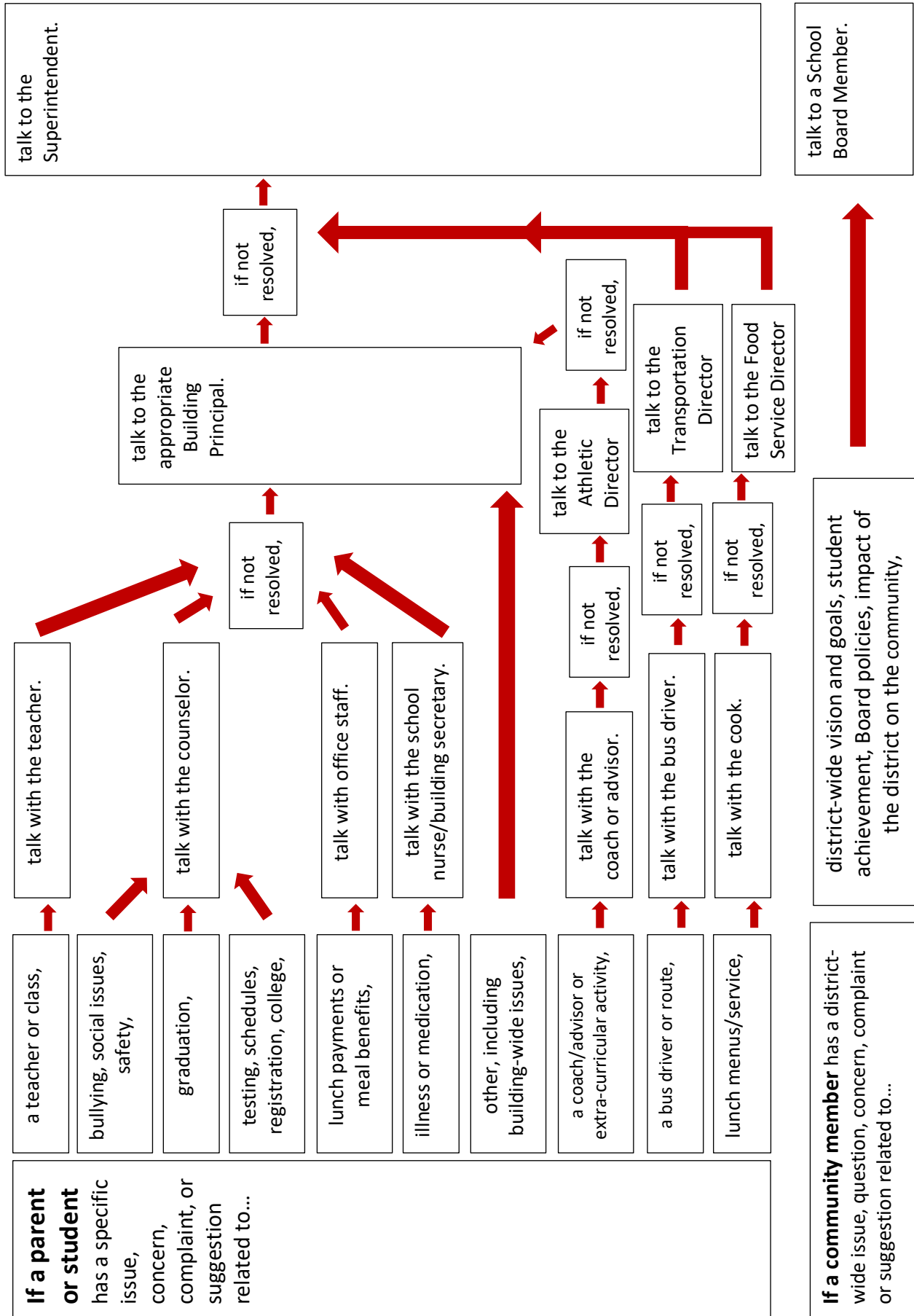
# No School In-Lieu of P-T Conf.

# End of Quarter/Semester

# 1-Hour Late Start Day- Students



## Communication Flow Chart for Handling Parent, Student or Community Member Issues



## Believe

What does the Board consider to be the core “**beliefs**” of the district?

- High quality employees
- Public support
- Great tradition; eye for future
- K-8 structure good for kids
- Get \$ College Career Ready
- Whole Child-educate (Social Emotional)
- Safe Schools-open communication
- Children future
- Team students well
- All students can learn and be better when they leave us
- Meet needs at their level
- Students feel valued, safe, secure
- Value all staff, students
- Think outside the box
- Treat others with respect
- Being uncomfortable is not a bad thing
- Students learn from their mistakes
- Servant Leaders
- Retaining quality teachers

## Know

What does the Board “**know**” are the existing needs of the district?

- Test score does not define a child
- Data drives decisions
- False transparency
- Social media
- Change what defines success
- Increase out of district students
- Be unified
- Trauma Informed!
- Change is hard
- Open communication/increase buy-in for capital needs
- Different needs
- Set amount of resources
- Technology is driving decisions
- Shortage of teachers
- Building trust
- Time

## Want

What does the Board “**want**” to include as goals for the district?

- College and Career Ready
- Facilities Updated/Transportation
- Community Engagement
- Safe and Secure Building
- Intrinsic motivation
- Social Needs (Full support)
- Graduation Day – Had Best Education Possible
- Resources to Teach
- All children learn in their way
- Parents Engaged/Value them
- Positive Involvement
- More support staff/trained
- We are human
- Expand early childhood education
- Additional Admin. Facilities (Bartlett, Meadow View)
- Value driven-Be who we are!
- Promote 506
- Best CTE in State
- Learning Relevant
- Be the best!!
- Counselors, Social Workers
- Positive Involvement
- State to pay what they should

## Do

What will the Board “**do**” to accomplish these goals?

- Use data to make decisions
- We tell the story
- Fiscal resources; admin support staff
- Bond issue (PR, marketing, alum)
- Parental Involvement
- Simplify, simplify
- Model support
- Enhance curriculum
- Rigorous curriculum
- Kid-drive; student-centered
- Promote 506 - Social Media
- CTE-Promote, support, expand
- Base decisions on what’s best for students
- Facilities - proactive
- Educate parents S/E needs
- Process for high quality teachers
- Retain
- Develop plan for safe and secure environment

**Goal #1 (Relevance):** USD 506 will continue to have high expectations for teaching and student achievement in academics, College and Career Readiness, 21st Century Skills, and extracurricular activities. Staff and administration will provide opportunities that allow students to be engaged, empowered, and connected to their learning.

- Curriculum Alignment
- Instruction
- College/Career/Technical Education
- Technology

**Goal #2 (Rigor):** USD 506 will provide and promote instruction, schoolwork, learning experiences, and educational expectations that are academically, intellectually, and personally challenging.

- Increase teacher development through student evaluations in grades 9-12
- Recruit highly qualified teachers
- Provide a research-based mentoring program for teachers
- Increase the percentage of graduates who seek further education/training
- Review data to make informed decisions

**Goal #3 (Relationships):** USD 506 will continue to work towards increasing faculty, student, and parental involvement in promoting social/emotional, trauma informed best practices, and academic growth.

- Meeting the social and emotional needs of students and staff
- Conduct district safety meetings
- Student involvement in organizations and/or activities
- Training and implementation on trauma informed best practices
- Comprehensive implementation of Responsibility Centered Discipline (RCD) (PreK-12)

**Goal #4 (Responsive Culture):** USD 506 will continue efforts to strengthen family, school, and community partnerships.

- Implement and strengthen family, school, and community partnerships
- Develop a system to recognize individuals/organizations for support

**Goal #5 (Results):** USD 506 fosters and promotes proactive and positive communication.

- Effectively communicate with all stakeholders

**Goal #1 (Relevance):** USD 506 will continue to have high expectations for teaching and student achievement in academics, College and Career Readiness, 21st Century Skills, and extracurricular activities. Staff and administration will provide opportunities that allow students to be engaged, empowered, and connected to their learning.

**Objective #1: Establish relevant and meaningful learning experiences for all USD 506 students**

**Area of Focus: Curriculum Alignment**

- A. Update, edit, and align curriculum documents
- B. Identify Essential Outcomes at each grade level and/or subject area
- C. Determine:
  - 1. What we want students to know, understand, and be able to do?
  - 2. How will we know if a student has learned it?
  - 3. What do we do if a student did not learn it?
  - 4. What do we do if a student already knows it?

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
PK-12 Reading completed Spring 2020; Secondary Math completed Spring 2020; Elementary Math Spring 2021; All other subjects Spring 2022	Administrative Team, Curriculum Leaders Team, Grade Level Teams, Teachers	Ongoing	Aligned curriculum documents for each subject and each grade/instructional level; locally developed assessments; <i>Fastbridge</i> ; Standard Based Grade Cards (Prek, K, 1)

**Area of Focus: Instruction**

**Develop lessons that have real world applications associated with the expected outcomes**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Teachers	Ongoing	Walk Through Observations, Constructivist Approach to Learning (focusing on exploration); Job Shadowing, Internships

**Area of Focus: College/Career/Technical Education**

**Develop an Individual Plan of Study (IPS) process and advisory group**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Complete implementation: K-12 by Spring 2021	Administrative Team, Teachers, Counselors	Ongoing, Late Start Days, Professional Development Days	Develop a Plan of Study for each USD 506 student; Develop a written implementation plan

**Objective #2: Establish a relevant and meaningful technology experience for all USD 506 students****Area of Focus: Technology**

Review and revise the District Technology Plan as it relates to:

- A. Infrastructure (Current/Future Needs)
- B. Technology (Current/Future Needs)
- C. Other (Current and Future Needs)
- D. Classroom Implementation

<b>Timeline (Approximate)</b>	<b>Assigned to</b>	<b>Monitoring Dates</b>	<b>Artifacts</b>
Ongoing	District Technology Team, Superintendent, District Technology Director, Technology Department	Ongoing	Agenda and Minutes; Technology Plan; Report to Board on a Yearly Basis; Walk Through Observations

**Goal #2 (Rigor): USD 506 will provide and promote instruction, schoolwork, learning experiences, and educational expectations that are academically, intellectually, and personally challenging.**

**Objective #1: Improve the quality of education in USD 506 through the recruitment, development, and retention of innovative educators**

**Area of Focus: Increase teacher development by administering a *student evaluation* of the teacher/class for Grades 9-12**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Pilot in Spring 2020	Administrative Team	Ongoing	95% completion rate

**Area of Focus: Recruit highly qualified teachers**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team and Board	Ongoing	Attend college recruitment days; KEEP materials updated; recruit early; KansaStar

**Area of Focus: Continue focus on providing a research-based Mentoring Program for USD 506 teachers (KansaStar)**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Director of Mentoring Program	Ongoing	District approved USD 506 Mentoring Handbook; required attendance at meetings; completion of program tasks

**Objective #2: Increase the student success rate**

**Area of Focus: Increase the percentage of graduates from LCHS who enroll at a community college, technical school, four-year university, or who have obtained an industry recognized certificate within one year of their high school graduation date**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Board, Teachers, Stakeholders	Ongoing	National Clearinghouse Data; KSDE Data Warehouse

**Area of Focus: Review data to make informed decisions**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Board, Teachers, Stakeholders	Ongoing	Common Formative Assessment (CFAs); ACT Aspire; WorkKeys; ACT; State Assessments; Qualitative Data

**Goal #3 (Relationships): USD 506 will continue to work towards increasing faculty, student, and parental involvement in promoting social, emotional, trauma-informed best practices, and academic growth.**

**Objective #1: Intentional focus on Social Emotional Growth**

**Area of Focus: Social/Emotional Growth**

**Meeting the social and emotional needs of students and staff**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Teachers, Counselors	Ongoing Review yearly progress	Trauma Informed Plan; Student of Concern Meetings; Safety Meetings; Character Education; <i>Habits of the Mind</i> ; Kansas Communities that Care Survey

**Area of Focus: Social/Emotional Growth**

**Continue conducting district safety meetings**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Monthly	Community organizations, Administrative Team, Counselors	Ongoing	Attendance logs; Meeting Agendas; Calendars

**Area of Focus: Increase Graduation Rates and Social/Emotional Stance**

**Emphasize the importance of all students being involved in LCHS organizations and/or activities while they are enrolled and within the communities of USD 506**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Annual	Teachers, Counselors, Staff, Advocates, Administrative Team, Coaches, Community Members	Ongoing Review yearly progress	Surveys of participation in activities or organizations; documentation of activities

**Objective #2: Intentional focus on Trauma Informed Best Practices**

**Area of Focus: Training and Implementation**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Teachers, Counselors, Staff, Advocates, Administrative Team, Coaches, Community Members	Ongoing Review yearly progress	Trauma Informed Plan; Student of Concern Meetings; Safety Meetings; Character Education; <i>Habits of the Mind</i> ; Kansas Communities that Care Survey

Objective #3: Continue efforts toward building systems that help students learn to take responsibility for their behaviors			
<b>Area of Focus:</b> <b>Comprehensive Implementation of Responsibility Centered Discipline (RCD) (PreK-12)</b> <ul style="list-style-type: none"> <li>A. Quarterly training sessions (with Larry Thompson, as possible)</li> <li>B. Monthly review and practice sessions with staff</li> <li>C. Move from “why” to “how” for implementation</li> </ul>			
Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Teachers, Counselors, Staff, Advocates, Administrative Team, Coaches, Community Members	Ongoing Review Yearly progress	Trauma Informed Plan; Student of Concern Meetings; Safety Meetings; Character Education; <i>Habits of the Mind</i> ; Kansas Communities that Care Survey



**Goal #4 (Responsive Culture): USD 506 will continue efforts to strengthen family, school, and community partnerships.**

**Objective #1: Implement a shared, transparent, and seamless system of partnerships engaging family, school, and community**

**Area of Focus: Partnerships**

**Strengthen family, school, and community partnerships**

<b>Timeline (Approximate)</b>	<b>Assigned to</b>	<b>Monitoring Dates</b>	<b>Artifacts</b>
Ongoing	Administrative Team, Teachers, Counselors, Staff	Ongoing	Career externships; job shadowing; prepare a list of events and activities; local businesses present career information to various classes; district will facilitate collection of visitors to each building through Google forms; survey stakeholders for interests and feedback (such as Labette Health, TANK Connection, Greenbush, City of Mound Valley, and local communities); partnerships with Community Health Center of Southeast Kansas (CHCSEK) to provide services for our children attending the five K-8 attendance centers

**Area of Focus: Partnerships**

**Develop a system to recognize individuals and organizations for their support of the school district**

<b>Timeline (Approximate)</b>	<b>Assigned to</b>	<b>Monitoring Dates</b>	<b>Artifacts</b>
Ongoing	Administrative Team, Teachers, Counselors, Staff	Ongoing	Develop a process for recognizing individuals and organizations for their support of the school system

**Goal #5 (Results): USD 506 fosters and promotes proactive and positive communication.**

**Objective #1: Provide the most effective communication to our families, schools, and communities**

**Area of Focus: Communication**

**Intentionally communicate with all stakeholders**

Timeline (Approximate)	Assigned to	Monitoring Dates	Artifacts
Ongoing	Administrative Team, Teachers, Counselors, Staff	Ongoing	District calendar (paper and electronic); building/district websites including links for parent engagement resources and materials; share school events and activities; accomplishments in the <i>Parsons Sun</i> , <i>Labette Avenue</i> , and social media; monthly building newsletters; utilize <i>PowerSchool</i> student and parent apps as the official school app; the system will seek input to determine the most appropriate communication methods to use including text, email, phone, podcast, paper, video; <i>Remind 101</i> ; <i>Bright Arrow</i> ; annual training for staff about how to use <i>Bright Arrow</i> ; notification lists will be updated yearly; provide opportunities to subscribe to school events/activities through information cards at local churches, school events, sports events; updated lists of all social media accounts associated with USD 506



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# Our Mission - Educating every student every day!

## Our Mission-

- Helping, leading, guiding, providing, teaching, mentoring, caring for, crying with, providing for...
- This is why we exist! This is why we are educators! This is 506!
- #We R Labette County!

## Our Values-

- Faith in \_\_\_\_\_, Respect for one another, Honesty and Integrity, Kindness and Compassion
- Responsibility, Contentment and Thankfulness, Patience and Perseverance
- Peace and Humility, Loyalty and Commitment

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# Our Vision- Meeting the needs of each child!

## Our Vision & Values

- Physical and emotional well being, respect for self/others, reliability, teamwork/collaboration
- Punctuality, Critical thinking/Problem-solving,

## Our Vision & Values

- Leadership skills, Creativity/Innovation, Oral and Written Communications
- Digital Technology, Global Awareness, and Life-long Desire for Learning

These values should be our desired end for our kids.