



# USD 320 Board of Education

**Michele Johnson**  
District 1

**Cory Meyer**  
District 4

**Bruce Coleman**  
At-Large

**Ryan Hargitt**  
District 2

**Rob Pettay**  
District 5

**Tim Winter**  
Superintendent

**Nicolette Zeigler**  
District 3

**Sheryl Wohler**  
District 6

**Kathryn Mayfield**  
Clerk of the Board

## MONDAY, JULY 15, 2019 MEETING AGENDA

USD 320  
Professional Learning Center  
1010 8th Street  
Wamego, KS 66547

AI—Action Item

IO—Information Only

DI—Discussion Item

7:00 p.m.

**1. ROLL CALL**

7:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

(AI)

**3. RESOLUTION TO EXTEND TERM OF BOARD OFFICERS**

Cory Meyer, 2018-2019 BOE President, will preside at the start of the meeting. The board must decide at this time whether they wish to have officer elections in July or in January when new board members take office. Should the board elect to continue electing officers in July, elections will occur. Should the board elect to move officer elections to January to coincide with board member elections, no officer elections will occur.

(AI)

**4. ELECTION OF BOARD OFFICERS:** If the board decides to elect officers in July, the Board will now elect it's President for the 2019-2020 school year. The newly elected President will then preside as the board elects the Vice-President. As soon as this is completed, the BOE meeting will begin.

7:15 p.m.

(AI)

**5. APPROVAL OF AGENDA**

7:17 p.m.

(AI)

**6. CONSENT AGENDA**

- A. Approval of regular and special meeting [minutes](#) of June 9, 10, 17 and 19, 2019 Board of Education meetings.
- B. Approval of payment of June 2019 [bills](#).
- C. Approval of June 2019 [Treasurer's](#) and [Fund](#) Reports.
- D. Approval of KSDE June 2019 [Unencumbered Cash](#) Report.
- E. Approval of [building activity](#) fund reports for June 2019.
- F. Approval of [journal entries](#) and [cash receipts](#) for June 2019.
- G. Approve the July 15, 2019 [Personnel Report](#).
- H. Approve Supplemental and Rule X coaching recommendations for 2019-2020 ([enclosure](#)).
- I. Approve resolutions to establish petty cash funds for Wamego High School, Wamego Middle School, West Elementary School, Central Elementary School, Wamego Special Service's Cooperative, and the USD 320 District Office. ([Enclosure](#))
- J. Approve resolutions to allow the establishment of activity funds for the Wamego High School, Wamego Middle School, West Elementary, and Central Elementary School. ([Enclosure](#))
- K. Approve the mileage reimbursement rate for the 2019-2020 school year at \$0.58 per mile (State rate) effective July 1, 2019;
- L. Approval of Board designated appointments for the 2019-2020 school year:
  - Clerk of the Board – Kathryn Mayfield
  - Deputy Clerk – Kati Wolfgang
  - Treasurer – Cindy Bryson
  - KPERs Designated Agent – Kati Wolfgang
  - Federal Compliance Officer (includes Title I, Title IV, Title IX, Section 504, and all other federal programs) – Tim Winter
  - District Homeless Coordinator – Dr. Mary Kaye Siebert

- State and Federal Food Service Designate – Cindy Bryson
  - District Freedom of Information Officer – Tim Winter
  - Truant Officers - Central Elementary – Teri Dow; West Elementary – Amy Flinn; Wamego Middle School – Travis Graber; Wamego High School – TBD
  - Newspaper of Record - The Wamego Times
  - Primary Depository of Board Funds for Checking and Savings Accounts – Bank of the Flint Hills
  - Determining Official for Free and Reduced Price Meal Applications – Cindy Bryson
  - Hearing Officer for Free and Reduced Price Meal Application Appeals – Kathryn Mayfield
  - Determining Official for Free and Reduced Instructional Materials and Other Fee Reductions Based on Free and Reduced Meal Status – Cindy Bryson
  - Legal Depositories for USD 320 –Bank of the Flint Hills, Kaw Valley State Bank and Trust Company, Security Bank of Kansas City, and Landmark National Bank
  - District designated attorney: John D. Watt.
- M. Approve the following limits to be placed on district credit card use.
- |                            |                             |
|----------------------------|-----------------------------|
| ◇ VISA (5 cards)           | 4 @ \$3,000/ea; 1 @ \$4,000 |
| ◇ Wal-Mart (5 cards)       | \$3,000 total               |
| ◇ Staples (2 cards)        | \$25,000 total              |
| ◇ Office Depot (2 cards)   | \$4,000 total               |
| ◇ Orscheln (2 cards)       | \$2,500 total               |
| ◇ Dillon's (2 cards)       | \$2,000 total               |
| ◇ CNH Capital (Kan-Equip)  | \$18,000 total              |
| ◇ Tractor Supply (5 cards) | \$25,000 total              |
| ◇ Best Buy (3 cards)       | \$10,000 total              |
| ◇ WEX Fuel Cards           | \$9,000.00 total            |
- N. Approve the 2019-2020 contract agreement with Advocate Home Specialty Care dba Advocate ([Enclosure](#))
- O. Approve the FY 2019-2020 [Parents as Teachers Grant Award](#) in the amount of \$30,030.
- P. Accept the \$5,000.00 donation from Wamego Sports Boosters to support the Summer Performance/Weights program.
- Q. Approve the contract with Southeast Kansas Education Service Center to provide Special Education services for hearing impaired students for 2019-2020. ([Enclosure](#))
- R. Approve 19-20 Calendar (minor revisions) ([C](#)) & [[•](#) [~](#) [!](#) [^](#) [D](#)]
- S. Accept the donation from Bank of the Flint Hills of \$5,000.00 for a new Scorer's Table at WHS.

- |           |      |  |
|-----------|------|--|
| 7:18 p.m. | (AI) | <b>7. DISCUSSION OF ITEMS PULLED FROM THE CONSENT AGENDA</b>   |
| 7:20 p.m. | (AI) | <b>8. APPROVE HANDBOOKS (WHS <a href="#">FACULTY/STUDENT</a>; <a href="#">WHS/WMS ACTIVITIES</a>)</b>  |
| 7:35 p.m. | (IO) | <b>9. ZERO HOUR WEIGHT PROGRAM—WESTON MOODY &amp; BRIAN McINTOSH</b>   |
| 7:50 p.m. | (AI) | <b>10. APPROVE HEALTH INSURANCE PLAN FOR 2019-2020</b>   |
| 8:00 p.m. | (IO) | <b>11. BOND CONSTRUCTION UPDATE—BBN/COONROD</b>  |
| 8:15 p.m. | (AI) | <b>12. ADOPTION OF A 1116-HOUR SCHOOL TERM FOR THE 2019-2020 SCHOOL YEAR—</b><br>State law (K.S.A. 72-1106) provides that a board of education may adopt a 1116-hour school term OR a 186, six-hour day term. The hourly or daily schedule that the State requires is minimal, and the Board has the prerogative of adopting a school program longer in hours or days. <u>The advantage of the hourly plan is the flexibility it permits in the event of school closings for weather or other emergency conditions.</u> On the hourly plan, the time each day in excess of six hours becomes a bank of hours that the district can draw upon to make up for lost instructional time. In either case, the district is to designate an hourly or daily plan and inform the Kansas Department of Education of the plan by September 15. ( <a href="#">Enclosure</a> ) |
| 8:17 p.m. | (AI) | <b>13. ADOPT THE RESOLUTION TO ESTABLISH HOME RULE BY THE BOARD OF EDUCATION (<a href="#">Enclosure</a>)</b>   |
| 8:19 p.m. | (AI) | <b>14. ADOPTION OF THE ENCLOSED RESOLUTION SPECIFYING THE DATES AND TIMES FOR THE USD 320 BOARD OF EDUCATION MEETINGS FOR THE 2019-2020 SCHOOL YEAR.</b> The Board is required by statute (K.S.A. 72-8205) to adopt a resolution annually  |

declaring its regular time and location of monthly meetings. See the enclosed listing of dates as a proposal for the 2018-2019 school year. ([Enclosure](#))

8:21 p.m.

(AI)

- 15. ADOPTION OF THE RESOLUTION SEEKING WAIVER** of requirements by law applying to generally accepted accounting principles to USD 320 financial reports and audits. In HB 2041, the legislature in 1981 established that a school district could, by resolution of its governing body on an annual basis, seek a waiver from requirements ordinarily imposed on municipalities for financial reports. The GAAP requirements as applied to other municipalities are not appropriate to school districts that operate on budgetary requirements and the cash basis law established specifically for school districts. The resolution also seeks exemption from fixed asset accounting. ([Enclosure](#))

8:23 p.m.

(AI)

- 16. ADOPT THE RESOLUTION FOR ANNUAL DESTRUCTION OF OLD RECORDS**  
**(ENCLOSURE)**

8:25 p.m.

(AI)

- 17. RESCIND AND ADOPT BOARD POLICY**  
The Board should adopt the resolution to rescind all previous policy and rule statements and to adopt the policy and rule statements presently in the USD 320 Policy Manual. ([Enclosure](#))

8:27 p.m.

(AI)

- 18. APPOINT KASB BOARD DELEGATE FOR 2019-2020**  
This yearly appointment as to who the voting delegate for the KASB annual convention will need to be decided.

8:29 p.m.

(IO)

- 19. STRATEGIC PLANNING AND MTSS—TIM WINTER**
- 20. EXECUTIVE SESSION**  
A. Personnel  
C. Negotiations
- 21. ADJOURN MEETING**



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Superintendent

**Kathryn Mayfield**  
Clerk of the Board

## BOARD OF EDUCATION SPECIAL MEETING MINUTES

Wamego Public Schools  
Sunday, June 9, 2019, 6:00 p.m.

### 1. ROLL CALL

President Cory Meyer called the special meeting of the USD 320 Board of Education to order at 6:00 p.m., Monday June 9, 2019 at the USD Professional Learning Center. Members of the board present were Bruce Coleman, Ryan Hargitt, Michele Johnson, Cory Meyer, Rob Pettay, and Sheryl Wohler. Nicolette Zeigler was not present at roll call. Also in attendance were Superintendent Tim Winter and Clerk Kathryn Mayfield and KASB attorney Angie Stallbaumer.

### 2. APPROVAL OF AGENDA

Bruce Coleman made a motion to approve the agenda as presented. Ryan Hargitt seconded. Motion carried 6-0.

### 3. EXECUTIVE SESSION

Ryan Hargitt made a motion to go into executive session to discuss a personnel performance issue pursuant to the nonelected personnel exception under KOMA, to invite the superintendent and KASB attorney Angie Stallbaumer into executive session, and to resume the open meeting in the board room at 7:00 p.m. Sheryl Wohler seconded. Motion carried 6-0. The meeting was recessed at 6:02 p.m. The board returned to open session at 7:00 p.m.

Rob Pettay made a motion to go into executive session to discuss a personnel performance issue pursuant to the nonelected personnel exception under KOMA, to invite the superintendent and KASB attorney Angie Stallbaumer into executive session, and to resume the open meeting in the board room at 7:15 p.m. Sheryl Wohler seconded. Motion carried 6-0. The meeting was recessed at 7:00 p.m. The board returned to open session at 7:15 p.m.

### 4. ADJOURN MEETING

Sheryl Wohler made a motion to adjourn the meeting. Rob Pettay seconded. Motion carried 6-0. Meeting was adjourned at 7:15 p.m.

*/s/ Kathryn Mayfield*  
Clerk of the Board

06/09/19  
Date



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*Superintendent*

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*Clerk of the Board*

## BOARD OF EDUCATION MEETING MINUTES

Wamego Public Schools  
June 10, 2019, 7:00 p.m.

### 1. ROLL CALL

President Cory Meyer called the regular meeting of the USD 320 Board of Education to order at 7:00 p.m., Monday June 10, 2019 at the USD 320 Professional Learning Center. Members of the board present were Bruce Coleman, Ryan Hargitt, Michele Johnson, Cory Meyer, Rob Pettay, Sheryl Wohler, and Nicolette Zeigler.

Also in attendance were Superintendent Tim Winter, Clerk Kathryn Mayfield, Special Services Director Chris Cezar, Director of Curriculum Dr. Mary Kaye Siebert, Central Elementary Principal Teri Dow, West Principal Amy Flinn, Wamego Middle School Principal Travis Graber, Wamego Middle School Assistant Principal Brian McIntosh, Wamego High School Assistant Principal Dennis Charbonneau, and Technology Director Clint Heideman.

### 2. PLEDGE OF ALLEGIANCE (7:00 PM)

The meeting began with the Pledge of Allegiance led by Bruce Coleman.

### 3. APPROVAL OF AGENDA

President Cory Meyer noted that the high school handbooks (faculty, student and activities) will be moved to the July agenda for approval. Bruce Coleman made a motion to approve the agenda as amended. Ryan Hargitt seconded. Motion carried 7-0.

### 4. ITEMS FOR THE GOOD OF USD 320

Board President Cory Meyer and Superintendent Tim Winter reviewed items submitted by the schools for BOE information. The board further recognized the following:

- A. Blaine Hupe and Lauren Shaffer who were the first ever 4A State Forensics Duo Interpretation Champions. They also finished 36<sup>th</sup> at NCFL Grand Nationals Forensics with the same Duo Interpretation.
- B. Blaine Hupe, WHS Student, for earning the first place \$3,000.00 scholarship in the 5th Annual Kansas Financial Scholars Essay Contest sponsored by the Kansas Banking Commission, the Kansas Securities Commission, and the Kansas Insurance Department.
- C. State Golf students and coaches
- D. State Track students and coaches
- E. Outgoing BOE officers—Cory Meyer, President & Ryan Hargitt, Vice-President

**5. CONSENT AGENDA (7:20 PM)**

Nicolette Zeigler made a motion to approve the consent agenda as presented. Bruce Coleman seconded. Motion carried 7-0. Items approved on the consent agenda were as follows:

- A. Approve of minutes of May 13, 2019 Board of Education Meeting.
- B. Approve payment of May 2019 bills.
- C. Approve May 2019 Treasurer's and Fund Reports
- D. Approve building activity fund reports for May 2019.
- E. Approve journal entries and cash receipts for May 2019.
- F. Approve the June 10, 2019 Personnel Report
- G. Approve agreement with Wamego Country Club regarding Wamego Cross Country using their facilities for 2019-2020. (Enclosure)
- H. Approve the agreement between USD 320 and Wamego Youth Football (Jr. Red Raider) for the 2019-2020 school year. (Enclosure)
- I. Accept the donation directed by Dr. Jon Pacht of \$2,500.00 through America's Farmers Grow Communities, sponsored by Bayer Fund, to WHS FFA.

**6. DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA**

There were no items pulled from the consent agenda.

**7. LEGISLATIVE COFFEE/LEADERSHIP ACADEMY—CRYSTAL BRUNNER & DARYN SOLDAN FROM WAMEGO CHAMBER OF COMMERCE (7:21 PM)**

Crystal Brunner presented information on a project she's working on for Leadership Academy involving several legislative gatherings in the Wamego area as well as a BOE Candidate Forum tentatively set for September 24 at 6:00 p.m.

**8. COUNSELING CURRICULUM REVIEW (7:30 PM)**

Dr. Mary Kaye Siebert presented information on the current counseling curriculum review and what the costs would be. Nicolette Zeigler made a motion to approve the request for the counseling curriculum revision as presented. Michele Johnson seconded. Motion carried 7-0.

**9. BOND UPDATE (7:35 PM)**

Mr. Winter provided the board with an update on current bond projects.

**10. DRUG-SCREENING POLICY UPDATE (7:39 PM)**

Mr. Winter provided an update on the current drug-screening program and statistics over the past several years.

**11. EXSi SYSTEM UPGRADE (7:52 PM)**

Director of Technology Clint Heideman presented information on the status of some of district servers and requested to replace/upgrade one. Bruce Coleman made a motion to approve the EXSi system upgrade as presented for a cost of \$44,137.15 plus shipping. Ryan Hargitt seconded. Motion carried 7-0.

**12. STUDENT CODE OF CONDUCT – 2<sup>ND</sup> READING (8:02 PM)**

Bruce Coleman made a motion to approve the second reading of the Student Code of Conduct as presented. Nicolette Zeigler seconded. Motion carried 7-0.

**13. 19-20 HANDBOOK APPROVALS (8:04 PM)**

After reviewing handbook changes, Bruce Coleman made a motion to approve the following handbooks as presented: Central Elementary Parent & Staff, West Elementary Student & Faculty, WMS Student & Faculty, Online Learning Lab, Certified Staff, Classified Staff, Para-educator's, Transportation, and Tech Laptop. Ryan Hargitt seconded the motion. Motion carried 7-0.

**14. REVIEW OF PROPOSED BOE MEETINGS DATES FOR 19-20 (8:33 PM)**

The board reviewed the proposed meeting schedule for 19-20 that will be approved at the July meeting.

At 8:38 p.m., President Cory Meyer called for a recess until 8:45 p.m. The board returned to open session at 8:45 p.m.

**15. EXECUTIVE SESSION (8:45 PM)**

Bruce Coleman made a motion to go into executive session to discuss personnel performance issues pursuant to the nonelected personnel exception under KOMA, to invite the superintendent, WHS Assistant Principal/AD Dennis Charbonneau and WMS Assistant Principal Brian McIntosh into executive session, and to resume the open meeting in the boardroom at 8:59 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 8:46 p.m. The board returned to open session at 8:59 p.m.

Sheryl Wohler a motion to extend the length of this meeting by an additional 30 minutes per BOE policy to 9:30 p.m. Rob Pettay seconded. Motion carried 7-0.

Bruce Coleman made a motion to go into executive session to discuss personnel performance issues pursuant to the nonelected personnel exception under KOMA, to invite the superintendent, WHS Assistant Principal/AD Dennis Charbonneau and WMS Assistant Principal Brian McIntosh into executive session, and to resume the open meeting in the boardroom at 9:25 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 9:00 p.m. The board returned to open session at 9:25 p.m.

Michele Johnson a motion to extend the length of this meeting by an additional 30 minutes per BOE policy to 10:00 p.m. Nicolette Zeigler seconded. Motion carried 7-0.

Nicolette Zeigler made a motion to go into executive session to discuss personnel performance issues pursuant to the nonelected personnel exception under KOMA, to invite the superintendent into executive session, and to resume the open meeting in the boardroom at 9:45 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 9:27 p.m. The board returned to open session at 9:45 p.m.

Cory Meyer made a motion to go into executive session to discuss personnel performance issues pursuant to the nonelected personnel exception under KOMA, to invite the superintendent into executive session, and to resume the open meeting in the boardroom at 9:59 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 9:45 p.m. The board returned to open session at 9:59 p.m.

**16. ADJOURN MEETING**

Nicolette Zeigler made a motion to adjourn the meeting. Rob Pettay seconded. Motion carried 7-0. Meeting was adjourned at 10:00 p.m.

*/s/ Kathryn Mayfield*

Clerk of the Board

06/10/19

Date



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## BOARD OF EDUCATION SPECIAL MEETING MINUTES

Wamego Public Schools  
June 10, 2019, 6:30 p.m.

### 1. ROLL CALL

President Cory Meyer called the special meeting of the USD 320 Board of Education to order at 6:30 p.m., Monday June 10, 2019 at the USD 320 Professional Learning Center. Members of the board present were Bruce Coleman, Ryan Hargitt, Michele Johnson, Cory Meyer, Rob Pettay, and Sheryl Wohler. Also in attendance were Superintendent Tim Winter and Clerk Kathryn Mayfield. Nicolette Zeigler was not present at roll call.

### 2. APPROVAL OF AGENDA

Sheryl Wohler made a motion to approve the agenda as presented. Michele Johnson seconded. Motion carried 6-0.

Nicolette Zeigler arrived at 6:31 p.m.

### 3. EXECUTIVE SESSION

Sheryl Wohler made a motion to go into executive session to discuss a personnel performance matter pursuant to the nonelected personnel exception under KOMA, to invite the superintendent, Heather Petermann, Mary Lonker, Jennifer Topliff, Allen Sylvester, Tegan Nusser, Andy Morton, Shawn Hornung, Carl Behrens, Michael Petermann, Crystal Brunner, Kelly Estes, Karen Morton, Suzanne Sprenkle and Mindy Thierolf into executive session, and to resume the open meeting in the board room at 6:50 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 6:31 p.m. The board returned to open session at 6:50 p.m.

### 4. ADJOURN MEETING

Ryan Hargitt made a motion to adjourn the meeting. Rob Pettay seconded. Motion carried 7-0. Meeting was adjourned at 6:50 p.m.

*/s/ Kathryn Mayfield*  
Clerk of the Board

06/10/19  
Date





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*Clerk of the Board*

## BOARD OF EDUCATION SPECIAL MEETING MINUTES

Wamego Public Schools  
June 17, 2019, 7:00 p.m.

### 1. ROLL CALL

President Cory Meyer called the special meeting of the USD 320 Board of Education to order at 7:00 p.m., Monday June 17, 2019 at the USD 320 Professional Learning Center. Members of the board present were Bruce Coleman, Ryan Hargitt, Michele Johnson, Cory Meyer, Rob Pettay, Sheryl Wohler, and Nicolette Zeigler. Also in attendance were Superintendent Tim Winter and Clerk Kathryn Mayfield.

### 2. APPROVAL OF AGENDA

Bruce Coleman made a motion to approve the agenda as presented. Nicolette Zeigler seconded. Motion carried 7-0.

### 3. EXECUTIVE SESSION

Bruce Coleman made a motion to go into executive session to discuss personnel performance matters pursuant to the nonelected personnel exception under KOMA, to invite the superintendent into executive session, and to resume the open meeting in the boardroom at 7:45 p.m. Sheryl Wohler seconded. Motion carried 7-0. Meeting was recessed at 7:01 p.m. The board returned to open session at 7:45 p.m.

Nicolette Zeigler made a motion to go into executive session to discuss personnel performance matters pursuant to the nonelected personnel exception under KOMA, to invite the superintendent into executive session, and to resume the open meeting in the boardroom at 8:16 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 7:46 p.m. The board returned to open session at 8:16 p.m.

Sheryl Wohler made a motion to go into executive session to discuss personnel performance matters pursuant to the nonelected personnel exception under KOMA, to invite the superintendent into executive session, and to resume the open meeting in the boardroom at 8:30 p.m. Rob Pettay seconded. Motion carried 7-0. Meeting was recessed at 8:17 p.m. The board returned to open session at 8:30 p.m.

### 4. ADJOURN MEETING

Nicolette Zeigler made a motion to adjourn the meeting. Rob Pettay seconded. Motion carried 7-0. Meeting was adjourned at 8:32 p.m.

*/s/ Kathryn Mayfield*  
Clerk of the Board

6/17/19  
Date



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## BOARD OF EDUCATION SPECIAL MEETING MINUTES

Wamego Public Schools  
June 19, 2019, 6:00 p.m.

### 1. ROLL CALL

President Cory Meyer called the special meeting of the USD 320 Board of Education to order at 6:00 p.m., Wednesday June 19, 2019, at the USD 320 Professional Learning Center. Members of the board present were Bruce Coleman, Ryan Hargitt, Michele Johnson, Cory Meyer, and Nicolette Zeigler. Also in attendance were Superintendent Tim Winter and Clerk Kathryn Mayfield. Rob Pettay and Sheryl Wohler were not present at roll call.

### 2. APPROVAL OF AGENDA

Bruce Coleman made a motion to approve the agenda as presented. Michele Johnson seconded. Motion carried 5-0.

### 3. EXECUTIVE SESSION

Michele Johnson made a motion to go into executive session to discuss a personnel performance matter pursuant to the nonelected personnel exception under KOMA; to discuss same personnel matter with our legal counsel pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA; to invite the superintendent and KASB attorney Angie Stallbaumer (via teleconference) into executive session, and to resume the open meeting in the board room at 6:15 p.m. Bruce Coleman seconded. Motion carried 5-0.

Sheryl Wohler joined the meeting in executive session via teleconference at 6:04 p.m.

The board (including Sheryl Wohler) returned to open session at 6:15 p.m.

Nicolette Zeigler a motion to approve the Settlement Agreement with Dr. Chad Brecheisen as discussed in executive session. Ryan Hargitt seconded. Motion carried 6-0.

### 4. ADJOURN MEETING

Nicolette Zeigler made a motion to adjourn the meeting. Ryan Hargitt seconded. Motion carried 6-0. Meeting was adjourned at 6:17 p.m.

*/s/ Kathryn Mayfield*  
Clerk of the Board

6/19/2019

Date

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT			
	NUMBER	TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER		
USD 320 A/P BAN	587428	R	06/12/2019	AUTO ZONE	19.99	seatcover & weather stripping - bus 22B	171900866	030 E	2730 23 0000	810 00 690
USD 320 A/P BAN	587428	R	06/12/2019	AUTO ZONE	19.99	seatcover & weather stripping - bus 22B	171900866	030 E	2730 23 0002	810 00 690
USD 320 A/P BAN	587429	R	06/12/2019	CINTAS CORPORATION #	3,189.87	MONTHLY CUSTODIAL SHIRTS & MOP RENTAL SERVICES	0 008 E	2620 55 0000	100 00 610	
USD 320 A/P BAN	587429	R	06/12/2019	CINTAS CORPORATION #	0.00	MONTHLY CUSTODIAL SHIRTS & MOP RENTAL SERVICES	0 008 E	2620 55 0002	100 00 610	
USD 320 A/P BAN	587430	R	06/12/2019	CNH INDUSTRIAL CAPIT	1.90	bolt - diesel grasshopper mower	171900908	008 E	2630 55 0000	202 00 430
USD 320 A/P BAN	587431	R	06/12/2019	EXPLORERS PERCUSSION	679.70	Replacement drum heads for marching percussion	21900215	016 E	1000 19 0000	500 00 730
USD 320 A/P BAN	587432	R	06/12/2019	GOODYEAR	12.00	Tire disposal	171900906	008 E	2710 56 0000	110 00 890
USD 320 A/P BAN	587433	R	06/12/2019	HILAND DAIRY COMPANY	203.62	JUNE 3rd JUICE/ DAIRY PRODUCTS	0 024 E	3130 18 0000	050 00 630	
USD 320 A/P BAN	587434	R	06/12/2019	HOWELL LUMBER CO	135.78	WMS Drama Materials	21900190	035 E	1000 28 0000	585 00 610
USD 320 A/P BAN	587435	R	06/12/2019	INFORMATION NETWORK	42.33	USD320 EMPLOYEE DL RECORD CHECKS MAY 2019	0 008 E	2310 13 1000	050 00 345	
USD 320 A/P BAN	587435	R	06/12/2019	INFORMATION NETWORK	14.11	SP ED EMPLOYEE DLR RECORDS CHECKS MAY 2019	0 078 E	2500 46 0000	300 00 683	
USD 320 A/P BAN	587436	R	06/12/2019	LAKESHORE LEARNING M	838.19	supplies for all preschool classrooms & service providers; peer model funds	131900049	078 E	1000 43 0006	650 00 600
USD 320 A/P BAN	587437	R	06/12/2019	MAIL FINANCE	218.35	MAIL MACHINE CONTRACT FOR 2018-2019 FISCAL YEAR, BILLED MONTHLY @ \$242.61/MO.	11900007	008 E	2510 14 0000	200 00 530
USD 320 A/P BAN	587437	R	06/12/2019	MAIL FINANCE	24.26	MAIL MACHINE CONTRACT FOR 2018-2019 FISCAL YEAR, BILLED MONTHLY @ \$242.61/MO.	11900007	008 E	2510 14 0002	200 00 530
USD 320 A/P BAN	587438	R	06/12/2019	MARCHING SHOW CONCEP	500.00	Updated marching band drill and music	21900212	016 E	1000 19 0000	500 00 730
USD 320 A/P BAN	587439	R	06/12/2019	MENARDS	206.97	Cabinet for West Elem. new classroom sink	171900911	008 E	2690 55 0000	500 00 610
USD 320 A/P BAN	587440	R	06/12/2019	PARTS TOWN LLC	269.43	HS kitchen heat booster	171900904	024 E	2640 18 0002	125 00 739
USD 320 A/P BAN	587441	R	06/12/2019	PUR-O-ZONE CHEMICAL	758.33	custodial supplies, combined order for WMS and West Ele	171900910	008 E	2620 55 0000	100 00 610
USD 320 A/P BAN	587441	R	06/12/2019	PUR-O-ZONE CHEMICAL	758.34	custodial supplies, combined order for WMS and West Ele	171900910	008 E	2620 55 0002	100 00 610
USD 320 A/P BAN	587442	R	06/12/2019	REALLY GOOD STUFF	221.69	2nd grade classroom budget	51900053	008 E	1000 53 0005	710 00 610

BANK	CHECK	CHE	CHECK		INVOICE	PO	ACCOUNT	
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER	NUMBER
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USD 320 A/P BAN	587443 R		06/12/2019	SALINA STEEL SUPPLY	1,925.44	metal for projects	111900156 034 E	1000 26 0002 700 00 890
USD 320 A/P BAN	587444 R		06/12/2019	SEATON PUBLISHING CO	23.67	EMPLOYMENT AD 5/3/19	0 008 E	2572 17 0000 360 00 540
USD 320 A/P BAN	587444 R		06/12/2019	SEATON PUBLISHING CO	76.50	SMOKE SIGNAL/WAMEGO TIMES - MAY G.E.M. AWARD NOTICE \$30; GRADUATION NOTICES \$76.50; BOE MEMBERS EXP NOTICES \$148.50	0 008 E	2510 17 0000 270 00 890
USD 320 A/P BAN	587444 R		06/12/2019	SEATON PUBLISHING CO	178.50	SMOKE SIGNAL/WAMEGO TIMES - MAY G.E.M. AWARD NOTICE \$30; GRADUATION NOTICES \$76.50; BOE MEMBERS EXP NOTICES \$148.50	0 008 E	2572 17 0000 360 00 540
USD 320 A/P BAN	587445 R		06/12/2019	SPECTRUM PAINT	1,862.22	Paint for summer projects	171900909 016 E	4700 20 0000 000 00 700
USD 320 A/P BAN	587446 R		06/12/2019	THYSSENKRUPP ELEVATO	1,868.00	Repairs to elevator #1 at WHS.	171900722 008 E	2640 15 0002 700 00 430
USD 320 A/P BAN	587447 R		06/12/2019	TOPEKA ELECTRIC MOTO	842.10	Rebuild HS chill pump bearing assembly	171900901 008 E	2690 55 0002 500 00 610
USD 320 A/P BAN	587448 R		06/12/2019	UNDERGROUND VAULTS &	25.00	USD OFFICE MONTHLY DOCUMENT SHREDDING	0 008 E	2510 17 0000 270 00 890
USD 320 A/P BAN	587449 R		06/12/2019	VIA CHRISTI HOSPITAL	160.00	D.O.T. TRANSPORTATION PHYSICALS	0 008 E	2710 66 0000 700 00 890
USD 320 A/P BAN	587450 R		06/12/2019	WATERS TRUE VALUE HA	56.95	custodial supplies	171900907 008 E	2620 55 0000 100 00 610
USD 320 A/P BAN	587450 R		06/12/2019	WATERS TRUE VALUE HA	0.00	HS faucets supplies	171900905 008 E	2690 55 0002 500 00 610
USD 320 A/P BAN	587451 R		06/12/2019	WEX BANK	522.52	fuel charges	171900903 030 E	2710 23 0000 800 00 626
USD 320 A/P BAN	587451 R		06/12/2019	WEX BANK	413.00	fuel charges	171900903 008 E	2710 56 0000 100 00 620
USD 320 A/P BAN	587451 R		06/12/2019	WEX BANK	1,239.00	fuel charges	171900903 008 E	2710 56 0002 110 00 890
USD 320 A/P BAN	587451 R		06/12/2019	WEX BANK	522.52	fuel charges	171900903 030 E	2710 23 0002 800 00 626
USD 320 A/P BAN	587452 R		06/18/2019	AMTRYKE LLC	49.76	Full padded seat back for Julia Stadum's AmTryke	61900220 078 E	2200 45 0000 259 00 680
USD 320 A/P BAN	587453 R		06/18/2019	BECKER CABINET & FUR	375.00	PODIUM FOR PLC BUILDING	11900288 008 E	2310 13 1000 660 00 610
USD 320 A/P BAN	587454 R		06/18/2019	BEST PLUMBING SPECIA	120.33	plbg parts district wide	171900895 008 E	2690 55 0000 500 00 610
USD 320 A/P BAN	587454 R		06/18/2019	BEST PLUMBING SPECIA	120.33	plbg parts district wide	171900895 008 E	2690 55 0002 500 00 610
USD 320 A/P BAN	587454 R		06/18/2019	BEST PLUMBING SPECIA	301.95	plbg parts district wide	171900895 008 E	2690 55 0000 500 00 610
USD 320 A/P BAN	587454 R		06/18/2019	BEST PLUMBING SPECIA	301.94	plbg parts district wide	171900895 008 E	2690 55 0002 500 00 610
USD 320 A/P BAN	587455 R		06/18/2019	CANON FINANCIAL SERV	847.00	\$847.00/MONTH FOR COPIER LEASE TO BE PAID FROM JAN.-JUNE 2019	61900147 078 E	2500 46 0000 000 00 449
USD 320 A/P BAN	587455 R		06/18/2019	CANON FINANCIAL SERV	2,963.27	MONTHLY COPIER LEASE PAYMENT	11900027 008 E	2586 14 0000 150 00 442

BANK	CHECK	CHE	CHECK		INVOICE	PO	ACCOUNT	
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER	NUMBER
						(\$4489.80/MO.)		
USD 320 A/P BAN	587455	R	06/18/2019	CANON FINANCIAL SERV	1,526.53	MONTHLY COPIER LEASE PAYMENT	11900027	008 E 2586 14 0002 150 00 442
						(\$4489.80/MO.)		
USD 320 A/P BAN	587456	R	06/18/2019	CEC	115.00	CEC Member Dues	71800025	078 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587456	R	06/18/2019	CEC	115.00	CRISTINA HARGITT basic DEC Member Dues	71900080	078 E 2213 79 0000 450 00 322
USD 320 A/P BAN	587457	R	06/18/2019	COONROD & ASSOCIATES	10,005.72	PP1Ph3 - WMS SCIENCE ADDITION BOND PROJECT	181800047	064 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587458	R	06/18/2019	E3 DIAGNOSTICS	557.50	OAE/Vision Callabration	71700062	078 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587459	R	06/18/2019	GENE'S HEARTLAND FOO	3.99	WATER FOR BOE MEETINGS	11900287	008 E 2310 13 1000 660 00 610
USD 320 A/P BAN	587459	R	06/18/2019	GENE'S HEARTLAND FOO	14.86	Cleanders for end-of-year cleaning	111900162	034 E 1000 26 0002 410 00 610
USD 320 A/P BAN	587460	R	06/18/2019	KANSAS GAS SERVICE	53.30	1010 8TH ST(#A) GAS UTILITIES	0 008 E 2510 17 0000 310 00 620	
USD 320 A/P BAN	587460	R	06/18/2019	KANSAS GAS SERVICE	38.48	1010 8th Street	0 008 E 2510 17 0000 310 00 620	
USD 320 A/P BAN	587460	R	06/18/2019	KANSAS GAS SERVICE	24.15	ADMIN GAS ON 8TH STREET	0 008 E 2510 17 0000 310 00 620	
USD 320 A/P BAN	587461	R	06/18/2019	TAESE/USU	750.00	Kansas MTSS Symposium Registration for: Cathy Wilber, Cathy Woodyard, Abby Ross, Robin Butler, and Amy Flinn. Mr. Winter has approved the fees for 1 admin and 2 teachers per building OUT OF DISTRICT FUNDS. The registration for the other 2 are to come from the West Inservice Purchased Services. We should have plenty in our budget for this left from 18-19. Cost is \$250 per person, so \$500 out of the West budget and the remaining \$750 out of the District budget.	41900111	026 E 2200 22 0000 500 00 321
USD 320 A/P BAN	587461	R	06/18/2019	TAESE/USU	500.00	Kansas MTSS Symposium Registration for: Cathy Wilber, Cathy Woodyard, Abby Ross, Robin Butler, and Amy Flinn. Mr. Winter has approved the fees for 1 admin	41900111	026 E 2200 22 0004 800 00 321

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						and 2 teachers per building OUT OF DISTRICT FUNDS. The registration for the other 2 are to come from the West Inservice Purchased Services. We should have plenty in our budget for this left from 18-19. Cost is \$250 per person, so \$500 out of the West budget and the remaining \$750 out of the District budget.		
USD 320 A/P BAN	587461 R		06/18/2019	TAESE/USU	750.00	Kansas Multi-Tier System of Supports and Alignment Symposium - September 11-12, 2019, Hyatt Regency, Wichita, Kansas I have already registered 6 teachers. The district is paying for 3 and Central budget will pay for 3.	51900077 026 E 2200 22 0000 500 00 321	
USD 320 A/P BAN	587461 R		06/18/2019	TAESE/USU	750.00	Kansas Multi-Tier System of Supports and Alignment Symposium - September 11-12, 2019, Hyatt Regency, Wichita, Kansas I have already registered 6 teachers. The district is paying for 3 and Central budget will pay for 3.	51900077 026 E 2200 22 0005 900 00 321	
USD 320 A/P BAN	587461 C		06/18/2019	TAESE/USU	0.00			
USD 320 A/P BAN	587462 R		06/18/2019	THE TOPEKA CAPITAL-J	161.00	NOTICE OF BID FOR 19-20 FOOD AND MILK BIDS	91900066 024 E 3130 18 0000 100 00 680	
USD 320 A/P BAN	587463 R		06/18/2019	US FOODS	76.20	FOOD SERVICE JUICE	0 024 E 3130 18 0000 050 00 630	
USD 320 A/P BAN	587464 R		06/18/2019	USD 501 TOPEKA PUBLI	400.00	TRAVIS GRABER PLC training	31900091 026 E 2200 22 0003 700 00 321	
USD 320 A/P BAN	587465 R		06/18/2019	WAMEGO CHAMBER OF CO	0.00	JUNE ADMIN LUNCH MEETING FEE	0 078 E 2500 46 0000 300 00 683	
USD 320 A/P BAN	587465 R		06/18/2019	WAMEGO CHAMBER OF CO	10.00	JUNE ADMIN LUNCH MEETING FEE	0 008 E 2410 17 0000 300 00 590	
USD 320 A/P BAN	587466 R		06/25/2019	DELTA MGMT ASSOCIATE	531.69	513607001	0 078 L 8532 00 0000 000 00 000	
USD 320 A/P BAN	587467 R		06/25/2019	KANSAS PAYMENT CENTE	1,548.00	Payroll accrual	0 006 L 8538 00 0000 000 00 000	

BANK	CHECK	CHE	CHECK	INVOICE		PO ACCOUNT	
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER NUMBER
USD 320 A/P BAN	587467	R	06/25/2019	KANSAS PAYMENT CENTE	0.00	Payroll accrual	0 024 L 8538 00 0000 000 00 000
USD 320 A/P BAN	587468	R	06/25/2019	NEWMAN MEMORIAL COUN	336.90	#10 LM 2739	0 006 L 8532 00 0000 000 00 000
USD 320 A/P BAN	587469	R	06/25/2019	WAMEGO COMMUNITY FOU	159.50	Payroll accrual	0 006 L 8569 00 0000 000 00 000
USD 320 A/P BAN	587469	R	06/25/2019	WAMEGO COMMUNITY FOU	15.81	Payroll accrual	0 013 L 8569 00 0000 000 00 000
USD 320 A/P BAN	587469	R	06/25/2019	WAMEGO COMMUNITY FOU	49.69	Payroll accrual	0 024 L 8569 00 0000 000 00 000
USD 320 A/P BAN	587469	R	06/25/2019	WAMEGO COMMUNITY FOU	5.00	Payroll accrual	0 034 L 8569 00 0000 000 00 000
USD 320 A/P BAN	587469	R	06/25/2019	WAMEGO COMMUNITY FOU	35.00	Payroll accrual	0 078 L 8569 00 0000 000 00 000
USD 320 A/P BAN	587470	R	06/26/2019	BEST PLUMBING SPECIA	411.12	West elem. add sink to classroom	171900912 008 E 2690 55 0000 500 00 610
USD 320 A/P BAN	587471	R	06/26/2019	BROWN'S SUPER SERVIC	321.00	Towing - bus 15	171900913 008 E 2710 56 0000 110 00 890
USD 320 A/P BAN	587472	R	06/26/2019	CENTRAL POWER SYSTEM	46.41	stock wipers - trans. shop	171900927 008 E 2730 66 0000 960 00 615
USD 320 A/P BAN	587472	R	06/26/2019	CENTRAL POWER SYSTEM	15.47	stock wipers - trans. shop	171900927 008 E 2730 66 0002 960 00 615
USD 320 A/P BAN	587473	R	06/26/2019	CINTAS CORPORATION	24.50	First Aid supplies -- all buildings	171900921 008 E 2620 55 0000 100 00 610
USD 320 A/P BAN	587473	R	06/26/2019	CINTAS CORPORATION	24.49	First Aid supplies -- all buildings	171900921 008 E 2620 55 0002 100 00 610
USD 320 A/P BAN	587474	R	06/26/2019	CNH INDUSTRIAL CAPIT	1,135.81	mower repair & chainsaw chains sharpen - Maintenance Shop	171900925 008 E 2630 55 0000 202 00 430
USD 320 A/P BAN	587474	R	06/26/2019	CNH INDUSTRIAL CAPIT	0.49	mower repair & chainsaw chains sharpen - Maintenance Shop	171900925 008 E 2630 55 0000 202 00 430
USD 320 A/P BAN	587475	R	06/26/2019	COMPLIANCE ONE	110.25	monthly admin fees	171900919 008 E 2572 17 0002 360 00 540
USD 320 A/P BAN	587476	R	06/26/2019	CR'S TIRE AND MUFFLE	18.11	Tire repair - mower	171900917 008 E 2630 55 0000 202 00 430
USD 320 A/P BAN	587476	R	06/26/2019	CR'S TIRE AND MUFFLE	780.74	tires, RT front brake hose/caliper & front wheel bearings - Van 25	171900926 008 E 2730 66 0002 950 00 615
USD 320 A/P BAN	587476	R	06/26/2019	CR'S TIRE AND MUFFLE	780.74	tires, RT front brake hose/caliper & front wheel bearings - Van 25	171900926 008 E 2730 66 0000 950 00 615
USD 320 A/P BAN	587477	R	06/26/2019	FRIENDSHIP HOUSE	153.00	WHS BUILDING LEADERSHIP MEETING REFRESHMENTS	11900294 026 E 2200 22 0002 600 00 321
USD 320 A/P BAN	587478	R	06/26/2019	GENE'S HEARTLAND FOO	9.16	water refill	171900924 008 E 2710 56 0000 110 00 890
USD 320 A/P BAN	587478	R	06/26/2019	GENE'S HEARTLAND FOO	3.69	GRAPES	0 024 E 3130 18 0000 050 00 630
USD 320 A/P BAN	587479	R	06/26/2019	GROWING LEADERS INC	2,249.95	Habitudes Online SEL Curriculum for high school counseling	81900007 055 E 1000 27 0000 200 00 610
USD 320 A/P BAN	587480	R	06/26/2019	HILAND DAIRY COMPANY	331.39	JUNE 10TH & 17TH JUICE/ DAIRY PRODUCTS	0 024 E 3130 18 0000 050 00 630

BANK CODE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	INVOICE		PO ACCOUNT	
					AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587481 R		06/26/2019	IRON CLAD	240.00	BOARDROOM USAGE - IRON CLAD ON 6/26/19	11900292	026 E 2200 22 0000 500 00 321
USD 320 A/P BAN	587482 R		06/26/2019	KAPLAN EARLY LEARNIN	45.94	classroom supplies	61900206	078 E 1000 43 0006 640 00 600
USD 320 A/P BAN	587483 R		06/26/2019	KAY JAY SERVICES	899.96	Custodial supplies for West and Operations	171900790	008 E 2620 55 0000 100 00 610
USD 320 A/P BAN	587483 R		06/26/2019	KAY JAY SERVICES	599.95	Custodial supplies for West and Operations	171900790	008 E 2620 55 0002 100 00 610
USD 320 A/P BAN	587483 R		06/26/2019	KAY JAY SERVICES	499.00	Whiteboards for HS AG shop and MS Woods Shop, hand cart for Operations.	171900769	008 E 2690 55 0000 400 00 610
USD 320 A/P BAN	587483 R		06/26/2019	KAY JAY SERVICES	189.00	Whiteboards for HS AG shop and MS Woods Shop, hand cart for Operations.	171900769	008 E 2690 55 0000 700 00 610
USD 320 A/P BAN	587483 R		06/26/2019	KAY JAY SERVICES	625.00	Whiteboards for HS AG shop and MS Woods Shop, hand cart for Operations.	171900769	008 E 2690 55 0002 400 00 610
USD 320 A/P BAN	587484 R		06/26/2019	KSPSUG	50.00	Powerschool Contacts Workshop	11900285	026 E 2200 22 0000 500 00 321
USD 320 A/P BAN	587484 R		06/26/2019	KSPSUG	100.00	Powerschool Contacts Workshop	11900285	008 E 2574 17 0000 350 00 330
USD 320 A/P BAN	587485 R		06/26/2019	POTT COUNTY SANITARY	7.50	Load of Brush - Maintenance Shop	171900923	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587485 R		06/26/2019	POTT COUNTY SANITARY	2.50	Load of Brush - Maintenance Shop	171900923	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587486 R		06/26/2019	PUR-O-ZONE CHEMICAL	1,491.46	custodial supplies	171900902	008 E 2620 55 0000 100 00 610
USD 320 A/P BAN	587487 R		06/26/2019	SMOKY HILL EDUC SERV	25.00	KSDE SAFE AND SECURE SCHOOL WORKSHOP - 3 PEOPLE	11900291	026 E 2200 22 0000 500 00 321
USD 320 A/P BAN	587487 R		06/26/2019	SMOKY HILL EDUC SERV	50.00	KSDE SAFE AND SECURE SCHOOL WORKSHOP - 3 PEOPLE	11900291	008 E 2574 17 0000 350 00 330
USD 320 A/P BAN	587488 R		06/26/2019	SOUTHEAST KANSAS EDU	992.20	HI SERVICES FOR MAY 2019	61900227	078 E 2120 44 0000 250 00 350
USD 320 A/P BAN	587489 R		06/26/2019	SPECTRUM PAINT	0.00	Paint - High School	171900860	008 E 2690 55 0000 400 00 610
USD 320 A/P BAN	587489 R		06/26/2019	SPECTRUM PAINT	0.00	Paint - High School	171900860	008 E 2690 55 0002 400 00 610
USD 320 A/P BAN	587489 R		06/26/2019	SPECTRUM PAINT	132.00	Summer paint project - High School	171900922	008 E 2690 55 0002 500 00 610
USD 320 A/P BAN	587489 R		06/26/2019	SPECTRUM PAINT	324.96	Summer paint project - High School	171900922	008 E 2690 55 0002 500 00 610
USD 320 A/P BAN	587490 R		06/26/2019	STAPLES CREDIT PLAN	2.56	CENTRAL ELEM. BINDER CLIPS, D.O. COFEE	11900286	008 E 2510 17 0000 320 00 610
USD 320 A/P BAN	587490 R		06/26/2019	STAPLES CREDIT PLAN	3.11	CENTRAL ELEM. BINDER CLIPS, D.O. COFEE	11900286	008 E 1000 53 0005 601 00 610
USD 320 A/P BAN	587491 R		06/26/2019	STONEWATER HARDSCAPE	476.29	all schools spring irrigation	171900918	008 E 2630 55 0000 203 00 500



BANK CODE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	INVOICE		PO ACCOUNT	
					AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587491 R		06/26/2019	STONEWATER HARDSCAPE	1,428.85	& repairs - Central & Middle all schools spring irrigation	171900918	008 E 2630 55 0002 203 00 500
USD 320 A/P BAN	587492 R		06/26/2019	SUNFLOWER RESTAURANT	1,236.00	& repairs - Central & Middle Hobart cutter attachment with shredder plates	91900065	024 E 3130 18 0000 150 00 700
USD 320 A/P BAN	587493 R		06/26/2019	U.S. CELLULAR	101.27	NURSE IRA CELL PHONE	0 008 E 2510 17 0000 290 00 530	
USD 320 A/P BAN	587493 R		06/26/2019	U.S. CELLULAR	59.33	PARENTS AS TEACHER PHONES	0 028 E 2100 28 0000 860 00 530	
USD 320 A/P BAN	587494 R		06/26/2019	VISA	50.00	Coordinators retreat with KPATA	121900016	028 E 2200 28 0000 900 00 300
USD 320 A/P BAN	587494 V		06/26/2019	VISA	-50.00	Coordinators retreat with KPATA	121900016	028 E 2200 28 0000 900 00 300
USD 320 A/P BAN	587495 R		06/26/2019	WAL-MART COMMUNITY/G	177.54	SAM'S CLUB items for end of year staff breakfast	91900061	024 E 3190 18 0000 200 00 890
USD 320 A/P BAN	587495 R		06/26/2019	WAL-MART COMMUNITY/G	399.22	Supplies and equipment for the Culinary classroom	111900163	034 E 1000 26 0002 410 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	18.74	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	6.25	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	10.86	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	3.62	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	23.06	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	7.68	mowing supplies - Maintenance Shop	171900914	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	25.96	Irrigation - West	171900915	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	8.65	Irrigation - West	171900915	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	31.19	paint supplies	171900916	008 E 2690 55 0000 500 00 610
USD 320 A/P BAN	587496 R		06/26/2019	WATERS TRUE VALUE -	31.18	paint supplies	171900916	008 E 2690 55 0002 500 00 610
USD 320 A/P BAN	587497 R		06/26/2019	KPATA	50.00	WINTER BERKLUND Coordinators retreat	121900016	028 E 2200 28 0000 900 00 300
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	12,338.98	Payroll accrual	0 006 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	9,021.64	Payroll accrual	0 078 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	1,171.15	Payroll accrual	0 013 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	1,773.26	Payroll accrual	0 034 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	0.00	Payroll accrual	0 007 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498 R		06/26/2019	BLUE CROSS BLUE SHIE	153.72	Payroll accrual	0 024 L 8546 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	21.96	Payroll accrual	0 028 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	37.96	Payroll accrual	0 016 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	94.31	Payroll accrual	0 014 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	393.49	Payroll accrual	0 015 L 8546 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	49,137.94	Payroll accrual	0 006 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	3,916.40	Payroll accrual	0 024 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	44,171.53	Payroll accrual	0 078 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	4,261.06	Payroll accrual	0 013 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	1,351.15	Payroll accrual	0 034 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	881.19	Payroll accrual	0 007 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	391.64	Payroll accrual	0 028 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	1,638.51	Payroll accrual	0 016 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	430.79	Payroll accrual	0 014 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	391.64	Payroll accrual	0 015 L 8547 00 0000 000 00 000	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	275.00	RETIREES HEALTH INSURANCE PREMIUMS	0 006 E 1000 11 0000 001 00 213	
USD 320 A/P BAN	587498	R	06/26/2019	BLUE CROSS BLUE SHIE	3,547.10	RETIREES HEALTH INSURANCE PREMIUMS	0 006 E 1000 11 0000 001 00 210	
USD 320 A/P BAN	587500	R	07/10/2019	KANSAS GAS SERVICE	165.65	COLUMBIAN RD #FTBL	0 008 E 2620 54 0000 690 00 621	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	1,345.95	ADMIN INTERNET \$608.75/MONTHLY MAINT. FEE & ADMIN PHONES \$2298.70/VIDEO SURVEILLANCE MONTHLY SERVICE AGREEMENT \$1,130.39	0 008 E 2640 55 0000 300 00 610	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	1,345.95	ADMIN INTERNET \$608.75/MONTHLY MAINT. FEE & ADMIN PHONES \$2298.70/VIDEO SURVEILLANCE MONTHLY SERVICE AGREEMENT \$1,130.39	0 008 E 2510 17 0000 290 00 530	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	1,345.94	ADMIN INTERNET \$608.75/MONTHLY MAINT. FEE & ADMIN PHONES \$2298.70/VIDEO SURVEILLANCE MONTHLY SERVICE AGREEMENT \$1,130.39	0 008 E 2640 55 0002 300 00 610	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	81.97	CENTRAL ELEM PHONES	0 008 E 2510 14 0000 200 00 530	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	80.66	WEST ELEM PHONE	0 008 E 2510 14 0000 200 00 530	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	42.80	WMS PHONE	0 008 E 2510 14 0000 200 00 530	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	123.17	WHS PHONE	0 008 E 2510 14 0002 200 00 530	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	39.71	MAINT. PHONES	0 008 E 2510 17 0000 290 00 530	

BANK	CHECK	CHE	CHECK			INVOICE	PO ACCOUNT	
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	80.60	INFANT TODDLER PHONES	0 078 E 2500 79 0000 330 00 532	
USD 320 A/P BAN	587501	R	07/10/2019	WAMEGO TELECOMMUNICA	42.91	SP ED PHONES	0 078 E 2500 46 0000 100 00 532	
USD 320 A/P BAN	587502	R	07/10/2019	WESTAR ENERGY	24.01	4290 COLUMBIAN RD ADMIN UTILITIES	0 008 E 2620 55 0000 040 00 622	
USD 320 A/P BAN	587502	R	07/10/2019	WESTAR ENERGY	0.00	4290 COLUMBIAN RD ADMIN UTILITIES	0 008 E 2510 17 0000 310 00 620	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	-15.06	Supplies for Jim Page, Heather Petermann, Maggie Strait and Kelly Estes	21900180 008 E 1000 54 0002 800 00 610	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	268.53	Mental Health First Aid Teaching Supplies from Amazon	21900220 008 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	43.22	Colored Pencil Sharpeners Battery Operated-USB&Electrical Pencil Sharpener Mesh Desk Organizer with Sliding Drawer, Double Tray and 5 Upright Sections, Black	41900109 035 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	85.28	Classroom to Careers Gift Money	41900113 035 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	372.12	BAZIC Primary Journal Marble Composition Book. 100 Sheet Notebook for Grades K-2 (9 3/4" x 7 1/2". Case of 48) <a href="https://www.amazon.com/Primary-Journal-Marble-Composition-Notebook/dp/B00275EBHE/ref=sr_1_4?qid=1558452476&amp;refinements=p_n_location_browse-bin%3A10175231011&amp;s=office-products&amp;sr=1-4">https://www.amazon.com/Primary-Journal-Marble-Composition-Notebook/dp/B00275EBHE/ref=sr_1_4?qid=1558452476&amp;refinements=p_n_location_browse-bin%3A10175231011&amp;s=office-products&amp;sr=1-4</a>	51900075 008 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	131.62	CENTRAL ELEM Keurig Coffee, Tea, Cappuccino	51900079 008 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	86.64	Eoso Keyboard Case for Apple iPad 2/3/4 Folding Leather Folio Cover with Removable Keyboard for iPad 2/3/4 Tablet (Black) \$28.88 Free Shipping	151900002 078 L 8999 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	17.87	Book for Coleman and Siebert: Bandwidth Recovery: Helping Students Reclaim Cognitive Resources Lost to Poverty, Racism, and Social Marginalization	11900283	026 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587504	R	07/15/2019	AMAZON/SYNCHRONY BAN	470.68	Batteries for fire alarm panels	171900920	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587504	C	07/15/2019	AMAZON/SYNCHRONY BAN	0.00			
USD 320 A/P BAN	587504	C	07/15/2019	AMAZON/SYNCHRONY BAN	0.00			
USD 320 A/P BAN	587505	R	07/15/2019	APPLE, INC	2,487.00	Apple Computers for new positions.	11900289	016 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587506	R	07/15/2019	CARQUEST OF WAMEGO	7.11	mini lamp stock transportation	172000022	008 E 2730 66 0000 960 00 615
USD 320 A/P BAN	587506	R	07/15/2019	CARQUEST OF WAMEGO	1.35	mini lamp stock transportation	172000022	008 E 2730 66 0002 960 00 615
USD 320 A/P BAN	587506	R	07/15/2019	CARQUEST OF WAMEGO	15.16	Oil filter - Kubota 227 mower	171900932	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	75,328.50	COMMERCIAL PACKAGE INSURANCE RENEWAL FOR 2019-2020	12000007	008 E 2510 13 0000 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	25,109.50	COMMERCIAL PACKAGE INSURANCE RENEWAL FOR 2019-2020	12000007	008 E 2510 13 0002 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	1,530.00	COMMERCIAL UMBRELLA EXCESS INSURANCE RENEWAL FOR 2019-2020	12000006	008 E 2510 13 0000 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	510.00	COMMERCIAL UMBRELLA EXCESS INSURANCE RENEWAL FOR 2019-2020	12000006	008 E 2510 13 0002 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	2,568.00	SCHOOL BOARD LIABILITY INSURANCE RENEWAL FOR 2019-2020	12000005	008 E 2510 13 0000 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	856.00	SCHOOL BOARD LIABILITY INSURANCE RENEWAL FOR 2019-2020	12000005	008 E 2510 13 0002 400 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	18,000.00	COMMERCIAL AUTO INSURANCE RENEWAL FOR 2019-2020	12000004	008 E 2710 66 0000 500 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	2,638.00	COMMERCIAL AUTO INSURANCE RENEWAL FOR 2019-2020	12000004	008 E 2710 66 0002 500 00 520
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	-31.92	COMMERCIAL AUTOMOBILE POLICY ENDORSEMENT	0	008 E 2710 66 0000 500 00 520

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587507	R	07/15/2019	CBIZ INSURANCE SERVI	-6.08	COMMERCIAL AUTOMOBILE POLICY ENDORSEMENT	0 008 E 2710 66 0002 500 00 520	
USD 320 A/P BAN	587508	R	07/15/2019	CDW-G	8,129.22	Microsoft office renewal.	11900260 008 L 8999 00 0000 000 00 000	
USD 320 A/P BAN	587509	R	07/15/2019	CINTAS CORPORATION #	840.75	MONTHLY CUSTODIAL SHIRTS & MOP RENTAL SERVICES	0 008 E 2620 55 0000 100 00 610	
USD 320 A/P BAN	587509	R	07/15/2019	CINTAS CORPORATION #	794.46	MONTHLY CUSTODIAL SHIRTS & MOP RENTAL SERVICES	0 008 E 2620 55 0002 100 00 610	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	311.96	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 034 E 2600 26 0000 600 00 410	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	11,731.26	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 008 E 2620 55 0000 040 00 622	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	1,095.03	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 008 E 2510 17 0000 310 00 620	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	11,546.77	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 008 E 2620 55 0002 040 00 622	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	1,546.80	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 024 E 2600 17 0000 855 00 622	
USD 320 A/P BAN	587510	R	07/15/2019	CITY OF WAMEGO	64.40	AG SHOP UTILITIES \$311.96; SCHOOLS \$23,278.03; ADMIN. \$612.47; FB FLD \$482.56; DISTRICT KITCHEN \$1,611.20	0 024 E 2600 17 0000 858 00 629	
USD 320 A/P BAN	587511	R	07/15/2019	CNH INDUSTRIAL CAPIT	22.23	belt for grasshopper 722d & chain sharpened for chain saw	172000019 008 E 2630 55 0000 202 00 430	
USD 320 A/P BAN	587511	R	07/15/2019	CNH INDUSTRIAL CAPIT	5.07	washers for grasshopper	172000025 008 E 2630 55 0000 202 00 430	
USD 320 A/P BAN	587512	R	07/15/2019	DUDE SOLUTIONS	2,993.96	Annual Admin Fee - Bldg Maint System	172000001 008 E 2640 55 0000 300 00 610	
USD 320 A/P BAN	587512	R	07/15/2019	DUDE SOLUTIONS	997.99	Annual Admin Fee - Bldg Maint System	172000001 008 E 2640 55 0002 300 00 610	
USD 320 A/P BAN	587513	R	07/15/2019	DYNAMIC IT SOLUTIONS	44,137.15	ESXi Server Upgrade	11900284 016 L 8999 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT			
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER		
USD 320 A/P BAN	587514	R	07/15/2019	EDGENUITY	7,500.00	Edgenuity yearly renewal	22000002	015 E	1000 72 0000	250 00 322
USD 320 A/P BAN	587515	R	07/15/2019	FIRST DAKOTA INDEMNI	19,759.00	19-20 WORK COMP INSURANCE PREMIUM	12000013	008 E	2510 13 0000	420 00 520
USD 320 A/P BAN	587516	R	07/15/2019	FOLLETT SCHOOL SOLUT	4,645.14	DESTINY LIBRARY SYSTEMS RENEWAL FOR 19-20	12000012	008 E	2585 54 0000	380 00 323
USD 320 A/P BAN	587516	R	07/15/2019	FOLLETT SCHOOL SOLUT	1,548.38	DESTINY LIBRARY SYSTEMS RENEWAL FOR 19-20	12000012	008 E	2585 54 0002	380 00 323
USD 320 A/P BAN	587517	R	07/15/2019	GENE'S HEARTLAND FOO	3.37	Storage bags for bus zonar parts.	172000011	008 E	2710 56 0000	110 00 890
USD 320 A/P BAN	587517	R	07/15/2019	GENE'S HEARTLAND FOO	1.12	Storage bags for bus zonar parts.	172000011	008 E	2710 56 0002	110 00 890
USD 320 A/P BAN	587517	R	07/15/2019	GENE'S HEARTLAND FOO	17.43	water refill	172000014	008 E	2710 56 0000	110 00 890
USD 320 A/P BAN	587517	R	07/15/2019	GENE'S HEARTLAND FOO	5.98	water refill	172000014	008 E	2710 56 0000	110 00 890
USD 320 A/P BAN	587518	R	07/15/2019	INFORMATION NETWORK	56.44	USD320 EMPLOYEE DL RECORD CHECKS	0 008 E	2310 13 1000	050 00 345	
USD 320 A/P BAN	587519	R	07/15/2019	K-ACTE	325.00	ANDY MORTON Summer Conference Registration	112000001	026 E	2200 22 0002	650 00 321
USD 320 A/P BAN	587520	R	07/15/2019	KADPF	22.50	LARRY HANNAN/TRENTON ROSS/RBERT MILLER membership dues.	172000003	008 E	2640 55 0000	300 00 610
USD 320 A/P BAN	587520	R	07/15/2019	KADPF	7.50	LARRY HANNAN/TRENTON ROSS/RBERT MILLER membership dues.	172000003	008 E	2640 55 0002	300 00 610
USD 320 A/P BAN	587521	R	07/15/2019	KANSAS ASSOC OF SCHO	1,389.11	LEGAL SERVICES FROM KASB	12000018	008 E	2310 13 1000	050 00 345
USD 320 A/P BAN	587521	R	07/15/2019	KANSAS ASSOC OF SCHO	12,550.82	KASB 19-20 MEMBERSHIP RENEWAL W/SEASON PASS	12000009	008 E	2310 13 1000	750 00 810
USD 320 A/P BAN	587521	R	07/15/2019	KANSAS ASSOC OF SCHO	2,100.00	KASB LEGAL ASSISTANCE FUND RENEWAL 19-20	12000008	008 E	2310 13 1000	750 00 810
USD 320 A/P BAN	587522	R	07/15/2019	KAW VALLEY EXTERMINA	2,890.00	DEC. 2018-MAR. 2019 DISTRICT-WIDE Contracted Services	171900936	008 L	8999 00 0000	000 00 000
USD 320 A/P BAN	587523	R	07/15/2019	KSU CPSI	303.80	2019-2020 MEMBERSHIP RENEWAL BASED ON .20xFTE on SEPT 20	12000003	008 E	2510 17 0000	340 00 800
USD 320 A/P BAN	587524	R	07/15/2019	LINDYSPRING WATER	21.65	USD DRINKING WATER	0 008 E	2510 17 0000	270 00 890	
USD 320 A/P BAN	587525	R	07/15/2019	MANKO WINDOW SYSTEMS	13,479.00	Window replacement - West	171900929	016 L	8999 00 0000	000 00 000
USD 320 A/P BAN	587526	R	07/15/2019	MATHESON TRI-GAS, IN	114.10	GROUNDNS CYLINDER RENTAL	0 008 E	2630 55 0000	200 00 610	
USD 320 A/P BAN	587526	R	07/15/2019	MATHESON TRI-GAS, IN	6.00	VO AG DEPT CYLINDER RENTAL	0 034 E	1000 26 0002	420 00 610	
USD 320 A/P BAN	587527	R	07/15/2019	MIDWEST TRANSIT EQUI	52.09	Door seal - top & bottom - bus 22B	172000004	030 E	2730 23 0000	810 00 690

BANK CODE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	INVOICE		PO ACCOUNT	
					AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	587527	R	07/15/2019	MIDWEST TRANSIT EQUI	52.09	Door seal - top & bottom - bus 22B	172000004	030 E 2730 23 0002 810 00 690
USD 320 A/P BAN	587528	R	07/15/2019	MSDSONLINE	1,724.25	VELOCITY EHS MSDS Online HQ account subscription renewal	172000002	008 E 2640 55 0000 300 00 610
USD 320 A/P BAN	587528	R	07/15/2019	MSDSONLINE	574.75	VELOCITY EHS MSDS Online HQ account subscription renewal	172000002	008 E 2640 55 0002 300 00 610
USD 320 A/P BAN	587529	R	07/15/2019	NCS PEARSON INCORPOR	4,387.50	AimsWebPLUS renewal for 2019-20 school year	120000002	008 E 2120 54 0000 710 00 670
USD 320 A/P BAN	587529	R	07/15/2019	NCS PEARSON INCORPOR	1,462.50	AimsWebPLUS renewal for 2019-20 school year	120000002	008 E 2120 54 0002 710 00 670
USD 320 A/P BAN	587529	R	07/15/2019	NCS PEARSON INCORPOR	1,527.50	Aimsweb Plus (overage per students use 2018-19)	11900277	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587530	R	07/15/2019	NORTHWEST EVALUATION	11,428.13	Renewal for NWEA MAP assessments for 2019-20	120000001	008 E 2120 54 0000 710 00 670
USD 320 A/P BAN	587530	R	07/15/2019	NORTHWEST EVALUATION	3,809.37	Renewal for NWEA MAP assessments for 2019-20	120000001	008 E 2120 54 0002 710 00 670
USD 320 A/P BAN	587531	R	07/15/2019	POTT COUNTY NOXIOUS	82.50	weed killer	172000020	008 E 2630 55 0000 200 00 610
USD 320 A/P BAN	587531	R	07/15/2019	POTT COUNTY NOXIOUS	27.50	weed killer	172000020	008 E 2630 55 0002 200 00 610
USD 320 A/P BAN	587532	R	07/15/2019	PUR-O-ZONE CHEMICAL	163.00	FOOD SVC EQUIP SERVICE	11900296	024 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587533	R	07/15/2019	SEATON PUBLISHING CO	62.50	Tech Center graduation ad in Smoke Signal & Wamego Times	21900224	012 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587533	R	07/15/2019	SEATON PUBLISHING CO	36.00	MAY G.E.M. AWARD \$24.00; SPEC. SVCS. ADMIN. ASST. EMPLOYMENT ADS \$36.00; HANNAN BLEACHER WOOD SALES \$30; ONLINE ENROLLMENT ADS \$156.00	0 078 E 2500 46 0000 200 00 600	
USD 320 A/P BAN	587533	R	07/15/2019	SEATON PUBLISHING CO	186.00	MAY G.E.M. AWARD \$24.00; SPEC. SVCS. ADMIN. ASST. EMPLOYMENT ADS \$36.00; HANNAN BLEACHER WOOD SALES \$30; ONLINE ENROLLMENT ADS \$156.00	0 008 E 2510 17 0000 270 00 890	
USD 320 A/P BAN	587533	R	07/15/2019	SEATON PUBLISHING CO	24.00	MAY G.E.M. AWARD \$24.00; SPEC. SVCS. ADMIN. ASST. EMPLOYMENT ADS \$36.00; HANNAN BLEACHER WOOD SALES \$30; ONLINE ENROLLMENT ADS \$156.00	0 008 E 2572 17 0000 360 00 540	
USD 320 A/P BAN	587534	R	07/15/2019	SKYWARD	14,461.50	SKYWARD 19-20 ANNUAL SOFTWARE LICENSE FEES	120000010	008 E 2585 54 0000 380 00 323
USD 320 A/P BAN	587534	R	07/15/2019	SKYWARD	4,820.50	SKYWARD 19-20 ANNUAL SOFTWARE	120000010	008 E 2585 54 0002 380 00 323

BANK CODE	CHECK			VENDOR	AMOUNT	INVOICE DESCRIPTION	PO ACCOUNT	
	NUMBER	CHE TYP	DATE				NUMBER	NUMBER
USD 320 A/P BAN	587535	R	07/15/2019	SOUTHEAST KANSAS EDU	754.00	LICENSE FEES GREENBUSH CAREER CRUISING, XELLO FOR MS/HS FOR 19-20	12000017	008 E 2585 54 0000 380 00 323
USD 320 A/P BAN	587535	R	07/15/2019	SOUTHEAST KANSAS EDU	1,320.00	GREENBUSH CAREER CRUISING, XELLO FOR MS/HS FOR 19-20	12000017	008 E 2585 54 0002 380 00 323
USD 320 A/P BAN	587536	R	07/15/2019	SPECTRUM PAINT	0.00	paint - High School Ag Shop	172000026	008 E 2690 55 0002 500 00 610
USD 320 A/P BAN	587536	R	07/15/2019	SPECTRUM PAINT	44.00	paint project - Ag Shop	171900934	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587537	R	07/15/2019	THYSSENKRUPP ELEVATO	924.36	Oil & Grease Elevators - Central & High School	171900930	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587538	R	07/15/2019	UNDERGROUND VAULTS &	25.00	USD OFFICE MONTHLY DOCUMENT SHREDDING	0 008 E 2510 17 0000 270 00 890	
USD 320 A/P BAN	587539	R	07/15/2019	USD 329 - MILL CREEK	436.41	SPED TEACHER SUBS FOR MAY 2019 @ USD 329	61900229	078 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587541	R	07/15/2019	WATERS TRUE VALUE HA	356.64	softener salt	171900928	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587541	R	07/15/2019	WATERS TRUE VALUE HA	22.47	Plumbing for new sink at West	171900933	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587542	R	07/15/2019	WATERS TRUE VALUE -	25.87	paint - sports complex	172000015	008 E 2630 55 0000 202 00 430
USD 320 A/P BAN	587542	R	07/15/2019	WATERS TRUE VALUE -	73.49	summer building supplies - West	172000017	008 E 2690 55 0000 500 00 610
USD 320 A/P BAN	587542	R	07/15/2019	WATERS TRUE VALUE -	156.31	Summer Custodial Project Supplies - West	171900931	008 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587543	R	07/15/2019	WENGER CORPORATION	6,906.00	Signature Choral Risers - 3 Step - <a href="https://www.wengercorp.com/productpage.php?product=91">https://www.wengercorp.com/productpage.php?product=91</a>	51900083	016 L 8999 00 0000 000 00 000
USD 320 A/P BAN	587544	R	07/15/2019	WEX BANK	26.23	monthly fuel charges	172000018	030 E 2710 23 0000 800 00 626
USD 320 A/P BAN	587544	R	07/15/2019	WEX BANK	426.34	monthly fuel charges	172000018	008 E 2710 56 0000 100 00 620
USD 320 A/P BAN	181900474	A	06/27/2019	BERKLUND, WINTER	147.15	MILEAGE REIMB MAY 2019 270 MI	0 028 E 2100 28 0000 800 00 590	
USD 320 A/P BAN	181900474	A	06/27/2019	BERKLUND, WINTER	90.93	Mothers day activity supplies reimbursement less tax	121900014	028 E 2100 28 0000 850 00 610
USD 320 A/P BAN	181900475	A	06/27/2019	DRENNON, LYDIA	30.00	REIMB EXP FOR TRANS TRAINING MATERIALS PER LARRY HANNAN	0 008 E 2710 56 0000 110 00 890	
USD 320 A/P BAN	181900476	A	06/27/2019	GRABER, TRAVIS	16.00	REIMB CONF MEAL EXP JUN 2019	0 008 E 2410 17 0000 300 00 590	
USD 320 A/P BAN	192000002	A	07/16/2019	ALLENBRAND, ANGELA	30.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530	
USD 320 A/P BAN	192000002	A	07/16/2019	ALLENBRAND, ANGELA	10.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530	
USD 320 A/P BAN	192000003	A	07/16/2019	BECHARD, KELLY	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 078 E 2500 79 0000 330 00 532	
USD 320 A/P BAN	192000003	A	07/16/2019	BECHARD, KELLY	162.41	MILEAGE REIMB JUNE 2019 298	0 078 E 1300 46 0007 870 00 581	



BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	CHE NUMBER	CHE TYP	CHECK DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
						MI		
USD 320 A/P BAN	192000004	A	07/16/2019	BERKLUND, WINTER	62.68	Family Night Pizza Party expense reimbursement	121900015	028 L 8999 00 0000 000 00 000
USD 320 A/P BAN	192000004	A	07/16/2019	BERKLUND, WINTER	284.71	JUNE MILEAGE REIMBURSEMENT 522.4 MI	121900017	028 L 8999 00 0000 000 00 000
USD 320 A/P BAN	192000005	A	07/16/2019	BISHOP, ZACHARIA	30.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000005	A	07/16/2019	BISHOP, ZACHARIA	10.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002	290 00 530
USD 320 A/P BAN	192000006	A	07/16/2019	BOERNER, LYNNE	367.79	REIMB FOR RETIREMENT RECEPTION EXPENSES IN MAY 2019	0 008 E 2510 17 0000	270 00 890
USD 320 A/P BAN	192000007	A	07/16/2019	CEZAR, CHRIS	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 078 E 2500 46 0000	100 00 532
USD 320 A/P BAN	192000008	A	07/16/2019	CHARBONNEAU, DENNIS	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002	290 00 530
USD 320 A/P BAN	192000008	A	07/16/2019	CHARBONNEAU, DENNIS	23.97	REIMB JUN 2019 CONF EXP	0 026 E 2200 22 0000	540 00 590
USD 320 A/P BAN	192000009	A	07/16/2019	DAY, ROBERT	30.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000009	A	07/16/2019	DAY, ROBERT	10.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002	290 00 530
USD 320 A/P BAN	192000010	A	07/16/2019	DOW, TEREASA	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000011	A	07/16/2019	FAILS, LAURA	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 024 E 2600 17 0000	865 00 629
USD 320 A/P BAN	192000012	A	07/16/2019	FLINN, AMY	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000013	A	07/16/2019	FRICK, TERAN	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 078 E 2500 79 0000	330 00 532
USD 320 A/P BAN	192000013	A	07/16/2019	FRICK, TERAN	696.51	MILEAGE REIMB JUN 2019 1278 MI	0 078 E 1300 46 0007	870 00 581
USD 320 A/P BAN	192000014	A	07/16/2019	GRABER, TRAVIS	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000015	A	07/16/2019	GRUNEWALD, KAY	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530
USD 320 A/P BAN	192000015	A	07/16/2019	GRUNEWALD, KAY	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002	290 00 530
USD 320 A/P BAN	192000016	A	07/16/2019	HANNAN, LAWRENCE	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000	290 00 530

BANK	CHECK	CHE	CHECK		INVOICE	PO	ACCOUNT
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER NUMBER
USD 320 A/P BAN	192000016	A	07/16/2019	HANNAN, LAWRENCE	25.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000017	A	07/16/2019	HARGITT, CRISTINA	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 078 E 2500 79 0000 330 00 532
USD 320 A/P BAN	192000017	A	07/16/2019	HARGITT, CRISTINA	182.58	MILEAGE REIMB JUN 2019 335 MI	0 078 E 1300 46 0007 870 00 581
USD 320 A/P BAN	192000018	A	07/16/2019	HEIDEMAN, CLINT	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000018	A	07/16/2019	HEIDEMAN, CLINT	25.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000019	A	07/16/2019	KATT, KRISTEN	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000019	A	07/16/2019	KATT, KRISTEN	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000020	A	07/16/2019	LINDLEY, JANA	131.40	Tech Center YOLA domain & website package renewal reimbursement	22000003 012 E 2230 30 0000 410 00 650
USD 320 A/P BAN	192000021	A	07/16/2019	MCINTOSH, BRIAN	75.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000022	A	07/16/2019	MILLER, ROBERT	30.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000022	A	07/16/2019	MILLER, ROBERT	10.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000023	A	07/16/2019	ROSS, TRENTON	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000023	A	07/16/2019	ROSS, TRENTON	25.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000024	A	07/16/2019	SIEBERT, MARY	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000024	A	07/16/2019	SIEBERT, MARY	25.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000025	A	07/16/2019	STEPHENSON, BRUCE	30.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530
USD 320 A/P BAN	192000025	A	07/16/2019	STEPHENSON, BRUCE	10.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0002 290 00 530
USD 320 A/P BAN	192000026	A	07/16/2019	WALLIN, TAMARA	20.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 078 E 2500 79 0000 330 00 532
USD 320 A/P BAN	192000026	A	07/16/2019	WALLIN, TAMARA	207.10	MILEAGE REIMB JUN 2019 380 MI	0 078 E 1300 46 0007 870 00 581
USD 320 A/P BAN	192000027	A	07/16/2019	WINTER, TIMOTHY	50.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E 2510 17 0000 290 00 530

BANK CODE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	INVOICE		PO ACCOUNT	
					AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	192000027	A	07/16/2019	WINTER, TIMOTHY	25.00	MONTHLY CELL PHONE STIPEND - JULY 2019	0 008 E	2510 17 0002 290 00 530
USD 320 A/P BAN	192000027	A	07/16/2019	WINTER, TIMOTHY	82.86	REIMB MILEAGE AND EXP FOR JUNE 2019 (138 MI)	0 008 E	2321 54 1000 661 00 580
USD 320 A/P BAN	201800251	W	06/15/2019	KANSAS TURNPIKE AUTH	25.50	VEHICLE TOLL ACTIVITY FOR MAY 2019	0 008 E	2710 66 0002 800 00 890
USD 320 A/P BAN	201800253	W	06/17/2019	CAPITAL CITY OIL INC	325.88	FUEL	0 008 E	2710 56 0000 100 00 620
USD 320 A/P BAN	201800253	W	06/17/2019	CAPITAL CITY OIL INC	62.07	FUEL	0 008 E	2710 56 0002 100 00 620
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	3,380.21	Payroll accrual	0 006 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	593.43	Payroll accrual	0 013 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	2,904.68	Payroll accrual	0 078 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	60.00	Payroll accrual	0 034 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	140.00	Payroll accrual	0 024 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	1,200.83	Payroll accrual	0 006 L	8572 00 0000 000 00 000
USD 320 A/P BAN	201800259	W	06/20/2019	USD 320	124.16	Payroll accrual	0 013 L	8572 00 0000 000 00 000
USD 320 A/P BAN	201800260	W	06/24/2019	USD 320	907.49	Payroll accrual - July Lump Sum	0 006 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800260	W	06/24/2019	USD 320	30.00	Payroll accrual - July Lump Sum	0 013 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800260	W	06/24/2019	USD 320	125.00	Payroll accrual - July Lump Sum	0 078 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800260	W	06/24/2019	USD 320	250.00	Payroll accrual - July Lump Sum	0 006 L	8572 00 0000 000 00 000
USD 320 A/P BAN	201800261	W	06/25/2019	USD 320	907.49	Payroll accrual - August Lump Sum	0 006 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800261	W	06/25/2019	USD 320	30.00	Payroll accrual - August Lump Sum	0 013 L	8571 00 0000 000 00 000
USD 320 A/P BAN	201800261	W	06/25/2019	USD 320	250.00	Payroll accrual - August Lump Sums	0 006 L	8572 00 0000 000 00 000
USD 320 A/P BAN	201800262	W	06/24/2019	CAPITAL CITY OIL INC	166.42	FUEL	0 008 E	2710 56 0000 100 00 620
USD 320 A/P BAN	201800262	W	06/24/2019	CAPITAL CITY OIL INC	31.70	FUEL	0 008 E	2710 56 0002 100 00 620
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	31,242.42	Payroll accrual	0 006 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	2,662.11	Payroll accrual	0 013 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	174.04	Payroll accrual	0 028 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	925.43	Payroll accrual	0 024 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	9.27	Payroll accrual	0 008 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	18,839.67	Payroll accrual	0 078 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	139.65	Payroll accrual	0 030 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	1,407.60	Payroll accrual	0 034 L	8503 00 0000 000 00 000

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	714.07	Payroll accrual	0 007 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	923.01	Payroll accrual	0 016 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	307.58	Payroll accrual	0 014 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	203.10	Payroll accrual	0 015 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	1,574.69	Payroll accrual	0 006 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	7.50	Payroll accrual	0 013 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	100.00	Payroll accrual	0 024 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	685.00	Payroll accrual	0 078 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	36.00	Payroll accrual	0 034 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	100.00	Payroll accrual	0 007 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	121.81	Payroll accrual	0 016 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	34,891.42	Payroll accrual	0 006 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	3,207.40	Payroll accrual	0 013 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	262.32	Payroll accrual	0 028 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	555.49	Payroll accrual	0 024 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	3.09	Payroll accrual	0 008 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	18,110.82	Payroll accrual	0 078 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	77.49	Payroll accrual	0 030 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	1,467.55	Payroll accrual	0 034 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	1,037.86	Payroll accrual	0 007 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	956.85	Payroll accrual	0 016 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	251.04	Payroll accrual	0 014 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	224.70	Payroll accrual	0 015 L	8501 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	7,306.64	Payroll accrual	0 006 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	622.60	Payroll accrual	0 013 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	40.70	Payroll accrual	0 028 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	216.45	Payroll accrual	0 024 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	2.16	Payroll accrual	0 008 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	4,406.04	Payroll accrual	0 078 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	32.67	Payroll accrual	0 030 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	329.18	Payroll accrual	0 034 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	167.00	Payroll accrual	0 007 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	215.86	Payroll accrual	0 016 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	71.93	Payroll accrual	0 014 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	47.50	Payroll accrual	0 015 L	8503 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	31,242.42	Payroll accrual	0 006 L	8504 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	2,662.11	Payroll accrual	0 013 L	8504 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	174.04	Payroll accrual	0 028 L	8504 00 0000 000 00 000
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	925.43	Payroll accrual	0 024 L	8504 00 0000 000 00 000

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	9.27	Payroll accrual	0 008 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	18,839.67	Payroll accrual	0 078 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	139.65	Payroll accrual	0 030 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	1,407.60	Payroll accrual	0 034 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	714.07	Payroll accrual	0 007 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	923.01	Payroll accrual	0 016 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	307.58	Payroll accrual	0 014 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	203.10	Payroll accrual	0 015 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	7,306.64	Payroll accrual	0 006 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	622.60	Payroll accrual	0 013 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	40.70	Payroll accrual	0 028 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	216.45	Payroll accrual	0 024 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	2.16	Payroll accrual	0 008 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	4,406.04	Payroll accrual	0 078 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	32.67	Payroll accrual	0 030 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	329.18	Payroll accrual	0 034 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	167.00	Payroll accrual	0 007 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	215.86	Payroll accrual	0 016 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	71.93	Payroll accrual	0 014 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800263	W	06/20/2019	INTERNAL REVENUE SER	47.50	Payroll accrual	0 015 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	706.10	Payroll accrual	0 006 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	8.90	Payroll accrual	0 013 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	65.00	Payroll accrual	0 024 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	375.00	Payroll accrual	0 078 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	32.00	Payroll accrual	0 034 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	20.00	Payroll accrual	0 007 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	16,862.25	Payroll accrual	0 006 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	1,587.42	Payroll accrual	0 013 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	107.63	Payroll accrual	0 028 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	260.31	Payroll accrual	0 024 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	3.32	Payroll accrual	0 008 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	9,379.88	Payroll accrual	0 078 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	36.95	Payroll accrual	0 030 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	810.48	Payroll accrual	0 034 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	491.83	Payroll accrual	0 007 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	473.62	Payroll accrual	0 016 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	160.03	Payroll accrual	0 014 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800264	W	06/20/2019	KANSAS DEPARTMENT OF	137.38	Payroll accrual	0 015 L 8502 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	5,062.89	Payroll accrual	0 006 L 8503 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	533.97	Payroll accrual	0 013 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	4,052.01	Payroll accrual	0 078 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	211.38	Payroll accrual	0 034 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	349.17	Payroll accrual	0 007 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	60.78	Payroll accrual	0 014 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	192.50	Payroll accrual	0 006 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	7.50	Payroll accrual	0 013 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	400.00	Payroll accrual	0 078 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	100.00	Payroll accrual	0 007 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	5,923.40	Payroll accrual	0 006 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	702.91	Payroll accrual	0 013 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	4,576.67	Payroll accrual	0 078 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	286.00	Payroll accrual	0 034 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	495.27	Payroll accrual	0 007 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	19.82	Payroll accrual	0 014 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	1,184.06	Payroll accrual	0 006 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	124.89	Payroll accrual	0 013 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	947.64	Payroll accrual	0 078 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	49.43	Payroll accrual	0 034 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	81.66	Payroll accrual	0 007 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	14.21	Payroll accrual	0 014 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	5,062.89	Payroll accrual	0 006 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	533.97	Payroll accrual	0 013 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	4,052.01	Payroll accrual	0 078 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	211.38	Payroll accrual	0 034 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	349.17	Payroll accrual	0 007 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	60.78	Payroll accrual	0 014 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	1,184.06	Payroll accrual	0 006 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	124.89	Payroll accrual	0 013 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	947.64	Payroll accrual	0 078 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	49.43	Payroll accrual	0 034 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	81.66	Payroll accrual	0 007 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	14.21	Payroll accrual	0 014 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	185.51	Payroll accrual	0 006 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	100.00	Payroll accrual	0 006 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	234.64	Payroll accrual	0 006 L 8501 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	43.38	Payroll accrual	0 006 L 8503 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	185.51	Payroll accrual	0 006 L 8504 00 0000 000 00 000	
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	43.38	Payroll accrual	0 006 L 8504 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	467.41	Payroll accrual	0 006 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	1,066.76	Payroll accrual	0 006 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	109.31	Payroll accrual	0 006 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	467.41	Payroll accrual	0 006 L 8504	00 0000 000 00 000
USD 320 A/P BAN	201800265	W	06/24/2019	INTERNAL REVENUE SER	109.31	Payroll accrual	0 006 L 8504	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	110.00	Payroll accrual	0 006 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	5.00	Payroll accrual	0 013 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	100.00	Payroll accrual	0 078 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	20.00	Payroll accrual	0 007 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	2,872.26	Payroll accrual	0 006 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	321.05	Payroll accrual	0 013 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	2,487.91	Payroll accrual	0 078 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	126.88	Payroll accrual	0 034 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	242.19	Payroll accrual	0 007 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	37.57	Payroll accrual	0 014 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	105.21	Payroll accrual	0 006 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800266	W	06/24/2019	KANSAS DEPARTMENT OF	366.65	Payroll accrual	0 006 L 8502	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	5,062.79	Payroll accrual	0 006 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	533.96	Payroll accrual	0 013 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	3,480.23	Payroll accrual	0 078 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	211.37	Payroll accrual	0 034 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	349.17	Payroll accrual	0 007 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	60.78	Payroll accrual	0 014 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	192.50	Payroll accrual	0 006 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	7.50	Payroll accrual	0 013 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	250.00	Payroll accrual	0 078 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	100.00	Payroll accrual	0 007 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	5,941.95	Payroll accrual	0 006 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	720.01	Payroll accrual	0 013 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	3,735.55	Payroll accrual	0 078 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	285.99	Payroll accrual	0 034 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	495.27	Payroll accrual	0 007 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	19.82	Payroll accrual	0 014 L 8501	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	1,184.05	Payroll accrual	0 006 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	124.89	Payroll accrual	0 013 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	813.90	Payroll accrual	0 078 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	49.43	Payroll accrual	0 034 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	81.66	Payroll accrual	0 007 L 8503	00 0000 000 00 000
USD 320 A/P BAN	201800267	W	06/25/2019	INTERNAL REVENUE SER	14.21	Payroll accrual	0 014 L 8503	00 0000 000 00 000

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	CHE NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	5,062.79	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	533.96	Payroll accrual	0 013 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	3,480.23	Payroll accrual	0 078 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	211.37	Payroll accrual	0 034 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	349.17	Payroll accrual	0 007 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	60.78	Payroll accrual	0 014 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	1,184.05	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	124.89	Payroll accrual	0 013 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	813.90	Payroll accrual	0 078 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	49.43	Payroll accrual	0 034 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	81.66	Payroll accrual	0 007 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	14.21	Payroll accrual	0 014 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	1,550.00	Payroll accrual	0 006 L 8503 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	4,000.00	Payroll accrual	0 006 L 8501 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	0.00	Payroll accrual	0 006 L 8501 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	362.50	Payroll accrual	0 006 L 8503 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	1,550.00	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	362.50	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	44.33	Payroll accrual	0 006 L 8503 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	10.37	Payroll accrual	0 006 L 8503 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	44.33	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800267 W	06/25/2019	INTERNAL REVENUE SER	10.37	Payroll accrual	0 006 L 8504 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	110.00	Payroll accrual	0 006 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	5.00	Payroll accrual	0 013 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	80.00	Payroll accrual	0 078 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	20.00	Payroll accrual	0 007 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	2,872.19	Payroll accrual	0 006 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	321.04	Payroll accrual	0 013 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	2,089.08	Payroll accrual	0 078 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	126.88	Payroll accrual	0 034 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	242.18	Payroll accrual	0 007 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	37.57	Payroll accrual	0 014 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	1,500.00	Payroll accrual	0 006 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800268 W	06/25/2019	KANSAS DEPARTMENT OF	14.41	Payroll accrual	0 006 L 8502 00 0000 000 00 000			
USD 320 A/P BAN 201800269 W	06/26/2019	FIDELITY INVESTMENTS	3,597.42	Payroll accrual	0 006 L 8507 00 0000 000 00 000			
USD 320 A/P BAN 201800269 W	06/26/2019	FIDELITY INVESTMENTS	450.00	Payroll accrual	0 078 L 8507 00 0000 000 00 000			
USD 320 A/P BAN 201800269 W	06/26/2019	FIDELITY INVESTMENTS	245.00	Payroll accrual	0 013 L 8507 00 0000 000 00 000			
USD 320 A/P BAN 201800269 W	06/26/2019	FIDELITY INVESTMENTS	123.58	Payroll accrual	0 024 L 8507 00 0000 000 00 000			
USD 320 A/P BAN 201800269 W	06/26/2019	FIDELITY INVESTMENTS	500.00	Payroll accrual	0 034 L 8507 00 0000 000 00 000			



BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	19.00	Payroll accrual	0 014 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	32.65	Payroll accrual	0 006 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	1,084.94	Payroll accrual	0 078 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	1,168.05	Payroll accrual	0 006 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	1,190.00	Payroll accrual	0 078 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	79.45	Payroll accrual	0 013 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	37.50	Payroll accrual	0 034 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	20.00	Payroll accrual	0 007 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800269	W	06/26/2019	FIDELITY INVESTMENTS	36.12	Payroll accrual	0 014 L 8507 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	678.55	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	6,806.54	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	316.85	Payroll accrual	0 024 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	6.17	Payroll accrual	0 008 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	4,862.18	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	31.87	Payroll accrual	0 030 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	200.62	Payroll accrual	0 034 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	5.00	Payroll accrual	0 007 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	451.01	Payroll accrual	0 016 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	42.36	Payroll accrual	0 014 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	1,479.56	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	15,626.49	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	457.11	Payroll accrual	0 024 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	0.48	Payroll accrual	0 008 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	9,093.52	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	945.86	Payroll accrual	0 034 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	298.23	Payroll accrual	0 007 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	359.53	Payroll accrual	0 016 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	123.74	Payroll accrual	0 014 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	557.55	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	7,994.50	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	169.74	Payroll accrual	0 028 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	49.30	Payroll accrual	0 024 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	1.86	Payroll accrual	0 008 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	4,250.17	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	52.37	Payroll accrual	0 030 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	326.69	Payroll accrual	0 034 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	78.85	Payroll accrual	0 007 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	140.62	Payroll accrual	0 014 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	223.11	Payroll accrual	0 015 L 8505 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	CHE NUMBER	CHE TYP	CHECK DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	-5.16	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	44.59	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	1,123.66	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	325.64	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	276.34	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	3,077.55	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	2,850.52	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	232.53	Payroll accrual	0 034 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	65.26	Payroll accrual	0 014 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	199.91	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	908.58	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	679.27	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	51.35	Payroll accrual	0 007 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	14.27	Payroll accrual - Adj Emily Ruby	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	7.50	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	44.59	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	1,123.65	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	325.64	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	133.54	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	2,921.68	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	2,242.74	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	232.53	Payroll accrual	0 034 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	65.25	Payroll accrual	0 014 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	199.90	Payroll accrual	0 013 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	908.56	Payroll accrual	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	424.31	Payroll accrual	0 078 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	51.35	Payroll accrual	0 007 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800270	W	06/25/2019	KPERS	63.00	Payroll Adjust - July PR Payable for Karen Roberts	0 006 L 8505 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	433.61	Payroll accrual	0 006 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	161.45	Payroll accrual	0 024 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	477.71	Payroll accrual	0 078 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	87.03	Payroll accrual	0 030 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	1.06	Payroll accrual	0 008 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800271	W	06/20/2019	KPERS	215.45	Payroll accrual	0 016 L 8515 00 0000 000 00 000	
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	370.47	Payroll accrual	0 006 L 8517 00 0000 000 00 000	
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	197.91	Payroll accrual	0 078 L 8517 00 0000 000 00 000	
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	11.52	Payroll accrual	0 024 L 8517 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	10.20	Payroll accrual	0 013 L 8517 00 0000 000 00 000	
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	7.20	Payroll accrual	0 034 L 8517 00 0000 000 00 000	
USD 320 A/P BAN	201800272	W	06/20/2019	KPERS	-13.24	Adj Jackson OGLI	0 078 L 8517 00 0000 000 00 000	
USD 320 A/P BAN	201900001	W	07/01/2019	CAPITAL CITY OIL INC	185.35	FUEL	0 008 E 2710 56 0000 100 00 620	
USD 320 A/P BAN	201900001	W	07/01/2019	CAPITAL CITY OIL INC	35.30	FUEL	0 008 E 2710 56 0002 100 00 620	
USD 320 A/P BAN	201900002	W	07/08/2019	CENTERPOINT ENERGY S	1,322.53	SCHOOLS, BUS BARN, DISTRICT KITCHEN & DISTRICT OFFICE GAS	0 008 E 2620 54 0000 690 00 621	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	491.04	Payroll accrual	0 006 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	322.49	Payroll accrual	0 078 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	22.09	Payroll accrual	0 024 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.64	Payroll accrual	0 028 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	39.80	Payroll accrual	0 013 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	20.72	Payroll accrual	0 034 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	3.94	Payroll accrual	0 030 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.07	Payroll accrual	0 008 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	10.38	Payroll accrual	0 007 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	14.10	Payroll accrual	0 016 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	5.17	Payroll accrual	0 014 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	3.51	Payroll accrual	0 015 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.28	Payroll accrual	0 034 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	535.40	Payroll accrual	0 006 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	385.26	Payroll accrual	0 078 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	33.85	Payroll accrual	0 024 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.64	Payroll accrual	0 028 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	39.76	Payroll accrual	0 013 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	20.63	Payroll accrual	0 034 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	6.58	Payroll accrual	0 030 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.42	Payroll accrual	0 008 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	10.38	Payroll accrual	0 007 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	15.80	Payroll accrual	0 016 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	6.93	Payroll accrual	0 014 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	3.05	Payroll accrual	0 015 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	-2.54	Payroll accrual	0 006 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.26	Payroll accrual	0 006 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	469.73	Payroll accrual	0 006 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	284.12	Payroll accrual	0 078 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	13.98	Payroll accrual	0 024 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.64	Payroll accrual	0 028 L 8531 00 0000 000 00 000	
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	39.99	Payroll accrual	0 013 L 8531 00 0000 000 00 000	

BANK CODE	CHECK			VENDOR	INVOICE		PO ACCOUNT	
	NUMBER	CHE TYP	DATE		AMOUNT	DESCRIPTION	NUMBER	NUMBER
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	20.81	Payroll accrual	0 034 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.15	Payroll accrual	0 030 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.16	Payroll accrual	0 008 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	11.16	Payroll accrual	0 007 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	14.09	Payroll accrual	0 016 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	4.63	Payroll accrual	0 014 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	3.05	Payroll accrual	0 015 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	75.95	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	61.20	Payroll accrual	0 078 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	7.98	Payroll accrual	0 013 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.76	Payroll accrual	0 034 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	5.58	Payroll accrual	0 007 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.89	Payroll accrual	0 014 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.83	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	7.08	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	76.11	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	53.04	Payroll accrual	0 078 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	8.12	Payroll accrual	0 013 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	2.76	Payroll accrual	0 034 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	5.58	Payroll accrual	0 007 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.89	Payroll accrual	0 014 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.07	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	0.72	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900003	W	07/08/2019	KANSAS EMPLOYMENT SE	25.00	Payroll accrual	0 006 L 8531	00 0000 000 00 000
USD 320 A/P BAN	201900004	W	07/05/2019	BANK OF THE FLINT HI	8.87	DO JUNE CC MERCHANT FEES	0 008 E 2510	17 0000 270 00 890
USD 320 A/P BAN	201900005	W	07/05/2019	BANK OF THE FLINT HI	48.82	CE JUNE CC MERCHANT FEES	0 008 E 2510	17 0000 270 00 890
USD 320 A/P BAN	201900006	W	07/05/2019	BANK OF THE FLINT HI	49.00	HS JUNE CC MERCHANT FEES	0 008 E 2510	17 0000 270 00 890
USD 320 A/P BAN	201900007	W	07/05/2019	BANK OF THE FLINT HI	49.70	MS JUNE CC MERCHANT FEES	0 008 E 2510	17 0000 270 00 890
USD 320 A/P BAN	201900008	W	07/05/2019	BANK OF THE FLINT HI	33.45	WE JUNE CC MERCHANT FEES	0 008 E 2510	17 0000 270 00 890
USD 320 A/P BAN	201900009	W	07/15/2019	CAPITAL CITY OIL INC	25.68	FUEL	0 008 E 2710	56 0000 100 00 620
USD 320 A/P BAN	201900014	W	07/11/2019	VISA	844.89	Hotel Julian lodging for the AICPA accounting conference in June in Chicago for Jeff Suther I am checking into the Hotel on June 16th and leaving the 19th. The total amount for the stay is \$700.88 The link to book the room is	111900152 026 L 8999	00 0000 000 00 000

BANK	CHECK	CHE	CHECK		INVOICE	PO	ACCOUNT		
CODE	NUMBER	TYP	DATE	VENDOR	AMOUNT	DESCRIPTION	NUMBER	NUMBER	
						https://reservations.travelcli ck.com/103972?groupID=2500124# /guestsandrooms			
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	480.00	Essdack Workshop cost for	61900215	078 L 8999 00 0000 000 00 000
							Deep Dive into Reading Workshop for Morgan Milham in Hutchinson, KS June 17-20, 2019		
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	1,103.38	HP New Staff Laptop	71800019	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	537.14	MORGAN MILHAM LODGING @ HOLIDAY INN HUTCHINSON FOR CONFERENCE	61900214	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	218.45	BEST BUY CAMERA/PHOTO PAPER	71800019	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	72.72	AMAZON.COM Resources for Providers	71900079	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	131.37	WalMart Online Office Supplies	71800032	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	1,000.00	TOOMEY & ASSOC. "TEN SESSIONS" SOS feeding training (Frick, Bechard, Wallin, Hargitt)	71700054	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	274.95	Walmart online office supplies	71800031	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	67.86	ANNUAL 'SECRETARIES' LUNCHEON FOR END OF SCHOOL YEAR @ LONGHORNS 6/5/19	61900225	078 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	129.92	Equipment for the Culinary Classroom from BB&B Bed Bath and Beyond 425 3rd place Manhattan, Kansas 66502	111900164	034 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	1,597.84	RTRKIDSRUGS Fun with Phonics Classroom Rug - Rectangle - 8'4" x 13'4" . - #CFK9614	51900076	008 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	134.64	7-Slice Tomato Blade Cup & Plunger for Sunkist Sectionizer	91900064	024 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	27.27	VISTAPRINT Business Cards for High School Counselors	21900221	008 L 8999 00 0000 000 00 000
USD 320	A/P BAN	201900014	W	07/11/2019	VISA	187.83	ANNUAL 'SECRETARIES' LUNCHEON	11900281	008 L 8999 00 0000 000 00 000

BANK CODE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION	PO NUMBER	ACCOUNT NUMBER
						FOR END OF SCHOOL YEAR @ LONGHORNS (D.O., FOOD SVC., OPS, TECH) 6/5/19		
USD 320 A/P BAN	201900014	W	07/11/2019	VISA	47.65	NEGOTIATIONS MTG MEAL 6/3/19	11900279 008	L 8999 00 0000 000 00 000
BOND INVESTMENT	1332	R	06/18/2019	CBS MANHATTAN, LLC	210.00	Blank Non Proximity ISO Cards	181900083 064	E 4700 49 0000 655 00 719
BOND INVESTMENT	1333	R	06/18/2019	COONROD & ASSOCIATES	1,594.80	CONTROLLED DOOR ACCESS	181900082 064	E 4700 49 0000 650 00 450
BOND INVESTMENT	1333	R	06/18/2019	COONROD & ASSOCIATES	23,398.20	SUMMER WORK2019 /DOOR ACCESS GENERAL CONDITIONS	181900081 064	E 4700 49 0000 650 00 450
BOND INVESTMENT	1333	R	06/18/2019	COONROD & ASSOCIATES	26,492.40	SUMMER WORK 2019 - BOND CONSTRUCTION	181900089 064	E 4700 49 0000 650 00 450
BOND INVESTMENT	1334	R	06/18/2019	SMH CONSULTANTS	4,675.20	BOND PROJECT ENGINEERING - MAY 2019	181900088 064	E 4700 49 0000 680 00 350
BOND INVESTMENT	1335	R	07/15/2019	WAMEGO TELECOMMUNICA	3,790.30	ADDITIONAL SECURITY CAMERAS FOR MS AND HS	182000001 064	E 4700 49 0000 655 00 719
Totals for checks					1,044,294.31			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
006	GENERAL FUND	305,542.26	0.00	3,822.10	309,364.36
007	FEDERAL FUNDS (TITLE PROGRAMS)	8,279.11	0.00	0.00	8,279.11
008	SUPPLEMENTAL GENERAL	17,208.69	0.00	280,110.11	297,318.80
012	ADULT SUPPLEMENTAL EDUCATION	62.50	0.00	131.40	193.90
013	AT-RISK K-12	26,416.51	0.00	0.00	26,416.51
014	BILINGUAL/ESOL	2,620.79	0.00	0.00	2,620.79
015	VIRTUAL EDUCATION	1,881.13	0.00	7,500.00	9,381.13
016	CAPITAL OUTLAY	73,585.62	0.00	3,041.92	76,627.54
024	FOOD SERVICE	9,011.74	0.00	4,145.07	13,156.81
026	PROFESSIONAL DEVELOPMENT	862.76	0.00	3,966.97	4,829.73
028	PARENT EDUCATION PROG	1,738.08	0.00	347.41	2,085.49
030	MANDATED SPECIAL EDUCATION	643.02	0.00	1,215.43	1,858.45
034	VO EDUCATION FUND	13,560.78	0.00	2,657.48	16,218.26
035	GIFT FUND	128.50	0.00	135.78	264.28
055	TEXT BOOK & STUDENT MATERIALS	0.00	0.00	2,249.95	2,249.95
064	BOND CONSTRUCTION	10,005.72	0.00	60,160.90	70,166.62
078	SPED COOP	198,767.27	0.00	4,495.31	203,262.58
***	Fund Summary Totals ***	670,314.48	0.00	373,979.83	1,044,294.31

\*\*\*\*\* End of report \*\*\*\*\*

# U.S.D. 320 Treasurer's Report

Month End June 30, 2019

Bank	Account	Beginning Balance		Outstanding Checks	Outstanding Deposits	(+/-)	Ending Balance
Bank of the Flint Hills - USD Checking	****900	\$ 2,390,108.85	\$ 1,248,682.83	\$ 172,418.67	\$ 498,474.94	\$ -	\$ 3,964,847.95
Bank of the Flint Hills - Payroll Acct	****507	\$ 33.32	\$ 11,693.78	\$ 11,542.24	\$ -	\$ -	\$ 184.86
Bank of the Flint Hills - Idle Funds Investment	****108	\$ 1,540,842.06	\$ 1,899.67	\$ -	\$ -	\$ -	\$ 1,542,741.73
Bank of the Flint Hills - Bond Investment	****801	\$ 722,553.48	\$ (68,090.35)	\$ -	\$ -	\$ -	\$ 654,463.13
Bank of the Flint Hills - Flex Acct	****605	\$ 13,883.12	\$ 6,703.04	\$ -	\$ -	\$ -	\$ 20,586.16
Bank of the Flint Hills - USD Petty Cash	****760	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Bank of the Flint Hills - SpEd Petty Cash	****309	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Security Bank of Kansas City - Bond Investment	***4210	\$ 1,666,672.87	\$ 940.92	\$ -	\$ -	\$ -	\$ 1,667,613.79
Security Bank of Kansas City - Compliance	***4247	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Kaw Valley State Bank - Rod Hill Memorial	***4360	\$ 589.18	\$ -	\$ -	\$ -	\$ -	\$ 589.18
Bank of the Flint Hills - HS Activity Fund	****884	\$ 194,829.72	\$ 6,251.61	\$ 2,382.14	\$ -	\$ -	\$ 198,699.19
Bank of the Flint Hills - HS Petty Cash	****807	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Bank of the Flint Hills - MS Activity Fund	****505	\$ 44,501.53	\$ (2,132.90)	\$ 793.24	\$ -	\$ -	\$ 41,575.39
Bank of the Flint Hills - MS Petty Cash	****707	\$ 342.00	\$ 158.00	\$ -	\$ -	\$ -	\$ 500.00
Bank of the Flint Hills - West Activity Fund	****655	\$ 37,793.18	\$ 12.03	\$ 1,312.21	\$ -	\$ -	\$ 36,493.00
Bank of the Flint Hills - West Petty Cash	****006	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Bank of the Flint Hills - Central Activity Fund	****857	\$ 1,439.96	\$ 33.21	\$ 13.21	\$ -	\$ -	\$ 1,459.96
Bank of the Flint Hills - Central Petty Cash	****807	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
<b>Bank/Investment Account Totals</b>							<b>\$ 8,138,754.34</b>
<b>Accounts Payable in Progress</b>							<b>\$ -</b>
<b>Grand Total</b>							<b>\$ 8,138,754.34</b>

*Kathryn Mayfield*

Kathryn Mayfield, Board Clerk, U.S.D. 320

*Cindy Bryson*

Cindy Bryson, Treasurer, U.S.D. 320



FND	FND	Beginning Balance	2018-19 FYTD Debits	2018-19 FYTD Credits	Encumbered Amount	Unencumbered Balance
006	GENERAL FUND		30,654,440.90	30,634,295.50		20,145.40
007	FEDERAL FUNDS (TITLE PROGRAMS)		588,258.97	577,298.21		10,960.76
008	SUPPLEMENTAL GENERAL	160,767.33	5,141,747.15	5,138,662.13		163,852.35
012	ADULT SUPPLEMENTAL EDUCATION	2,524.13	1,576.51	2,239.52		1,861.12
013	AT-RISK K-12	53,250.40	2,367,223.84	2,381,131.71		39,342.53
014	BILINGUAL/ESOL	33.00	274,771.55	273,082.16		1,722.39
015	VIRTUAL EDUCATION	30,568.73	221,851.48	219,591.83		32,828.38
016	CAPITAL OUTLAY	385,185.29	2,102,248.36	2,128,349.22		359,084.43
018	DRIVER TRAINING FUND	31,837.86				31,837.86
024	FOOD SERVICE	301,389.80	2,415,921.84	2,449,758.51		267,553.13
026	PROFESSIONAL DEVELOPMENT	19,108.74	195,026.20	189,603.14		24,531.80
028	PARENT EDUCATION PROG		152,264.79	151,586.59		678.20
030	MANDATED SPECIAL EDUCATION	75,773.62	2,385,944.58	2,358,666.99		103,051.21
034	VO EDUCATION FUND	59,443.69	1,476,267.51	1,448,350.45		87,360.75
035	GIFT FUND	40,286.97	30,803.18	32,820.23		38,269.92
047	FLEX RESERVE ACCOUNT		116,411.65	95,825.49		20,586.16
051	KPERS CONTRIBUTION FUND		1,585,087.60	1,585,087.60		
053	CONTINGENCY RESERVE	339,766.34	339,766.34	339,766.34		339,766.34
055	TEXT BOOK & STUDENT MATERIALS	177,214.47	419,646.13	364,450.53		232,410.07
062	BOND & INTEREST #1	2,283,204.47	3,722,648.17	3,852,584.39		2,153,268.25
064	BOND CONSTRUCTION	4,401,301.37	33,203,660.66	36,533,165.34		1,071,796.69
078	SPED COOP	335,143.65	18,953,570.51	19,174,693.00		114,021.16
092	HIGH SCHOOL STUDENT ACTIVITY	159,657.01	942,989.93	944,336.67		158,310.27
093	MIDDLE SCHOOL STUDENT ACTIVITY	31,416.41	108,352.03	98,193.05		41,575.39
094	WEST ELEM STUDENT ACTIVITY	29,530.07	56,543.90	49,601.03		36,472.94
095	CENTRAL ELEM STUDENT ACTIVITY	2,790.40	38,711.16	40,307.02		1,194.54
Grand Asset Totals		17,021,598.66	62,438,721.18	71,321,565.50		8,138,754.34
Grand Liability Totals		-8,101,404.91	45,057,013.76	39,741,881.15		-2,786,272.30
Grand Totals		8,920,193.75	107,495,734.94	111,063,446.65		5,352,482.04

Number of Accounts: 403

\*\*\*\*\* End of report \*\*\*\*\*

**KANSAS STATE DEPARTMENT OF EDUCATION**

**Unencumbered Cash Balances as of July 1, 2019**

USD Name: Wamego

USD Number: **320**

Superintendent: Mr. Tim Winter

Contact Name: Kathryn Mayfield

Contact Phone: 785-456-7643

<b>Fund Number</b>	<b>Fund Name</b>	<b>Unencumb. Cash Balance on July 1, 2019</b>
06	General Fund	-348,873
08	Supplemental General Fund	34,794
10	Adult Education	0
11	At Risk (4 Year Old)	0
12	Adult Supplemental Education	1,861
13	At Risk (K-12)	39,343
14	Bilingual Education	1,722
15	Virtual Education	32,828
16	Capital Outlay	359,084
18	Driver Education	31,838
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	267,553
26	Professional Development	24,532
28	Parent Education Program	0
29	Summer School	0
30	Special Education	103,051
33	Cost of Living	0
34	Vocational Education	87,361
35	Gifts and Grants	38,270
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	20,586
53	Contingency Reserve Fund	339,766
55	Textbook & Student Material Revolving	232,410
56	District Activities	147
57	Tuition Reimbursement	0
67	Special Assessment	0
78	Special Education Coop	114,021
<b>TOTAL</b>		<b>\$1,380,294</b>

Print date: 7/10/2019

FND T	FUNC	PR	BLDG	CC	RP	OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
095	A	7500	00	0000	000	00	CENTRAL STUDENT ACTIVITY	1,439.96	40.00	20.00	1,459.96
095	L	1000	00	0000	000	00	INST. MATERIALS CE				
095	L	2000	00	0000	000	00	MILK CE	20.00	20.00	40.00	
095	L	2100	00	0000	000	00	STUDENT MEAL PAYMENTS - CE				
095	L	2500	00	0000	000	00	LIBRARY STUDENT FEES CE				
095	L	3000	00	0000	000	00	PENCIL CE				
095	L	3100	00	0000	000	00	KIWI BAGS				
095	L	3200	00	0000	000	00	PRESCHOOL ROLE MODELS CE				
095	L	4000	00	0000	000	00	STUDENT BENEFITS CE	-582.76			-582.76
095	L	4100	00	0000	000	00	TECHNOLOGY CE				
095	L	5000	00	0000	000	00	LIBRARY BOOK FAIR CE	-486.89			-486.89
095	L	6000	00	0000	000	00	SALES TAX CE				
095	L	7000	00	0000	000	00	LANDSCAPING CE	-124.89			-124.89
095	L	8000	00	0000	000	00	GIFT FUND CE	-265.42			-265.42
<hr/>											
Grand Asset Totals								1,439.96	40.00	20.00	1,459.96
Grand Liability Totals								-1,439.96	20.00	40.00	-1,459.96
Grand Totals									60.00	60.00	

Number of Accounts: 14

\*\*\*\*\* End of report \*\*\*\*\*

Account Level							Beginning	2018-19	2018-19	Ending	
FND	T	FUNC	PR	BLDG	CC	RP OBJ	Description	Balance	FYTD Debits	FYTD Credits	Balance
095	A	7500	00	0000	000	00 000	CENTRAL STUDENT ACTIVITY	3,055.82	38,711.16	40,307.02	1,459.96
095	L	1000	00	0000	000	00 000	INST. MATERIALS CE		6,175.00	6,175.00	
095	L	2000	00	0000	000	00 000	MILK CE		12,952.13	12,952.13	
095	L	2100	00	0000	000	00 000	STUDENT MEAL PAYMENTS - CE		6,245.05	6,245.05	
095	L	2500	00	0000	000	00 000	LIBRARY STUDENT FEES CE		181.13	181.13	
095	L	3000	00	0000	000	00 000	PENCIL CE				
095	L	3100	00	0000	000	00 000	KIWI BAGS		345.00	345.00	
095	L	3200	00	0000	000	00 000	PRESCHOOL ROLE MODELS CE		3,900.00	3,900.00	
095	L	4000	00	0000	000	00 000	STUDENT BENEFITS CE	-1,230.11	4,337.37	3,690.02	-582.76
095	L	4100	00	0000	000	00 000	TECHNOLOGY CE		4,775.10	4,775.10	
095	L	5000	00	0000	000	00 000	LIBRARY BOOK FAIR CE	-1,435.40	1,082.26	133.75	-486.89
095	L	6000	00	0000	000	00 000	SALES TAX CE		339.03	339.03	
095	L	7000	00	0000	000	00 000	LANDSCAPING CE	-124.89			-124.89
095	L	8000	00	0000	000	00 000	GIFT FUND CE	-265.42			-265.42
<b>Grand Asset Totals</b>							<b>3,055.82</b>	<b>38,711.16</b>	<b>40,307.02</b>	<b>1,459.96</b>	
<b>Grand Liability Totals</b>							<b>-3,055.82</b>	<b>40,332.07</b>	<b>38,736.21</b>	<b>-1,459.96</b>	
<b>Grand Totals</b>								<b>79,043.23</b>	<b>79,043.23</b>		

Number of Accounts: 14

\*\*\*\*\* End of report \*\*\*\*\*

FND T	FUNC	PR	BLDG	CC	RP	OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance	
094	A	7400	00	0000	000	00	000	WEST STUDENT ACTIVITY	37,793.18		1,300.18	36,493.00
---	A	----	--	-----	----	---	---		37,793.18		1,300.18	36,493.00
094	L	0000	00	0000	000	00	000					
094	L	1000	00	0000	000	00	000	INST. MATERIALS WE				
094	L	1100	00	0000	000	00	000	TECHNOLOGY FEE WE				
094	L	1500	00	0000	000	00	000	MILK WE				
094	L	2100	00	0000	000	00	000	STUDENT MEAL PAYMENTS - WE				
094	L	2500	00	0000	000	00	000	ACTIVITY WE	-157.78			-157.78
094	L	2600	00	0000	000	00	000	STUDENT COUNCIL WE	-414.52			-414.52
094	L	2700	00	0000	000	00	000	CARNIVAL WE	-16.18			-16.18
094	L	2800	00	0000	000	00	000	BULLYING PREVENTION WE	-144.05			-144.05
094	L	3000	00	0000	000	00	000	PENCILS WE	-330.89			-330.89
094	L	3500	00	0000	000	00	000	AGENDA WE				
094	L	3600	00	0000	000	00	000	ROBOTICS WE	-179.48			-179.48
094	L	4000	00	0000	000	00	000	LIBRARY WE	-227.07			-227.07
094	L	4500	00	0000	000	00	000	VOCAL MUSIC WE	-189.72			-189.72
094	L	5000	00	0000	000	00	000	BAND WE	-228.67			-228.67
094	L	5500	00	0000	000	00	000	YEARBOOK WE	-1,478.44			-1,478.44
094	L	5600	00	0000	000	00	000	GIFT FUND WE	-33,767.02	1,297.64		-32,469.38
094	L	6000	00	0000	000	00	000	TURN AROUND WE	-167.80			-167.80
094	L	6500	00	0000	000	00	000	RETURNED LIB BOOK/MAGAZINE WE	-468.96			-468.96
094	L	7000	00	0000	000	00	000	SALES TAX WE	-2.54	2.54		
094	L	7500	00	0000	000	00	000	BOOKS FOR FUN WE	-20.06			-20.06
094	L	8000	00	0000	000	00	000	LUNCH MONEY - WE				
094	L	8001	00	0000	000	00	000	KIWI BAGS - WEST				
---	L	----	--	-----	----	---	---		-37,793.18	1,300.18		-36,493.00
<b>Grand Asset Totals</b>								37,793.18		1,300.18	36,493.00	
<b>Grand Liability Totals</b>								-37,793.18	1,300.18		-36,493.00	
<b>Grand Totals</b>									1,300.18	1,300.18		

Number of Accounts: 24

\*\*\*\*\* End of report \*\*\*\*\*

FND T	FUNC	PR	BLDG	CC	RP	OBJ	Account Level Description	Beginning Balance	2018-19 FYTD Debits	2018-19 FYTD Credits	Ending Balance	
094	A	7400	00	0000	000	00	000	WEST STUDENT ACTIVITY	29,550.13	51,160.45	44,217.58	36,493.00
---	A	----	--	-----	----	--	----		29,550.13	51,160.45	44,217.58	36,493.00
094	L	0000	00	0000	000	00	000					
094	L	1000	00	0000	000	00	000	INST. MATERIALS WE		4,300.00	4,300.00	
094	L	1100	00	0000	000	00	000	TECHNOLOGY FEE WE		3,340.00	3,340.00	
094	L	1500	00	0000	000	00	000	MILK WE		7,542.50	7,542.50	
094	L	2100	00	0000	000	00	000	STUDENT MEAL PAYMENTS - WE				
094	L	2500	00	0000	000	00	000	ACTIVITY WE	-280.14	122.36		-157.78
094	L	2600	00	0000	000	00	000	STUDENT COUNCIL WE	-414.52			-414.52
094	L	2700	00	0000	000	00	000	CARNIVAL WE	-16.18			-16.18
094	L	2800	00	0000	000	00	000	BULLYING PREVENTION WE	-144.05			-144.05
094	L	3000	00	0000	000	00	000	PENCILS WE	-330.89			-330.89
094	L	3500	00	0000	000	00	000	AGENDA WE				
094	L	3600	00	0000	000	00	000	ROBOTICS WE	-179.48			-179.48
094	L	4000	00	0000	000	00	000	LIBRARY WE	-1,057.67	880.60	50.00	-227.07
094	L	4500	00	0000	000	00	000	VOCAL MUSIC WE	-310.78	565.00	443.94	-189.72
094	L	5000	00	0000	000	00	000	BAND WE	-249.19	482.58	462.06	-228.67
094	L	5500	00	0000	000	00	000	YEARBOOK WE	-1,614.76	1,924.67	1,788.35	-1,478.44
094	L	5600	00	0000	000	00	000	GIFT FUND WE	-24,137.32	19,075.98	27,408.04	-32,469.38
094	L	6000	00	0000	000	00	000	TURN AROUND WE	-167.80			-167.80
094	L	6500	00	0000	000	00	000	RETURNED LIB BOOK/MAGAZINE WE	-627.29	396.73	238.40	-468.96
094	L	7000	00	0000	000	00	000	SALES TAX WE		208.80	208.80	
094	L	7500	00	0000	000	00	000	BOOKS FOR FUN WE	-20.06			-20.06
094	L	8000	00	0000	000	00	000	LUNCH MONEY - WE		5,278.45	5,278.45	
094	L	8001	00	0000	000	00	000	KIWI BAGS - WEST		105.00	105.00	
---	L	----	--	-----	----	--	----		-29,550.13	44,222.67	51,165.54	-36,493.00
<b>Grand Asset Totals</b>								29,550.13	51,160.45	44,217.58	36,493.00	
<b>Grand Liability Totals</b>								-29,550.13	44,222.67	51,165.54	-36,493.00	
<b>Grand Totals</b>									95,383.12	95,383.12		

Number of Accounts: 24

\*\*\*\*\* End of report \*\*\*\*\*

FND T	FUNC	PR	BLDG	CC	RP	OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
093	A	7300	00	0000	000	00	MIDDLE SCHOOL STUDENT ACTIVITY	44,501.53	24.10	2,950.24	41,575.39
---	A	----	--	-----	---	---		44,501.53	24.10	2,950.24	41,575.39
093	L	0000	00	0000	000	00					
093	L	1000	00	0000	000	00	FOOTBALL MS	-569.26			-569.26
093	L	1200	00	0000	000	00	INST. MATERIALS MS				
093	L	1400	00	0000	000	00	POP FUND MS	-222.20			-222.20
093	L	1600	00	0000	000	00	LIBRARY MS	-2,065.50	158.08		-1,907.42
093	L	1700	00	0000	000	00	CLASS FEES-ART/COMP GRAPHICS				
093	L	1800	00	0000	000	00	WOODS MS				
093	L	2000	00	0000	000	00	HANDBOOK MS	-557.20			-557.20
093	L	2100	00	0000	000	00	STUDENT MEAL PAYMENTS - MS			16.10	-16.10
093	L	2200	00	0000	000	00	TEEN LEADERS MS	-193.75			-193.75
093	L	2400	00	0000	000	00	MAGAZINE FUNDRAISER MS	-30.88			-30.88
093	L	2600	00	0000	000	00	ATHLETICS MS	-15,189.37	1,185.80	8.00	-14,011.57
093	L	2800	00	0000	000	00	SPORTS UNIFORM COSTS MS				
093	L	3000	00	0000	000	00	CONCESSIONS MS	-4,437.93	928.24		-3,509.69
093	L	3100	00	0000	000	00	PHYSICAL EDUCATION MS	-1,565.71			-1,565.71
093	L	3200	00	0000	000	00	SCIENCE MS	-41.97			-41.97
093	L	3400	00	0000	000	00	TECHNOLOGY MS				
093	L	3600	00	0000	000	00	GRADUATION MS	-1,772.85			-1,772.85
093	L	4000	00	0000	000	00	NUTRITION ADVISORY COUNCIL MS	-245.57			-245.57
093	L	4200	00	0000	000	00	BAND MS	-4,499.11			-4,499.11
093	L	4400	00	0000	000	00	CHORUS MS	-2,083.78			-2,083.78
093	L	4600	00	0000	000	00	HISTORY DAY MS				
093	L	4800	00	0000	000	00	RSVP MS	-1,774.94			-1,774.94
093	L	5000	00	0000	000	00	BOYS BASKETBALL MS	-151.97			-151.97
093	L	5200	00	0000	000	00	STUCO MS	-868.15			-868.15
093	L	5400	00	0000	000	00	YEARBOOK MS	-982.84			-982.84
093	L	5600	00	0000	000	00	FCCLA MS				
093	L	5800	00	0000	000	00	BOOK FAIR MS	-280.62			-280.62
093	L	6000	00	0000	000	00	SALES TAX MS	-228.52	228.52		
093	L	6100	00	0000	000	00	POSITIVE SUPPORT TEAM MS				
093	L	6200	00	0000	000	00	GIRLS BASKETBALL MS	-28.46			-28.46
093	L	6300	00	0000	000	00	WRESTLING - MS	-1,048.01			-1,048.01
093	L	6400	00	0000	000	00	CHESS CLUB MS				
093	L	6600	00	0000	000	00	SCIENCE FAIR MS	-121.35			-121.35
093	L	6700	00	0000	000	00	TRACK MS	-1,373.60			-1,373.60
093	L	6800	00	0000	000	00	VOLLEYBALL MS	-474.32			-474.32
093	L	6900	00	0000	000	00	MS GIFT ACCOUNT	-3,568.67	449.60		-3,119.07
---	L	----	--	-----	---	---		-44,376.53	2,950.24	24.10	-41,450.39

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
	Grand Asset Totals	44,501.53	24.10	2,950.24	41,575.39
	Grand Liability Totals	-44,376.53	2,950.24	24.10	-41,450.39
	Grand Totals	125.00	2,974.34	2,974.34	125.00

Number of Accounts: 38

\*\*\*\*\* End of report \*\*\*\*\*



Account Level							Beginning	2018-19	2018-19	Ending	
FND	T	FUNC	PR	BLDG	CC	RP OBJ	Description	Balance	FYTD Credits	FYTD Debits	Balance
093	A	7300	00	0000	000	00 000	MIDDLE SCHOOL STUDENT ACTIVITY	31,416.41	98,193.05	108,352.03	41,575.39
---	A	----	--	-----	---	---		31,416.41	98,193.05	108,352.03	41,575.39
093	L	0000	00	0000	000	00 000					
093	L	1000	00	0000	000	00 000	FOOTBALL MS	-569.26			-569.26
093	L	1200	00	0000	000	00 000	INST. MATERIALS MS		14,476.62	14,476.62	
093	L	1400	00	0000	000	00 000	POP FUND MS	-45.52	426.49	249.81	-222.20
093	L	1600	00	0000	000	00 000	LIBRARY MS	-1,862.67	1,145.30	1,100.55	-1,907.42
093	L	1700	00	0000	000	00 000	CLASS FEES-ART/COMP GRAPHICS		2,126.15	2,126.15	
093	L	1800	00	0000	000	00 000	WOODS MS		7,888.07	7,888.07	
093	L	2000	00	0000	000	00 000	HANDBOOK MS	-557.20			-557.20
093	L	2100	00	0000	000	00 000	STUDENT MEAL PAYMENTS - MS	-0.50	2,996.00	2,980.40	-16.10
093	L	2200	00	0000	000	00 000	TEEN LEADERS MS	-714.90	50.00	571.15	-193.75
093	L	2400	00	0000	000	00 000	MAGAZINE FUNDRAISER MS	-30.88			-30.88
093	L	2600	00	0000	000	00 000	ATHLETICS MS	-10,059.53	25,828.29	21,876.25	-14,011.57
093	L	2800	00	0000	000	00 000	SPORTS UNIFORM COSTS MS				
093	L	3000	00	0000	000	00 000	CONCESSIONS MS	-3,270.27	7,918.90	7,679.48	-3,509.69
093	L	3100	00	0000	000	00 000	PHYSICAL EDUCATION MS	-942.11	3,024.57	2,400.97	-1,565.71
093	L	3200	00	0000	000	00 000	SCIENCE MS	-28.22	13.75		-41.97
093	L	3400	00	0000	000	00 000	TECHNOLOGY MS		20,552.95	20,552.95	
093	L	3600	00	0000	000	00 000	GRADUATION MS	-952.08	2,165.70	1,344.93	-1,772.85
093	L	4000	00	0000	000	00 000	NUTRITION ADVISORY COUNCIL MS	-245.57			-245.57
093	L	4200	00	0000	000	00 000	BAND MS	-1,000.00	12,810.57	9,311.46	-4,499.11
093	L	4400	00	0000	000	00 000	CHORUS MS	-2,221.75	16.00	153.97	-2,083.78
093	L	4600	00	0000	000	00 000	HISTORY DAY MS				
093	L	4800	00	0000	000	00 000	RSVP MS	-2,164.13		389.19	-1,774.94
093	L	5000	00	0000	000	00 000	BOYS BASKETBALL MS	-177.46		25.49	-151.97
093	L	5200	00	0000	000	00 000	STUCO MS	-413.45	1,207.29	752.59	-868.15
093	L	5400	00	0000	000	00 000	YEARBOOK MS	-140.88	5,537.73	4,695.77	-982.84
093	L	5600	00	0000	000	00 000	FCCLA MS				
093	L	5800	00	0000	000	00 000	BOOK FAIR MS	-280.62			-280.62
093	L	6000	00	0000	000	00 000	SALES TAX MS		2,293.86	2,293.86	
093	L	6100	00	0000	000	00 000	POSITIVE SUPPORT TEAM MS				
093	L	6200	00	0000	000	00 000	GIRLS BASKETBALL MS	-28.46			-28.46
093	L	6300	00	0000	000	00 000	WRESTLING - MS	-1,048.01			-1,048.01
093	L	6400	00	0000	000	00 000	CHESS CLUB MS				
093	L	6600	00	0000	000	00 000	SCIENCE FAIR MS	-121.35			-121.35
093	L	6700	00	0000	000	00 000	TRACK MS	-1,373.60			-1,373.60
093	L	6800	00	0000	000	00 000	VOLLEYBALL MS	-474.32			-474.32
093	L	6900	00	0000	000	00 000	MS GIFT ACCOUNT	-2,568.67	1,000.00	449.60	-3,119.07
---	L	----	--	-----	---	---		-31,291.41	111,478.24	101,319.26	-41,450.39

Account Level					
FND T FUNC PR BLDG CC RP OBJ	Description	Beginning Balance	2018-19 FYTD Credits	2018-19 FYTD Debits	Ending Balance
	Grand Asset Totals	31,416.41	98,193.05	108,352.03	41,575.39
	Grand Liability Totals	-31,291.41	111,478.24	101,319.26	-41,450.39
	Grand Totals	125.00	209,671.29	209,671.29	125.00

Number of Accounts: 38

\*\*\*\*\* End of report \*\*\*\*\*

FND T	FUNC	PR	BLDG	CC	RP	OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
092	A	7200	00	0000	000	00	HIGH SCHOOL ACTIVITY	194,829.72	10,191.61	6,322.14	198,699.19
092	A	----	--	----	---	---		194,829.72	10,191.61	6,322.14	198,699.19
092	L	1000	00	0000	000	00	ART PHOTOGRAPHY HS				
092	L	1100	00	0000	000	00	INST. MATERIALS HS				
092	L	1200	00	0000	000	00	FOODS HS				
092	L	1300	00	0000	000	00	TECHNOLOGY HS		50.00	100.00	-50.00
092	L	1400	00	0000	000	00	LIBRARY HS				
092	L	1500	00	0000	000	00	WELDING HS				
092	L	1600	00	0000	000	00	MISC PYMT CLEARING HS				
092	L	1700	00	0000	000	00	VOAG/HORT HS				
092	L	1800	00	0000	000	00	WOOD/TECH HS				
092	L	1900	00	0000	000	00	STUDENT RECEIVABLES HS				
092	L	2000	00	0000	000	00	GENERAL FUND HS	-75.00			-75.00
092	L	2100	00	0000	000	00	STUDENT MEAL PAYMENTS - HS				
092	L	2200	00	0000	000	00	EC BISWELL HS				
092	L	2500	00	0000	000	00	INTEREST HS	-1,472.34		25.01	-1,497.35
092	L	2800	00	0000	000	00	SPORTS UNIFORM COSTS HS	-33,573.11			-33,573.11
092	L	2900	00	0000	000	00	HEALTH & PERFORMANCE	-520.00			-520.00
092	L	3000	00	0000	000	00	ATHLETICS HS	-22,659.58	1,701.91	985.00	-21,942.67
092	L	3100	00	0000	000	00	SENIOR INTERVIEW DAY FUNDS HS	-392.48			-392.48
092	L	3200	00	0000	000	00	SCHOLAR BOWL HS	-1,251.75			-1,251.75
092	L	3400	00	0000	000	00	WORLD CULTURE CLUB HS	-269.88			-269.88
092	L	3401	00	0000	000	00	SPANISH CLUB ANNUAL TRIP HS	-2,770.52			-2,770.52
092	L	3500	00	0000	000	00	FORENSICS HS	-1,467.91	850.25		-617.66
092	L	4000	00	0000	000	00	CONCESSIONS HS	-3,097.11	979.79		-2,117.32
092	L	4300	00	0000	000	00	PEER CHAMBER HS	-3,832.56			-3,832.56
092	L	4400	00	0000	000	00	ANNUAL HS	-3,246.24		114.45	-3,360.69
092	L	4500	00	0000	000	00	RENAISSANCE HS	-534.69			-534.69
092	L	4800	00	0000	000	00	LINK CREW - HS				
092	L	4900	00	0000	000	00	MENTORING - HS	-910.95			-910.95
092	L	5000	00	0000	000	00	PEER COUNSELORS HS	-16.93			-16.93
092	L	5100	00	0000	000	00	ART CLUB HS	-898.69			-898.69
092	L	5200	00	0000	000	00	BAND HS	-927.17			-927.17
092	L	5300	00	0000	000	00	CULINARY ARTS HS	-148.53			-148.53
092	L	5800	00	0000	000	00	PROM - HS				
092	L	5817	00	0000	000	00	CLASS OF 2017 HS	-2,290.90			-2,290.90
092	L	5819	00	0000	000	00	CLASS OF 2019 HS	-1,983.91			-1,983.91
092	L	5820	00	0000	000	00	CLASS OF 2020 HS	-2,206.33			-2,206.33
092	L	5821	00	0000	000	00	CLASS OF 2021 HS	-4,922.23			-4,922.23
092	L	5822	00	0000	000	00	CLASS OF 2022 HS	-1,771.26			-1,771.26

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
092 L 5900 00 0000 000 00 000	DAZZLERS HS	-1,314.43		2,215.00	-3,529.43
092 L 6000 00 0000 000 00 000	FBLA HS	-4,931.06			-4,931.06
092 L 6100 00 0000 000 00 000	FCA HS	-495.20			-495.20
092 L 6200 00 0000 000 00 000	FFA HS	-18,817.60	243.90	35.00	-18,608.70
092 L 6300 00 0000 000 00 000	FCCLA HS	-1,993.75	1,645.32	500.00	-848.43
092 L 6400 00 0000 000 00 000	KAYS HS	-964.60	98.65	934.60	-1,800.55
092 L 6500 00 0000 000 00 000	CFL HS	-634.59	218.90		-415.69
092 L 6600 00 0000 000 00 000	NHS HS	-276.20			-276.20
092 L 6650 00 0000 000 00 000	HONOR FLIGHT - WHS	-14,487.41			-14,487.41
092 L 6700 00 0000 000 00 000	SADD HS	-2,937.87			-2,937.87
092 L 6800 00 0000 000 00 000	SCIENCE CLUB HS	-409.36			-409.36
092 L 6850 00 0000 000 00 000	SCIENCE FAIR HS	-2,944.67			-2,944.67
092 L 6900 00 0000 000 00 000	CHEERLEADERS HS	-3,106.94		3,690.00	-6,796.94
092 L 7000 00 0000 000 00 000	STUCO HS	-1,514.10			-1,514.10
092 L 7100 00 0000 000 00 000	THEATRE HS	-3,059.74		60.00	-3,119.74
092 L 7200 00 0000 000 00 000	VOCAL HS	-6,016.53			-6,016.53
092 L 7300 00 0000 000 00 000	COUNSELOR HS	-1,679.16			-1,679.16
092 L 7400 00 0000 000 00 000	WEIGHTS HS	-1,397.00			-1,397.00
092 L 7600 00 0000 000 00 000	NEWSPAPER HS	-1,454.93			-1,454.93
092 L 7700 00 0000 000 00 000	LIFE SKILLS HS	-2,355.84	64.42		-2,291.42
092 L 7800 00 0000 000 00 000	SALES TAX HS			5.55	-5.55
092 L 7900 00 0000 000 00 000	FINE ARTS HS	-20.90			-20.90
092 L 8000 00 0000 000 00 000	BROADCASTING HS	-484.88			-484.88
092 L 8100 00 0000 000 00 000	ATHLETIC TRAVEL HS	-1,251.79			-1,251.79
092 L 8200 00 0000 000 00 000	FOOTBALL GIFT HS	-1,842.73		220.00	-2,062.73
092 L 8300 00 0000 000 00 000	VOLLEYBALL GIFT ACCT	-9,953.86	320.00	160.00	-9,793.86
092 L 8350 00 0000 000 00 000	TRACK GIFT HS ACTV	-975.00	149.00		-826.00
092 L 8400 00 0000 000 00 000	CROSS COUNTRY GIFT HS ACTV	-3,867.77			-3,867.77
092 L 8450 00 0000 000 00 000	GOLF GIFT ACCT HS	-1,130.10			-1,130.10
092 L 8500 00 0000 000 00 000	GIRLS TENNIS GIFT HS	-1,571.54			-1,571.54
092 L 8600 00 0000 000 00 000	GIRLS GOLF GIFT HS	-102.40			-102.40
092 L 8700 00 0000 000 00 000	BOYS BASKETBALL GIFT HS	-1,037.60			-1,037.60
092 L 8800 00 0000 000 00 000	GIRLS BASKETBALL GIFT HS	-733.80			-733.80
092 L 8900 00 0000 000 00 000	WRESTLING GIFT HS	-394.22		1,147.00	-1,541.22
092 L 9100 00 0000 000 00 000	BASEBALL GIFT HS	-5,483.81			-5,483.81
092 L 9200 00 0000 000 00 000	SOFTBALL GIFT HS	-3,554.51			-3,554.51
092 L 9300 00 0000 000 00 000	STUDENT NEEDS GIFT FUND HS	-393.76			-393.76
092 L ---- -- ---- -- -- --		-194,829.72	6,322.14	10,191.61	-198,699.19
<b>Grand Asset Totals</b>		<b>194,829.72</b>	<b>10,191.61</b>	<b>6,322.14</b>	<b>198,699.19</b>

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	June 2018-19 Beginning Balance	June 2018-19 Debits	June 2018-19 Credits	Ending Balance
	Grand Liability Totals	-194,829.72	6,322.14	10,191.61	-198,699.19
	Grand Totals		16,513.75	16,513.75	

Number of Accounts: 76

\*\*\*\*\* End of report \*\*\*\*\*

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	Beginning Balance	2018-19 FYTD Debits	2018-19 FYTD Credits	Ending Balance
092 A 7200 00 0000 000 00 000	HIGH SCHOOL ACTIVITY	202,396.73	444,926.90	448,624.44	198,699.19
092 A ---- -- ---- -- -- --		202,396.73	444,926.90	448,624.44	198,699.19
092 L 1000 00 0000 000 00 000	ART PHOTOGRAPHY HS		3,460.00	3,460.00	
092 L 1100 00 0000 000 00 000	INST. MATERIALS HS		6,234.00	6,234.00	
092 L 1200 00 0000 000 00 000	FOODS HS		900.00	900.00	
092 L 1300 00 0000 000 00 000	TECHNOLOGY HS		10,516.45	10,566.45	-50.00
092 L 1400 00 0000 000 00 000	LIBRARY HS		409.41	409.41	
092 L 1500 00 0000 000 00 000	WELDING HS		14,445.87	14,445.87	
092 L 1600 00 0000 000 00 000	MISC PYMT CLEARING HS				
092 L 1700 00 0000 000 00 000	VOAG/HORT HS		200.00	200.00	
092 L 1800 00 0000 000 00 000	WOOD/TECH HS		907.61	907.61	
092 L 1900 00 0000 000 00 000	STUDENT RECEIVABLES HS				
092 L 2000 00 0000 000 00 000	GENERAL FUND HS		530.50	605.50	-75.00
092 L 2100 00 0000 000 00 000	STUDENT MEAL PAYMENTS - HS		8,858.07	8,858.07	
092 L 2200 00 0000 000 00 000	EC BISWELL HS		230.00	230.00	
092 L 2500 00 0000 000 00 000	INTEREST HS	-1,166.28		331.07	-1,497.35
092 L 2800 00 0000 000 00 000	SPORTS UNIFORM COSTS HS	-36,241.91	22,802.80	20,134.00	-33,573.11
092 L 2900 00 0000 000 00 000	HEALTH & PERFORMANCE			520.00	-520.00
092 L 3000 00 0000 000 00 000	ATHLETICS HS	-33,444.07	122,050.48	110,549.08	-21,942.67
092 L 3100 00 0000 000 00 000	SENIOR INTERVIEW DAY FUNDS HS	-17.48		375.00	-392.48
092 L 3200 00 0000 000 00 000	SCHOLAR BOWL HS	-1,485.32	1,238.57	1,005.00	-1,251.75
092 L 3400 00 0000 000 00 000	WORLD CULTURE CLUB HS	-269.88			-269.88
092 L 3401 00 0000 000 00 000	SPANISH CLUB ANNUAL TRIP HS	-164.22	5,035.00	7,641.30	-2,770.52
092 L 3500 00 0000 000 00 000	FORENSICS HS	-580.26	2,571.60	2,609.00	-617.66
092 L 4000 00 0000 000 00 000	CONCESSIONS HS	-3,173.04	18,835.05	17,779.33	-2,117.32
092 L 4300 00 0000 000 00 000	PEER CHAMBER HS	-2,344.06	1,511.50	3,000.00	-3,832.56
092 L 4400 00 0000 000 00 000	ANNUAL HS	-526.92	12,636.24	15,470.01	-3,360.69
092 L 4500 00 0000 000 00 000	RENAISSANCE HS	-534.69			-534.69
092 L 4800 00 0000 000 00 000	LINK CREW - HS				
092 L 4900 00 0000 000 00 000	MENTORING - HS	-966.35	55.40		-910.95
092 L 5000 00 0000 000 00 000	PEER COUNSELORS HS	-16.93			-16.93
092 L 5100 00 0000 000 00 000	ART CLUB HS	-895.69		3.00	-898.69
092 L 5200 00 0000 000 00 000	BAND HS	-7,936.43	22,660.06	15,650.80	-927.17
092 L 5300 00 0000 000 00 000	CULINARY ARTS HS	-259.06	1,423.38	1,312.85	-148.53
092 L 5800 00 0000 000 00 000	PROM - HS		4,550.00	4,550.00	
092 L 5817 00 0000 000 00 000	CLASS OF 2017 HS	-2,483.90	193.00		-2,290.90
092 L 5819 00 0000 000 00 000	CLASS OF 2019 HS	-2,196.37	3,240.39	3,027.93	-1,983.91
092 L 5820 00 0000 000 00 000	CLASS OF 2020 HS	-3,226.80	4,717.67	3,697.20	-2,206.33
092 L 5821 00 0000 000 00 000	CLASS OF 2021 HS	-1,397.22	2,998.63	6,523.64	-4,922.23
092 L 5822 00 0000 000 00 000	CLASS OF 2022 HS		739.05	2,510.31	-1,771.26

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	Beginning Balance	2018-19 FYTD Debits	2018-19 FYTD Credits	Ending Balance
092 L 5900 00 0000 000 00 000	DAZZLERS HS	-1,082.74	6,094.40	8,541.09	-3,529.43
092 L 6000 00 0000 000 00 000	FBLA HS	-6,446.67	4,360.27	2,844.66	-4,931.06
092 L 6100 00 0000 000 00 000	FCA HS	-495.20			-495.20
092 L 6200 00 0000 000 00 000	FFA HS	-21,937.71	54,313.91	50,984.90	-18,608.70
092 L 6300 00 0000 000 00 000	FCCLA HS	-1,024.44	7,172.96	6,996.95	-848.43
092 L 6400 00 0000 000 00 000	KAYS HS	-1,092.47	3,471.18	4,179.26	-1,800.55
092 L 6500 00 0000 000 00 000	CFL HS	-343.56	719.82	791.95	-415.69
092 L 6600 00 0000 000 00 000	NHS HS	-1,599.04	2,346.84	1,024.00	-276.20
092 L 6650 00 0000 000 00 000	HONOR FLIGHT - WHS	-7,238.26	4,632.30	11,881.45	-14,487.41
092 L 6700 00 0000 000 00 000	SADD HS	-1,398.32		1,539.55	-2,937.87
092 L 6800 00 0000 000 00 000	SCIENCE CLUB HS	-504.28	270.92	176.00	-409.36
092 L 6850 00 0000 000 00 000	SCIENCE FAIR HS	-3,830.99	2,071.82	1,185.50	-2,944.67
092 L 6900 00 0000 000 00 000	CHEERLEADERS HS	-5,904.46	11,037.03	11,929.51	-6,796.94
092 L 7000 00 0000 000 00 000	STUCO HS	-1,250.34	2,145.30	2,409.06	-1,514.10
092 L 7100 00 0000 000 00 000	THEATRE HS	-3,351.47	11,722.51	11,490.78	-3,119.74
092 L 7200 00 0000 000 00 000	VOCAL HS	-7,690.72	1,884.19	210.00	-6,016.53
092 L 7300 00 0000 000 00 000	COUNSELOR HS	-1,140.16	7,439.00	7,978.00	-1,679.16
092 L 7400 00 0000 000 00 000	WEIGHTS HS	-1,397.00			-1,397.00
092 L 7600 00 0000 000 00 000	NEWSPAPER HS	-1,454.93			-1,454.93
092 L 7700 00 0000 000 00 000	LIFE SKILLS HS	-2,452.34	1,380.09	1,219.17	-2,291.42
092 L 7800 00 0000 000 00 000	SALES TAX HS		16,613.62	16,619.17	-5.55
092 L 7900 00 0000 000 00 000	FINE ARTS HS	-20.90			-20.90
092 L 8000 00 0000 000 00 000	BROADCASTING HS	-484.88			-484.88
092 L 8100 00 0000 000 00 000	ATHLETIC TRAVEL HS	-1,251.79			-1,251.79
092 L 8200 00 0000 000 00 000	FOOTBALL GIFT HS	-4,785.61	19,125.71	16,402.83	-2,062.73
092 L 8300 00 0000 000 00 000	VOLLEYBALL GIFT ACCT	-10,391.05	1,512.45	915.26	-9,793.86
092 L 8350 00 0000 000 00 000	TRACK GIFT HS ACTV		299.00	1,125.00	-826.00
092 L 8400 00 0000 000 00 000	CROSS COUNTRY GIFT HS ACTV	-5,321.69	3,769.66	2,315.74	-3,867.77
092 L 8450 00 0000 000 00 000	GOLF GIFT ACCT HS	-245.10		885.00	-1,130.10
092 L 8500 00 0000 000 00 000	GIRLS TENNIS GIFT HS	-769.74		801.80	-1,571.54
092 L 8600 00 0000 000 00 000	GIRLS GOLF GIFT HS	-102.40			-102.40
092 L 8700 00 0000 000 00 000	BOYS BASKETBALL GIFT HS			1,037.60	-1,037.60
092 L 8800 00 0000 000 00 000	GIRLS BASKETBALL GIFT HS	-32.15	5,886.35	6,588.00	-733.80
092 L 8900 00 0000 000 00 000	WRESTLING GIFT HS	-1,847.79	6,538.14	6,231.57	-1,541.22
092 L 9100 00 0000 000 00 000	BASEBALL GIFT HS	-2,187.21	18,359.00	21,655.60	-5,483.81
092 L 9200 00 0000 000 00 000	SOFTBALL GIFT HS	-2,994.44	506.77	1,066.84	-3,554.51
092 L 9300 00 0000 000 00 000	STUDENT NEEDS GIFT FUND HS	-1,000.00	606.24		-393.76
092 L ---- -- ---- -- -- --		-202,396.73	468,230.21	464,532.67	-198,699.19
<b>Grand Asset Totals</b>		<b>202,396.73</b>	<b>444,926.90</b>	<b>448,624.44</b>	<b>198,699.19</b>

FND T FUNC PR BLDG CC RP OBJ	Account Level Description	Beginning Balance	2018-19 FYTD Debits	2018-19 FYTD Credits	Ending Balance
	Grand Liability Totals	-202,396.73	468,230.21	464,532.67	-198,699.19
	Grand Totals		913,157.11	913,157.11	

Number of Accounts: 76

\*\*\*\*\* End of report \*\*\*\*\*



Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
006 E 5200 16 0000 150 00 990	GENERAL FUND/GENERAL	1819-220	CASH FLOW TRANSFER FOR SUPPL F08	0.00	100000.00	06/12/2019	JE0531XF
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-220	CASH FLOW TRANSFER FOR SUPPL F08	100000.00	0.00	06/12/2019	JE0531XF
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-220	CASH FLOW TRANSFER FOR SUPPL F08	0.00	100000.00	06/12/2019	JE0531XF
008 E 5200 54 0000 405 00 990	SUPPLEMENTAL GENERAL	1819-220	CASH FLOW TRANSFER FOR SUPPL F08	100000.00	0.00	06/12/2019	JE0531XF
008 E 2510 17 0000 270 00 890	SUPPLEMENTAL GENERAL	BANK STMT	ADJ MERCHANT FEE TO PROPER AMT	0.00	0.01	06/03/2019	JE060319
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	BANK STMT	ADJ MERCHANT FEE TO PROPER AMT	0.01	0.00	06/03/2019	JE060319
006 E 5230 16 0000 900 00 930	GENERAL FUND/GENERAL	1819-214	TRANS SPED STATE AID TO F30	307464.00	0.00	06/03/2019	JE0603S1
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-214	TRANS SPED STATE AID TO F30	0.00	307464.00	06/03/2019	JE0603S1
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-214	TRANS SPED STATE AID TO F30	307464.00	0.00	06/03/2019	JE0603S1
030 R 5206 23 0000 050 00 000	MANDATED SPECIAL EDU	1819-214	TRANS SPED STATE AID TO F30	0.00	307464.00	06/03/2019	JE0603S1
030 E 5200 23 0000 850 00 970	MANDATED SPECIAL EDU	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	237028.62	0.00	06/03/2019	JE0603S2
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	0.00	237028.62	06/03/2019	JE0603S2
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	237028.62	0.00	06/03/2019	JE0603S2
078 R 5230 42 0000 250 00 000	SPED COOP/SP ED COOP	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	0.00	202756.23	06/03/2019	JE0603S2
078 R 3207 42 0000 350 00 000	SPED COOP/SP ED COOP	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	0.00	22303.38	06/03/2019	JE0603S2
078 R 3207 46 0000 355 00 000	SPED COOP/SP ED COOP	1819-215	TRANS SPED STATE AID TO COOP LESS USD 32	0.00	11969.01	06/03/2019	JE0603S2
024 R 1611 17 0000 500 00 000	FOOD SERVICE/GENERAL	1819-208	REFUND OVERPAYMENT ON MILK ACCOUNT	20.00	0.00	06/04/2019	JE0604CE
024 A 7010 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-208	REFUND OVERPAYMENT ON MILK ACCOUNT	0.00	20.00	06/04/2019	JE0604CE
095 A 7500 00 0000 000 00 000	CENTRAL ELEM STUDENT	1819-208	REFUND OVERPAYMENT ON MILK ACCOUNT	20.00	0.00	06/04/2019	JE0604CE
095 L 2000 00 0000 000 00 000	CENTRAL ELEM STUDENT	1819-208	REFUND OVERPAYMENT ON MILK ACCOUNT	0.00	20.00	06/04/2019	JE0604CE
016 A 7010 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-209	TRANSFER PR ACCT INTEREST TO A/P ACCT	33.32	0.00	06/04/2019	JE0604XF
016 A 7011 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-209	TRANSFER PR ACCT INTEREST TO A/P ACCT	0.00	33.32	06/04/2019	JE0604XF
006 R 1990 10 0000 250 00 000	GENERAL FUND/GENERAL	1819-211	RECLASS PILOT MONIES FROM HOUSING AUTHOR	4457.84	0.00	06/05/2019	JE0605AJ
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-211	RECLASS PILOT MONIES FROM HOUSING AUTHOR	0.00	4457.84	06/05/2019	JE0605AJ
016 A 7010 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-211	RECLASS PILOT MONIES FROM HOUSING AUTHOR	4457.84	0.00	06/05/2019	JE0605AJ
016 R 1990 19 0000 150 00 000	CAPITAL OUTLAY/CAPIT	1819-211	RECLASS PILOT MONIES FROM HOUSING AUTHOR	0.00	4457.84	06/05/2019	JE0605AJ
007 E 1000 29 0005 350 00 610	FEDERAL FUNDS (TITLE	1819-212	RECLASS TITLE IA EXP TO PROPER LINE	16.68	0.00	06/05/2019	JE0605AJ
007 E 2200 29 0000 360 00 321	FEDERAL FUNDS (TITLE	1819-212	RECLASS TITLE IA EXP TO PROPER LINE	0.00	16.68	06/05/2019	JE0605AJ
006 R 1510 10 0000 090 00 000	GENERAL FUND/GENERAL	1819-210	MOVE INTEREST FROM F06 TO F16	7.24	0.00	06/05/2019	JE0605KM
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-210	MOVE INTEREST FROM F06 TO F16	0.00	7.24	06/05/2019	JE0605KM
016 A 7010 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-210	MOVE INTEREST FROM F06 TO F16	7.24	0.00	06/05/2019	JE0605KM
016 R 1510 19 0000 100 00 000	CAPITAL OUTLAY/CAPIT	1819-210	MOVE INTEREST FROM F06 TO F16	0.00	7.24	06/05/2019	JE0605KM
008 E 2510 17 0000 270 00 890	SUPPLEMENTAL GENERAL	1819-213	REVTRAK FEES FOR MAY 2019	32.70	0.00	06/10/2019	JE0610KM
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-213	REVTRAK FEES FOR MAY 2019	0.00	32.70	06/10/2019	JE0610KM
092 L 4000 00 0000 000 00 000	HIGH SCHOOL STUDENT	1819-216	XFER FUNDS FROM HS TO RESOLVE FS BAD DEB	937.30	0.00	06/12/2019	JE0611FS
092 A 7200 00 0000 000 00 000	HIGH SCHOOL STUDENT	1819-216	XFER FUNDS FROM HS TO RESOLVE FS BAD DEB	0.00	937.30	06/12/2019	JE0611FS

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
024 A 7010 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-216	XFER FUNDS FROM HS TO RESOLVE FS BAD DEB	937.30	0.00	06/12/2019	JE0611FS
024 R 1611 17 0000 500 00 000	FOOD SERVICE/GENERAL	1819-216	XFER FUNDS FROM HS TO RESOLVE FS BAD DEB	0.00	937.30	06/12/2019	JE0611FS
093 L 6900 00 0000 000 00 000	MIDDLE SCHOOL STUDEN	1819-217	XFER FUNDS FROM MS TO RESOLVE FS BAD DEB	449.60	0.00	06/12/2019	JE0611FS
093 A 7300 00 0000 000 00 000	MIDDLE SCHOOL STUDEN	1819-217	XFER FUNDS FROM MS TO RESOLVE FS BAD DEB	0.00	449.60	06/12/2019	JE0611FS
024 A 7010 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-217	XFER FUNDS FROM MS TO RESOLVE FS BAD DEB	449.60	0.00	06/12/2019	JE0611FS
024 R 1611 17 0000 500 00 000	FOOD SERVICE/GENERAL	1819-217	XFER FUNDS FROM MS TO RESOLVE FS BAD DEB	0.00	449.60	06/12/2019	JE0611FS
014 R 5208 70 0000 002 00 000	BILINGUAL/ESOL/BILIN	1819-221	CORRECT BILINGUAL TRANSFER	745.00	0.00	06/12/2019	JE0612K1
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-221	CORRECT BILINGUAL TRANSFER	0.00	745.00	06/12/2019	JE0612K1
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-221	CORRECT BILINGUAL TRANSFER	745.00	0.00	06/12/2019	JE0612K1
008 E 5214 55 0000 025 00 936	SUPPLEMENTAL GENERAL	1819-221	CORRECT BILINGUAL TRANSFER	0.00	745.00	06/12/2019	JE0612K1
008 E 5206 54 0000 410 00 940	SUPPLEMENTAL GENERAL	1819-218	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	138041.75	0.00	06/12/2019	JE0612SP
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-218	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	0.00	138041.75	06/12/2019	JE0612SP
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-218	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	138041.75	0.00	06/12/2019	JE0612SP
030 R 5206 23 0000 060 00 000	MANDATED SPECIAL EDU	1819-218	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	0.00	138041.75	06/12/2019	JE0612SP
030 E 5200 23 0000 500 00 960	MANDATED SPECIAL EDU	1819-219	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	138041.75	0.00	06/12/2019	JE0612SP
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-219	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	0.00	138041.75	06/12/2019	JE0612SP
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-219	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	138041.75	0.00	06/12/2019	JE0612SP
078 R 1911 42 0000 050 00 000	SPED COOP/SP ED COOP	1819-219	TRANS SPED COOP ASSESSMENT JUNE PAYMENT	0.00	138041.75	06/12/2019	JE0612SP
008 E 5213 55 0000 020 00 900	SUPPLEMENTAL GENERAL	1819-222	BUDGETED FINAL FUND TRANSFERS - AT RISK	175000.00	0.00	06/12/2019	JE0612XF
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-222	BUDGETED FINAL FUND TRANSFERS - AT RISK	0.00	175000.00	06/12/2019	JE0612XF
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-222	BUDGETED FINAL FUND TRANSFERS - AT RISK	175000.00	0.00	06/12/2019	JE0612XF
013 R 5208 74 0000 050 00 000	AT-RISK K-12/AT RISK	1819-222	BUDGETED FINAL FUND TRANSFERS - AT RISK	0.00	175000.00	06/12/2019	JE0612XF
008 E 5234 56 0000 030 00 934	SUPPLEMENTAL GENERAL	1819-223	BUDGETED FINAL FUND TRANSFERS - VOED	145000.00	0.00	06/12/2019	JE0612XF
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-223	BUDGETED FINAL FUND TRANSFERS - VOED	0.00	145000.00	06/12/2019	JE0612XF
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-223	BUDGETED FINAL FUND TRANSFERS - VOED	145000.00	0.00	06/12/2019	JE0612XF
034 R 5206 25 0000 610 00 000	VO EDUCATION FUND/DR	1819-223	BUDGETED FINAL FUND TRANSFERS - VOED	0.00	145000.00	06/12/2019	JE0612XF
006 E 5230 16 0000 800 00 950	GENERAL FUND/GENERAL	1819-228	TRANSFER SDAC JULY-SEP 2018 ADM REIMB TO	4305.94	0.00	06/18/2019	JE0618KM
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-228	TRANSFER SDAC JULY-SEP 2018 ADM REIMB TO	0.00	4305.94	06/18/2019	JE0618KM
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-228	TRANSFER SDAC JULY-SEP 2018 ADM REIMB TO	4305.94	0.00	06/18/2019	JE0618KM
030 R 1990 23 0000 000 00 000	MANDATED SPECIAL EDU	1819-228	TRANSFER SDAC JULY-SEP 2018 ADM REIMB TO	0.00	4305.94	06/18/2019	JE0618KM
064 A 7010 00 0000 000 00 000	BOND CONSTRUCTION/NO	1819-227	REIMB A/P ACCT FROM BOND - CK PD ON WRON	10005.72	0.00	06/18/2019	JE0618XF
064 A 7115 00 0000 000 00 000	BOND CONSTRUCTION/NO	1819-227	REIMB A/P ACCT FROM BOND - CK PD ON WRON	0.00	10005.72	06/18/2019	JE0618XF
078 E 1300 79 0000 050 00 111	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	8713.04	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 810 00 111	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	8713.04	06/19/2019	JE0619IT
078 E 1300 79 0000 250 00 213	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	1566.56	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 810 00 213	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	1566.56	06/19/2019	JE0619IT

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
078 E 1300 79 0000 070 00 221	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	2371.25	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 810 00 221	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	2371.25	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 222	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	554.58	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 810 00 222	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	554.58	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 260	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	35.94	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 810 00 260	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	35.94	06/19/2019	JE0619IT
078 E 1300 79 0000 050 00 111	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	8318.79	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 821 00 120	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	8318.79	06/19/2019	JE0619IT
078 E 1300 79 0000 250 00 213	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	1174.92	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 821 00 213	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	1174.92	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 221	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	376.22	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 821 00 221	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	376.22	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 222	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	87.98	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 821 00 222	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	87.98	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 260	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	5.70	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 821 00 260	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	5.70	06/19/2019	JE0619IT
078 E 1300 46 0007 830 00 110	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	517.58	0.00	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 110	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	517.58	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 221	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	412.91	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 830 00 221	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	412.91	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 222	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	96.57	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 830 00 222	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	96.57	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 260	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	6.52	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 830 00 260	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	6.52	06/19/2019	JE0619IT
078 E 1300 79 0007 350 00 114	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	1373.98	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 891 00 114	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	1373.98	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 221	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	178.55	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 891 00 221	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	178.55	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 222	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	41.76	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 891 00 222	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	41.76	06/19/2019	JE0619IT
078 E 1300 79 0000 070 00 260	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	2.69	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 891 00 260	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	2.69	06/19/2019	JE0619IT
078 E 1300 79 0000 300 00 581	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	1499.47	0.00	06/19/2019	JE0619IT
078 E 1300 46 0007 870 00 581	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	1499.47	06/19/2019	JE0619IT
078 E 1300 46 0007 850 00 323	SPED COOP/SP ED COOP	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	10600.52	0.00	06/19/2019	JE0619IT
078 E 1300 79 0007 360 00 114	SPED COOP/INFANT TOD	1819-230	MOVE INFANT TODDLER 4TH QTR EXP TO GRANT	0.00	10600.52	06/19/2019	JE0619IT

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-231	PAYROLL XFER #3 - JUN19	4904.06	0.00	06/20/2019	JE0620PR
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-231	PAYROLL XFER #3 - JUN19	0.00	4904.06	06/20/2019	JE0620PR
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-229	PAYROLL TRANS #2 - JULY 24 LUMP SUMS	2248.71	0.00	06/21/2019	JE0621P2
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-229	PAYROLL TRANS #2 - JULY 24 LUMP SUMS	0.00	2248.71	06/21/2019	JE0621P2
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-232	PAYROLL XFER #4 - JUN19	18233.39	0.00	06/24/2019	JE0624PR
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-232	PAYROLL XFER #4 - JUN19	0.00	18233.39	06/24/2019	JE0624PR
078 E 1300 46 0007 870 00 581	SPED COOP/SP ED COOP	1819-233	MOVE INFANT TODDLER QUARTERLY COSTS - TR	512.70	0.00	06/25/2019	JE0625IT
078 E 1300 79 0000 300 00 581	SPED COOP/INFANT TOD	1819-233	MOVE INFANT TODDLER QUARTERLY COSTS - TR	0.00	512.70	06/25/2019	JE0625IT
078 E 1300 79 0007 360 00 114	SPED COOP/INFANT TOD	1819-233	MOVE INFANT TODDLER QUARTERLY COSTS - P/	2607.04	0.00	06/25/2019	JE0625IT
078 E 1300 46 0007 850 00 323	SPED COOP/SP ED COOP	1819-233	MOVE INFANT TODDLER QUARTERLY COSTS - P/	0.00	2607.04	06/25/2019	JE0625IT
078 E 2210 45 0000 200 00 320	SPED COOP/SP ED COOP	1819-235	MOVE PROF DEV FOR COOP TO TIPS GRANT	1282.98	0.00	06/25/2019	JE0625KM
078 E 2210 45 0000 200 00 320	SPED COOP/SP ED COOP	1819-235	MOVE PROF DEV FOR COOP TO TIPS GRANT	0.00	1282.98	06/25/2019	JE0625KM
030 E 2100 23 0000 200 00 970	MANDATED SPECIAL EDU	1819-234	SDAC ADMIN CLAIMS TO COOP 7/1/18 TO 9/30	1636.26	0.00	06/25/2019	JE0625SP
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-234	SDAC ADMIN CLAIMS TO COOP 7/1/18 TO 9/30	0.00	1636.26	06/25/2019	JE0625SP
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-234	SDAC ADMIN CLAIMS TO COOP 7/1/18 TO 9/30	1636.26	0.00	06/25/2019	JE0625SP
078 R 1980 19 0000 215 00 000	SPED COOP/CAPITAL OU	1819-234	SDAC ADMIN CLAIMS TO COOP 7/1/18 TO 9/30	0.00	1636.26	06/25/2019	JE0625SP
015 R 1300 72 0000 010 00 000	VIRTUAL EDUCATION/VI		VIRTUAL STUDENT NSF CHECK + FEE	150.00	0.00	06/26/2019	JE0626KM
015 A 7010 00 0000 000 00 000	VIRTUAL EDUCATION/NO		VIRTUAL STUDENT NSF CHECK + FEE	0.00	150.00	06/26/2019	JE0626KM
015 R 1300 72 0000 010 00 000	VIRTUAL EDUCATION/VI		VIRTUAL STUDENT NSF CHECK FEE	5.00	0.00	06/26/2019	JE0626KM
015 A 7010 00 0000 000 00 000	VIRTUAL EDUCATION/NO		VIRTUAL STUDENT NSF CHECK FEE	0.00	5.00	06/26/2019	JE0626KM
006 L 8568 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	2478.23	0.00	06/26/2019	JE0626TX
006 E 1000 11 0000 000 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	779.69	06/26/2019	JE0626TX
006 E 1000 11 0000 050 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.41	06/26/2019	JE0626TX
006 E 1000 11 0000 100 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	26.55	06/26/2019	JE0626TX
006 E 1000 11 0000 150 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	6.90	06/26/2019	JE0626TX
006 E 1000 11 0002 000 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	626.99	06/26/2019	JE0626TX
006 E 1000 11 0002 050 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	2.30	06/26/2019	JE0626TX
006 E 1000 11 0002 100 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	66.91	06/26/2019	JE0626TX
006 E 2120 11 0000 900 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	69.09	06/26/2019	JE0626TX
006 E 2120 11 0002 900 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	73.90	06/26/2019	JE0626TX
006 E 2134 11 0000 950 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	31.12	06/26/2019	JE0626TX
006 E 2134 11 0002 950 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	10.36	06/26/2019	JE0626TX
006 E 2220 12 0000 450 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	76.15	06/26/2019	JE0626TX
006 E 2220 12 0000 460 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	17.31	06/26/2019	JE0626TX
006 E 2220 12 0002 450 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	70.95	06/26/2019	JE0626TX
006 E 2220 12 0002 460 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	7.44	06/26/2019	JE0626TX

JOURNAL ENTRIES - BOE REPORT (Dates: 06/01/2019 - 06/30/2019)

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
006 E 2312 13 0000 150 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	10.11	06/26/2019	JE0626TX
006 E 2321 13 0000 100 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	76.26	06/26/2019	JE0626TX
006 E 2410 13 0000 800 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	90.48	06/26/2019	JE0626TX
006 E 2410 13 0002 800 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	107.64	06/26/2019	JE0626TX
006 E 2510 17 0000 200 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	212.52	06/26/2019	JE0626TX
006 E 2510 17 0000 210 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	46.14	06/26/2019	JE0626TX
006 E 2600 14 0000 333 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	40.24	06/26/2019	JE0626TX
006 E 2620 14 0000 460 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.31	06/26/2019	JE0626TX
006 E 2620 14 0002 400 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.02	06/26/2019	JE0626TX
006 E 2710 66 0000 250 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.23	06/26/2019	JE0626TX
006 E 2710 66 0002 250 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.04	06/26/2019	JE0626TX
006 E 2710 67 0000 050 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	1.03	06/26/2019	JE0626TX
006 E 2710 67 0002 050 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.32	06/26/2019	JE0626TX
006 E 2720 66 0000 000 00 123	GENERAL FUND/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	26.82	06/26/2019	JE0626TX
007 L 8568 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	129.11	0.00	06/26/2019	JE0626TX
007 E 1000 29 0000 100 00 123	FEDERAL FUNDS (TITLE	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	125.80	06/26/2019	JE0626TX
007 E 2213 29 0000 850 00 123	FEDERAL FUNDS (TITLE	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	3.31	06/26/2019	JE0626TX
008 L 8568 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.06	0.00	06/26/2019	JE0626TX
008 E 2710 66 0000 800 00 123	SUPPLEMENTAL GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.06	06/26/2019	JE0626TX
013 L 8568 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	269.84	0.00	06/26/2019	JE0626TX
013 E 1000 75 0000 100 00 123	AT-RISK K-12/AT RISK	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	132.31	06/26/2019	JE0626TX
013 E 1000 75 0002 100 00 123	AT-RISK K-12/AT RISK	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	40.63	06/26/2019	JE0626TX
013 E 2120 75 0000 160 00 123	AT-RISK K-12/AT RISK	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	23.00	06/26/2019	JE0626TX
013 E 2120 75 0002 160 00 123	AT-RISK K-12/AT RISK	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	73.90	06/26/2019	JE0626TX
014 L 8568 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	9.37	0.00	06/26/2019	JE0626TX
014 E 1000 70 0000 100 00 123	BILINGUAL/ESOL/BILIN	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	9.37	06/26/2019	JE0626TX
015 L 8568 00 0000 000 00 000	VIRTUAL EDUCATION/NO	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	17.80	0.00	06/26/2019	JE0626TX
015 E 1000 72 0000 100 00 123	VIRTUAL EDUCATION/VI	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	17.80	06/26/2019	JE0626TX
016 L 8568 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	25.44	0.00	06/26/2019	JE0626TX
016 E 2620 19 0000 725 00 123	CAPITAL OUTLAY/CAPIT	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	25.44	06/26/2019	JE0626TX
024 L 8568 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	7.80	0.00	06/26/2019	JE0626TX
024 E 3100 17 0000 700 00 123	FOOD SERVICE/GENERAL	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	7.80	06/26/2019	JE0626TX
028 L 8568 00 0000 000 00 000	PARENT EDUCATION PRO	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.18	0.00	06/26/2019	JE0626TX
028 E 2100 28 0000 650 00 123	PARENT EDUCATION PRO	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.18	06/26/2019	JE0626TX
030 L 8568 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.29	0.00	06/26/2019	JE0626TX
030 E 2710 23 0000 550 00 123	MANDATED SPECIAL EDU	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.25	06/26/2019	JE0626TX

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
030 E 2710 23 0002 550 00 123	MANDATED SPECIAL EDU	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.04	06/26/2019	JE0626TX
034 L 8568 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	140.46	0.00	06/26/2019	JE0626TX
034 E 1000 26 0000 000 00 123	VO EDUCATION FUND/VO	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	140.46	06/26/2019	JE0626TX
078 L 8568 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	1230.15	0.00	06/26/2019	JE0626TX
078 E 1000 42 0000 500 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	547.75	06/26/2019	JE0626TX
078 E 1000 42 0000 520 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.20	06/26/2019	JE0626TX
078 E 1000 42 0002 500 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	200.37	06/26/2019	JE0626TX
078 E 1000 42 0002 550 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.05	06/26/2019	JE0626TX
078 E 1300 46 0007 810 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	2.76	06/26/2019	JE0626TX
078 E 1300 46 0007 830 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	5.94	06/26/2019	JE0626TX
078 E 1300 46 0007 891 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	2.36	06/26/2019	JE0626TX
078 E 2140 44 0000 300 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	55.00	06/26/2019	JE0626TX
078 E 2140 44 0002 300 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	6.92	06/26/2019	JE0626TX
078 E 2150 44 0000 700 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	54.65	06/26/2019	JE0626TX
078 E 2150 44 0002 700 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	2.70	06/26/2019	JE0626TX
078 E 2160 44 0000 160 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	75.84	06/26/2019	JE0626TX
078 E 2160 44 0002 160 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	25.80	06/26/2019	JE0626TX
078 E 2190 45 0000 100 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	24.92	06/26/2019	JE0626TX
078 E 2190 45 0000 150 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	84.43	06/26/2019	JE0626TX
078 E 2190 45 0002 100 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	1.40	06/26/2019	JE0626TX
078 E 2190 45 0002 150 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	1.42	06/26/2019	JE0626TX
078 E 2210 50 0000 760 00 123	SPED COOP/VI-B TIPS/	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.65	06/26/2019	JE0626TX
078 E 2290 45 0000 610 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	0.19	06/26/2019	JE0626TX
078 E 2320 45 0000 400 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	101.91	06/26/2019	JE0626TX
078 E 2320 45 0000 500 00 123	SPED COOP/SP ED COOP	1819-236	RECLASS TAXABLE FRINGE 4TH QTR	0.00	34.89	06/26/2019	JE0626TX
016 R 1510 19 0000 100 00 000	CAPITAL OUTLAY/CAPIT	1819-238	ADJ PR ACCT INTEREST	0.02	0.00	06/30/2019	JE0630AJ
016 A 7011 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-238	ADJ PR ACCT INTEREST	0.00	0.02	06/30/2019	JE0630AJ
047 E 2100 80 0000 400 00 610	FLEX RESERVE ACCOUNT	1819-240	FLEX CLAIMS PAID - JUNE 2019	4200.25	0.00	06/30/2019	JE0630FX
047 A 7117 00 0000 000 00 000	FLEX RESERVE ACCOUNT	1819-240	FLEX CLAIMS PAID - JUNE 2019	0.00	4200.25	06/30/2019	JE0630FX
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	59874.80	0.00	06/21/2019	PRXF-L07
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	59874.80	06/21/2019	PRXF-L07
007 A 7011 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	4242.20	0.00	06/21/2019	PRXF-L07
007 A 7010 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	0.00	4242.20	06/21/2019	PRXF-L07
013 A 7011 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	6160.64	0.00	06/21/2019	PRXF-L07
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	6160.64	06/21/2019	PRXF-L07
014 A 7011 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	736.91	0.00	06/21/2019	PRXF-L07

Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	0.00	736.91	06/21/2019	PRXF-L07
034 A 7011 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	1902.72	0.00	06/21/2019	PRXF-L07
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	0.00	1902.72	06/21/2019	PRXF-L07
078 A 7011 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	47713.19	0.00	06/21/2019	PRXF-L07
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	0.00	47713.19	06/21/2019	PRXF-L07
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	59874.80	0.00	06/23/2019	PRXF-L07
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	59874.80	06/23/2019	PRXF-L07
007 A 7011 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	4242.20	0.00	06/23/2019	PRXF-L07
007 A 7010 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	0.00	4242.20	06/23/2019	PRXF-L07
013 A 7011 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	6160.64	0.00	06/23/2019	PRXF-L07
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	6160.64	06/23/2019	PRXF-L07
014 A 7011 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	736.91	0.00	06/23/2019	PRXF-L07
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	0.00	736.91	06/23/2019	PRXF-L07
034 A 7011 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	1902.72	0.00	06/23/2019	PRXF-L07
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	0.00	1902.72	06/23/2019	PRXF-L07
078 A 7011 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	47713.19	0.00	06/23/2019	PRXF-L07
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	0.00	47713.19	06/23/2019	PRXF-L07
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	59874.80	06/23/2019	PRXF-L07
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	59874.80	0.00	06/23/2019	PRXF-L07
007 A 7011 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	0.00	4242.20	06/23/2019	PRXF-L07
007 A 7010 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-225	PAYROLL FUNDS TRANSFER	4242.20	0.00	06/23/2019	PRXF-L07
013 A 7011 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	0.00	6160.64	06/23/2019	PRXF-L07
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-225	PAYROLL FUNDS TRANSFER	6160.64	0.00	06/23/2019	PRXF-L07
014 A 7011 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	0.00	736.91	06/23/2019	PRXF-L07
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-225	PAYROLL FUNDS TRANSFER	736.91	0.00	06/23/2019	PRXF-L07
034 A 7011 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	0.00	1902.72	06/23/2019	PRXF-L07
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-225	PAYROLL FUNDS TRANSFER	1902.72	0.00	06/23/2019	PRXF-L07
078 A 7011 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	0.00	47713.19	06/23/2019	PRXF-L07
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-225	PAYROLL FUNDS TRANSFER	47713.19	0.00	06/23/2019	PRXF-L07
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-226	PAYROLL FUNDS TRANSFER	60114.44	0.00	06/24/2019	PRXF-L08
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-226	PAYROLL FUNDS TRANSFER	0.00	60114.44	06/24/2019	PRXF-L08
007 A 7011 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-226	PAYROLL FUNDS TRANSFER	4242.20	0.00	06/24/2019	PRXF-L08
007 A 7010 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-226	PAYROLL FUNDS TRANSFER	0.00	4242.20	06/24/2019	PRXF-L08
013 A 7011 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-226	PAYROLL FUNDS TRANSFER	6286.22	0.00	06/24/2019	PRXF-L08
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-226	PAYROLL FUNDS TRANSFER	0.00	6286.22	06/24/2019	PRXF-L08
014 A 7011 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-226	PAYROLL FUNDS TRANSFER	752.66	0.00	06/24/2019	PRXF-L08



Acct Nbr	Account Description	Reference	Description	Debit	Credit	Post Date	Batch
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-226	PAYROLL FUNDS TRANSFER	0.00	752.66	06/24/2019	PRXF-L08
034 A 7011 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-226	PAYROLL FUNDS TRANSFER	1902.66	0.00	06/24/2019	PRXF-L08
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-226	PAYROLL FUNDS TRANSFER	0.00	1902.66	06/24/2019	PRXF-L08
078 A 7011 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-226	PAYROLL FUNDS TRANSFER	41838.67	0.00	06/24/2019	PRXF-L08
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-226	PAYROLL FUNDS TRANSFER	0.00	41838.67	06/24/2019	PRXF-L08
006 A 7011 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	370014.41	0.00	06/17/2019	PRXF0622
006 A 7010 00 0000 000 00 000	GENERAL FUND/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	0.00	370014.41	06/17/2019	PRXF0622
007 A 7011 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-224	PAYROLL FUNDS TRANSFER	8568.42	0.00	06/17/2019	PRXF0622
007 A 7010 00 0000 000 00 000	FEDERAL FUNDS (TITLE	1819-224	PAYROLL FUNDS TRANSFER	0.00	8568.42	06/17/2019	PRXF0622
008 A 7011 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-224	PAYROLL FUNDS TRANSFER	123.41	0.00	06/17/2019	PRXF0622
008 A 7010 00 0000 000 00 000	SUPPLEMENTAL GENERAL	1819-224	PAYROLL FUNDS TRANSFER	0.00	123.41	06/17/2019	PRXF0622
013 A 7011 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	31427.76	0.00	06/17/2019	PRXF0622
013 A 7010 00 0000 000 00 000	AT-RISK K-12/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	0.00	31427.76	06/17/2019	PRXF0622
014 A 7011 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-224	PAYROLL FUNDS TRANSFER	3771.93	0.00	06/17/2019	PRXF0622
014 A 7010 00 0000 000 00 000	BILINGUAL/ESOL/NO BU	1819-224	PAYROLL FUNDS TRANSFER	0.00	3771.93	06/17/2019	PRXF0622
015 A 7011 00 0000 000 00 000	VIRTUAL EDUCATION/NO	1819-224	PAYROLL FUNDS TRANSFER	2408.13	0.00	06/17/2019	PRXF0622
015 A 7010 00 0000 000 00 000	VIRTUAL EDUCATION/NO	1819-224	PAYROLL FUNDS TRANSFER	0.00	2408.13	06/17/2019	PRXF0622
016 A 7011 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-224	PAYROLL FUNDS TRANSFER	11262.75	0.00	06/17/2019	PRXF0622
016 A 7010 00 0000 000 00 000	CAPITAL OUTLAY/NO BU	1819-224	PAYROLL FUNDS TRANSFER	0.00	11262.75	06/17/2019	PRXF0622
024 A 7011 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	11776.91	0.00	06/17/2019	PRXF0622
024 A 7010 00 0000 000 00 000	FOOD SERVICE/NO BUIL	1819-224	PAYROLL FUNDS TRANSFER	0.00	11776.91	06/17/2019	PRXF0622
028 A 7011 00 0000 000 00 000	PARENT EDUCATION PRO	1819-224	PAYROLL FUNDS TRANSFER	2045.09	0.00	06/17/2019	PRXF0622
028 A 7010 00 0000 000 00 000	PARENT EDUCATION PRO	1819-224	PAYROLL FUNDS TRANSFER	0.00	2045.09	06/17/2019	PRXF0622
030 A 7011 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-224	PAYROLL FUNDS TRANSFER	1881.70	0.00	06/17/2019	PRXF0622
030 A 7010 00 0000 000 00 000	MANDATED SPECIAL EDU	1819-224	PAYROLL FUNDS TRANSFER	0.00	1881.70	06/17/2019	PRXF0622
034 A 7011 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-224	PAYROLL FUNDS TRANSFER	16130.31	0.00	06/17/2019	PRXF0622
034 A 7010 00 0000 000 00 000	VO EDUCATION FUND/NO	1819-224	PAYROLL FUNDS TRANSFER	0.00	16130.31	06/17/2019	PRXF0622
078 A 7011 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-224	PAYROLL FUNDS TRANSFER	229628.72	0.00	06/17/2019	PRXF0622
078 A 7010 00 0000 000 00 000	SPED COOP/NO BUILDIN	1819-224	PAYROLL FUNDS TRANSFER	0.00	229628.72	06/17/2019	PRXF0622

0.00 Total for Journal Entries



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
006	GENERAL FUND	-213,756.79	4,465.08	209,291.71	0.00
007	FEDERAL FUNDS (TITLE PROGRAMS)	129.11	0.00	-129.11	0.00
008	SUPPLEMENTAL GENERAL	-557,329.38	0.00	557,329.38	0.00
013	AT-RISK K-12	175,269.84	-175,000.00	-269.84	0.00
014	BILINGUAL/ESOL	-735.63	745.00	-9.37	0.00
015	VIRTUAL EDUCATION	-137.20	155.00	-17.80	0.00
016	CAPITAL OUTLAY	4,490.50	-4,465.06	-25.44	0.00
024	FOOD SERVICE	1,374.70	-1,366.90	-7.80	0.00
028	PARENT EDUCATION PROG	0.18	0.00	-0.18	0.00
030	MANDATED SPECIAL EDUCATION	73,105.35	-449,811.69	376,706.34	0.00
034	VO EDUCATION FUND	145,140.46	-145,000.00	-140.46	0.00
047	FLEX RESERVE ACCOUNT	-4,200.25	0.00	4,200.25	0.00
064	BOND CONSTRUCTION	0.00	0.00	0.00	0.00
078	SPED COOP	377,936.78	-376,706.63	-1,230.15	0.00
092	HIGH SCHOOL STUDENT ACTIVITY	0.00	0.00	0.00	0.00
093	MIDDLE SCHOOL STUDENT ACTIVITY	0.00	0.00	0.00	0.00
095	CENTRAL ELEM STUDENT ACTIVITY	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	1,287.67	-1,146,985.20	1,145,697.53	0.00

\*\*\*\*\* End of report \*\*\*\*\*

BANK	LINE DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	Reference	ENTRY DT	CREDIT AMOUNT
A/P	1 SPED STATE AID		006 R 3205 10 0000 450 00 000	6767	06/03/2019	307464.00
A/P	1 RILEY COUNTY TAX DISTRIBUTION		008 R 1110 53 0000 000 00 000	6768	06/04/2019	6980.24
A/P	2 RILEY COUNTY TAX DISTRIBUTION		008 R 2450 53 0000 160 00 000	6768	06/04/2019	40.31
A/P	3 RILEY COUNTY TAX DISTRIBUTION		008 R 2400 53 0000 100 00 000	6768	06/04/2019	528.62
A/P	4 RILEY COUNTY TAX DISTRIBUTION		008 R 2450 53 0000 200 00 000	6768	06/04/2019	221.02
A/P	5 RILEY COUNTY TAX DISTRIBUTION		008 R 1140 53 0000 050 00 000	6768	06/04/2019	43.51
A/P	6 RILEY COUNTY TAX DISTRIBUTION		016 R 1110 19 0000 000 00 000	6768	06/04/2019	2175.86
A/P	7 RILEY COUNTY TAX DISTRIBUTION		016 R 2400 19 0000 230 00 000	6768	06/04/2019	10.77
A/P	8 RILEY COUNTY TAX DISTRIBUTION		016 R 2400 19 0000 200 00 000	6768	06/04/2019	135.39
A/P	9 RILEY COUNTY TAX DISTRIBUTION		016 R 2450 19 0000 225 00 000	6768	06/04/2019	56.61
A/P	10 RILEY COUNTY TAX DISTRIBUTION		016 R 1140 19 0000 050 00 000	6768	06/04/2019	13.56
A/P	11 RILEY COUNTY TAX DISTRIBUTION		062 R 1110 39 0000 000 00 000	6768	06/04/2019	8713.77
A/P	12 RILEY COUNTY TAX DISTRIBUTION		062 R 2400 39 0000 180 00 000	6768	06/04/2019	43.09
A/P	13 RILEY COUNTY TAX DISTRIBUTION		062 R 2400 39 0000 150 00 000	6768	06/04/2019	541.56
A/P	14 RILEY COUNTY TAX DISTRIBUTION		062 R 2450 39 0000 175 00 000	6768	06/04/2019	226.43
A/P	15 RILEY COUNTY TAX DISTRIBUTION		062 R 1140 39 0000 050 00 000	6768	06/04/2019	54.32
A/P	1 POTT COUNTY TAX DISTRIBUTION		062 R 1110 39 0000 000 00 000	6779	06/04/2019	525698.73
A/P	2 POTT COUNTY TAX DISTRIBUTION		062 R 1140 39 0000 050 00 000	6779	06/04/2019	1214.03
A/P	3 POTT COUNTY TAX DISTRIBUTION		062 R 2400 39 0000 150 00 000	6779	06/04/2019	38081.55
A/P	4 POTT COUNTY TAX DISTRIBUTION		062 R 2450 39 0000 170 00 000	6779	06/04/2019	878.60
A/P	5 POTT COUNTY TAX DISTRIBUTION		062 R 2450 39 0000 175 00 000	6779	06/04/2019	6320.96
A/P	6 POTT COUNTY TAX DISTRIBUTION		062 R 2400 39 0000 180 00 000	6779	06/04/2019	380.54
A/P	7 POTT COUNTY TAX DISTRIBUTION		008 R 1110 53 0000 000 00 000	6779	06/04/2019	421077.51
A/P	8 POTT COUNTY TAX DISTRIBUTION		008 R 1140 53 0000 050 00 000	6779	06/04/2019	1132.20
A/P	9 POTT COUNTY TAX DISTRIBUTION		008 R 2400 53 0000 100 00 000	6779	06/04/2019	37171.90
A/P	10 POTT COUNTY TAX DISTRIBUTION		008 R 2450 53 0000 150 00 000	6779	06/04/2019	857.62
A/P	11 POTT COUNTY TAX DISTRIBUTION		008 R 2450 53 0000 200 00 000	6779	06/04/2019	6169.98
A/P	12 POTT COUNTY TAX DISTRIBUTION		008 R 2450 53 0000 160 00 000	6779	06/04/2019	355.99
A/P	13 POTT COUNTY TAX DISTRIBUTION		016 R 1110 19 0000 000 00 000	6779	06/04/2019	131268.82
A/P	14 POTT COUNTY TAX DISTRIBUTION		016 R 1140 19 0000 050 00 000	6779	06/04/2019	303.45
A/P	15 POTT COUNTY TAX DISTRIBUTION		016 R 2400 19 0000 200 00 000	6779	06/04/2019	9520.40
A/P	16 POTT COUNTY TAX DISTRIBUTION		016 R 2450 19 0000 220 00 000	6779	06/04/2019	219.65
A/P	17 POTT COUNTY TAX DISTRIBUTION		016 R 2450 19 0000 225 00 000	6779	06/04/2019	1580.25
A/P	18 POTT COUNTY TAX DISTRIBUTION		016 R 2400 19 0000 230 00 000	6779	06/04/2019	95.12
A/P	1 SUMMER BAND LESSONS		006 R 1980 10 0000 200 00 000	6769	06/06/2019	295.00
A/P	2 SPRING STUDENT TEACHER STIPENDS		006 R 1980 10 0000 200 00 000	6770	06/06/2019	550.00

BANK	LINE DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	Reference	ENTRY DT	CREDIT AMOUNT
A/P	3 STUDENT MEAL ACCOUNT PAYMENT		024 R 1611 17 0000 500 00 000	6771	06/06/2019	2.04
A/P	4 STUDENT MEAL ACCOUNT PAYMENTS		024 R 1611 17 0000 500 00 000	6772	06/06/2019	9.25
A/P	5 STUDENT MEAL ACCOUNT PAYMENTS		024 R 1611 17 0000 500 00 000	6773	06/06/2019	743.40
A/P	6 STUDENT MEAL ACCOUNT PAYMENTS		024 R 1611 17 0000 500 00 000	6774	06/06/2019	1247.61
A/P	7 STUDENT MEAL ACCOUNT PAYMENTS		024 R 1611 17 0000 500 00 000	6775	06/06/2019	184.90
A/P	8 INV #85 - HOT DOG BUNS		024 R 1990 17 0000 550 00 000	6776	06/06/2019	26.12
A/P	9 WMS STUDENT FEES - ART/CG		055 R 1990 27 0003 580 00 000	6777	06/06/2019	181.40
A/P	10 WMS STUDENT FEES - WOODS		055 R 1990 27 0003 570 00 000	6777	06/06/2019	429.28
A/P	11 WMS STUDENT FEES - TECH FEES		055 R 1740 27 0002 100 00 000	6777	06/06/2019	345.00
A/P	12 WE STUDENT FEES - INST MATERIALS		055 R 1942 27 0000 000 00 000	6778	06/06/2019	50.00
A/P	13 WE STUDENT FEES - MEALS		024 R 1611 17 0000 500 00 000	6778	06/06/2019	163.15
A/P	1 ANONYMOUS DONATION - NEEL SCHOLARSHIP		035 R 1920 28 0000 210 00 000	6780	06/11/2019	50.00
A/P	2 MEDICAID REIMBURSEMENT		078 R 4900 19 0000 210 00 000	6781	06/11/2019	5716.10
A/P	3 INFANT TODDLER MEDICAID REIMBURSEMENT		078 R 4900 42 0000 300 00 000	6782	06/11/2019	302.28
A/P	4 INFANT TODDLER MEDICAID REIMBURSEMENT		078 R 4900 42 0000 300 00 000	6783	06/11/2019	2528.43
A/P	5 INV #84 - LITTLE RAIDER P/S		024 R 1990 17 0000 550 00 000	6784	06/11/2019	78.84
A/P	1 SUMMER BAND FEES		006 R 1980 10 0000 200 00 000	6786	06/12/2019	250.00
A/P	2 MAY FACILITY USE - CROSS POINT CHURCH		016 R 1990 19 0000 150 00 000	6787	06/12/2019	440.00
A/P	1 MAY FOOD SERVICE CLAIMS		024 R 4550 17 0000 650 00 000	6790	06/14/2019	26727.27
A/P	2 MAY FOOD SERVICE CLAIMS		024 R 3203 17 0000 600 00 000	6790	06/14/2019	613.96
A/P	1 MENTOR TEACHER STIPENDS REIMB		006 R 1980 10 0000 200 00 000		06/17/2019	5669.00
A/P	1 USD 323 SPED ASSESSMENT		078 R 1912 42 0000 100 00 000	6795	06/18/2019	95609.75
A/P	2 USD 323 SPED STATE AID		078 R 3205 42 0000 260 00 000	6795	06/18/2019	199574.00
A/P	3 USD 329 SPED ASSESSMENT		078 R 1913 42 0000 150 00 000	6796	06/18/2019	40458.75
A/P	4 USD 329 SPED STATE AID		078 R 3205 42 0000 270 00 000	6796	06/18/2019	111120.00
A/P	5 P/T SERVICES		078 R 1190 42 0000 210 00 000	6797	06/18/2019	3219.23
A/P	6 SDAC Q/E 9/30/18 (CURRENT YEAR REIMB)		006 R 1985 10 0000 210 00 000	6798	06/18/2019	4305.94
A/P	1 KSDE GENERAL STATE AID - MILL LEVY		006 R 3110 10 0000 350 00 000	6800	06/19/2019	570437.00
A/P	1 KDRS DEBT RECOVERY FUNDS - FOOD SERVICE		024 R 1611 17 0000 500 00 000	6799	06/20/2019	435.48
A/P	1 P.A.T. FINAL AID PAYMENT		028 R 3216 28 0000 555 00 000	6801	06/20/2019	7359.00
A/P	1 STATE MATCH - FOOD SERVICE RE-APPROTIONM		024 R 3203 17 0000 600 00 000	6802	06/21/2019	1535.67
A/P	1 GENERAL STATE AID PAYMENT 1 OF 2		006 R 3110 10 0000 350 00 000	6803	06/24/2019	161057.00
A/P	1 PROFESSIONAL DEV. STATE AID		026 R 3206 22 0000 480 00 000	6804	06/24/2019	6628.00
A/P	1 CTE INCENTIVE STATE AID		006 R 1980 10 0000 200 00 000	6805	06/24/2019	7260.00
A/P	1 SUPPLEMENTAL GEN. STATE AID - PAYMENT 1		008 R 3140 53 0000 200 00 000	6806	06/24/2019	177478.00
A/P	1 CTE INCENTIVE STATE AID		006 R 1980 10 0000 200 00 000	6822	06/24/2019	0.00

BANK	LINE DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	Reference	ENTRY DT	CREDIT AMOUNT
A/P	1 SUMMER CREDIT RECOVERY ENROLLMENT		015 R 1300 72 0000 010 00 000	6807	06/25/2019	150.00
A/P	2 SUMMER BAND LESSONS		006 R 1980 10 0000 200 00 000	6808	06/25/2019	80.00
A/P	3 SDAC ADMIN REIMB Q/E 12/31/18		006 R 1985 10 0000 210 00 000	6809	06/25/2019	5194.75
A/P	4 FY '17 MEDICAID ANNUAL COST REPORT SETTLE		030 R 1990 23 0000 000 00 000	6810	06/25/2019	14936.09
A/P	5 SPED MEDICAID BILLING REIMB		078 R 4900 19 0000 210 00 000	6811	06/25/2019	15403.92
A/P	6 JOAN MEYER COBRA DENTAL PREMIUM		006 L 8536 00 0000 000 00 000	6812	06/25/2019	55.84
A/P	7 POTT COUNTY WATERCRAFT TAX DISTRIBUTION		062 R 1110 39 0000 000 00 000	6813	06/25/2019	232.88
A/P	8 POTT COUNTY WATERCRAFT TAX DISTRIBUTION		008 R 1110 53 0000 000 00 000	6813	06/25/2019	227.11
A/P	9 POTT COUNTY WATERCRAFT TAX DISTRIBUTION		016 R 1110 19 0000 000 00 000	6813	06/25/2019	58.21
A/P	1 INST. MATERIALS		055 R 1942 27 0000 000 00 000	6816	06/26/2019	25.00
A/P	2 MS PE TOWEL FEE		055 R 1942 27 0000 000 00 000	6816	06/26/2019	8.00
A/P	3 MS ART CLASS		055 R 1990 27 0003 580 00 000	6816	06/26/2019	10.00
A/P	4 MS WOODS CLASS		055 R 1990 27 0003 570 00 000	6816	06/26/2019	10.00
A/P	5 CONV FEE		055 R 1942 27 0000 000 00 000	6816	06/26/2019	1.92
A/P	1 CTE INCENTIVE FOR 2018-2019		006 R 1980 10 0000 200 00 000	6821	06/28/2019	5798.00
A/P	1 SUPPL GENERAL STATE AID PYMT 2 OF 2		008 R 3140 53 0000 200 00 000	6814	06/30/2019	129058.00
A/P	1 GENERAL STATE AID - PAYMENT 2 OF 2		006 R 3110 10 0000 350 00 000	6815	06/30/2019	369018.00
A/P	1 INSTRUCTIONAL MATERIALS		055 R 1942 27 0000 000 00 000	6817	06/30/2019	35.00
A/P	2 TECH FEE		055 R 1740 27 0002 100 00 000	6817	06/30/2019	30.00
A/P	3 KIWI BAG		008 R 1980 53 0000 170 00 000	6817	06/30/2019	5.00
A/P	4 MILK		024 R 1611 17 0000 510 00 000	6817	06/30/2019	59.85
A/P	5 CONVENIENCE FEE		055 R 1942 27 0000 000 00 000	6817	06/30/2019	0.00
A/P	1 HEARTLAND MEAL DEPOSITS - JUNE 2019		024 R 1611 17 0000 500 00 000	6818	06/30/2019	218.70
A/P	5 BANK ACCOUNT INTEREST - JUNE 2019		016 R 1510 19 0000 100 00 000	6819	06/30/2019	2862.27
A/P	6 BANK ACCOUNT INTEREST - JUNE 2019		078 R 1500 42 0000 000 00 000	6819	06/30/2019	494.71
A/P	7 BANK ACCOUNT INTEREST - JUNE 2019		024 R 1510 17 0000 400 00 000	6819	06/30/2019	176.68
BOND	2 BANK ACCOUNT INTEREST - JUNE 2019		064 R 5130 49 0000 600 00 000	6819	06/30/2019	703.02
HS AP	1 DONATION		092 L 8200 00 0000 000 00 000		06/05/2019	120.00
HS AP	2 WRESTLING DONATION		092 L 8900 00 0000 000 00 000		06/05/2019	807.00
HS AP	3 KAY CAMP DEPOSIT		092 L 6400 00 0000 000 00 000		06/05/2019	232.00
HS AP	4 DONATION		092 L 6900 00 0000 000 00 000		06/05/2019	3640.00
HS AP	5 YEARBOOK SALES		092 L 4400 00 0000 000 00 000		06/05/2019	54.45
HS AP	6 YEARBOOK SALES	SALES TAX	092 L 4400 00 0000 000 00 000		06/05/2019	5.55
HS AP	7 FLOWER SALES		092 L 6200 00 0000 000 00 000		06/05/2019	35.00
HS AP	8 USD 364 ENTRY FEE		092 L 3000 00 0000 000 00 000		06/05/2019	100.00
HS AP	9 KAY CAMP DEPOSIT - KLEBE		092 L 6400 00 0000 000 00 000		06/05/2019	232.60

BANK	LINE DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	Reference	ENTRY DT	CREDIT AMOUNT
HS AP	10 PAYMENT FOR LOST CHARGER		092 L 1300 00 0000 000 00 000		06/05/2019	50.00
HS AP	11 CAMP PAYMENT		092 L 8300 00 0000 000 00 000		06/05/2019	160.00
HS AP	12 JV BASEBALL ENTRY FEE		092 L 3000 00 0000 000 00 000		06/05/2019	115.00
HS AP	13 CAMP DEPOSIT		092 L 6400 00 0000 000 00 000		06/05/2019	235.00
HS AP	1 DONATION		092 L 5900 00 0000 000 00 000		06/06/2019	2215.00
HS AP	2 YEARBOOK SALES		092 L 4400 00 0000 000 00 000		06/06/2019	54.45
HS AP	3 YEARBOOK SALES	SALES TAX	092 L 7800 00 0000 000 00 000		06/06/2019	5.55
HS AP	4 CHARGER PAYMENT		092 L 1300 00 0000 000 00 000		06/06/2019	50.00
HS AP	1 TRIP PAYMENT		092 L 7100 00 0000 000 00 000		06/06/2019	60.00
HS AP	2 DONATION		092 L 8900 00 0000 000 00 000		06/06/2019	340.00
HS AP	1 DONATION KS WHEAT COMM.		092 L 6300 00 0000 000 00 000		06/24/2019	500.00
HS AP	2 CAMP PAYMENT		092 L 6400 00 0000 000 00 000		06/24/2019	235.00
HS AP	3 DONATION		092 L 6900 00 0000 000 00 000		06/24/2019	50.00
HS AP	4 DONATION		092 L 8200 00 0000 000 00 000		06/24/2019	100.00
HS AP	5 CHAMPION DONATION		092 L 3000 00 0000 000 00 000		06/24/2019	770.00
HS AP	1 BANK ACCOUNT INTEREST - JUNE 2019		092 L 2500 00 0000 000 00 000	6819	06/30/2019	25.01
MS AP	1 LUNCH ACCOUNT PAYMENT ADELYNN COUCHMAN/A		093 L 2100 00 0000 000 00 000	6076	06/04/2019	16.10
MS AP	1 PAYMENT ON PE TOWEL LOCK FEE HOUGLAND		093 L 2600 00 0000 000 00 000	6077	06/27/2019	8.00

3,490,461.34 Total for Cash Receipts

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
006	GENERAL FUND	55.84	1,430,118.69	0.00	1,430,174.53
008	SUPPLEMENTAL GENERAL	0.00	781,347.01	0.00	781,347.01
015	VIRTUAL EDUCATION	0.00	150.00	0.00	150.00
016	CAPITAL OUTLAY	0.00	148,740.36	0.00	148,740.36
024	FOOD SERVICE	0.00	32,222.92	0.00	32,222.92
026	PROFESSIONAL DEVELOPMENT	0.00	6,628.00	0.00	6,628.00
028	PARENT EDUCATION PROG	0.00	7,359.00	0.00	7,359.00
030	MANDATED SPECIAL EDUCATION	0.00	14,936.09	0.00	14,936.09
035	GIFT FUND	0.00	50.00	0.00	50.00
055	TEXT BOOK & STUDENT MATERIALS	0.00	1,121.07	0.00	1,121.07
062	BOND & INTEREST #1	0.00	582,386.46	0.00	582,386.46
064	BOND CONSTRUCTION	0.00	703.02	0.00	703.02
078	SPED COOP	0.00	474,427.17	0.00	474,427.17
092	HIGH SCHOOL STUDENT ACTIVITY	10,191.61	0.00	0.00	10,191.61
093	MIDDLE SCHOOL STUDENT ACTIVITY	24.10	0.00	0.00	24.10
***	Fund Summary Totals ***	10,271.55	3,480,189.79	0.00	3,490,461.34

\*\*\*\*\* End of report \*\*\*\*\*

2019-20 Supplemental Positions				Yellow means, Added	Kati's questions
SPORT	POSITION	NAME	Years Experience		
Girls Tennis	Head Coach	Scott Levendofsky replacing Shawn Lehecka	10		
	Assistant Coach	To be assigned if numbers warrant			
Cross Country	Head Coach	Rick Patton \$4395	35		Use this \$\$
	Assistant Coach	Jol Klein- 4554 Prairie Ridge Dr Wamego, KS 66547 \$2684	21		
	Assistant Coach	Tyler Vela--\$1411	3		Use this \$\$
Volleyball	Head Coach	Cathy Foote- 2406 Marion Ave Manhattan, KS 66502	30		
	Assistant Coach	Julie Weber replacing Amanda Glotzbach	5		
	Assistant Coach	Sarah McVay- 28044 Homestead Rd Wamego, KS 66547	7		
	Assistant Coach	Mariah Mussetter (to be paid from VB Gift fund)	3	GIFT FUND	
Football	Head Coach	Weston Moody	12		
	Assistant Coach	Kaden Vanderpool replacing Nick Johnson	0		
	Assistant Coach	Jacob Lattimer replacing Tyler Wendland	0		
	Assistant Coach	Jeff Suther	2		
	Assistant Coach	Nathan Good	13		
	Assistant Coach	Brad Koehn 1/2 time	2		taking Koehn's total / 2 split with/ K Bergstrom
	Assistant Coach	Kevin Bergstrom 1/2 time	0	vacant assignment in eemgmt	
	Assistant Coach	John Scoggins paid \$1000 total out of FB gift fund	NA	GIFT FUND	
Boys Basketball	Head Coach	Troy Hemphill	35		
	Assistant Coach	Andy Morton	11		
	Assistant Coach	Dale Niedfeldt- 1005 Walnut Wamego, KS 66547	19		
Girls Basketball	Head Coach	Brian McIntosh	22		
	Assistant Coach	Steve Fritz	5		
	Assistant Coach	TJ Crow	2		
Wrestling	Head Coach	Kevin Brown	19		
	Assistant Coach	Lee Hecke	6		
	Assistant Coach	TBD based on numbers (position may not exist in numbers don't warrant position)			
Golf	Head Coach	Scott Kitch	3		
Golf	Assist Coach	Brad Koehn	3		
Girls Golf	Head Coach	Scott Kitch	3		
	Assistant Coach	To be assigned if numbers warrant			

Baseball	Head Coach	TBD			
	Assistant Coach	Drew Horton	2		
	Assistant Coach	John Scoggins	5		
Softball	Head Coach	Luke Meyer	2		
	Assistant Coach	Taylor Zimmerman	2		
	Assistant Coach	TBD			
Track & Field	Head Coach	Weston Moody	4		
	Assistant Coach	Jol Klein- 4554 Prairie Ridge Dr Wamego, KS 66547	24		
	Assistant Coach	Carl Behrens	5		
	Assistant Coach	Rick Patton	35		
Cheerleading		Head Coach Aubrey Brown	3		
		Assistant Coach Harley Tyler	2		
DAZZLERS		Angie Dillon	3		
ART CLUB		Hannah Merle			
JAZZ BAND		Chris Richmond	25		
CULINARY ARTS		TBD			
FBLA	Head Sponsor	Jeff Suther	2		
	Assistant Sponsor	Ryan Anderson replacing Lehecka	0		
FCCLA		Tammy Biswell	15		
FFA		Andy Morton	15		
FLAG TEAM		Susan Gartner			
KAY CLUB		Lori Scoggins	3		
LINK CREW		Kevin Brown replacing Rickstrew	0		
LINK CREW		Jennifer Topliff	4		
CFL		Jennifer Topliff	19		
FORENSCIS	Head Sponsor	Jennifer Topliff	21		
	Assistant Sponsor	Jennifer Nider	3		
NHS		Shawn Hornung	15		
NHS		Suzanne Sprenkle	6		
Honor Flight Coordinators		<b>Shawn Hornung</b>	7		
Honor Flight Coordinators		<b>Suzanne Spenkel</b>	6		
SCHOLARS BOWL		Ron Cook	14		
SCIENCE CLUB		Allen Sylvester	6		
SCIENCE FAIR COORDINATOR		Allen Sylvester	6		
WORLD CULTURES CLUB		Suzanne Sprenkle	25		



STUDENT COUNCIL		Ross Conner	3			
		Mary Lonker	7			
SADD		TBD				
HIGH VOLTAGE		Drew Horton	3			
MUSICAL		Jennifer Topliff Head	18			
		Drew Horton- Assistant	3			
PLAY		Jennifer Topliff- Head	20			
		Jennifer Nider - Assistant	12			
YEARBOOK		Mindy Thierolf				
FRESHMAN CLASS		John Scoggins replacing Kim Stewart	4			
FRESHMAN CLASS		Lori Scoggins replacing	5			
SOPHOMORE CLASS		Kim Stewart	6			
SOPHOMORE CLASS		Paige Padgham	2			
JUNIOR CLASS		Brad Koehn	2			
JUNIOR CLASS		Jennifer Topliff replacing Tyler Vela	0			
SENIOR CLASS		Heather Petermann / Michael Petermann	2			
SENIOR CLASS		John Scoggins	4			
PROM COORDINATOR		Lori Scoggins	9			
SENIOR INTERVIEW DAY		Jina Kugler				
		Jana Lindley				
Peer Chamber		Mary Lonker	4			
		Jana Lindley	4			

**Wamego Middle School**  
**Athletic Coaches and Sponsors**  
**2019-2020**  
**Brian McIntosh - Athletic Director**

**Cross Country**

Julie Ayers-Head Coach  
Jina Kugler

**Football**

TBD-Head Coach  
Jacob Simon  
Drew Horton

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**Volleyball**

Anna Suther-Head Coach  
Catherine vonSeggern  
Jordan Barmby  
Ann Ten Eyck

**Girls Basketball**

Adam Topliff – Head Coach  
Anthony Pluff  
Julie Weber  
Kyrstie Miller

**Administration**

Travis Graber - Principal  
Brian McIntosh-Asst Principal/AD

**Secretaries**

Kay Markey  
Kellie Mussetter

**Wrestling**

Luke Meyer - Head Coach  
Chris Stivers

**Boys Basketball**

Travis Hardenburger-Head Coach  
Jeff Suther  
Jol Klein  
Kaden Vanderpool

**Track & Field**

Adam Topliff-Head Boys Coach  
John Schmidt-Head Girls Coach  
Julie Weber  
Melanie Koehn  
Steve Fritz

**Activity Sponsors**

Tami Cook – RSVP  
Travis Hardenburger – STUCO  
Anne Jardine - Yearbook



**RESOLUTION TO ESTABLISH  
WAMEGO HIGH SCHOOL  
PETTY CASH FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the Wamego High School 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 \$500.00.

The fund shall be administered by the building principal. The 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO ESTABLISH  
WAMEGO MIDDLE SCHOOL  
PETTY CASH FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the Wamego Middle School 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 \$500.00.

The fund shall be administered by the building principal. The 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO ESTABLISH  
WEST ELEMENTARY SCHOOL  
PETTY CASH FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the West Elementary School 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 \$500.00.

The fund shall be administered by the building principal. The 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.



**RESOLUTION TO ESTABLISH  
CENTRAL ELEMENTARY SCHOOL  
PETTY CASH FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the Central Elementary School 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 \$500.00.

The fund shall be administered by the building principal. The 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July, 2019.

**RESOLUTION TO ESTABLISH  
SPECIAL SERVICES COOPERATIVE  
PETTY CASH FUND**

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WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the Special Services Cooperative 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 the Special Services Cooperative Director. The Clerk of the Board 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO ESTABLISH  
USD 320  
PETTY CASH FUND**

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WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas that a petty cash fund designed as the USD 320 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 \$1,500.00.

The fund shall be administered by the Superintendent of Schools. The Clerk of the Board 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. 12-05(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO  
ESTABLISH WAMEGO HIGH SCHOOL  
ACTIVITY FUND**

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WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas, that an activity fund designated as the Wamego High School 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.

The fund shall be administered the building principal. The 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. 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. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO  
ESTABLISH WAMEGO MIDDLE SCHOOL  
ACTIVITY FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas, that an activity fund designated as the Wamego Middle School 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.

The fund shall be administered the building principal. The 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. 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. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.



**RESOLUTION TO ESTABLISH  
WEST ELEMENTARY SCHOOL  
ACTIVITY FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas, that an activity fund designated as the West Elementary School 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.

The fund shall be administered the building principal. The 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. 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. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July 2019.

**RESOLUTION TO ESTABLISH  
CENTRAL ELEMENTARY SCHOOL  
ACTIVITY FUND**

---

WHEREAS, the Board of Education of Unified School District No. 320, Pottawatomie 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. 320, Pottawatomie County, Kansas, that an activity fund designated as the Central Elementary School 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.

The fund shall be administered the building principal. The 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. 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. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 320, Pottawatomie County, Kansas, the 15th day of July, 2019.

## **SKILLED NURSING SERVICES AGREEMENT**

This agreement is made and entered into this 1<sup>st</sup> day of August 2019, by and between ADVOCATE HOME SPECIALTY CARE, INC dba Advocate, (hereinafter referred to as "Provider"), and WAMEGO SPECIAL EDUCATION CO-OP USD # 320, (hereinafter referred to as USD # 320).

In consideration of the mutual promises contained herein, it is understood and agreed by the parties that:

### **SECTION I PURPOSE**

The purpose of this Agreement is to expand USD # 320 ability to provide nursing services, including the services of registered nurses and licensed practical nurses, (hereinafter referred to as "services"), when available, in schools where there are persons receiving care from USD # 320. USD # 320 bears ultimate responsibility for the administration of these services and the decision as to when and by whom services are to be provided.

The services will be rendered within the geographical area served by USD # 320 and the Provider.

### **SECTION II USD # 320 RESPONSIBILITIES**

USD # 320 shall:

1. Participate in the placement of Provider personnel by making assignments in accordance with its judgment.
2. Request Provider to assign fully qualified personnel, when available, for service to the extent practicable and in accordance with the established policies and practices of the USD # 320.
3. Determine the scope and duration of the activities of Provider's personnel on each assignment.
4. Orient, demonstrate procedures, and regularly supervise and coordinate the performance of services by Provider's personnel according to USD # 320 procedures.
5. Discuss with Provider's Nursing Supervisor any problems that may arise regarding the ability of the Provider personnel to perform the assigned duties, or in his/her relationships with the student, family, or USD # 320 staff, and to have the right to request Provider to replace any personnel assigned to USD # 320, and whom USD # 320 deems unsatisfactory. Provider shall comply with any such request. USD # 320 shall notify Provider immediately of the initiation of any complaint, inquiry, investigation, or review with or by any licensing or regulatory authority, peer review organization, hospital committee, or other committee,

organization or body which reviews quality of medical care which complaint, inquiry, investigation, or review directly or indirectly, evaluates or focuses on the quality of care provided by Provider either in any specific instance or in general.

6. Notify Provider of any changes in time schedule and weekly plan for services.

### **SECTION III PROVIDER RESPONSIBILITIES**

Provider shall:

1. Insure that each employee in whatever job category meets the minimum health requirements established by Provider and USD # 320 for such personnel, including a state of satisfactory health and requirements for selection and training specified by the applicable federal and state laws and regulations.
2. Provide, upon request of USD # 320 and to the extent they are available, such personnel for its assignments. All nurses assigned to USD # 320 pursuant to this agreement shall be considered employees of the Provider.
3. Consult with USD # 320 about the qualifications of Provider's personnel for the assignments to be made.
4. Establish and maintain minimum standards and specifications of services to be performed by its personnel under this agreement.
5. Pay all wages to its personnel for services performed by them, and be responsible for withholding federal and state income taxes, paying Social Security taxes, unemployment insurance and maintaining workers compensation insurance coverage in an amount and under such terms as required by state law; and verify and identity and work authority of each employee under the United States immigration laws.

### **SECTION IV MUTUAL RESPONSIBILITIES**

USD # 320 and Provider shall:

1. Designate a person within each agency who shall have responsibility for coordinating assignments of Provider personnel.
2. Consult and cooperate on a continuing basis with each other in the establishment of mutually acceptable standards and procedures for selection, training and assignment of personnel, handling of requests for service, billing procedures and other matters incidental to the carrying out of the provisions and purpose of this Agreement.

3. Not discriminate or permit discrimination against any employee, applicant or student on the grounds of age, race, color, religion, disability, sex, national origin, or veteran status.
4. Respect the need of each party to maintain continuity and growth in the respective employee rosters. Neither party shall solicit the employment of the other parties' employees or hire such employees during the term of the Agreement and for one year (1) after its termination.
5. Maintain the confidentiality and privacy of student records.

## **SECTION V COMPENSATION**

1. Provider will invoice USD # 320 monthly for its services. The rates for the services are \$39.00 per hour for Registered Nurse and \$35.00 per hour for Licensed Practical Nurse. The rates for services can be amended by Provider at any time upon thirty (30) days written notice to USD # 320.
2. Payment for services rendered by Provider shall be made within (30) days from the date of invoicing.

## **SECTION VI INSURANCE**

Provider shall maintain and during the term of this Agreement and any subsequent renewals will maintain, general liability and professional liability insurance coverage for all of its acts and omissions in the provision of the designated services with limits of not less than \$1,000,000.00 per occurrence. Provider will provide upon request, a Certificate of Insurance or other evidence of coverage, and will notify USD # 320 of any cancellation or modification of its liability insurance.

## **SECTION VII TERM OF AGREEMENT**

1. This Agreement shall become effective on the 1st day of August 2019 and shall remain in effect until the 1<sup>th</sup> day of July 2020. It may be terminated at any time by either party upon thirty (30) days advance written notice to the other party.
2. This Agreement shall automatically renew, under the same terms and conditions, for additional one (1) year periods unless either party gives written notice to the other, at least thirty (30) days prior to the termination date of the anniversary date of any subsequent renewal, that said party does not intend for the contract to automatically renew.

**SECTION VIII  
MISCELLANEOUS**

It is understood and agreed by and between the parties hereto that:

1. This Agreement constitutes the entire contract between the parties, and may be changed or modified only by a subsequent written agreement.
2. Provider shall not assign or in any way transfer any interest in the Agreement without the prior written consent of USD # 320. None of the purchased services to be provided by Provider pursuant to this Agreement shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior written consent of USD # 320. Any assignment, transfer or subcontract to which USD # 320 consents shall be attached together with the consent to this Agreement and made a part hereof.
3. All notices shall be in writing and shall be addressed to the parties as set forth below. Notices shall be effective upon receipt when delivered personally or by fax and shall be effective upon mailing when sent properly addressed with postage prepaid.

If to Provider:  
Advocate Home Specialty Care, Inc.  
dba Advocate  
811 Poplar – PO Box 63  
Wamego, KS 66547

If to USD # 320  
Wamego Special Education CO-OP USD 320  
1010 8<sup>th</sup> Street  
Wamego, KS 66547  
785-456-9195

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated below:

By: \_\_\_\_\_  
Advocate Home Specialty Care, Inc

By: \_\_\_\_\_  
Wamego Special Education CO-OP USD 320

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

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

By: \_\_\_\_\_  
BOE President

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



## NOTIFICATION OF STATE GRANT AWARD

June 13, 2019

<b>GRANTEE AWARD INFORMATION</b>		<b>Action Number</b> <b>1</b>	<b>Action Type</b> Initial Award
<b>Subrecipient Name<sup>(i)</sup></b> Wamego Unified School District 320  <b>District No.</b> USD 320 <i>(must match registered name in DUNS)</i>	<b>Subrecipient DUNS Number<sup>(ii)</sup></b> 183984210	<b>State Award Identification Number (SAIN)<sup>(iii)</sup></b> NA	<b>Grant Award Number</b> 652-00-2000-2510 - CIF
<b>Current Award Amount</b> <b>\$30,030.00</b> <b>Previous Cumulative Amount</b> <b>Cumulative Amount</b> \$30,030.00		<b>Project Description</b> <b>Kansas Parents as Teachers Program</b>  <b>Project Code</b> NA	<b>Award Period of Performance<sup>(v)</sup></b> Start Date                      End Date 07/01/2019                      06/30/2020

### GRANT REPORTING INFORMATION

The governing board of **USD 320 Wamego Parents As Teachers** agrees to provide a local funding match equal to \$0.50 per every \$1.00 of **\$30,030.00** as approved by the Kansas State Board of Education for the purpose of carrying out the Kansas Parents as Teachers Program (Kansas PAT) during FY 2019-2020. The grantee shall track awarded funds and matching funds separately.

**APPROVED**

<b>Chief School Administrator Signature</b>  <span style="font-size: 2em; color: gray;">➤</span>	<b>Date</b>
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**CONTRACT FOR PROVISION OF EDUCATIONAL SERVICES  
Low Incidence**

THIS CONTRACT, entered into on July 1, 2019, pursuant to K.S.A. 72-967(a)(3), by and between **Special Services Cooperative of Wamego #724, Pottawatomie County, Kansas**, hereinafter referred to as "District," and **Southeast Kansas Education Service Center #609, Crawford County, Kansas**, hereinafter referred to as "Greenbush."

In consideration of the premises and of the mutual agreements set forth herein, the parties do hereby agree as follows:

- 1) Pursuant to the request of District, Greenbush agrees to provide the special education services marked below for the benefit of exceptional students within the jurisdiction of District:
 

Programs for:	<u>  X  </u>	Hearing Impaired Services - \$55 per hour
	<u>  X  </u>	Visually Impaired Services - \$55 per hour
	<u>  X  </u>	HI and/or VI Paraprofessional Services - \$25 per hour
	<u>  X  </u>	Orientation & Mobility Services - \$70 per hour
- 2) Such services shall be provided by Greenbush for the 2019-20 school year or such part thereof as shall be mutually agreed upon in writing by the parties and shall not exceed one (1) year. Greenbush agrees to maintain and provide such services in accordance with the standards and criteria set by the Kansas State Board of Education in accordance with the State Plan under the Act.
- 3) District agrees to pay Greenbush for the above named services at the corresponding rate per hour for services and drive time. Billing will occur monthly reflecting the actual usage of services and will reference the contract number found on the bottom right corner of the contract.
- 4) In the event that a hearing with respect to students in the above mentioned programs is required under K.S.A. 72-972 *et seq.* District agrees to pay Greenbush for any and all costs incurred by it with respect to such hearing or any appeals connected therewith.
- 5) This contract is for a period beginning July 1, 2019 and ending June 30, 2020. If either party gives notice to the other of its intent to not renew, such notice is to be provided in writing to the other party prior to April 1, of the renewal year.
- 6) The cost of Extended School Year (ESY) services is not a part of this agreement. ESY services may be provided through an additional agreement with both Parties.
- 7) Greenbush shall, at the end of the contract period, report to District, the progress made by each individual student during that contract period.
- 8) Greenbush shall claim entitlement for the special education and related services staff employed by Greenbush on the Special Education CAPS Report and all other state personnel reporting, including categorical aid travel reimbursement.
- 9) Greenbush shall retain School District Administrative Claiming (SDAC). Therefore, if District chooses to add Greenbush low incidence providers on its staff pool list, District must enter the associated costs for each provider as zero (\$0).

THIS CONTRACT includes contractual provisions as outlined in State of Kansas form DA-146a. The contractual provisions are hereby a part of this contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the day, month and year first above written.

SPECIAL SERVICES COOPERATIVE  
OF WAMEGO #724  
POTTAWATOMIE COUNTY, KANSAS

SOUTHEAST KANSAS EDUCATION SERVICE  
CENTER #609  
CRAWFORD COUNTY, KANSAS

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Attest: Clerk of the Board \_\_\_\_\_

Date \_\_\_\_\_



# USD 320 2019-2020 SCHOOL CALENDAR (Revised 07/2019)

Color Key:   School in Session (Check for grade level notations on Parent/Teacher Conference Days)   No School - All Buildings Closed   Teacher PLC/Work Days - **NO SCHOOL**

JULY 2019						
S	M	T	W	Th	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			

**District Office Open This Month**  
**4 Independence Day-All District Bldgs./Offices Closed**



Happy 4th of July!



15 BOE Meeting

1-3 **Winter Break All Schools & Offices Closed**  
 Teacher PLC Day  
**6 No School PK-12**  
 2<sup>nd</sup> Semester Begins for All Students  
**13 BOE Meeting**  
 20 M.L. King Day  
 20 Teacher PLC Day  
**No School PK-12**

JANUARY 2020						
S	M	T	W	Th	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	

AUGUST 2019						
S	M	T	W	Th	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 BOE Meeting  
 5-7 New Teacher/Mentor Training  
 8 Float/Work Day (Aug 1-14)  
 9 Teacher PLC  
 12 Teacher PLC  
 13 Teacher PLC/Work  
 14 *Teacher PLC K-5, 7-8, 10-12*  
**14 Transition Day 6<sup>th</sup> & 9<sup>th</sup>**  
**14 Kindergarten P/T Conf.**  
**15 1<sup>st</sup> Day of School 1-5, 7-8 & 10-12**  
 15 Kindergarten P/T Conf.  
 16 Kindergarten P/T Conf.  
**19 1<sup>st</sup> Day of School K & Pre-K**  
 19 BOE Meeting - Facilities Tour



10 BOE Meeting  
 17 Presidents' Day  
 17 Teacher PLC  
**17 No School PK-12**  
 28 *Teacher PLC/Work Day*  
**28 No School PK-12**

FEBRUARY 2020						
S	M	T	W	Th	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

SEPTEMBER 2019						
S	M	T	W	Th	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					

2 Labor Day  
**2 All Schools/Offices Closed**  
 9 BOE Meeting



2-3 *MS PT Conf. 4-8pm*  
 3 PT Conf. @ CE/WE 4p - 8p  
 4 PT Conf. @ CE/WE 4p - 6p  
 5 PT Conf. @ CE/WE 11a - 8p  
**No School PK-5**  
 End of 3<sup>rd</sup> 9 Weeks  
 6 Teacher Comp Day  
**No School PK-12**  
**9-13 Spring Break/No School All Bldgs./Offices Closed**  
 16 BOE Meeting  
 23 BOE Retreat/Work Session

MARCH 2020						
S	M	T	W	Th	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				



OCTOBER 2019						
S	M	T	W	Th	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		

10 End of 1<sup>st</sup> 9 Weeks  
 11 Teacher PLC/Work  
**11 No School PK-12**  
 14 PT Conf. MS 4p - 8p  
**14 BOE Meeting**  
 15 PT Conf. CE/WE/MS/HS 4p-8p  
 16 PT Conf. CE/WE 4p - 6p  
 17 PT Conf. CE/WE 11a - 8p  
 17 PT Conf. HS 4p - 8p  
**17 No School Grades PK-5**  
 18 Teacher Comp Day  
**18 No School PK-12**  
 21 BOE Retreat/Work Session

6 BOE Meeting  
 6 *HS Enrollment/Conf 4p-8p*  
 7 *HS Enrollment/Conf 4p-8p*  
 10 Good Friday  
**10 No School PK-12**  
**All Buildings/Offices Closed**  
 12 Easter Sunday  
 13 Easter Break  
**No School PK-12**  
**All Offices Closed**  
 20 *HS Enrollment/Conf 4p-8p*  
 27 *HS Enrollment/Conf 4p-8p*

APRIL 2020						
S	M	T	W	Th	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		

NOVEMBER 2019						
S	M	T	W	Th	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

11 BOE Meeting  
 11 Veterans Day  
 28 Thanksgiving Day  
**27-29 Thanksgiving Break**  
**No School PK-12**  
**All Bldgs./Offices Closed**



10 Mother's Day  
 11 BOE Meeting  
 15 Seniors Last Day  
**16 HS Graduation**  
**18 WMS Recognition**  
 20 Last Day of School  
 21 Teacher PLC  
 22 Teacher Float/Work (May 11-24)  
 25 Memorial Day  
**25 All Buildings/Offices Closed**



MAY 2020						
S	M	T	W	Th	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 2019						
S	M	T	W	Th	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				

16 BOE Meeting  
 End First Semester  
 20 Teacher Float/Work  
 Dec 10-Jan 6  
**20 No School PK-12**  
**23-31 Winter Break**  
**All Schools/Office Closed**  
 25 Christmas Day

Happy Holidays!

District Office Open This Month  
 8 BOE Meeting  
 21 Father's Day



JUNE 2020						
S	M	T	W	Th	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				

## WHS Teacher Handbook changes 2019-20

Old wording is strike-through new wording is normal text.

### Page 15

#### **EMERGENCY SCHOOL CLOSING**

~~In the event of emergency school closing, the emergency calling plan will be~~

~~implemented. A copy of the calling list will be provided for each staff member by the office. Our School Messenger notification system will also be activated.~~

Emergency school closures will be communicated to staff members via School Messenger

### Page 16

#### **~~EXTRA CREDIT REMEDIATION~~**

The student should master and/or redo the assigned work to a ~~satisfactory~~ passing level of ~~70% or higher~~. Teachers will develop another form of the summative test(s) until a student has achieved a ~~70% or higher~~ passing score. Students are not to simply correct missed items/information as a means to achieve ~~the 70% or higher~~ passing scorer. Corrections would be appropriate for students relearning the missed information before they would attempt the summative test again.

### Page 18

## GRADING STUDENT WORK (Ws)

Academic Warning ("AW" or "W"): Anytime a student fails an assessment (~~scores below 70%~~). The student will be on academic warning. The student will remain on academic warning until the W has been removed due to the completion of class requirements for that assessment as deemed appropriate by the instructor. A student on academic warning is not eligible for early out privileges and must attend seminar

## Page 20

### LESSON PLANS/RIGOR AND RELEVANCE

The following is an addition to the section under Lesson plans/Rigor and Relevance. Nothing was deleted from this section, the item in blue below is an addition.

*All staff will provide syllabi and rubrics that communicate the objectives being taught and how they are being assessed. Movies in the Classroom***MOVIES IN THE CLASSROOM**

## Page 23

### PLAGIARIZING

Duplication or use of another's work and/or represented as students' own (plagiarize) will be considered a serious offense. The teacher will contact the parent/guardian. ~~to arrange a conference to be held with any/all of the following: administrator(s), instructor(s), parent(s), and student(s) involved.~~ Following this contact and/or conference, students will be expected to rewrite/redo the assignment until a 70% passing grade or higher grade is achieved. The student will remain on Academic Warning until this happens. ~~The student will also be required to take all non-core comprehensive finals.~~ Students should be given a clear understanding of how such behavior will be handled.

## Page 26

### STUDENT IMPROVEMENT PLANS

Teachers ~~are~~ will communicate with parents/guardians and students ~~to develop a student improvement plan with each student who is in jeopardy of failing or failing their class. The teacher and student will have a copy when they finish writing the plan. The other NCR copies will be turned into the office. A copy will be sent home to the parent. The other copy will be on file with the principal.~~

Communication is critical and there should not be any surprises.

## Page 27

~~After the first two full weeks of each semester, teachers will be expected to submit to the office cumulative semester grades for each student on a weekly basis, though the completion of the semester. If a teacher is absent, s/he will need to still turn in eligibility as soon as they return. This is via a hard copy (for those parents without e-mail) or electronically. To keep parents informed regarding their student's grades/assignments, the teacher will send a progress report to all students whose parent(s)/ guardian(s) that have access to e-mail regardless of the grade. With the new grading and reporting system for students (Power School), the posting of the grades for any student should be immediate since Power School operates in "real" time and parents have the capability to check on their child's grade at any time.~~

Academic success is the primary reason for students to attend Wamego High School. A wellrounded student is one who combines extracurricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extracurricular activities.

**"Eligible"** is defined as Being in good standing academically and behaviorally. **"Ineligible"** is defined as Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

● Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is run by the office. For the fall, the first eligibility report will be run by the office on **September 3, 2019**. For the spring semester, the first eligibility will be run by the office on **January 21, 2020**.

- Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

Student conduct and attendance will also be tied to participation in extracurricular activities. A student who is ineligible due to disciplinary actions could lose the privilege to participate in extracurricular activities.

In order to be eligible for participation in activities, one must be a bona fide 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 to participate.

# Wamego High School



# Faculty Handbook 2019-20

## TABLE OF CONTENTS

Wamego High School Mission Statement*	3
Wamego High School Vision*	3
Wamego High School Collective Commitments*	3
Teaching Philosophy	3
Classroom Discipline Philosophy*	5
Student Attendance	7
Activity Fund	7
Annual Asbestos Notification	7
Bullying/Harassment/Sexual Harassment protocol*	8
Cell Phones	8
Checking out of the Building	9
Crisis Plan	9
Daily Announcements	9
Dress	9
Emergency School Closing	9
Evening Supervision Duty	9
Extra Credit	10
Leadership Team Meetings*/Professional Learning Communities (PLCs)*	10
Field Trips	11
Final Examinations	11
Fire/Tornado Drills	11
Fundraising	11
Grading Student work for IPs and AWs*	12
Hall Passes	12
Homework	12
Individual Education/ Section 504 Plans	12
Leave Requests and Purchase Requisitions	12
Lesson Plans/Rigor and Relevance*	13
Lunch Supervision	14
Mail	15
Medical Attention for Students/Staff	15
Movies in the Classroom	13
Nondiscrimination Notice	16
Plagiarizing	16
Pledge of Allegiance	16
Professionalism/Professional Development	16
Proposal for New or Revised Course Offering	16
Purchase Orders – District Funds	16
Scheduling Student Activities/Meetings	16
Senior Class Trip	16
Sexual Harassment	17
Student Improvement Plans	17
Substitute Teachers*	17
Supervision-After Hours	18
Weekly Student Eligibility	18
Wellness Policy	18
General Guidelines/Expectations	19
Selected Approved USD 320 BOE Policies	20
Appendix (Field Trip and Overnight Trip Foms)	24-25

## **STRATEGIC PLAN**

### **Mission Statement**

Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.

### **DISTRICT VISION STATEMENT**

Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

### **DISTRICT COLLECTIVE COMMITMENTS**

- We are committed to each of the five goals as identified in the USD 320 Strategic Plan (2011-2016).
- We are committed to professional learning communities (PLCs) as the means of continuous school improvement. We are committed to continuous and demonstrable systemic improvement and believe this is the primary way an organization meets its mission and vision.
- We are committed to providing learning environments in our schools so that each child's educational needs are frequently assessed and action is taken based on that assessment.
- We are committed to regularly using data to guide change and improvement.
- We are committed to providing students with a rigorous and relevant curriculum needed for effective learning for all students.
- We are committed to supporting teachers in their endeavor to provide high quality instruction.
- We are committed to effective leadership whereby leaders listen carefully, anticipate future needs, and work to engage others in leadership initiatives to shape necessary changes.

### **WAMEGO HIGH SCHOOL MISSION STATEMENT**

Wamego High School will ensure the success of every student.

### **WAMEGO HIGH SCHOOL VISION**

Our vision is students will learn the content. They will see relevance and take ownership in their learning. Grades are secondary. Students meet or exceed the standards. All students will graduate. We are a caring community of students and adults. We value all members of the learning community.

## WAMEGO HIGH SCHOOL COLLECTIVE COMMITMENTS

- We will collaborate openly, honestly, and respectfully.
- We will ensure each student will meet skills and standards.
- We will stay current with researched-based best practices.
- We will commit to a comprehensive system of support to assure this outcome to ensure student learning.
- We will report student achievement in a relative and meaningful way.
- We will communicate content and skills to all.
- We will align curriculum with state standards.
- We will identify essential questions.
- We will provide a safe and supportive environment for all.
- We will base all our decisions on what's best for students.
- We will make effective use of available technology.

## TEACHING PHILOSOPHY

An intelligence-friendly classroom is a classroom in which the teaching/learning process is governed by what is known about developing the intellectual potential of human beings. Literally, intelligence-friendly means “friendly to intelligence,” which can be translated into friendly to the growth patterns of human intellect and friendly to the learner in fostering intelligent behavior for problem solving, decision making, and creative thinking. Figuratively, the intelligence-friendly classroom serves as a caring companion and mindful guide to the intellect of each and every student in it. Just as a friend in the real world furnishes certain kinds of support that are reliable, time-tested, and tried and true, so intelligence-friendly classrooms provide similar systems of support that foster the ongoing development of human intelligence potential. In brief, intelligence-friendly classrooms are classrooms that celebrate the joy of the learner’s emotional and intellectual world, not through rhetoric and repetition, but through richness and relationships. The following eight guidelines, derived from the various theories of intelligence, have compelling implications for today’s classroom at Wamego High School:

1. Set a safe emotional climate.

The intelligence-friendly classroom is a safe and caring place for all learners, regardless of race, color, creed, age, aptitude, or ability to go about the business of learning. In setting a climate for thinking, risk-taking becomes the norm, and learners understand that to learn is to make mistakes as well as to experience successes.



Specific strategies to use include the following: establishing classroom rules, being aware of verbal and nonverbal teaching behaviors (e.g., wait time), organizing diverse small-group work that feels “safe,” tapping into the emotional intelligence’s, setting up the room to facilitate student-to-student interactions as well as student-to-teacher interactions, and incorporating learner-centered structures (e.g., multi-age groupings) that foster the creation of intelligence-friendly learning communities.

## 2. Create a rich learning environment.

An enriched environment requires attention to the physical aspects of the intelligence-friendly classroom. The ideal classroom resembles a children’s museum, in which students are repeatedly and implicitly invited to interact with the learning environment. In such a stimulus-rich setting, explorations, investigations, and inquiries are irresistible.

Specific strategies to use include the following: science equipment, art supplies, tools and workbenches, optical illusion posters, and technology (computers, scanners, laser discs, etc.). The intelligence-friendly classroom has different mini-environments for quiet reflection, noisy projects, learning centers, and one-on-one tutorials.

## 3. Teach the mind-tools and skills of life.

Teaching the skills of life involves both mind and body “tools” that range from communication and social skills to the micro skills of thinking and reflecting, to the technological skills needed for the Information Age, to the skills needed for solving algebraic equations or programming computers, and even to the skills needed to learn a craft or participate in athletics.

Specific strategies to use include the following: critical thinking skills, (e.g., prioritizing, comparing, and judging), creative thinking skills (e.g., inferring, predicting, and generalizing), social skills (e.g., communicating, team building, leading, and resolving conflicts), technological skills (e.g., keyboarding, surfing the Net, and taking virtual field trips), visual skills (e.g., painting, sculpting, and drawing), skills in the performing arts (e.g., dancing, acting, and playing a musical instrument), and skills of the elite athlete (e.g., diving, skiing, and swimming).

## 4. Develop the skillfulness of the learner.

The developmental path of skill training moves through fairly predictable stages: novice advanced beginner, competent user, proficient user, and expert. Inherent in this developmental arc is the understanding that skillfulness is achieved through mediation, practice, coaching, and rehearsal.

Specific strategies to use include the following: formal teaching/learning structures, such as direct instruction models, that demonstrate the skill for students. Skills are also developed through independent readings and research and through the dialogue, discussions, articulation of peer coaching, mentoring, or internships. Skill development can even happen with experiences in which the skill is embedded in application and in poised moments for achieving peak performances.

#### 5. Challenge through the experience of doing.

Learning is a function of experience and is shaped by internal processes that actually construct ideals in the mind, as well as by the external process of social interaction. In the intelligence-friendly classroom, active, experiential learning is the norm, as the learner is invited to become an integral part of the teaching/learning process.

Specific strategies to use include the following: hands-on learning with lots of manipulatives and lab-like situations; small-group, cooperative tasks; the frequent use and unique application of graphic organizers (e.g., concept maps, webbing, flow charts); and authentic experiential curriculum models (e.g., problem-based learning, case studies, project and service learning, performance tasks, and the use of relevant themes).

#### 6. Target multiple dimensions of intelligence.

The multiple intelligence (MI) approach taps into the unique profile of intelligences of each learner. The education community embraces MI theory because it provides a natural framework for inspired practice. MI approaches to curriculum, instruction, and assessment target a full spectrum of teaching/learning strategies that encompass the many ways of knowing and of expressing what we know. The MI classroom is abuzz with activity as all eight of the intelligences are given fair time in the curriculum for authentic, relevant opportunities for development.

Specific strategies to use include the following: not every lesson will show evidence of all eight intelligences, but rather that the learning is structured in naturally integrated ways that call upon various intelligences. For example, while creating a school newspaper, students interview (interpersonal), write (verbal), design and layout (visual), and critique (logical) as natural parts of the process.

#### 7. Transfer learning through reflection.

The reflective use of learning is the cornerstone of the intelligence-friendly classroom. It drives personal application and transfer of learning. It makes learning personal, purposeful, meaningful, and relevant and gives the brain reason to pay attention, understand, and remember. Reflection is sometimes the missing piece in today's classroom puzzle, as the pacing of the school day often precludes time for reflection. Yet reflection, introspection, and mindfulness must accompany collaborations and discussions because the time for reflection is the time for internalizing the learning.

Specific strategies to use include the following: reading-response journals in which the reader writes a personal, immediate response to what has been read; learning logs that record the learner's thoughts, comments, and questions prior to or following a learning experience; lab reports; personal diaries; sketch books; writer's notebooks; portfolios; partner dialogues and conversations with a mentor; and metacognitive strategies of planning, monitoring, and evaluating through self-regulation.

#### 8. Balance assessment measures.

Human nature demands feedback. Whether that feedback is internally motivated or externally given, all of us who are intent on learning anxiously await the critique, the judgment. In the intelligence-friendly classroom, this critical phase of the learning process is integral to all other

interactions. The feedback, analysis, and evaluation are ongoing as well as summative.

Specific strategies to use include the following: traditional means of grades and rankings for required class work, homework assignments, quizzes, criterion-referenced tests, and standardized tests. In addition, to provide the proper balance to the assessment process, both portfolio assessments (e.g., project portfolios, best-work portfolios, electronic portfolios, and videotape analysis) and performance assessments (speeches, presentations, plays, concerns, athletic performances, and lab experiments) occur.

### **CLASSROOM DISCIPLINE PHILOSOPHY**

Promoting effective classroom discipline in the school requires a comprehensive program supported by everyone in the entire school organization. Fundamental to achieving a school climate where teaching and learning occur with an absolute minimum of distractions is firm, consistent, and continuous commitment to the established policies and procedures. A well-disciplined school promotes the ideal of each student working toward self-management and controlling his/her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

1. Classroom discipline is primarily a teacher responsibility. The administrator will assist, when needed. The student must perceive the teacher as the person in charge.

2. Each time a student is sent to the office for disciplinary action, he/she will be kept for the remainder of that block. It is imperative that the A.C.E. supervisor/office receives notification, via the instructor completing the referral form and getting it to the A.C.E. supervisor/appropriate administrator, as to the reason the student was sent out of class by the end of that class period. Each time a student is sent to the office, the teacher must make contact with the parent(s). Teachers should, as their first attempt in contacting parents, make a telephone call regarding the student's behavior. Part of the conversation would be informing the parent of the referral protocol, which would

be the future consequences should the behavior(s) continue. When contacting a parent by e-mail, please make sure that you cc: the principal and the assistant principal.

3. Once the administrator has assigned consequences for the referral, a copy of that

notification will be sent home to the parent(s), as well as the teacher receiving a copy. If a student is sent out of the classroom due to disciplinary reasons the student will be required to apologize to the referring instructor prior to being readmitted to class.

4. If there is a particular student challenge in class, the teacher should ask for administrator assistance prior to the challenge escalating. Administrator intervention might include convening a team meeting regarding the student, a one-on-one conversation with the student and/or parent regarding the challenge, etc.

5. Teachers should have a classroom management plan established and posted in the classroom by the first day of class. A copy of the classroom management will be approved and filed with the building principal prior to the first day of class.

6. Teachers will also be expected to assist with positive building management by being in the halls supervising and interacting with students before and after school and during passing periods unless they

are giving instruction to a student.

7. Teachers should turn off the classroom lights and lock their door when leaving the classroom. This is especially important when taking their students out of the classroom to another location. This deters the possibility of theft/vandalism. The teacher should remind the students regarding the level of the voice when in the halls once classes have begun. It is disruptive to other students/staff when students talk with their normal conversation voice as they move through the hallways. The teacher should follow the students to better monitor behavior.

#### General Guidelines for Establishing and Maintaining Positive Class Management

1. Involve students in making and enforcing rules and regulations.
2. Have as few rules and regulations as possible.
3. Enforce whatever rules and regulations you make.
4. Learn the students' names early and use them often.
5. Do not make threats you cannot carry out.
6. Maintain a sense of humor about misbehaviors.
7. Do not misbehave personally. You are the model.
8. Use your eyes, voice, feet, and posture to communicate nonverbal cues.
9. Discuss misbehavior in private with the student whenever feasible.
10. Be yourself-only the real you can succeed in the classroom.
11. Don't punish the entire class for the misbehavior of an individual and/or few.
12. Sarcasm does not reinforce positive behaviors.

#### **STUDENT ATTENDANCE**

As stated in the student handbook, one very important aspect of achieving success in school is daily/participatory attendance. There are several crucial aspects of maintaining good attendance in school:

1. A well-stated and consistently enforced attendance policy.
2. Daily communication between the school and the parent(s).
3. Communication with students so the policy is clearly understood.
4. A total school/parent/student commitment to encourage good attendance at school
5. Alive and active classrooms.

## 6. Accurate recording of daily attendance.

Attendance will be taken by the teacher at the beginning of each block and submitted electronically to the office. If the system is down, the teacher will need to call one of the following extensions to report the absence(s): 5002, 5001, or 5000. Teachers should also keep a daily, hard-copy report of attendance (absences, tardies) in their grade books. If a student is late to class (more than 10 minutes) without a pass, he/she should be admitted to class and marked unexcused. Do not send the student to the office for a pass, as only the previous hour's teacher may excuse a student.

If an absence is excused, assignments should be picked up from the teacher at either the next class meeting or Seminar period following the student's return to school, whichever comes first in the schedule sequence. The student will be responsible for initiating contact with the teacher. All assignments missed, unless otherwise agreed upon by the teacher and student will be due by the end of the day of the following class period. EXAMPLE: Student misses Blocks 1, 2, 3, & 4 (Red Day). Assignments would be due at the end of the next scheduled Red Day. IT WILL BE TO THE STUDENT'S ADVANTAGE TO CONTACT THE INSTRUCTOR AT THE EARLIEST POSSIBLE TIME FOLLOWING HIS/HER RETURN TO SCHOOL. STUDENTS ABSENT MORE THAN ONE (1) DAY IN SUCCESSION MUST SEE THE INSTRUCTOR AT THE NEXT CLASS MEETING OR SEMINAR PERIOD TO DISCUSS MAKE-UP ARRANGEMENTS.

In summary, good attendance is a result of good teamwork. Communication is essential between school/home/student. If a teacher has a question how the office handled a certain attendance issue, the teacher should ask for clarification. Recording absences and tardies and talking with the students about their attendance is time consuming, but it is essential. Accurate and detailed record keeping in the classroom will assure the administrator's ability to fairly and consistently enforce the attendance policy.

### **ACTIVITY FUND**

All activity money collected from students must be receipted and turned into the

office. DO NOT leave money in your classroom. Class and organization officers should keep accurate account ledgers and they should be verified with the office regularly. One class and/or organization sponsor will be given a copy of their activity fund sheet at the end of each month's business.

Expenditures from an activity account is to be made by filling out a fund request. It is recommended that this request be made at least two (2) school days prior to the date it is needed. This request must be filled out completely and have the signature of the sponsor and Principal PRIOR to the expenditure. Sponsors will take total responsibility for all expenditures.

### **ANNUAL ASBESTOS NOTIFICATION**

In accordance with EPA regulations, Wamego High School has been inspected for materials that contain asbestos and asbestos Management Plan has been developed and adopted.

The Inspection/Management Plan (Part A and Part B) is on file at the USD 320 Office for review. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified re-inspection every three years and the schedule of response actions and post-response actions if any friable asbestos-containing material was found.

Friable (crumbled by hand pressure) asbestos-containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Inspection/Management Plan, the local education agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, re-inspections, and periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the following person:

Asbestos Program Manager

Wamego USD 320 –

1008 8<sup>th</sup> St.

Wamego, Kansas 66547 (785) 456-7643

### **BULLYING, HARASSMENT, SEXUAL HARASSMENT, RACIAL HARASSMENT PROTOCOL**

It is very critical that when a student is a perpetrator in these types of incidents that it is documented each and every time. Our job as educators is to ensure that we create a safe school environment for all students. This is not limited to the classroom. Incidents observed in the halls, lunchroom, etc. should all be reported even if you do not have the student(s) in class.

- Teachers are to have a discussion regarding the specific inappropriate behavior with the student.
- The teacher is to contact the parent to discuss the unacceptable behavior.
- Teachers are to write a referral each time a student has been the perpetrator. This includes making inappropriate comments, i.e. Sexual innuendos, putting other students down for their lack of abilities, mean-spirited actions, name-calling, racial remarks, exclusion, etc.
- Don't simply indicate bullying or sexual harassment on the referral. Provide a clear description of what took place.
- On the referral, the teacher will state who is the victim.
- The A.C.E. supervisor will email the teachers, counselors, and administrators regarding the perpetrator and victim. This will be beneficial in protecting the victim and keeping a closer eye on the actions of the perpetrator.

### **CHECKING OUT OF THE BUILDING**

Teachers that leave the building during the workday will check out through the High

School Office. A sign in, sign out sheet is provided on the mailroom counter next to the printer.

### **CRISIS PLAN**

Teachers should keep their copy of the crisis plan with the lesson plan book.

### **DAILY ANNOUNCEMENTS**

Announcements concerning building activities and functions will be announced at the beginning of the second block of each day. All information for announcements must be written out and signed by a sponsor/coach/teacher and turned in to or e-mailed to Kim Stewart by 8:00 AM each morning. This is regarded as a very critical link to communication throughout the building, and it is the expectation that each teacher will assist with this effort daily.

### **DRESS**

Certified staff is expected to maintain a professional appearance and dress appropriate to their particular assignment. Teachers should serve as a role model in grooming and appearance for students.

### **EMERGENCY SCHOOL CLOSING**

Emergency school closures will be communicated to staff members via School Messenger.

### **EVENING SUPERVISION DUTY**

In accordance with the USD 320 Negotiated Agreement, WHS evening duty activities for pay will be opened up to all district staff. Any evening duty positions not voluntarily taken by USD 320 staff will be assigned to WHS staff members. The following are some reminders when an evening duty supervisor. High School Gymnasium(s) and/or USD 320 Sports Complex:

1. Be on time.
2. Please do not bring your children with you unless someone else will supervise them.
3. Monitor the halls throughout the activity. When the game is in progress, children should be in the gym.
4. Keep all people off the wrestling deck unless they are filming or working.
5. Report any unusual behavior to the administrator in charge.
6. Keep halls and doorways clear during the contest.
7. Please stay until the activity is over and all spectators have left the building. Check with the administrator in charge before leaving.
8. During football games, help keep spectators off of the track. All spectators should be in the stands.
9. Do not allow spectators to stomp on the bleachers.

10. Artificial noisemakers are prohibited by the KSHSAA.

### **REMEDIATION**

The student should redo the assigned work to a passing level. Teachers will develop another form of the summative test(s) until a student has achieved a passing score. Students are not to simply correct missed items/information as a means to achieve the passing score. Corrections would be appropriate for students relearning the missed information before they would attempt the summative test again.

### **FACULTY MEETINGS, LEADERSHIP TEAM MEETINGS, PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

Each faculty member is required to attend all scheduled faculty meetings and professional learning communities (PLCs). PLCs begin promptly at 7:45 AM on scheduled PLC Wednesdays for one hour in length. The team leader is responsible for preparing the agenda with the building principal's approval, leading the PLC, and distributing a report of the meeting (SMART goals) to the other team members and the building principal and the Director of Instructional Services. Faculty meetings will be held when whole group discussions need to take place. The principal reserves the right to call faculty meetings at 7:15 AM on the first Wednesday of each month.

Please make sure that you check the calendar located in the teacher mailroom before scheduling a meeting. Once you have set the meeting, write it on that calendar. This should help make sure that there are no double bookings (only one IEP is to be scheduled at a time. This ensures that a building administrator will be at the meeting. Teachers will not be put in the situation of which IEP to go to if they have both students). No other meetings are to be scheduled that will conflict with scheduled meeting. Meetings are not to be scheduled on Monday mornings before school, Wednesday after school of a faculty meeting, Friday mornings before school, Friday after school, or the afternoons between the end of student contact time and the beginning of parent/teacher or student-led conferences.

### **FIELD TRIPS**

1. The Principal has the authority to approve field trips within an approximate 60-mile radius of Wamego. The Superintendent must approve trips of greater distance. Please get permission for field trips before making arrangements with your student groups.
2. All field trips must be directly related to the subject covered in the class and coordinated with outcomes to master in approved curriculum.
3. Additional class time should not be used for field trips unless absolutely necessary, e.g., 1st Block class scheduled for a field trip-the student should be back in the building in time to report to the start of their 2nd Block class.
4. One major field trip per year per class or organization.
5. No field trips will be scheduled after December 1 to the end of the semester and May 1 to the end of the semester. Field trips are not to be planned when we are doing testing for State Assessments. Please make sure that you are consulting the building calendar regarding testing dates.



6. Students that are academically ineligible will only be allowed to attend a field trip from the requesting teacher's block. If the field trip extends beyond the block, the student will remain at school to work on an alternative assignment that can be accomplished within the 95-minute block.
7. Students absent the previous day will be able to go on the planned field trip.

### **FINAL EXAMINATIONS**

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. In addition to a final, this culminating assignment may be a unit test, project, paper or similar assignment to end the semester. If the culminating assignment occurs prior to the last class day of the semester in a year-long class, classroom activities and teaching will continue through the last day. This may include beginning the next unit to be continued at the start of second semester. In a semester course, the culminating assignment or final will occur on the last scheduled class period. During the spring semester, the culminating assignment or final will occur during the scheduled time for finals on the last week of school. The culminating assignment will be a required summative assessment for every student; there will be no opt out option.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be held as specified by state law. The office will provide a schedule of procedures. Students with special needs will be under the care of classroom teachers at the time of the drill. The individual teacher or para assigned to the handicapped student will be responsible for taking the student out of the building and/or to the assigned area in case of fire or tornado. In an event where there is not a para available and the teacher would need help, please contact the office immediately. TEACHERS SHOULD ALWAYS CARRY THEIR CRISIS BAG WITH THEM DURING EACH DRILL and take roll. Teachers need to make sure that their students are at least 100 feet from the building during a fire drill

### **FUNDRAISING**

1. All fundraising activities must be scheduled by the end of the preceding school year. The administration will ask for a list of activities by the conclusion of the school year, for the Superintendent to review during the summer (proceeding the next school year). The approval will be made one time only.
2. Sponsors must clear fundraising activities with the Principal BEFORE starting.
3. Fundraising will be limited to those campaigns that take orders and deliver at a later date. NO merchandise will be ordered and sold later.
4. Fundraising shall adhere to a limited time frame: no more than three (3) weeks.
5. No fundraising involving ordering of merchandise will begin after March 1st.
6. All money must be receipted and deposited immediately with the High School Secretary.

### **GRADING STUDENT WORK (Ws)**

Academic Warning ("AW" or "W"): Anytime a student fails an assessment. The student will be on academic warning. Student will remain on academic warning until the W has been removed due to the

completion of class requirements for that assessment as deemed appropriate by the instructor. A student on academic warning is not eligible for early out privileges and must attend seminar

Teachers are not expected to drop everything immediately and grade remedial work or summative assessments that are tied to Ws. However, grading student work needs to take place in a timely manner (within a week). Having a student turn in the remedial work or an assessment does not mean that automatically removes the W. The work must be graded, and when the work meets the passing score or above the W is removed.

When a student takes an alternative assessment, the scores of all of the attempts should be recorded in the score inspector so there is a record to communicate to other staff and parents/guardians. In the case of formative assessments, a grade of zero (if the student did not earn any points on the assignment) or a blank grade (if the assignment was not completed) should be entered in the gradebook even though they do not affect the grade. This information will communicate the student's effort to parents/guardians and other teachers.

### **HALL PASSES**

If a teacher is challenging students in the classroom, there should be little time for students to be out of the classroom. Limit these trips to minimum. Realizing that there are emergencies and educational reasons to be out of the class, the following guidelines should be followed:

1. Restroom passes should be limited and closely monitored.
2. Multiple students should not be given a pass at the same time.
3. Monitor the students who are given a pass. State specific times when they must return.
4. Violations of the rules should result in the loss of the privilege.

### **HOMEWORK**

Homework should be assigned on a regular basis and should include independent, recreational reading, practice of skills, and study for tests. Teachers should monitor each homework assignment.

### **INDIVIDUAL EDUCATION/SECTION 504 PLANS**

Teachers are to comply with what is written in these documents. It is not up to the individual teacher to make changes or omit accommodations. When communicating with the student/parent(s) about the accommodation, the teacher will provide the principal with a copy of the communication. This can be done in a variety of ways: hard copy of a telephone conversation or meeting documentation and/or a cc: of a letter or e-mail that was sent.

### **LEAVE REQUESTS AND PURCHASE REQUISITIONS**

All staff are to complete leave requests and purchase requisitions using the Skyward website. Training will be provided to new staff at the beginning of the school year.

## **LESSON PLANS/RIGOR AND RELEVANCE**

Planning for the classroom must be done in a timely fashion and present in the classroom as a guide for teaching. In planning for instruction, the teacher should take into account the rigor and relevance of the lesson, e.g. previous learning experiences of the students (based on standardized and criterion-referenced testing) and the outcomes of the district and content area curriculum. Lessons should be designed to meet unit and content area curriculum outcomes. Teachers will be expected to justify that what is taught meets these standards.

***All staff will provide syllabi and rubrics that communicate the objectives being taught and how they are being assessed.***

## **MOVIES IN THE CLASSROOM**

Watching entire movies at school will be on a limited basis and then only when related to a curricular area. It is acceptable for teachers to use movie or video clips to instruct and emphasize main points or to use as an example of an objective being taught. The showing of an entire movie rarely provides academic value in an efficient manner. If a teacher does plan to show an entire movie they must make a request to administration and demonstrate the academic value this will add for student learning. G or PG rated movies will only be considered for approval. Parents will be advised beforehand that a movie will be watched and permission will be given by the parent.

## **FORMATIVE ASSESSMENTS**

Teachers will provide a minimum of two (2) formative assessments per course weekly. The purpose of formative assessments is to provide feedback to the student and for the teacher to determine who needs additional instruction or remedial work prior to the summative assessment (if you need to refresh yourself, your personal professional development notebook that is devoted to formative and summative assessments provides you with examples of both). Formative assessments are to be recorded in Power School as another form of communication with students and parents.

Teachers will submit their weekly lesson plans in the google drive. Lesson Plans/ teacher's name)  
Teachers will be expected to post their weekly lesson plans in their folder, by 8:00 AM on the first school day of the week. Lesson plans should include objectives that are directly linked to the district curriculum and the learner goals for the day's lessons.

Everything you do in the classroom is built on knowing what you want to accomplish. The greater the structure of a lesson, and the more precise the directions on what is to be accomplished, the higher the achievement.

Quality lessons include:

1. Learning objectives (what it is that students should be able to know/do following the lesson)
2. Connection of learning objectives to both the curriculum map (content/skills) and Kansas standards

per curricular area

3. Set (brief introduction that will hook students to the lesson)
4. Learning activities (shoot for three per 95-minute block)
  - a. Lesson activities should be clearly described with sufficient detail (as an example: Chpt. 4/ pp. 50-5/questions 1-5 is not a lesson activity)
  - b. Lesson activities should include evidence of key instructional practices such as:
    - i. Teaching strategies (i.e. Classroom Instructional Strategies that Work (Marzano) & differentiation)
    - ii. Independent activities
    - iii. Guided practice
5. Assessment/Evaluation
  - i. Formative assessment of learning
  - ii. Summative assessment of learning
6. Resources Needed
7. Closure

### **LUNCH SUPERVISION**

All teachers who have freshmen and sophomores in their 3rd or 7th block class will escort their freshmen and/or sophomores to the Commons. This is to ensure that they have made it to the Commons instead of sneaking out of the building.

Teachers will be assigned lunch supervision on a voluntary basis. You will be reminded through the weekly bulletin of your assigned duty time and place. Teachers should try to use this time not only to supervise students, but also to develop some rapport with students. Try to turn a perceived negative task into a positive activity. Teachers that have assigned duty may dismiss their student's three (3) minutes early for lunch. Plan to be on duty the last 15 minutes of lunch. The district provides free lunch for teachers who have assigned duty.

### **MAIL**

All in-district and outgoing mail is processed through the USD 320 District Office.

Mail must be in the High School Office by 2:00 pm if you want it to go out that day. All packages must have a note attached informing the mail clerk at the District Office what is in the package and its value. In an attempt to reduce the cost of mailing, the largest manila envelopes to be used are 9" x 12". Teachers should acquire email addresses for correspondence, i.e. parents, advisory committee members, professional organization members, etc. All packages will be sent parcel post, unless indicated otherwise. No personal mail will be processed through the District Office.

**MEDICAL ATTENTION FOR STUDENTS/STAFF**

Students who are ill should be sent to the office immediately. If the school nurse is in the building, the student(s) will be referred to that office. Students will not be sent home until their temperature is taken and parent contact is made. The school nurse is available for staff medical concerns, as needed.

**NONDISCRIMINATION NOTICE**

Wamego USD 320 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding this district's compliance with Title VI, Title IX, or Section 504 may be directed to the Compliance Coordinator who can be reached at (785) 456-7643, 1008 8<sup>th</sup> St., Wamego, Kansas 66547.

**PLAGIARIZING**

Duplication or use of another's work and/or represented as students' own (plagiarize) will be considered a serious offense. The teacher will contact the parent/guardian. Following this contact and/or conference, students will be expected to rewrite/redo the assignment until a passing grade is achieved. The student will remain on Academic Warning until this happens. Students should be given a clear understanding of how such behavior will be handled.

**PLEDGE OF ALLEGIANCE**

A student council member will be responsible for leading the Pledge of Allegiance at the beginning of the 2nd or 6th block class.

**PROFESSIONALISM/PROFESSIONAL DEVELOPMENT**

It is expected that all staff will conduct themselves in a manner that positively reflects on themselves, our building, our district and our profession. Respect is essential to the daily functioning of a school staff. We will have conflicts and disagreements. This is healthy, but it is critical that we be problem-solvers, not problem-perpetrators. Our expectations of ourselves should exceed our expectations of the students. One expectation is that we be loyal to each other and to our students. It is inappropriate to discuss particular students in front of other students, staff members or parents in a way that would be, in any fashion, interpreted as non-productive, disrespectful, and derogatory or break the rule of confidentiality.

A true profession is characterized by the willingness of its members to work towards continuous improvement. A professional takes advantage of opportunities to expand their knowledge and skill by attending workshops, taking classes, joining organizations, serving on committees and reading current material on pertinent topics. Each certified staff member is required to develop an Individual Development Plan.

### **PROPOSAL FOR NEW OR REVISED COURSE OFFERING**

The proposal needs to be completed per BOE policy IC-R (Curriculum Development) and turned in to the building principal no later than October 15<sup>th</sup>.

### **PURCHASE ORDERS - DISTRICT FUNDS**

All budget requests (teacher supplies, textbooks, materials, staff development, etc.) will be approved in cooperation with the building Principal.

### **SCHEDULING STUDENT ACTIVITIES/MEETINGS**

Any time a teacher/sponsor/coach wants to schedule an activity/meeting during the school day with any student, the principal or activity director MUST approve that activity/meeting at least two days prior to the activity/meeting date.

### **SENIOR CLASS TRIP**

USD 320 does not condone or recognize unauthorized senior “skip” days. Each senior

class has the opportunity to present a proposal to the USD 320 Board of Education requesting approval for an organized, adult supervised trip. Following are expectations in order for a proposal to be considered:

- The class is to submit their request to the board of education for consideration no later than the regularly scheduled January board meeting. The proposal is to be turned in to the building principal before the end of the first semester for review.
- The proposal is to address the following items:
  - Rationale for the trip
  - Date of trip
  - Itinerary
  - Cost of activities
  - Sponsors who will be going to supervise

In order for a senior to be eligible to take the trip, they must meet the following stipulations:

- Be academically eligible for the week/day of the scheduled trip.
- Have been in attendance the last two blocks of the previous school day.

Behavior expectations for those going on an approved senior class trip are as follows:

- All school rules and policies pertaining to appropriate behavior apply to individuals while on the senior class trip.

- Any student who fails to comply will be assigned to remain with a sponsor for the remainder of the trip. If a student refuses to comply with this expectation, parents will be contacted to come get their son/daughter and consequences for failure to comply will be imposed at school.
- For any criminal acts, students will be subject to legal consequences and/or school-imposed consequences the same as if an incident took place on school property.

## **SEXUAL HARASSMENT**

Wamego High School is committed to maintaining a learning environment that is free

from sexual harassment and all related actions, and where all students/staff can work and study together comfortably and productively. Wamego High School prohibits any form of sexual harassment.

Sexual harassment is defined as any unwelcome behavior of a sexual nature, which is prohibited by Title VII of the Civil Rights Act of 1964 and sexually oriented. This might, but not be limited to the following examples: the use of profanity, sexist terms, dirty jokes, nasty rumors, as well as unwanted and unnecessary physical contact, such as patting, pinching, hugging, and repeated brushing against another person's body. It shall be a violation of this policy for any student/staff member of Wamego High School to sexually harass another student/staff member through conduct or communication of a sexual nature as defined by this policy.

Wamego High School will act to investigate all complaints, formal or informal, verbal or written, males to males, females to females, males to females, females to males, of sexual harassment and to discipline any student/staff member who sexually harasses or is sexually violent to a student/staff member of this school.

## **STUDENT IMPROVEMENT PLANS**

Teachers will communicate with parents/guardians and students in jeopardy of failing their class. Communication is critical and there should not be any surprises.

## **SUBSTITUTE TEACHERS**

In the teacher's absence, the learning environment must continue. For this reason, it is essential that a substitute teacher be supplied with all the necessary information. Grade books and seating charts along with specific daily lesson plans are essential. Do not ask subs to work off of your weekly lesson plans. Substitute teacher packets will be given to each sub from the office. This packet will provide a feedback sheet for both you and the sub to complete.

Substitute teachers should be given material to teach and expect that it be taught. If a substitute teacher is needed, teachers must complete a skyward leave request and an AESOP substitute request as soon as possible. AESOP substitute requests must be made if the request is prior to 7 AM of the day the substitute is needed. If a late need occurs after 7 AM, Dr. Brecheisen should be contacted immediately by phone or text at 913-219-4324.

Do not leave a message on the school voicemail regarding a need for a substitute. In All instances, Dr. Brecheisen should be notified of the nature of your absences, by phone, text, or email.

## SUPERVISION-AFTER HOURS

The organizational sponsors(s) must meet with a building administrator prior to the scheduled activity (i.e., student dance) to determine the need for additional supervision on the campus. It will be determined what is to be accomplished with this additional supervision. Upon approval, it will be the sponsor(s)', responsibility to obtain the additional help.

## WEEKLY STUDENT ELIGIBILITY

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**“Eligible”** is defined as: Being in good standing academically and behaviorally. **“Ineligible”** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is ran by the office. For the fall, the first eligibility report will be ran by the office on **September 3, 2019**. For the spring semester, the first eligibility will be ran by the office on **January 21, 2020**.
- Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

Student conduct and attendance will also be tied to participation in extracurricular activities. A student who is ineligible due to disciplinary actions could lose the privilege to participate in extracurricular activities.

In order to be eligible for participation in activities, one must be a bona fide 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 to participate.

## WELLNESS POLICY

In the fall of 2005, USD 320 established a “Health and Wellness Committee” to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level. Members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically



active on a regular basis.

- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320.

The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school (during regular school hours).

If you have questions regarding the USD 320 wellness policy, please contact the food service director, Laura Fails for further information.

### **GENERAL GUIDELINES/EXPECTATIONS**

1. The contract day for WHS teachers is from 7:45am to 3:45pm daily. Be available to students during this time. On faculty meeting days, the contract day is 7:15am-3:15pm.
2. Supervise the halls and restrooms near your classroom before school, during passing periods, and after school.
3. Keep accurate records of all tardies and absences.
4. Check your mailbox before and after school daily. Start and dismiss classes on time.
5. Please use professionalism when using your cell phone during school hours.
6. Do not allow students to stand in your doorway waiting for the bell to dismiss class.
7. Notify the Principal if you are ill and cannot be at school NO LATER THAN 6:30 am.

8. Meet all deadlines - ahead of time!
9. Communicate concerns, challenges, ideas, thoughts, etc. directly to the Principal, before they become a major problem.
10. Do not allow students to use the building unless they are under direct teacher supervision.
11. Teachers should never leave a class unsupervised. Contact the office in case of an emergency.
12. Report all accidents to the office.
13. Help enforce all school policies.
14. If you are subpoenaed or must serve on a jury, you are expected to return to school when you are no longer needed. Please make sure that you fill out a leave form so a substitute can be arranged to cover your class(es).

### **SELECTED APPROVED USD 320 BOE POLICIES**

#### **AUDIO-VISUAL POLICY:**

The philosophy and practice of USD 320 is to use classroom time for instructional activities.

Unless stated in district curricular objectives, the use of audio and audio/visual material is to be used as a supplemental, not primary, teaching aide. This type of instructional aide may not be used to replace the reading of curricular material unless specifically stated in a student's IEP.

All audio and audio/visual instructional material used in a classroom must meet the teacher's instructional objectives as defined by the district curricular outcomes and must be incorporated into a teacher's lesson plans. The teacher's lesson plans must clearly illustrate how the audio and/or audio/visual material specifically meet the district's curricular objectives. All audio and audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the classroom teacher and/or librarian and approved for use by the building administrator.

It would be a rare exception that audio and audio/visual material created for entertainment, advertisement of religious purposes would be shown during the school day and only if approved by the building administrator.

Use of the classroom televisions are limited to instructional purposes only (i.e., Redline News, news channels, etc.). Viewing sporting events, talk shows, game shows, soap operas, etc. during the duty day are not considered instructional.

#### **VISITORS TO THE SCHOOL:**

The board encourages its patrons and parents to visit the district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school building to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence

of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc., by any persons during school hours shall be prohibited on all school property.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

#### **PARAMETERS FOR INSTRUCTIONAL PRACTICE REGARDING THE DISCUSSION OF RELIGION:**

The classroom teacher will:

1. Treat all students with respect. (A statement aligned with the district strategic plan.)
2. Be the only person permitted to give classroom instruction about religion.
3. Instruct objectively, from a descriptive, historical, geographical or cultural standpoint.
4. Teach only what is in the written curriculum regarding religion.
5. Teach mythology as literature.
6. Use third person when leading classroom discussion about religious beliefs (e.g., "some people believe," instead of "you," "we," or "I")
7. Use one of these statements if a student inquiry about a religious value or information beyond that which is/has been defined in the curriculum:  

"You need to ask your parents about that."

"That is something to discuss with your parents."
8. Communicate openly, honestly, respectfully, and professionally with parents or patrons that inquire about the district's outcomes or instructional strategies.

#### **The classroom teacher will not:**

1. Discuss personal religious beliefs in the classroom.
2. Use first person statements when conducting classroom discussions about religion.
3. Inquire about or assume what an individual's religious practice (or lack of it) or preference (or lack of it) might be.
4. Use value statements when leading classroom discussions about religion.
5. Allow any student to make disrespectful or discriminatory remarks during classroom discussions about religion

## WAMEGO HIGH SCHOOL FIELD TRIP AND PERMISSION FORM

STAFF MEMBER: PLEASE FILL OUT THE TOP HALF AND RETURN TO OFFICE FOR APPROVAL

Within School Day \_\_\_\_\_ Beyond School Day \_\_\_\_\_

Date of Field Trip \_\_\_\_\_

Time of Departure \_\_\_\_\_ Estimated Time of Return \_\_\_\_\_

Field Trip Origination \_\_\_\_\_

Location of Field Trip Activity \_\_\_\_\_  
(Specific place, city, state)

Mode of Transportation \_\_\_\_\_

Funding Source for Trip \_\_\_\_\_  
(transportation, meals, supervision)

Rationale for Taking This Trip  
\_\_\_\_\_  
\_\_\_\_\_

Activity Field Trip                      or                      Academic Field Trip

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
(teacher/sponsor signature)

Approved      Denied

\_\_\_\_\_  
(Administrative Signature)

\_\_\_\_\_  
(Date)

### Parent/Guardian Approval

Parent/Guardian consent is necessary in order for your student to participate in the above activity. In the event it is necessary to alter some of the details of the activity outlined above, additional information will be provided. Please mark one of the boxes listed below and sign where indicated.

\_\_\_\_\_ My student may participate                      \_\_\_\_\_ My student **MAY NOT** participate

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**Wamego District Schools**  
**Out of District or Overnight Field Trip Request Summary**  
 \_\_\_\_\_**Academic Year**

*Field Trip Request Summary forms should be e-mailed to Mr. Dennis Charbonneau*

**School and Group Name:**

**Estimated Number of Students Participating:**

**Destination(s):**

**Dates of Travel:**

**Reason for Late Request (if applicable): NA**

**Rationale for Request :**

**TRIP COST (per student):**

→ **District Funds -**

→ **Building Funds- \$**

→ **Student Fundraising Account - \$**

→ **Parent/Student Expense – \$**

**Total Trip Expense (per student) - \$**

**Funding Source(s):**

**Supervision:**

**Transportation:**

**Lodging:**

**School days missed during travel:**

**Safety Issues Addressed:**

**Detailed proposal completed for Administrative review:**  Yes  No

**Trip is endorsed by Principal/Administration**  Yes  No

**Submitted by:**

## I. Rejection of the reintroduction of the 60% D letter grade

We believe our students should know or be able to demonstrate a minimum amount of understanding of the content of our classes. As a staff, we set that number at 70%. We respectfully propose no changes to this minimum percentage or to the use of I's and W's as an indicator of student effort. However, we fully understand the concerns of the Board as it pertains to our assessment communication standards and we request more time to be able to collect data about our needs and to see if putting remediation in the middle of the day, instead of at the end, will improve the situation.

In an effort to address the specific individual scenarios where a student has put forward a tremendous amount of effort but has not achieved a 70% at the end of the semester, the staff would like to reincorporate credit recovery meetings based on documented evidence of effort and learning.

## II. Ineligibility for extracurricular activities

The Leadership Team agreed on the use of two failing grades to determine eligibility. We understand the concern that a single teacher that does not report grades regularly can affect a student's participation in extracurricular activities. We believe that this is something that administration can address directly with those teachers.

We propose that one class grade below 70% will still allow students to practice and participate, but two class grades below 70% will make the student ineligible.

# Handbook changes for 2019-2020

1. New daily schedule replaces old daily schedule.

The 2018-19, and 2019-20 schedules are attached. Dropping early out allowed the schedule to be consistent both days. Seminar was moved to sixth period.

The policies that have strikethroughs were removed from the handbook.

2. Page 12

## COLLEGE CLASSES

**IDCE College Classes (See JBE) IDCE Approved: 7/13/2009; 05/2019**

With parental and the principal's permissions, students are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college as they fit with the student's individual plan of study.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. If the student schedule precludes the student from completing graduation requirements during a regularly scheduled high school class time, other options for completing those credits can be explored, including but not limited to: high school online Edgenuity courses, on-site college courses for concurrent credit, and online college courses for concurrent credit. For technical courses that include core course components (such as English, math and science), the district and college may enter into an agreement to offer equivalent high school core credit for the technical college class. Students interested in pursuing this option should discuss their plan with a school counselor and potentially make a proposal to the building principal.

### Concurrent (Dual) Enrollment

The expectation for courses that are offered for concurrent credit at Wamego High School is that students choosing to enroll for college credit make every effort to enroll in the course on the WHS campus during the regularly scheduled school day. If the concurrent credit course cannot reasonably be made to fit in the student's schedule other options can be explored in the following order of priority:

Option A: complete the course on site at Wamego High School

Option B: complete the course on site at the college

Option C: complete the course online through the college

Students who take any concurrent credit course on the WHS or college campus are responsible for all costs associated with the course. Students agree to submit their college grades to be entered onto their high school transcripts. Concurrent credit grades will count toward the student's grade point average and class rank as well as eligibility.

**IDCE College Classes (See JBE) IDCE-2**

### **Transfer of Hours for Student Transcript**

Students attending concurrent credit classes under this policy may enter their college record on their high school transcript. Courses that are taken at the high school (including online independent study college courses) will receive the same credit as any high school course (.5 credits per semester) and the student will earn the same grade for the high school and college course. Any college courses entered on the high school transcript for high school credit will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

Students who take courses online or on the college campus will need to supply a college transcript to the high school counseling office if they want the credit entered on their high school transcript. For courses taken at the college campus, students will earn credits according to the following ratio.

5 college hours = 1.0 high school credits  
3 college hours = 0.5 high school credit

**COLLEGE CLASSES**  
**(USD #320 BOE Policy IDCE, IDCE-R)**  
Adopted on 7-13-09

*(Policy IDCE)* With parental and the principal's permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit. ~~purpose of allowing these students to receive dual credit.~~

**Concurrent (Dual) Enrollment:**

- Students, who have demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible and properly accredited postsecondary education institution. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit.
- Students will not be able to take a college course for dual credit in lieu of any course that is required for graduation unless it is taken as an elective credit or the course has been approved as substitute by the Board of Education. The only dual credit courses that students can take during the school day at WHS will be on-line college classes. Students are not allowed to take any college course for dual credit as a substitute for any Advanced Placement courses offered at Wamego High School.

**Transfer of Hours for Student Transcript:**

Students attending college or university classes under this policy may enter their college record on their high school transcript. When college courses are taken for dual credit, then the student's grades will become part of their high school transcript. The grade will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

For purposes of equating college credit hours to high school credit hours, the following ratio shall apply:

- 5 college hours = 2 high school credits
- 3 college hours = 1 high school credit

Students who attend college or university classes as per this policy will assume all costs associated with the course.

**Request to Consider a College Course for Substitution for a High School Required Course:**

- A student or parent may make a request for a college course to be considered for dual credit. A review shall be conducted comparing the curricula of the high school course and the college course. The review will be conducted by the principal, Director of Curriculum and Instruction, and the classroom teacher who teaches the respective high school course. In the event that there is a sufficient alignment of curriculum, the committee will submit a recommendation to the BOE asking for dual credit status for this course. If there is not sufficient alignment, the committee will deny the request and send a letter of explanation to the person who submitted the request. Persons interested in requesting that a college course be allowed to be



~~taken for dual credit must submit a request to the building principal no later than November 1 for spring semester enrollment or April 15 for fall semester enrollment in the course.~~

- ~~• In no instances shall a college course be substituted for an Advanced Placement course.~~

~~Prior to the start of each year, the high school will submit to the BOE a list of courses that have been granted dual credit status.~~

**Page 14**

**-STANDARDIZED GRADING PROCEDURE**

The Wamego High School Mission is to ensure each student reaches a high level of achievement as measured by local, state, and national standards.

We feel very strongly that learning must take place and be continuous to accomplish this mission. Grades serve as the tool to measure learning. However, our primary focus is learning. Therefore we have developed the following beliefs:

**Wamego High Learning Beliefs**

- All students can learn
- Learning is essential
- Students are held accountable for their learning
- Assessments are authentic, relevant, and rigorous
- Student grades will reflect what students know and can do

**Grading and assessment practices may vary from department to department. These beliefs however are constant and provide the fundamental rationale for the WHS grading policy.**

**Definitions**

~~Academic Warning (“AW” or “W”): Anytime a student fails an assessment (earns below a 70%) the student will be on academic warning. Student will remain on academic warning until the W has been removed due to the completion of class requirements for that assessment as deemed appropriate by the instructor. A student on academic warning is not eligible for early out privileges and must attend Seminar.~~

**Standardized grading scale for all courses**

<i>A+</i> 100%	<i>A</i> 99-93%	<i>A-</i> 92-90%
<i>B+</i> 89-87%	<i>-B</i> 86-83%	<i>B-</i> 82-80%
<i>-C+</i> 79-77%	<i>-C</i> 76-73%	<i>C-</i> 72-70%
<i>D+</i> 69-77%	<i>D</i> 66-63%	<i>D-</i> 62-60%

*F (No Credit) Below 760%*

**POWER SCHOOL**

**PowerSchool Parent Access**

PowerSchool’s Parent Access provides parents or guardians round-the-clock access to real-time information about their child’s attendance and grades. It also provides a means for teachers to communicate with parents or guardians

about class events and assignments, and ways they can help their child at home. Parents or guardians can contact teachers via email; teachers' addresses are linked right on the front page. You can also elect to receive periodic emails with attendance and grade updates, if that method is easier for you than going to the site.

### **Getting Started**

All parents should receive a letter (first time enrolled in the district) in August that gives you your students' username and password. If you do not receive this letter, please notify the high school office, and they will mail one home or you may come into the office and pick one up. For security reasons, we do not email this information or give out passwords or user names over the phone.

### **ACADEMIC AWARDS & HONOR ROLL**

The Honor Roll will be posted at the end of each semester. Students can earn Honor Roll based on Academic GPA if they are in good standing and have no recorded suspensions during the semester. Students will be recognized as Honor Roll or High Honor Roll based on the following:

#### **Honor Roll 3.7 - 3.99 G.P.A. High Honor Roll 4.0 or Higher G.P.A.**

The scale used to determine a student's G.P.A. is as follows:

A 4.00	B- 3.00	<del>F- No Credit 0.00</del>
A- 4.0	C+ 2.67	
B+ 3.67	C 2.33	
B 3.33	C- 2.00	
D+ 1.67	D 1.33	
D- 1.00	F- No Credit 0.00	

*In addition, the following scale will be used to determine a student's GPA in AP courses in which they are enrolled: (adopted by BOE June 2001)*

A 5.00	B- 4.00	<del>F- No Credit 0.00</del>
A- 5.00	C+ 3.67	
B+ 4.67	C 3.33	
B 4.33	C- 3.00	
D+ 2.67	D 2.33	
D- 2.00	F- No Credit 0.00	

4. Page 16

### **STUDENT ELIGIBILITY POLICY**

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**“Eligible”** is defined as: Being in good standing academically and behaviorally. **“Ineligible”** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is ran by the office. For the fall, the first eligibility report will be ran

by the office on **September 3, 2019**. For the spring semester, the first eligibility will be ran by the office on **January 21, 2020**.

- Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

Student conduct and attendance will also be tied to participation in extracurricular activities. A student who is ineligible due to disciplinary actions could lose the privilege to participate in extracurricular activities.

**In order to be eligible for participation in activities, one must be a bona fide 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 to participate.**

### STUDENT ELIGIBILITY POLICY

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities:

**“Eligible”** is defined as: Being in good standing academically and behaviorally. **“Ineligible”** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will turn in grade reports to the office every *week* during each semester to determine eligibility. Students will have at least two weeks to establish grades before the first required grade report each semester is turned in. For the fall, the first eligibility report is due in the office on **September 4, 2018**. For the spring semester, the first eligibility report is due in the office on **January 21, 2019**.
- Teachers will enter and export graded work a minimum of once weekly no later than 8:00 a.m. each Monday.
- A “cumulative grade of less than 70% makes a student ineligible for activity participation and dances.
- **Anytime a student’s cumulative grade falls below the 70% level, a student will be on academic probation. Students will have the remainder of the week to bring their cumulative grade above the 70% level. Students who fail to do so, will become ineligible for the entire following week.**
- The period of ineligibility runs from Monday through Saturday. A student will be removed from the ineligible list after a one week probation period provided the student’s cumulative grade has reached the 70% level. (students will remain on the ineligible list for the entire week)
- Students enrolled in a class that has performance requirements will be allowed to perform to meet the requirements of that class.
- Students who are academically ineligible and involved in after school activities such as athletic practice, play practice, ect., are encouraged to report to the teacher for whom they have a “AW” with each day after school to receive additional instruction from 3:15 to 3:45.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

Student conduct and attendance will also be tied to participation in extra-curricular activities. A student who is ineligible due to disciplinary actions will lose the privilege to participate in extra-curricular activities for up to two weeks. Disciplinary ineligibility could include, but is not limited to, any of the problem areas listed in the Disciplinary Incidents & Consequences Chart (pages 34-37) of the student handbook. Disciplinary ineligibility would include loss of the privilege to participate in/attend sports, club activities, school plays, and school dances.

~~In order to be eligible for participation in activities, one must be a bona fide 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 to participate.~~

5. Page 17

#### ACADEMIC SEMINAR POLICY

- ~~● Seminar teachers will take attendance and distribute grade sheets to students. with W's and have cumulative grade of 70% or greater in all classes without W's will be released for early out. These students need to leave the building, stay in assigned seminar and study, or stay in the commons/lower gym. Clubs and Organizational meetings will occur at the beginning of seminar from 2:50 to 3:15. Students with W's or who have a cumulative grade less than 70% in any class will not be allowed to attend.~~
- 
- The teachers and staff are here to provide opportunities for student success to happen, but ultimately success is the student's responsibility. Teachers are available to work with students during seminar as well as before and after school to ensure student success. Grade sheets printed in seminar will serve as hall passes and be signed by teachers providing remediation.

#### ACADEMIC SEMINAR POLICY

- ~~● Seminar teachers will take attendance and distribute grade sheets to students. with W's and have cumulative grade of 70% or greater in all classes without W's will be released for early out. These students need to leave the building, stay in assigned seminar and study, or stay in the commons/lower gym. Clubs and Organizational meetings will occur at the beginning of seminar from 2:50 to 3:15. Students with W's or who have a cumulative grade less than 70% in any class will not be allowed to attend.~~

6. Page 18

#### SEMINAR EARLY DISMISSAL INCENTIVE (2:45 to 3:15)

As a means of motivation for students to be accountable for academic progress and expected behavior, early seminar dismissal will be offered starting the week following the first official grading report to the office each semester. Qualifying for the early seminar dismissal incentive will be determined on a week-by-week basis. Students must meet the criteria that are listed below:

- 70% or better cumulative grade in all classes, SIP, and seminar
- No "W's" (Warnings) in any classes.
- \*\*\*Receiving (Academic Warning) in any class rescinds a student's opportunity to qualify for or continue to receive early dismissal for the remainder of the week
- Clubs and Organizational meetings will occur during seminar from 2:50 to 3:15. Students with W's will not be eligible to attend; students with I's may attend at teacher discretion.

#### 6. SHP/SEMINAR PASS PROCEDURE

1. Teachers will utilize grade sheets to have students go to the teachers. ~~for which they have an W.~~ The grade sheets must be signed in and out by classroom teachers and return with the students to their seminar room to be verified by their seminar teacher.
2. ~~Students with W's must report to these teachers and be working to improve their grades.~~
3. ~~Students who do not have an W must remain in their home seminar unless they have a PRIOR signature from a teacher to be allowed to leave seminar during the passing times.~~

4. If any receiving teacher has a problem with a student, the teacher should notify the SIP/Seminar teacher of the problem. The SIP/Seminar teacher will then follow up on the problem with appropriate action.

**SIP (Block 7) 11:30-12:40 (11:50-1:05 on PLC Fridays)**

**Seminar 2:25-3:15 – NOTE: Early out begins at 2:45**

The SIP block will be used for administering local, state and national assessments for the school improvement process. It will also be used for other school improvement activities.

Seminar: This is a time that students can work on assignments, seek assistance from instructors, conduct club meetings, Social Emotional Lessons, enrichment activities and receive additional music instruction/practice.

The purpose of SIP & seminar period is to serve as an extension of and enrichment for the educational programs of Wamego High School. Additional functions of SIP & seminar period include limiting the disruptions of class time, tutoring, time to complete make-up work, and time to complete homework. SIP period may also provide the opportunity to learn a new skill and/or explore an area of interest. Teachers and students should view SIP & seminar period as an opportunity to further enhance classroom instruction and learning.

When it is necessary to schedule appointments during the school day, students and parents are encouraged to attempt to schedule appointments during lunch, SIP blocks or seminar to avoid missing classes.

7. No page Number. Consequence Chart removed.

**DISCIPLINARY INCIDENTS & CONSEQUENCES CHART REPLACED WITH DISTRICT CODE OF CONDUCT**

<b>Problem Area</b>	<b>Occurrence</b>	<b>Action Taken</b>
Bullying, Teasing and/or Exclusion	1 <sup>st</sup> +	Student calls parent. Discipline may include written warning, detention, ISS, short-term or long-term OSS, which could include expulsion. Possible police notification.
Cyber Bullying	1 <sup>st</sup> +	Student calls parent. Discipline may include written warning, detention, ISS, short-term or long-term OSS, which could include expulsion, and surrender of electronic device (number of days to be determined). Possible police notification.
Fighting	Each	Suspension and behavior ineligibility: length of suspension and period of ineligibility based on severity of altercation and individual's involvement. Parent and police notification.
Racial Harassment or Intimidation/Harassing Students/Staff (Includes use of a personal electronic device)	1 <sup>st</sup>	3-day in-school suspension, parent conference, & 1 week behavior ineligibility
	2 <sup>nd</sup>	3-day out-of-school suspension, parent conference before re-entry, & 2 weeks behavior ineligibility
	3 <sup>rd</sup>	Out-of-school suspension pending an expulsion hearing
Making Threats	Each	Suspension and/or expulsion & minimum of 1 week behavior ineligibility. Possible police action.
*Class Referral (Steps followed for each class)	1 <sup>st</sup>	Sent to the office/ACE room for remainder of period. Behavior contract. Teacher initiated contact of parent. Additional consequences may range from a detention to ineligibility.

	2 <sup>nd</sup>	Sent to the office/ACE room for remainder of period. Parent notification. Additional consequences may range from a detention to ineligibility.
	3+	Sent to the office/ACE room for remainder of period. Meeting with parent, student, and teacher.
Tardies	1 <sup>st</sup>	Verbal acknowledgement from teacher.
	2 <sup>nd</sup>	Verbal warning.
	3+	Notify parents. Classroom detention to be determined by teacher.
Leaving School Cafeteria & Vicinity During Closed Lunch (9 <sup>th</sup> & 10 <sup>th</sup> grade students)	1 <sup>st</sup>	Detention.
	2 <sup>nd</sup>	Detention. Behavioral ineligibility for 1 week.
	3+	One day of ISS for non-compliance for each additional offense.
Driving or riding/sitting in a vehicle during the school day without proper authorization	1 <sup>st</sup>	Detention.
	2 <sup>nd</sup>	Detention. Behavioral ineligibility for 1 week.
	3+	One day of ISS for non-compliance for each additional offense.
Parking in the high school visitor, high school staff, or Central visitor parking lot (6:30am- 4:00pm)	Each	Detention with ACE or administrator equal to the number of incidents.
Inappropriate Dress	1 <sup>st</sup>	Warning & change of objectionable clothing. Parent notification.
	2+	After-school detention equal to the # of occurrences. Parent notification.
Failure to comply with a staff member request	1+	Student contract with possible detention, ISS, OSS, or expulsion.
Obscene Conduct	Each	1-3 days suspension.
Open Defiance of Authority	Each	Out-of-school suspension. Number of days to be determined based on severity of incident & minimum of 1 week behavior ineligibility.
Possession/use of Tobacco including e-cigarettes or devices containing tobacco or nicotine on school property, school transportation, or at school activity.	1 <sup>st</sup>	2 days in school suspension (ISS). Behavior ineligibility for 1 week of activities. ***Under 18, report to police.
	2 <sup>nd</sup>	3 days ISS. Behavior ineligibility for 2 weeks of activities. ***Under 18, report to police.
	3 <sup>rd</sup>	3 days OSS. Behavior ineligibility for 3 weeks of activities. ***Under 18, report to police.
	4 <sup>th</sup>	5 days OSS. Behavior ineligibility for the remainder of the school year. Parent/Student reentry meeting to discuss long-term suspension possibility for another incident of

		tobacco possession or use on school district property, school transportation, or at a school activity
Possession/use of Alcohol-Drugs	1st time See policy JDDA- Drug Free Schools & Communities Act, Page 39	5-Days-OSS- Parent conference before returning to class: Behavior ineligibility for 2-weeks of activities:
	2 <sup>nd</sup>	5-Days-OSS- Parent conference to consider Long-Term Suspension or Expulsion. Behavior ineligibility for the remainder of the school year.
Possession of drugs or drug paraphernalia within 1000 feet of school property, but not on school property:	1 <sup>st</sup>	Behavior ineligibility for 2-weeks of activities:
	2 <sup>nd</sup>	Behavior ineligibility for the remainder of the school year:
Distribution of Illicit Drugs	1 <sup>st</sup>	Short-Term-Suspension- Pending Hearing for Long-Term Suspension or Expulsion. Suspension from all student activities for a period 180 days:
	2 <sup>nd</sup>	<b>ALL Drug Infractions (not including random drug testing) will be reported to the Local Law Enforcement Authorities.</b>
Plagiarism/cheating	Each	Student and teacher will meet to establish a behavior contract regarding the student's plan to complete the originally assigned work. The student will remain on Academic Warning until the work is at a 70% or above. Additional consequences may range from a detention to ineligibility:
Possession of Dangerous Weapons & Pyrotechnics	Each	Confiscation, police action, and/or suspension/expulsion:
Unacceptable Use of a Personal Electronic Device	Each	Confiscation – until the end of the school day. The personal electronic device will then be returned to the student. After-school detention will be assigned by the teacher:  The use of cell phones is prohibited during class time (including SIP and Seminar) unless approval has been given by an instructor or an administrator:
Possession of a knife, not defined as a weapon	Each	Confiscation- A parent is required to pick it up from the office:
Public Display of Affection	1 <sup>st</sup>	Warning
	2 <sup>nd</sup>	Student calls parent(s):
	3 <sup>+</sup>	Number of after-school detentions equal to the number of occurrences
Theft or Attempted Theft	Each	Restitution, possible suspension and/or police action:
Unacceptable Language	1 <sup>st</sup>	Verbal warning:
	2+	Number of after-school detentions equal to number of occurrences:

*Unexcused absence/Skipping	1 <sup>st</sup>	After-school detention per unexcused block of school. Written notification sent to parents.
	2 <sup>nd</sup>	After-school detention per unexcused block of school. Parent notification.
	3 <sup>rd</sup>	After-school detention per unexcused block of school. Parent notification.
	4 <sup>th</sup>	After-school detention per unexcused block of school. Parent notification. Attendance contract with student.
	5 <sup>th</sup>	After-school detention per unexcused block of school. Parent meeting.
	6+	After-school detentions per unexcused block of school. Parent notification. Student will be behaviorally ineligible for the remainder of the semester. Upon the 6 <sup>th</sup> unexcused absence students may lose credit. If student loses credit in the course, student may be required to report to the ACE room for the remainder of the semester.
Vandalism	Each	Restitution, possible suspension and/or police action.

\*Semester basis - all others applied on a yearly basis

8. Page 35 **BULLY PREVENTION PROGRAM**

**Wamego High School will not tolerate bullying. Bullying incidents will be handled per the District Code of Conduct.**

**Rude – Mean - Bullying-Cyberbullying**

Our students are sometimes exposed to inappropriate behaviors from their peers.

We have come to use the following terms to help us define the problem, and adequately assist the students in dealing with these behaviors and growing in positive interpersonal skills.

- **Rude** – A student experiences an incident that is disrespectful, annoying, or inappropriate with no malicious intent.
- **Mean** – A student experiences an incident that is a one-time, intentional event.
- **Bullying** - A student is being bullied when he or she is exposed, repeatedly and over time, to intentional negative actions meant to cause physical or mental harm or reasonable fear by one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.
- **Cyberbullying** – A student is being bullied by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

The Olweus Bullying Prevention Program was introduced in Wamego High School in the spring of 2006 and was fully implemented to start the 2006-07 school year. All staff members are expected to support our efforts to prevent



bullying in our school. Twice a month, SIP classes will meet to create a safe forum for individuals to voice their concerns as well as gain a greater understanding of what all is considered bullying behavior.

**The consequences for bullying are listed in the Disciplinary Incidents & Consequence Chart (pages 33-35).**

~~Teasing defined: Verbal bullying or taunting. Behavior intended to distract, irritate, or annoy the recipient. It is generally accompanied by some degree of social rejection.~~

~~Cyberbullying defined: “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.~~

~~Exclusion defined: A discrete way to bully. A child is isolated or excluded from participating in activities with other children, such as being ignored in the lunchroom. It may also involve the spreading of rumors about another child, rumors that are hurtful and created for only one purpose: to make the child who they are about feel badly about him or herself.~~



# Wamego High School



## STUDENT HANDBOOK 2019 - 2020

801 Lincoln  
Wamego, KS 66547-1539  
785-456-2214  
FAX: 785-456-7382

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Grade \_\_\_\_\_

### Introduction to Handbook

It is understood that the school principals, or their designee, shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither principals nor their designee has the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<a href="#"><u>A.C.E. Room Assignment</u></a>	34
<a href="#"><u>Absenteeism, Excessive</u></a>	32-33
<a href="#"><u>Academic Awards Policy</u></a>	15-16
<a href="#"><u>Academic Seminar Policy</u></a>	17
<a href="#"><u>Acceptable Use Policy for Information Retrieval Systems</u></a>	28-31
<a href="#"><u>Announcements</u></a>	25
<a href="#"><u>Asbestos</u></a>	45
<a href="#"><u>Assemblies</u></a>	25
<a href="#"><u>Attendance Policy &amp; Absences</u></a>	31-32
<a href="#"><u>Breathalyzers</u></a>	24
<a href="#"><u>Bullying Prevention Program</u></a>	35
<a href="#"><u>Bus Rider Discipline Plan</u></a>	44
<a href="#"><u>Bus Rider Instructions</u></a>	43
<a href="#"><u>Collective Commitments</u></a>	7
<a href="#"><u>College Classes</u></a>	12
<a href="#"><u>Concealed Weapons</u></a>	40
<a href="#"><u>Course Test Out Opportunity</u></a>	13-14
<a href="#"><u>Crisis Plan</u></a>	45
<a href="#"><u>Daily Schedule</u></a>	4
<a href="#"><u>Detentions</u></a>	33
<a href="#"><u>Directory Information</u></a>	47
<a href="#"><u>Discipline</u></a>	34
<a href="#"><u>Dress Code</u></a>	22
<a href="#"><u>Driving and Parking</u></a>	22
<a href="#"><u>Drug Free Schools and Communities Act</u></a>	37-38
<a href="#"><u>Drug Screening Policy</u></a>	38
<a href="#"><u>Early Graduation Request</u></a>	10
<a href="#"><u>Early Dismissal- Seminar</u></a>	16
<a href="#"><u>Eligibility Policy</u></a>	16-17
<a href="#"><u>Emergency Safety Intervention (ESI)</u></a>	47-49
<a href="#"><u>Faculty and Staff</u></a>	5-6
<a href="#"><u>Family Educational Right to Privacy</u></a>	47
<a href="#"><u>Fighting</u></a>	35
<a href="#"><u>Fire Drill</u></a>	26
<a href="#"><u>Food Services (Breakfast/Lunch)</u></a>	23
<a href="#"><u>Foreign Exchange Students- procedures to become</u></a>	18
<a href="#"><u>General Rules for Students</u></a>	21-22
<a href="#"><u>Grade Level Classification</u></a>	9
<a href="#"><u>Graduation Requirements</u></a>	9-10
<a href="#"><u>Guidance and Counseling Services</u></a>	18
<a href="#"><u>Hazing and Initiations</u></a>	35
<a href="#"><u>Honor Roll</u></a>	15
<a href="#"><u>Inoculations</u></a>	28
<a href="#"><u>K-9 Policy</u></a>	39
<a href="#"><u>KS Regents Qualified Admission Requirements</u></a>	11-12
<a href="#"><u>Leaving the School Campus</u></a>	24
<a href="#"><u>Lockers</u></a>	25
<a href="#"><u>Lost and Found</u></a>	25

<a href="#"><u>Media Center Expectations/Guidelines</u></a>	20-21
<a href="#"><u>Mission Statement</u></a>	7
<a href="#"><u>Medication/Illness</u></a>	27-28
<a href="#"><u>My School Bucks</u></a>	23-24
<a href="#"><u>Meal Accounts &amp; Etiquette</u></a>	23-24
<a href="#"><u>Nondiscrimination Notice</u></a>	45-46
<a href="#"><u>North Central Kansas League Code of Ethics</u></a>	43
<a href="#"><u>Open Lunch Privilege</u></a>	24
<a href="#"><u>Out-of School Suspension</u></a>	34
<a href="#"><u>Partial Early-Out Policy</u></a>	13
<a href="#"><u>Pre-College Curriculum Requirements</u></a>	10
<a href="#"><u>Policy Manual USD 320</u></a>	47-49
<a href="#"><u>Posters</u></a>	25
<a href="#"><u>Powerschool</u></a>	15
<a href="#"><u>Principal's Message</u></a>	7
<a href="#"><u>Racial Harassment Or Intimidation</u></a>	37
<a href="#"><u>Removal from Classroom (class referral)</u></a>	33
<a href="#"><u>Reporting Crimes to Law Enforcement</u></a>	40-41
<a href="#"><u>Schedule Changes after Enrollment</u></a>	19
<a href="#"><u>School Closings</u></a>	45
<a href="#"><u>School Dances</u></a>	24
<a href="#"><u>Searches of Property</u></a>	38
<a href="#"><u>Semester Finals</u></a>	14
<a href="#"><u>Senior Trip</u></a>	19-20
<a href="#"><u>Sexual Harassment</u></a>	35-36
<a href="#"><u>Shuttle Bus</u></a>	45
<a href="#"><u>Seminar Expectations</u></a>	17
<a href="#"><u>Seminar Grades</u></a>	17-18
<a href="#"><u>Seminar Pass Procedure</u></a>	18
<a href="#"><u>Site Council</u></a>	45
<a href="#"><u>Sportsmanship</u></a>	42
<a href="#"><u>Standardized Grading Procedure</u></a>	14-15
<a href="#"><u>Strategic Plan</u></a>	7-8
<a href="#"><u>Student Activities &amp; Sponsors</u></a>	8
<a href="#"><u>Students Convicted of a Felony</u></a>	40
<a href="#"><u>Suspension/Expulsion Policy</u></a>	34
<a href="#"><u>Tardies</u></a>	33
<a href="#"><u>Telephone Use</u></a>	25
<a href="#"><u>Testing Services</u></a>	19
<a href="#"><u>Tornado Drill</u></a>	26
<a href="#"><u>Travel to National Conferences</u></a>	27
<a href="#"><u>Travel to School Activities</u></a>	27
<a href="#"><u>Valedictorian &amp; Salutatorian Recognition</u></a>	10
<a href="#"><u>Vision</u></a>	7
<a href="#"><u>Wamego High School Athletic/Activity Good Standing Code</u></a>	41-42
<a href="#"><u>Weapons Policy</u></a>	39-40
<a href="#"><u>Wellness Policy</u></a>	26-27
<a href="#"><u>Zero Hour</u></a>	27
<a href="#"><u>Additional Fees</u></a>	Appendix A

2019 - 2020

# Daily Schedule

Red Day	
0 hour	7:00-8:02
Block 1	8:10-9:45
Block 2	9:50-11:25
Block 3 -- Begins	11:30
1st Lunch	11:30-12:00
2nd Lunch	11:40-12:10
3rd Lunch	11:50-12:20
4th Lunch	12:00-12:30
5th Lunch	12:10-12:40
Block 3 -- Ends	1:35
Block 4	1:40-3:15

White Day	
0 hour	7:00-8:02
Block 5	8:10-9:45
Block 6 - Seminar	9:50-11:25
Block 7 Begins	11:30
1st Lunch	11:30-12:00
2nd Lunch	11:40-12:10
3rd Lunch	11:50-12:20
4th Lunch	12:00-12:30
5th Lunch	12:10-12:40
Block 7 Ends	1:35
Block 8	1:40-3:15

# PLC Wednesday Schedule

Red Day - PLC Wednesday	
Block 1	8:55-10:15
Block 2	10:20-11:45
Block 3 -- Begins	11:50
1st Lunch	11:50-12:20
2nd Lunch	12:00-12:30
3rd Lunch	12:10-12:40
4th Lunch	12:20-12:50
5th Lunch	12:30-1:00
Block 3 -- Ends	1:45
Block 4	1:50-3:15

White Day - PLC Wednesday	
Block 5	8:55-10:15
Block 6 - Seminar	10:20-11:45
Block 7 Begins	11:50
1st Lunch	11:50-12:20
2nd Lunch	12:00-12:30
3rd Lunch	12:10-12:40
4th Lunch	12:20-12:50
5th Lunch	12:30-1:00
Block 7 Ends	1:45
Block 8	1:50-3:15

# WAMEGO HIGH SCHOOL FACULTY AND STAFF

## ADMINISTRATION

Tim Winter Superintendent of Schools  
Dr. Chad Brecheisen Principal  
Dennis Charbonneau Assistant Principal and Activities Director

## BOARD OF EDUCATION

Cory Meyer, Rob Pettay, Michelle Johnson, Ryan Hargitt, Nicolette Ziegler, Bruce Coleman,  
Sheryl Wohler

## OFFICE STAFF

Kim Stewart – Paige Padgham – Patricia Goehring

FACULTY NAME	TEACHING ASSIGNMENT
Ryan Anderson	Business
Anita Aubert	FACS
Julie Ayers	Physical Education
Carl Behrens	Science
Tammy Biswell	FACS
Kevin Brown	ACE/VPL Lab
Crystal Brunner	ESL
William (Ross) Conner	Social Studies
Ron Cook	Social Studies/HELP
Daniel Denlinger	Science
Karla Denlinger	Science
Kelly Estes	Special Education
Amanda Glotzbach	Math
Lotus Hazlett	Foreign Language
Troy Hemphill	Social Studies
Shawn Hornung	Social Studies
Drew Horton	Vocal Music
Brad Koehn	Drafting/Woods

Jina Kugler	Counselor
Madsion Langford	English
Mary Lonker	English
Brian McIntosh	Physical Education
Hannah Merle	Art
Weston Moody	Physical Education
Andy Morton	Agriculture Ed
Karen Morton	Enhanced Learning
Tegan Nusser	Math
Brian Oliveras	English
Jim Page	Special Education
Heather Petermann	Special Education
Michael Petermann	English
Chris Richmond	Instrumental Music
John Scoggins	Math
Lori Scoggins	Media Specialist
Suzanne Sprenkle	Foreign Language
Taylor Stewart	Counselor
Maggie Strait	Special Education
Jeff Suther	Business
Science	Dr. Allen Sylvester
Deborah Sylvester	Math
Mindy Thierolf	English/Yearbook
Jennifer Topliff	Oral Comm. /Drama
Tyler Vela	English
Greg Webb	Math

## **PRINCIPAL'S MESSAGE**

Welcome to the 2019-2020 school year. It is with great anticipation that I look forward to working with each student at Wamego High School. Within this school, you have the opportunity and the resources to begin preparing the road map to your dreams and goals for your adult life. All faculty and staff at Wamego High are here to help you with this exciting journey. We sincerely want all students to reach their full academic potential. This is only possible if you are committed to doing your very best. I challenge you to strive for greatness. Let us work together to achieve and celebrate greatness at Wamego High. Go Raiders!

## **WAMEGO HIGH SCHOOL MISSION STATEMENT**

Wamego High School will ensure the success of every student.

## **WAMEGO HIGH SCHOOL VISION STATEMENT**

Our vision is all students will graduate from Wamego High School after meeting or exceeding content standards. They will see relevance and take ownership of their learning; grades are secondary, feedback is primary. We will value all members of the learning community.

## **WAMEGO HIGH SCHOOL COLLECTIVE COMMITMENTS**

- We will base all of our decisions on what is best for each student
- We will provide a safe and supportive environment for all
- We will collaborate openly, honestly, and respectfully
- We will stay current with research-based best practices
- We will sustain a comprehensive system of support to ensure student learning
- We will provide timely, relevant, and effective feedback to all member of the learning community
- We will identify and communicate essential questions, content, and skills to all
- We will utilize technology and stay current with advances in the field

## **STRATEGIC PLAN**

**Mission Statement** Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.

### **District Vision Statement**

Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

### **District Collective Commitments**

- We are committed to each of the five goals as identified in the USD 320 Strategic Plan (2011-2016).
- We are committed to professional learning communities (PLCs) as the means of continuous school improvement.
- We are committed to continuous and demonstrable systemic improvement and believe this is the primary way an organization meets its mission and vision.
- We are committed to providing learning environments in our schools so that each child's educational needs are frequently assessed and action is taken based on that assessment.



- We are committed to regularly using data to guide change and improvement.
- We are committed to providing students with a rigorous and relevant curriculum needed for effective learning for all students.
- We are committed to supporting teachers in their endeavor to provide high quality instruction.
- We are committed to effective leadership whereby leaders listen carefully, anticipate future needs, and work to engage others in leadership initiatives to shape necessary changes.

### **STUDENT ACTIVITIES & SPONSORS**

<b>CLUB</b>	<b>SPONSOR</b>
Art Club	Hannah Merle
Band	Chris Richmond
Baseball	Jerry Johnson
Basketball (Boys)	Troy Hemphill
Basketball (Girls)	Brian McIntosh
Cheer	Aubrey Brown
Cheer Assistant Coach	Harley Tyler
Cross Country (Boys & Girls)	Rick Patton
Culinary Arts	Anita Aubert
Dazzlers	Angie Dillon
FBLA (Future Business Leaders of America)	Jeff Suther
FFA (National FFA Organization)	Andy Morton
FCCLA (Family Career & Community Leaders of America)	Tammy Biswell
Football	Weston Moody
Golf/Boys and Girls	Scott Kitch
KAYS	Jina Kugler
Jazz Band	Chris Richmond
CFL (Catholic Forensics League)	Jennifer Topliff
NHS (National Honor Society)	Shawn Hornung/Suzanne Sprenkle
Scholars Bowl	Ron Cook
Science Club	Dr. Allen Sylvester
Softball	Luke Meyer
World Cultures Club	Susanne Sprenkle
Student Council	Ross Conner/Mary Lonker
SADD (Student's Against Destructive Decisions)	TBD
Tennis (Girls)	Scott Levendofsky
Track (Boys & Girls)	Weston Moody
Vocal Music	Drew Horton
Volleyball	Cathy Foote
Weights Club	Brad Koehn
Wrestling	Kevin Brown
Yearbook	Mindy Thierolf
Senior Class Sponsor	John Scoggins/Heather Petermann
Junior Class Sponsors	Brad Koehn/Jennifer Topliff
Sophomore Class Sponsors	Kim Stewart/Paige Padgham
Freshman Class Sponsors	John Scoggins/Lori Scoggins

### GRADE LEVEL CLASSIFICATION

This policy began in the 2004-05 school year and currently applies to all students. Classification affects testing, seminar assignments, prom eligibility, senior pictures, etc.

Freshmen:	less than 6 credits
Sophomores:	6.0 – 11.75
Juniors:	12.0 – 16.75
Seniors:	17.0 +

Classification is from August to August. This allows students to earn credits through the summer. This can be done through an approved summer school program. USD 320 will not pay students' fees for summer school.

For students who are repeating a grade level due to limited credits earned: Once the fall semester is completed and a student has earned enough credits to move to the next grade level, the student and their parents may request a hearing for consideration to move to the next grade level. This request is to be in writing and received by the high school principal by the end of the second week of the spring semester. The decision to remain at the current grade level or be promoted to the next grade level will be determined by the grade level student intervention team (SIT), a counselor, and one of the administrators. The decision will be based on number of credits currently earned, attendance history, and behavior.

### GRADUATION REQUIREMENTS

- 4 units of English
- 3 units of Social Studies (1 must be World History & Geography, one must be American History and .5 must be American Government)
- 3 units of Mathematics
- 3 units of Science
- 1 unit of Physical Education
- .5 unit of Oral Communication
- .5 unit of Technology
- 1 unit of fine arts
- 24 units of total credit
- 8 semesters of attendance (Exception: Partial Early-Out)
- Students must enroll in at least 2 core curriculum courses each semester. Courses must be selected from English, Mathematics, Science, or Social Studies.
- Successful completion of Senior Interview Day
- Students who need outside credits to meet the 24 credits required for graduation must be enrolled in those courses on or before **March 6, 2020**. The Wamego High School guidance office must have verification of successful completion of the courses/credits no later than **May 8, 2020** in order to be counted toward the needed number of credits and have the opportunity to participate in graduation exercises on **May 16, 2020**.
- The Wamego High School Graduation ceremony is reserved for students who fulfill all graduation requirements and remain in attendance at Wamego High School. Students who do not meet the academic and attendance requirements at Wamego High, but earn the right to receive a diploma through an alternative learning center will not be eligible to participate in the Wamego High School graduation ceremony. Alternative Learning Center students have forfeited the privilege to participate in Wamego High activities.

No student may participate in graduation activities until all graduation requirements have been met, **all financial obligations have been paid, and all disciplinary obligations fulfilled.**

**In order to be eligible for participation in graduation, one must be a bona fide 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 to participate.**

Grades for teacher aides and office assistants will be posted on grade cards, but students do not earn credit toward fulfilling graduation requirements. Only seniors in good standing may be student aides.

Successful completion of Senior Interview Day is required for graduation.

### **EARLY GRADUATION REQUEST (policy JFCA)**

**(Adopted by BOE August 11, 2008)**

Students wanting to graduate early will need to meet with a school counselor to prepare and submit a proposal to the building principal that indicates the following:

- Reason for the request (future plans)
- Schedule of when, what, and where classes will be taken
- A letter of support written and signed by the parent

Juniors wishing to graduate a semester early will need to submit their proposal to the building principal no later than December 1 of the year prior to the proposed December graduation date.

### **VALEDICTORIANS & SALUTATORIANS FOR GRADUATION**

**(Approved By BOE May 2011)**

Recognizing Valedictorian and Salutatorian for Graduation.

- Weighted cumulative GPA to the nearest 1/100<sup>th</sup> decimal place will be used to establish student rank. Ties will not be broken.
- Valedictorian will be defined as the student(s) with the highest cumulative GPA, #1 rank for the graduating class.
- Salutatorian will be defined as the student(s) with the 2<sup>nd</sup> highest cumulative GPA, #2 rank for the graduating class.
- Students achieving a weighted cumulative 4.0 GPA or higher will also be distinguished with the wearing of an honor cord during the graduation ceremony and so noted in the graduation program.

### **PRE-COLLEGE CURRICULUM REQUIREMENTS FOR SCHOLARSHIP APPLICANTS**

As a Kansas high school graduate, you may be eligible for one of three state-sponsored scholarship programs:

- State Scholarship Program;
- Minority Scholarship
- Kansas Teachers Scholarship

To be eligible for one of these scholarships, you must complete all the required courses for the pre-college curriculum, plus an additional three units as follows: Math- 1 additional unit; total of 4 units required; Foreign

Language - 2 units required; Natural Science - students applying for a state-sponsored scholarship must take Biology, Chemistry, and Physics.

### **KANSAS REGENTS QUALIFIED ADMISSION REQUIREMENTS AND PRE-COLLEGE CURRICULUM**

To qualify for admission to Kansas Regents Universities (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas and Wichita State University), you must meet one of the following requirements:

- Achieve an ACT score of 21 or a 980 SAT; or
- Rank in the top third of your graduation class
- Complete the pre-college curriculum with at least a 2.0 grade point average on a 4.0 scale.

#### **Kansas residents graduating from accredited high schools**

To qualify for admission to KU as freshmen, students graduating from an accredited high school in Kansas must submit a completed application with the \$30 fee and meet the following requirements:

- 2.0+ GPA in the Kansas Qualified Admissions curriculum and
- 3.0+ overall GPA and 24+ ACT (1090+ SAT)
- 3.25+ overall GPA and 21+ ACT (980+ SAT )
- If applicable, achieve a 2.0 GPA or higher on any college credit taken in high school

The pre-college curriculum consists of:

- Four Units of English
  - At least one unit of English or language arts must be taken each year of high school
- Three Units of Mathematics
  - 3 units required in high school at or above the level of Algebra I (if students reach the ACT Math readiness benchmark of 22).
  - 4 units required in high school at or above the level of Algebra I (if students do not reach the ACT Math readiness benchmark of 22).
  - Mathematics courses completed in middle school or junior high school will not count toward the Qualified Admissions math requirements.
  - Upon approval of the Kansas Board of Regents, completion of both Applied Mathematics I and II can be substituted for Algebra I only.
  - *You are strongly encouraged to take a mathematics course every year of high school.*
- Three Units of Social Studies
  - One unit of U.S. History
  - One half unit of U.S. Government
  - One half unit selected from World History, World Geography, or International Relations.
  - One unit selected from Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, and/or Race and Ethnic Group Relations
- Three Units of Natural Sciences
  - At least one unit must be in Chemistry or Physics
  - Two units selected from Biology, Advanced Biology, Chemistry, Physics, or Physical/Earth/Space Science
  - One-half Unit in the field of Computer Technology

Students who are planning to participate in college athletics may need to register with the NCAA Clearinghouse (Division I or Division II) or the NAIA (NAIA schools). Eligibility for college athletics may require more core courses, a higher grade point average, and a higher ACT score than required for graduation or qualified admissions. For example, Division I athletes must complete 16 core courses, seven of which must be in English, science, math or natural/physical science. The other three can be languages or core classes. Student athletes should visit with their high school counselor as well as visit [www.playnaia.org/](http://www.playnaia.org/) or [www.eligibilitycenter.org/](http://www.eligibilitycenter.org/)

### **COLLEGE CLASSES**

#### **IDCE College Classes (See JBE) IDCE Approved: 7/13/2009; 05/2019**

With parental and the principal's permissions, students are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college as they fit with the student's individual plan of study.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. If the student schedule precludes the student from completing graduation requirements during a regularly scheduled high school class time, other options for completing those credits can be explored, including but not limited to: high school online Edgenuity courses, on-site college courses for concurrent credit, and online college courses for concurrent credit. For technical courses that include core course components (such as English, math and science), the district and college may enter into an agreement to offer equivalent high school core credit for the technical college class. Students interested in pursuing this option should discuss their plan with a school counselor and potentially make a proposal to the building principal.

#### **Concurrent (Dual) Enrollment**

The expectation for courses that are offered for concurrent credit at Wamego High School is that students choosing to enroll for college credit make every effort to enroll in the course on the WHS campus during the regularly scheduled school day. If the concurrent credit course cannot reasonably be made to fit in the student's schedule other options can be explored in the following order of priority:

Option A: complete the course on site at Wamego High School

Option B: complete the course on site at the college

Option C: complete the course online through the college

Students who take any concurrent credit course on the WHS or college campus are responsible for all costs associated with the course. Students agree to submit their college grades to be entered onto their high school transcripts. Concurrent credit grades will count toward the student's grade point average and class rank as well as eligibility.

#### **IDCE College Classes (See JBE) IDCE-2**

#### **Transfer of Hours for Student Transcript**

Students attending concurrent credit classes under this policy may enter their college record on their high school transcript. Courses that are taken at the high school (including online independent study college courses) will receive the same credit as any high school course (.5 credits per semester) and the student will earn the same grade for the high school and college course. Any college courses entered on the high school transcript for high school credit will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

Students who take courses online or on the college campus will need to supply a college transcript to the high school counseling office if they want the credit entered on their high school transcript. For courses taken at the college campus, students will earn credits according to the following ratio.

5 college hours = 1.0 high school credits

3 college hours = 0.5 high school credit

### **PARTIAL EARLY-OUT POLICY**

- A student must enroll in 7 courses each semester, plus SIP (unless approved by the administration.) Part-time attendance is permitted only during the 8th semester.
- Students who take the partial early out must make arrangements to participate in the scheduled senior interview day.
- Written application to the building principal requesting the partial early-out is required. The application must include plans for the time when the student will not be in school. Included with the application there must be a letter of approval from the parent(s) and a letter from the school or employer where the student will be involved during his or her time out of school. A parent or relative cannot employ the student. Consideration to approve or deny an applicant's request for a partial early out will be based on the following criteria:
  - Attendance- both absences and tardies for the previous year
  - Standardized test scores
  - Grades
  - Discipline referrals
  - No Academic Warning ("W") in any class during 1<sup>st</sup> semester of the senior year
  - No out-of-school suspensions in their senior year
  - Instructor feedback
- Students taking partial early out must maintain acceptable attendance and academic progress. Failure to continue to meet these criteria may result in termination of the partial early out and the student will be re-enrolled in classes full time for the remainder of the semester.
- Students taking a partial early out must be enrolled in two consecutive blocks of school, one of which must be a core class. Students who choose a partial early out and desire to participate in KSHSAA-sponsored activities must meet KSHSAA participation requirements as well.
- Students must either be employed or in school equal to the amount of time that they are out of school. Forty hours is considered a full work week and 12 hours of college is considered full time.
- Attending courses enrolled in at Wamego High School takes priority over college courses or work schedules. Arrangements need to be made by students taking partial early out to be in attendance on testing days or any time when WHS schedule is reversed.

### **COURSE TEST OUT OPPORTUNITY** **(USD #320 BOE Policy IIA & IIA-R)**

(Policy IIA) The Board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a course by a test out procedure at the high school level.

(Policy IIA-R) Any high school student who may request a test out opportunity must meet the following guidelines:

1. To be eligible to participate in the testing program, a student must meet one of the following criteria: (a) Be identified as academically talented; (b) have a GPA of 3.2 or above, accumulative. Teacher, counselor and parent recommendation and principal approval are required before a test out option may be granted.

2. Students must be able to demonstrate superior ability in the subject area with a score of 85% or above on a departmental examination that is based on course exit outcomes. The department will develop alternate exams based upon the same course objectives and exit outcomes.
3. A department representative working in conjunction with the Director of Curriculum and Instruction shall develop the exam. The examination will be kept on file in the principal's office or the office of his/her designee and administered by the principal or his/her designee.
4. The student must file a request to test out with the principal or his/her designee at least 30 school days before the end of the semester prior to the offering of the course or with special permission of the principal.
5. Prior to the test date, the student will meet with the department representative to receive the course outcomes, instructional materials, and test date.
6. Students will receive credit with a minimum score of 85%. All credit will be recorded on the transcript of the grade level at which the student is enrolled. The student's transcript will reflect the name of the course, amount of credit, and TEST-OUT designation. A grade will be assigned to the student based on the following scale:
7. 100% = A+      99% - 95% = A      94% - 90% = A-      89% - 87% = B+      86% - 85% = B

If the student does not pass the test, no entry is to be made on the official transcript.

### SEMESTER FINALS

Semester finals are a part of the academic requirements at WHS. Should a student not be available for final(s) on the scheduled day(s), prior arrangements will need to be made with the administration and instructor(s) to complete the exams. No finals will be given prior to finals week.

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. In addition to a final, this culminating assignment may be a unit test, project, paper or similar assignment to end the semester. If the culminating assignment occurs prior to the last class day of the semester in a year-long class, classroom activities and teaching will continue through the last day. This may include beginning the next unit to be continued at the start of second semester. In a semester course, the culminating assignment or final will occur on the last scheduled class period. During the spring semester, the culminating assignment or final will occur during the scheduled time for finals on the last week of school. The culminating assignment will be a required summative assessment for every student; Unless the student meets the opt out requirement.

### STANDARDIZED GRADING PROCEDURE

**The Wamego High School Mission is to ensure each student reaches a high level of achievement as measured by local, state, and national standards.**

**We feel very strongly that learning must take place and be continuous to accomplish this mission. Grades serve as the tool to measure learning. However, our primary focus is learning. Therefore we have developed the following beliefs:**

#### **Wamego High Learning Beliefs**

- **All students can learn**
- **Learning is essential**
- **Students are held accountable for their learning**
- **Assessments are authentic, relevant, and rigorous**
- **Student grades will reflect what students know and can do**

Grading and assessment practices may vary from department to department. These beliefs however are constant and provide the fundamental rationale for the WHS grading policy.

### Definitions

**Academic Warning (“AW” or “W”):** Anytime a student fails an assessment (earns below a 70%) the student will be on academic warning. Student will remain on academic warning until the W has been removed due to the completion of class requirements for that assessment as deemed appropriate by the instructor. A student on academic warning is not eligible for early out privileges and must attend Seminar.

### Standardized grading scale for all courses

<i>A+</i>	<i>100%</i>	<i>A</i>	<i>99-93%</i>	<i>A-</i>	<i>92-90%</i>
<i>B+</i>	<i>89-87%</i>	<i>B</i>	<i>86-83%</i>	<i>B-</i>	<i>82-80%</i>
<i>C+</i>	<i>79-77%</i>	<i>C</i>	<i>76-73%</i>	<i>C-</i>	<i>72-70%</i>
<i>F (No Credit) Below 70%</i>					

## POWERSCHOOL

### PowerSchool Parent Access

PowerSchool’s Parent Access provides parents or guardians round-the-clock access to real-time information about their child’s attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments, and ways they can help their child at home. Parents or guardians can contact teachers via email; teachers’ addresses are linked right on the front page. You can also elect to receive periodic emails with attendance and grade updates, if that method is easier for you than going to the site.

### Getting Started

All parents should receive a letter (first time enrolled in the district) in August that gives you your students’ username and password. If you do not receive this letter, please notify the high school office, and they will mail one home or you may come into the office and pick one up. For security reasons, we do not email this information or give out passwords or user names over the phone.

## ACADEMIC AWARDS & HONOR ROLL

The Honor Roll will be posted at the end of each semester. Students can earn Honor Roll based on Academic GPA if they are in good standing and have no recorded suspensions during the semester. Students will be recognized as Honor Roll or High Honor Roll based on the following:

### **Honor Roll 3.7 - 3.99 G.P.A. High Honor Roll 4.0 or Higher G.P.A.**

The scale used to determine a student’s G.P.A. is as follows:

A 4.00	B- 3.00
A- 4.00	C+ 2.67
B+ 3.67	C 2.33



B 3.33            C- 2.00  
F- No Credit 0.00

*In addition, the following scale will be used to determine a student's GPA in AP courses in which they are enrolled:  
(adopted by BOE June 2001)*

<i>A 5.00</i>	<i>B- 4.00</i>
<i>A- 5.00</i>	<i>C+ 3.67</i>
<i>B+ 4.67</i>	<i>C 3.33</i>
<i>B 4.33</i>	<i>C- 3.00</i>
<i>F- No Credit 0.00</i>	

### **Academic Awards**

Wamego High School will publish the Honor Rolls on a semester basis. Students who are on the High Honor Roll or the Honor Roll for two semesters will receive a letter and academic lamp. For each additional semester a student is on the High Honor Roll or the Honor Roll, he/she will receive a bar to be placed on the letter.

Each department will select an outstanding student who will receive a plaque in recognition of his or her achievement. A second student will receive a medal for significant department achievement. Additional student(s) may receive certificates for their department achievement.

Each semester teachers nominate students from their classes for Real Raider Recognition. The following standards of excellence are used as the criteria for selection:

- positive contributions in class;
- consistent effort in completing assignments;
- good classroom behavior, positive interaction with other students and staff members;
- good attendance, few or no tardies;
- academic progress (judged by the student's ability); and
- no Academic Warnings.

These students will be recognized each semester with a letter and card to the parents, and their names published in the local paper.

### **STUDENT ELIGIBILITY POLICY**

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**“Eligible”** is defined as: Being in good standing academically and behaviorally. **“Ineligible”** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is ran by the office. For the fall, the first eligibility report will be ran

by the office on **September 3, 2019**. For the spring semester, the first eligibility will be ran by the office on **January 21, 2020**.

- Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

Student conduct and attendance will also be tied to participation in extracurricular activities. A student who is ineligible due to disciplinary actions could lose the privilege to participate in extracurricular activities.

**In order to be eligible for participation in activities, one must be a bona fide 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 to participate.**

#### ACADEMIC SEMINAR POLICY

- Seminar teachers will take attendance and distribute grade sheets to students.
- The teachers and staff are here to provide opportunities for student success to happen, but ultimately success is the student's responsibility. Teachers are available to work with students during seminar as well as before and after school to ensure student success. Grade sheets printed in seminar will serve as hall passes and be signed by teachers providing remediation.
- **The seminar teacher is responsible for checking all their seminar students back in at the end of seminar. Students who fail to report back to seminar will receive an after school detention to be served with the seminar teacher.**

#### SEMINAR EXPECTATIONS

Behavior expectations are the same as in any regular classroom:

- No food or drink
- Cell phone use will not be tolerated during seminar. If students are accessing their cell phone for any reason without permission, it will be confiscated and the student will be assigned a detention.
- No card playing
- No sleeping
- No socializing
- Must have materials to work on
- Must make good use of time
- No computer game playing

Refusing to work or bring materials will result in classroom consequences.

The student's academic progress/achievement will always be the priority before any activity participation during Seminar period.

#### SEMINAR GRADES

Students will receive a citizenship grade for Seminar. Grades will be based on the student's appropriate use of Seminar time and adherence to Seminar rules. These grades are being assigned to communicate more effectively with parents and appropriate support personnel. The grades will appear on the student's grade card; however, it will not affect the student's GPA.

Daily grades for each Seminar period will be kept in the teacher's grade book and will be determined based on the following four criteria:

1. Bringing materials to class
2. Following hall pass rules
3. Using Seminar time productively
4. Demonstrating appropriate classroom behavior

Each student will receive appropriate points (0-4) each day based upon his or her successful completion of the above listed criteria. EXCUSED absences are NOT to be figured in the student's grade, but UNEXCUSED absences are to be assigned a ZERO for that day.

#### **SEMINAR PASS PROCEDURE**

1. Teachers will utilize grade sheets to have students go to the teachers. The grade sheets must be signed in and out by classroom teachers and return with the students to their seminar room to be verified by their seminar teacher.

Seminar: This is a time that students can work on assignments, seek assistance from instructors, conduct club meetings, Social Emotional Lessons, enrichment activities and receive additional music instruction/practice.

#### **FOREIGN EXCHANGE STUDENTS**

(For Wamego High School students interested in becoming a foreign exchange student.)

Students with a goal of becoming a foreign exchange student may petition the Board of Education for approval to take multiple core classes in the same year and/or to test out of courses. Students are encouraged to discuss this decision with a guidance counselor prior to their enrollment meeting in preparation for their final year of attendance at Wamego High School. Students who plan to be exchange students in their senior year must apply for a test out opportunity no later than **May 1 of their sophomore year**.

If the petition to the board is approved, students will meet with an administrator or classroom teacher(s) to discuss course objectives and acquire preparation materials. The student will take the final test in August before the school year begins. If the student does not score at least an 85% on the final test, the student's schedule will be adjusted to include the course during the junior year.

Students who cannot complete the required 24 total credits during the junior year may choose to take approved elective credits through correspondence courses, at an approved alternative school during the junior year, or from the school in the host country during the exchange school year. All core class requirements must be completed as part of the school year or a test out opportunity. The school district is not responsible for any of the costs associated with attaining credits outside of Wamego High School.

#### **GUIDANCE AND COUNSELING SERVICES**

The counselors are here to help all students in any way possible. Some of the most common ways include:

- Educational planning: information about high school requirements, technical schools, colleges, scholarships and financial aid.
- Occupational planning: current references concerning occupations and files of information on varied occupations available.
- Understanding abilities and interests: scores made on school and college achievement tests, interest inventories and occupations that suit individual interests.

Students are welcome to visit the guidance office for assistance with any questions they may have, or to discuss anything that will help them be successful in school or out of school.

Frequently, students request counseling to discuss problems concerning adjustments to school, getting along with others, study habits, or selections of school subjects. Appointments with the counselors may be made by reporting to the guidance office before or after school, or by stopping in for a minute between classes if time permits.

### **SCHEDULE CHANGES AFTER ENROLLMENT**

As a student, when you enroll for the following school year, you are making a commitment to that class schedule. Changes in class schedule will be allowed:

- Once the semester begins, a student wishing to change a class must first pick up a class change form from the guidance office and get the signatures of the instructor teaching the class he or she wishes to change to and the instructor teaching the class he or she wishes to change from. This can only be done prior to the fifth full school day of each semester.
- Once the instructors agree on the class change, the student and parents(s) must meet with a counselor to discuss the reason(s) for the class change.

Beginning with the third full day of classes for the semester, if a drop is requested, a “W/F” will be issued on the transcript – a student withdrew from the class and failed to meet the requirements for credit issued at the end of the semester.

### **TESTING SERVICES**

Throughout high school, guidance tests will be given. Some of the ways in which these tests are used are as follows: 1) to help teachers and the counselor identify students' special strengths and weaknesses in order to make instruction and counseling more effective; (2) to help students realize the field in which they can expect to excel and which may require special effort; (3) to help parents understand the abilities of their children; (4) to provide a means of comparing achievements of WHS students with students of this state and the nation; and (5) to provide a basis for recommending students for scholarships or special employment. These test results will not affect the report card grades, but they will form a part of each student's records. Individual scores, in most cases, will be discussed confidentially.

### **SENIOR CLASS TRIP**

USD 320 does not condone or recognize unauthorized senior “skip” days. Each senior class has the opportunity to present a proposal to the USD 320 Board of Education requesting approval for an organized, adult-supervised trip. Following are expectations in order for a proposal to be considered:

- The class is to submit its request to the board of education for consideration no later than the regularly scheduled January board meeting. The proposal is to be turned in to the building principal before the end of the first semester for review.
- The proposal is to address the following items:
  - Rationale for the trip
  - Date of trip
  - Itinerary
  - Cost of activities- What the class will incur, what individuals would be responsible for themselves
  - Sponsors who will be going to supervise

In order for a senior to be eligible to take the trip, they must meet the following stipulations:

- Be academically and behaviorally eligible for the week/day of the scheduled trip
- Have been in attendance the last two blocks of the previous school day
- Must not have been absent due to taking a “skip” day from school
- All financial obligations must be paid

All seniors eligible to participate on the sanctioned senior class trip, as well as a parent, are required to sign a behavioral contract agreeing to abide by the expectations listed below:

- All school rules and policies pertaining to appropriate behavior apply to individuals while on the senior class trip.
- Any student who fails to comply will be assigned to remain with a sponsor for the remainder of the trip. If a student refuses to comply with this expectation, parents will be contacted to come get their son/daughter, and consequences for failure to comply will be imposed at school.
- For any criminal acts, students will be subject to legal consequences and/or school-imposed consequences the same as if an incident took place on school property.
- Students and parents must agree that they will not participate in a senior skip day after the date of the sanctioned senior class trip.

### LIBRARY MEDIA CENTER EXPECTATIONS/GUIDELINES

LIBRARY MEDIA CENTER: The library media center provides students the opportunity to access resources and information. To make this possible, all students are asked to follow these guidelines:

1. To check out materials, students must have either their student handbook with library barcode attached **or know their library checkout/ lunch number.**
2. Students checking out materials will be held responsible for the cost of replacing lost or repairing damaged items (including textbooks). Students should report lost materials immediately, as this will stop fines or replacement costs from being levied.
3. Students who have checked out textbooks for first semester classes are responsible for the return of these textbooks upon completion of the semester. There are courses offered in second semester that use the same textbooks, so it is imperative that the books are returned to the library media center.
4. Library materials may be renewed one time and may be checked out as follows:
  - Three-week checkout - The following materials are checked out for three weeks with one renewal: fiction, story collections, nonfiction.
  - Weekly checkout - The following materials are checked out for one week with one renewal: Career Resource Center, Professional Collection, Special Collections, magazines (excluding the current issue), vertical file, videos, audio books, CD-ROMs, and DVDs.

- Block/Overnight checkouts - The following materials are checked out for one (1) block during the school day or overnight: reference books, current magazines, reserve materials. Overnight materials are due back prior to the first block of the following day.
5. Library materials must be returned or renewed on or before the date due. If not, fines will be applied as follows:
- Three-week materials - \$.10 per school day
  - One-week materials - \$.10 per school day
  - Block/Overnight materials - \$.10 per block

Students are responsible for taking care of overdues and fines in a timely manner. **Students with more than two overdue books and/or textbooks or more than \$5.00 in fines will be put on restricted library usage until obligations are taken care of.** Fines paid at the time of renewal or check-in will be levied at 1/2 the fine (save 50%!).

6. **Seminar: The library media center is not a social venue during Seminar; therefore, students need to plan ahead and pick up a Seminar pass from the library media center before Seminar begins. Students will need to get that pass signed by their Seminar teacher and bring it with them to the library media center. Seminar teachers may or may not elect to allow students with a pre-signed Seminar pass to go to the library media center. Students who are not studying or using the library resources will be sent back to their Seminar and may be restricted from using the library media center in the future.**

#### GENERAL RULES FOR STUDENTS

1. Students should report a change of address, parent/guardian email or phone number to the office.
2. If a student is withdrawing from school or transferring to another school, a withdrawal slip must be obtained from the office. This slip allows the student to obtain grades and clearance for school property. Completed slips must be returned to the office.
3. Card playing, gambling, and/or foul language will not be allowed on school premises.
4. Students are asked to stay out of the office unless business is being conducted.
5. No food is allowed in classrooms. With teacher permission, bottled water in the original bottle with screw-on lids will be allowed in classrooms.
6. Students must restrict their feelings of affection at school to holding hands.
7. Students guilty of damaging school property will be responsible for replacement or repair costs.
8. Personal electronic devices, such as cell phones, iPods, pagers, etc. may not be accessed by students during class, unless they are being used for instructional purpose as defined by the teacher. These devices must be turned off and out of sight during class. Students using or accessing an electronic device for any reason without permission during class time may be assigned an after-school detention to be served with the teacher. The device may be confiscated until the end of the day to be returned to the student. Students may use personal electronic devices during passing times or lunch, provided they are not used to infringe upon the rights of others.
9. Students sent to the ACE room for disciplinary reasons will not be allowed to use Cell phones and other electronic devices.
10. Guns, knives, and pyrotechnics will be strictly prohibited on school property and/or at a school activity. Any knife not fitting the definition of a weapon is also prohibited at school. Any knife not fitting the description of a weapon found in a student's possession will be confiscated, turned in to the office, and will require a parent to come to school to pick it up.
11. Duplication or use of another's work and/or represented, as a student's own (plagiarism) will be considered a serious offense. It is recommended that contact and/or a conference is held with any/all of the following:

administrator(s), instructor(s), parent(s), and student(s) involved. Any manner of cheating (including any dishonest means of completing an assignment, quiz, or test) will result in the same consequences as listed below for plagiarism. The consequences for duplication are as follows over the duration of a student's career at Wamego High School: The student and teacher will meet to establish the student's plan to complete the originally assigned work.

12. Unless the student is enrolled in zero hour or has made prior arrangements with an instructor, the building will be open to students at 7:30 AM. When students arrive at school, they are to proceed to the cafeteria area and remain there until the 8:02 warning bell rings to go to the first block of the day. Students are not to congregate in the hallways before school. On PLC Wednesday, upon arrival to school, students are to report to the cafeteria until the warning bell rings to go to the first block of the day.
13. Elevator use is limited to those individuals having a health-related condition, which makes use of the stairs a hardship. All other students are to stay off the elevators.
14. Students should not carry significant amounts of money or personal items of significant value to school. If any student has reason to bring a significant amount of money to school, he or she should bring it to the office and it will be placed in a sealed envelope and put in the office safe until the student needs the money or leaves for the school day. The school cannot guarantee the security of personal items or money that is not kept locked up or in personal possession of students. WHS cannot be held liable for lost or stolen items.

**DRESS CODE**  
**(USD #320 BOE Policy JCDB)**

Appearance and dress are primarily parental responsibilities, but the following minimum standards are expected during the school day and at all school sponsored activities: Any lost instructional time due to violations of the dress code will be recorded as unexcused.

1. Liquor, tobacco, drugs, drug paraphernalia, profanity, or sexually suggestive statements, pictures, and or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up the profanity, picture, or reference.
2. Sandals and/or shoes must be worn at all times.
3. No sunglasses will be worn in the building.
4. Hats/Head Coverings (including hoods of any kind) will not be allowed once the tardy bell rings for first hour until the school day ends at 3:15 pm. This applies to both males and females.
  - Failure to comply will result in staff confiscating the headwear and turning it into the office. The hat or head covering will be returned to the student at the end of the day and consequences may be assigned.
5. Any type of sleeveless garments must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under or over the garment. No undergarments should be visible. This includes tank tops, dresses and spaghetti strap shirts and sweater tops. The mid-section/torso, back & hips must be covered. Low cut tops that are provocative are not acceptable in the school setting. Length of shorts, skirts, & dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
6. No pajamas (items considered to be nightwear) are to be worn to school.
7. Blankets are not appropriate coverings and will not be allowed to replace a coat.
8. Students are not to wear sagging shorts, pants, or skirts to school. The waistband of shorts, pants, and skirts needs to be above the hip bones.
9. Appropriateness of dress will be determined by and enforced by the administration on an individual basis. Students will be asked to change inappropriate dress before returning to class.
10. Clothing with excessive holes particularly jeans & shorts may be deemed inappropriate.

## **DRIVING AND PARKING**

Any student of proper age and with a valid license may drive to school. This is a privilege, not a right. All students driving a vehicle(s) to school must submit a Vehicle Registration Form for that vehicle(s). If at any time during the year, a student begins driving a different vehicle to school, that student must come to the office to complete a new form with the new plate number. All students who drive to school must park their vehicles in appropriate areas, the northwest parking lot (student parking lot) or the street. Students may not park in designated faculty & visitor parking lots at either the high school or Central Elementary from 6:30AM to 4:00PM. Consequences begin with the first incident reported. See page 32 for consequences.

Permission to drive during school hours must be granted through the office. Student vehicles are off limits during the school day. City ordinances related to parking and driving will be enforced on USD 320 parking facilities. Any illegally parked vehicle may be ticketed or towed at the owner's expense. Students who exhibit reckless and/or dangerous driving conduct are subject to losing the privilege of using the school parking lot. If the violation is severe, law enforcement may also be contacted.

## **FOOD SERVICE**

Free or reduced priced meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

The school meal program for USD320 is designed to provide students with breakfasts and lunches that meet the nutritional needs of students at a reasonable price. All school meals meet the guidelines as mandated by the Healthy Hunger Free Kids Act.

- Breakfasts and lunches are available every full day of school. Students may choose skim chocolate, skim white or 1% white milk at every meal. Water is made available, free of charge, in every school in the lunchroom.
- Meals must be paid for in advance. Parents are responsible for maintaining a positive account balance. Payments may be made by sending a clearly labeled check to the school or with your student or with a credit card in the school office or online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - Each student has one meal account which is used for breakfast, lunch and ala carte (if permitted).
  - The Point of Sale software does not allow for family accounts, but money can be transferred from one student to another by contacting the Food Service office at 458-7801 extension 1026.
- Parents or other family members are welcome to eat with student. The school must be notified by 8:30am the morning you are planning on eating with your student – no exceptions.
- All scratch food production takes place at the District Kitchen. The meals served at the elementary schools are transported in special hot carts prior to serving.
- Home Prepared Lunches are permitted. These lunches should be sent in containers that students can easily manage on their own. Lunches should meet the nutritional needs of the individual. Candy, gum and pop are not allowed.
- Microwaves are not available at the elementary schools.
- Frequently asked questions are answered on the District website, Food Service page: <http://www.usd320.com/Programs/FoodService/documents/FoodServiceFAQ.pdf>

## **INFORMATION ABOUT MYSCHOOLBUCKS**

You can monitor your student's school meal account by setting up a free account at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your student's state ID#, which can be supplied to you by the school office or the Food Service office. In



addition to checking your student's meal balance online, parents may use their VISA or Mastercard to make an online payment.

### **Meal Accounts**

Meal policy and information can be located on the district website:

<http://www.usd320.com/Programs/FoodService/documents/Charging%20Policy.pdf>

It is our policy to never deny a student a meal. We recognize that students who are hungry do not perform as well in the classroom. Parents are notified via email when student accounts reach a low balance of \$10.00. Parents are also notified via email when student accounts reach a negative amount. In addition, all Middle School and High School students are verbally told that they need to bring lunch money once they have a negative account. Parents will be notified via letter when student accounts drop below -\$25.00. If a student account reaches -\$50.00, the account will be turned over to the District Office for collection. Students at the Middle School and High School lose their ala carte privileges when they have a negative account. They can continue to use their account for a school meal, but not ala carte purchases. If you are having financial difficulty, please complete and submit a free/reduced meal application.

### **Meal Etiquette**

- Trays are not to be taken from the Commons without permission.
- A place in the serving line may not be saved for friends.
- After eating, return your tray and dinnerware to the dish return window. Please place all waste paper in the trash cans.
- All students are expected to help keep the building and surrounding grounds neat by placing all trash in the receptacles placed throughout the area.
- Students remaining in the building during lunch period are limited to the *Commons and outside eating area*. No food or trays are allowed outside of the Commons without permission.

### **OPEN LUNCH**

(Approved by the BOE: 6-14-10)

Freshmen and Sophomores do not have open lunch privileges. They are to remain in the area of the cafeteria and/or the picnic tables outside the commons area during their lunch period.

Juniors and seniors will have the opportunity for open lunch. There will be no driving during the lunch period. To be eligible for the open-lunch privilege, juniors and seniors must have met the following requirements during the previous school year. Failure to abide by the above expectations may result in consequences as outlined by the district code of conduct.

### **LEAVING THE SCHOOL CAMPUS**

After a student has reported for school, the student may not leave the campus except for lunch (seniors & juniors only in) or by authorization of the office. All students must sign out at the office before leaving the building.

### **SCHOOL DANCES**

1. Dances will stop at a predetermined time, no later than 12:00 AM. No dances will be held on nights preceding a school day.
2. Admittance into the dances will be allowed one hour following the start of the dance.

3. No one under the influence of alcohol or drugs or anyone who has been consuming alcohol or drugs will be allowed to attend. Anyone violating this regulation will lose the privilege of attending future dances and will face consequences according to school policy.
4. A student must be academically & behaviorally eligible to attend.
5. Dances shall be limited to WHS students. For specifically determined dances, students may invite one guest. Guests must be in the ninth grade or under 21 years of age and be registered on the sign-up sheet in the office by the end of school on the Thursday prior to the scheduled dance. The guest's name and school they attend must be provided. The guest must be eligible at their school and show a picture I.D. when arriving at the dance. Students are responsible for the conduct of their guests. *High school dropouts will not be allowed to attend Wamego High School dances as guests.*
6. Once students leave the dance, they may not come back in.
7. All school rules will apply at dances. Violation of the school rules may result in expulsion from the dance and further consequences.

### **BREATHALYZERS**

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the test will be disciplined per school policy.

### **TELEPHONE USE**

Students are only to use the office phone when making telephone calls after gaining permission from office personnel.

### **LOCKERS**

Each student is provided locker space. It is best that a lock be placed on the locker. Students can use their own locks but must provide the office with a key or combination. Wamego High School will not assume responsibility for the security of personal belongings brought to school nor assume responsibility for security of the assigned lockers. Students taking physical education classes, band, or participating on an athletic team will be issued a combination lock to secure their personal possessions and school-issued equipment. Security of lockers and locker rooms cannot be guaranteed at all times. Wamego High School is not responsible for lost or stolen items that are not secured in a locked locker.

### **ANNOUNCEMENTS**

Announcements concerning school functions will be distributed by email during the second block of the school day. Daily announcements are e-mailed to staff and parents who request that they be received. All announcements must be written and signed by a teacher or sponsor. Announcements must be turned in by 8:10 am.

### **POSTERS**

Only posters directly related to WHS events may be posted throughout the school. Posters advertising non-school events must receive administrative approval before being posted. Posted items should be placed on provided bulletin boards or tack strips. Each organization is responsible for taking down the posters immediately after the event.

### **ASSEMBLIES**

All students are required to attend assemblies. Student behavior should be appropriate for the program provided. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during the program. Students should show respect for those presenting or taking part in the program. Students who are asked to leave the assembly will be assigned detention time, and their future attendance at assemblies will be jeopardized.

**ASSEMBLY SEATING ARRANGEMENT (Auditorium)**

Seniors - Front of the middle section

Juniors - South section

Sophomores - North section

Freshmen - Back of the middle section

\*Students will sit with an assigned instructor.

**LOST AND FOUND**

All articles that have been found should be brought to the office. If the item is not claimed within 2 weeks, it will be considered the property of the finder. Lost articles should be reported to the office immediately so that announcement may be made regarding the lost Item.

**TORNADO DRILL**

All students are to pass quickly and quietly to the area of the building posted in each room. The individual teacher or Para assigned to a handicapped student will be responsible for taking the child to the appropriate place in case of a tornado or tornado drill. If the teacher would need assistance, he/she should contact the office.

**FIRE DRILL**

When the fire signal is heard, students are to pass quickly and quietly from the building according to the instructions posted in each room. Once outside, move away from the edge of the building. Order is essential to insure the safety of all. The individual teacher or Para assigned to a handicapped student will be responsible for taking the child out of the building in case of a fire or fire drill. In an event there would be no Para and the teacher would need assistance, please call the office.

**WELLNESS POLICY**

In the fall of 2005, USD 320 established a "Health and Wellness Committee" to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320.

The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school (during regular school hours).

If you have questions regarding the USD 320 wellness policy, please contact the building principal for further information.

### **ZERO HOUR**

Students will be offered the option of taking a zero hour class from 7:00 to 8:00. Roll will be taken and all absences and tardies will count as with blocks 1-8. Students shall earn credit by meeting all requirements of the class and the school. All school rules apply.

### **TRAVEL TO SCHOOL ACTIVITIES**

School transportation will be provided for participants to all school activities. All participants must travel with the team and or group to and from the activity site. The student can only be released to the parent/guardian once they have handed the coach/sponsor a written note stating that their son or daughter is leaving with them.

### **STUDENT TRAVEL TO NATIONAL CONFERENCES**

**(USD #320 BOE Policy JHD)**

**Revised and adopted 5-11-2009**

Students who qualify for attendance at national or international conferences when such qualification results from the student’s participation in the district’s academic and activity programs may be allowed to attend if the organization can pay for all expenses for such trip, including that of the sponsor. Approved activities are those which are directly

related to the academic program or are recognized by the board as being sponsored by the school district. The students will qualify for attendance at a national or international conference by placing appropriately in competition at the area, state, regional or national level or by holding a state level office, which requires their attendance at a national or international conference.

The board expects that approved sponsoring organizations in the school will pay all of the students' and sponsor's approved expenses for such travel. Student or school organization expecting to raise funds for such travel must have that fund-raising approved in advance by administration. The arrangements for travel and expected expenses must be approved by the superintendent prior to the organization's final commitment to those expenditures. The sponsor of the organization will submit a final report on expenditures upon completion of the trip.

The board reserves the right to inform organizations that it will not fund travel expenses, which it regards as inappropriate.

### **MEDICATION/ILLNESS AT SCHOOL** **(USD #320 BOE Policy JGFGB)**

A sick child should not be sent to school. Students who have a fever of 99.6 or above with symptoms will be sent home.

Wamego High School students are responsible for taking prescribed medicine per physician orders. Controlled prescription medications will be kept secured in the office safe and a record of administration of the medication will be kept on file. If students bring medication to school, it must be in the original container and checked in with the office and/or nurse. This applies to all medication, prescription or over-the-counter drugs. Distribution of medication will be handled through the office and/or nurse.

### **INOCULATIONS** **(USD #320 BOE Policy JGCB)**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Students who are new to the school district shall have 90 days to get all necessary inoculations for their attendance at school. If this is not complete within 90 days, the student will no longer be allowed to attend school until the student receives the required inoculations.

### **ACCEPTABLE USE POLICY**

**Each student at Wamego High School will be loaned a district owned Apple MacBook Air Laptop, charger, and case to be used at school and at home for the completion of school assignments. This equipment is and shall remain the property of Wamego School District and is herewith lent to the student for the school year and should be used for approved purposes only. For guidelines regarding student and parent responsibilities regarding the MacBook Air Laptops, please reference the Student Acceptable Use Agreement and Laptop**

Loan Agreement Form which can be found on the USD 320 District Website at [www.usd320.com/enrollment/.../Acknowledge&Consent.pdf](http://www.usd320.com/enrollment/.../Acknowledge&Consent.pdf).

**Wamego High School**  
**iPad/Laptop, Policy, Procedures, and Information**

## **1. TAKING PROPER CARE OF iPADS and Laptops**

Students are responsible for the general care of the iPad and Laptops while using the device they have been assigned by the school. iPads that are broken or fail to work properly must be taken to the Library or classroom teacher for an evaluation of the equipment.

### **1.1 General Precautions and Expectations**

- 1.1.1 The iPad is school property and all users will follow this policy and the WHS Acceptable Use Policy for technology.
- 1.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 1.1.4 Gently place the iPad in the cart at the end of use.
- 1.1.5 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Wamego School District.
- 1.1.6 iPads that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student neglect or are accidentally damaged will be repaired with the first \$100 of repair cost being borne by the student.**
- 1.1.7 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 1.1.8 iPads will **NOT** be issued to students for use off school grounds.

### **1.2 Screen Care**

- 1.2.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 1.2.2 Do not put unnecessary pressure on the top of the iPad.
- 1.2.3 Do not place anything near the iPad that could put pressure on the screen.
- 1.2.4 Do not place anything in the carrying case that will press against the cover.
- 1.2.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 1.2.6 Do not “bump” the iPad against walls, doors, floors, tables, desks, etc. as it may crack or break the screen.

## **2. SOFTWARE ON iPADS**

### **2.1 Originally Installed Software**

The apps and operating system originally installed by USD 320 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

## **3. ACCEPTABLE USE**

The use of WHS technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Wamego High School Student Handbook Policy shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies can be involved.**

**3.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

**3.2 School Responsibilities are to:**

- 3.2.1 Provide filtered internet access to its students.
- 3.2.2 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 3.2.3 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

**3.3 Students are responsible for:**

- 3.3.1 Checking out their assigned iPad and doing the following:
  - The screen is intact and there is no other visible exterior damage.
  - The iPad functions properly.
  - There is no inappropriate content.
- 3.3.2 Using iPads in a responsible and ethical manner.
- 3.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 3.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 3.3.4 Helping WHS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 3.3.5 Notifying a school employee in the event they observe content containing inappropriate or abusive language or if the subject matter is questionable.
- 3.3.6 Returning their iPad to the cart at the end of each class.

**3.4 Student Activities Strictly Prohibited:**

- 3.4.1 Illegal installation or transmission of copyrighted materials.
- 3.4.2 Any action that violates existing Board policy or public law.
- 3.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 3.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 3.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 3.4.6 Downloading inappropriate apps.
- 3.4.7 Spamming or sending inappropriate emails.
- 3.4.8 Gaining access to other student's accounts, files, and/or data.
- 3.4.9 Vandalism to your iPad or another student's iPad.
- 3.4.10 Taking iPads off school property is strictly prohibited. Student use of iPads will be confined to school use during the school day unless under the direct supervision of a staff member.

**3.5 Legal Propriety:**

- 3.5.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 3.5.2 Plagiarism is a violation of the WHS Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 3.5.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**3.6 Student Discipline:** If a student violates any part of the above policy, board policy, or WHS Student Handbook policy, he/she may be subject to the following disciplinary steps:

- 3.6.1 Required to attend an iPad policy refresher class.
- 3.6.2 Loss of iPad while being required to complete coursework.
- 3.6.3 Disciplinary/Legal action as deemed appropriate by the Acceptable Use Policy.

**4. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS**

Wamego High School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

**4.1 Accidental/Neglectful Damage**

- 4.1.1 Students will be responsible for caring for their device and returning it at the end of class in good working condition.
- 4.1.2 Students will be responsible for the first \$100 of damage in the event the device is accidentally damaged and needs repaired.

**4.2 Intentional Damage/Damage arising from Misuse**

- 4.2.1 Students/Parents will be held responsible for full cost of repairs as the result of intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- 4.2.2 Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

**4.3 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report will be filed.

Wamego High School reserves the right to define inappropriate use of technology.

**ATTENDANCE POLICY**

Attendance is one of the single most important factors in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom experience. For this reason, it is essential that each student be in class every day possible.

**Absences & Excuses**

(JBD: revised and approved 4-13-2009)



When a student is absent from school, the school shall attempt to make parental contact as soon as possible to notify and determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s), guardian(s) or student.

**Excused/Unexcused Absences**  
(JBD-R: revised and approved 4-13-2009)

The district's definition of an excused absence is: illness, death in the family, doctor and dentist appointment, work at home for parents only when a justifiable hardship can be shown, and absence for any school related activity. Absences for any other reason shall be considered unexcused.

**Absence Procedures & Consequences**

1. Parents will be responsible for determining the necessity of their son/daughter missing school. STUDENTS ARE RESPONSIBLE for initiating communication with their instructor(s) regarding the completion of missed assignment(s) when absent.
2. Parents should call the school before 9:00 AM when a student is absent. If parents do not call, the school messenger automated system will begin calling parents of students whose absence has not been verified. Parents may request assignments, and as possible, will be available for pickup after 3:20 PM.
3. If the school does not hear from the parent/guardian, the student should bring a note the next day. Notes must explain the reason for the absence. For an absence to be recorded as excused, the school must receive a phone call or written notice of the absence within 24 hours of the student's return to school. If no call or written notice is received the day following the student's return to school, the absence will be recorded as unexcused and will not be changed.
4. Prior to planned absences or upon return to school following unplanned absences, the student will be responsible for initiation of contact with the instructor regarding the completion of make-up work. All assignments missed, unless otherwise agreed upon with the instructor, will be due by the end of the day of the following class period. EXAMPLE: Student misses block(s) 1,2,3 and/or 4 (Red Day). Assignments will be due at the end of the next scheduled Red Day. Student misses block(s) 5,6,7 and/or 8 (White Day). Assignments will be due at the end of the next scheduled White Day.

IT WILL BE TO THE STUDENT'S ADVANTAGE TO CONTACT THE INSTRUCTOR(S) AT THE EARLIEST POSSIBLE TIME FOLLOWING HIS/HER RETURN TO SCHOOL. STUDENTS ABSENT MORE THAN ONE (1) DAY IN SUCCESSION MUST SEE INSTRUCTOR(S) AT THE NEXT CLASS MEETING OR SEMINAR PERIOD TO DISCUSS MAKEUP ARRANGEMENTS.

5. Students will be considered incomplete until the grade for course assessments is 70% or above. The student is to complete the missed assignments in order to demonstrate mastery of the concepts necessary for successful completion of the course. It is the student's responsibility to meet with the instructor to get the missed assignments.
6. Once a student is in attendance at school, he/she may not leave school unless the office has been notified. If a student becomes ill, he/she will be referred to the school nurse and/or the parent(s)/guardian will be notified. He/she must sign out through the office.
7. Students must be in attendance the last (2) blocks of the day to participate in activities that day or activities that are scheduled to begin the following morning.
8. For activities that require students to leave school before or during the first block of the day, the student must have been in attendance the last two blocks of the previous school day.
9. For activities that occur on weekends, students must be in attendance the last two blocks of the last school day of that week.

## **EXCESSIVE ABSENTEEISM**

Since a student's attendance at school is essential to academic success, written notice will be sent to the parents after the 4<sup>th</sup> absence/block/semester. The building principal has the authority to evaluate and grant or deny approval for absences that are special circumstances and do not fall within situations listed above. Parents are to contact the building principal in advance of planned absences that are considered special circumstances to request approval for the absence. Consideration will be made based on prior attendance, current and prior grade history, and the student's current status in school (good standing). Such a proposal for absence due to special circumstances must be made five school days prior to the planned absence.

Once a student has accumulated EIGHT absences per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences which can be verified by a physician or clergyman, and other situations which the administration has determined to be emergencies. Note: this policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

- 1st incident - after-school detention per unexcused block of school. Written notification sent to parents.
- 2nd incident - after-school detention per unexcused block of school. Parent notification.
- 3rd incident - after-school detentions per unexcused block of school. Parent notification.
- 4th incident – after-school detentions per unexcused block of school. Parent notification. Attendance contract with student.
- 5<sup>th</sup> incident – after-school detentions per unexcused block of school. Parent meeting.
- 6+ incident – after-school detentions per unexcused block of school. Parent notification. Student may be ineligible for the remainder of the semester. Upon the 6<sup>th</sup> unexcused absence, students may lose credit in the course. If student loses credit in the course, student may be required to report to the ACE room for the remainder of the semester.
- 1 FULL day of ISS may be assigned for each FULL day of unexcused absence.
- If a student loses credit in a class due to excessive absences, they may be allowed to audit the class for the remainder of the semester, but will not receive credit.
- The state of Kansas defines Truancy as: three consecutive days of unexcused absences, or five days of unexcused absences per semester, or seven days of unexcused absences in a school year. In cases of excessive unexcused absences, truancy procedures will be initiated with the county authorities.

## **TARDIES (semester basis)**

Being prompt to class is not only an important habit to develop, but it is also good manners. Students should be in class when the tardy bell rings. Students who are late because of a valid excuse must enter class excused by the office or a faculty member. Each instructor is responsible for keeping a record of student tardies in Powerschool. Tardies with a valid excuse will be excused (EXT). Tardy to class with no valid excuse will be considered an unexcused tardy (UET).

A tardy becomes an absence after 20 minutes of missed class time. Students who enter class within twenty (20) minutes of the beginning of the class period will be marked tardy. Any student who enters class later than (20) minutes into the class period will be marked as absent.

## **DETENTIONS**

Detentions will be assigned to students for violations of school rules. The number of detentions assigned will be according to printed policies and/or as determined by the classroom instructor or school administrator according to the violation and its severity.

**Detentions are served after school from 3:20 pm – 3:45 pm with the assigning teacher. Students are required to serve the assigned detention within 2 school days of the incident to allow an opportunity to arrange transportation.**

**REMOVAL FROM CLASSROOM**  
**(Class Referral)**

Any student whose behavior is disruptive to the learning of others and prohibits the teacher from teaching shall be sent out of class to the ACE room. If a student is sent out of the classroom due to disciplinary reasons a written referral and parent notification will occur from the referring teacher. The student may be required to apologize to the referring instructor prior to being readmitted to class.

**SUSPENSION/EXPULSION FROM SCHOOL**  
**(USD 320 BOE Policy JDD through JDD-R)**

(Complete policy is listed in USD 320 Policy Manual, JDD through JDD-R-2.)

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

**Reasons for Suspension or Expulsion:**

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school-sponsored event.

Parents and/or guardians will be notified within 24 hours of any suspension/expulsion.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

When a student is assigned an out-of-school suspension, he/she will be required to make up the work missed.

During the period of suspension, a student may not attend any USD 320 events or be on USD 320 property without prior administration permission. To do so may be considered trespassing, and law enforcement may be contacted.

**DISCIPLINE**

Behavior problems are defined as any failure to comply with any request given by a teacher, or other persons, in charge of any student activity. Behavior problems are further defined as any behavior that demonstrates lack of good judgment on the student's part or otherwise impedes the learning process or interferes with the safe and orderly environment intended for the school.

### **A.C.E. ROOM ASSIGNMENT**

The ACE room supervisor will keep records of student referrals in Powerschool. Students who are identified as habitual offenders will be referred to the administration. Strategies and procedures will be developed, aimed at improving the student's academic and social success.

## **DISCIPLINARY INCIDENTS: See District Code of Conduct**

### **BULLY PREVENTION PROGRAM**

**Wamego High School will not tolerate bullying. Bullying incidents will be handled per the District Code of Conduct.**

#### **Rude – Mean - Bullying-Cyberbullying**

Our students are sometimes exposed to inappropriate behaviors from their peers.

We have come to use the following terms to help us define the problem, and adequately assist the students in dealing with these behaviors and growing in positive interpersonal skills.

- **Rude** – A student experiences an incident that is disrespectful, annoying, or inappropriate with no malicious intent.
  
- **Mean** – A student experiences an incident that is a one-time, intentional event.
  
- **Bullying** - A student is being bullied when he or she is exposed, repeatedly and over time, to intentional negative actions meant to cause physical or mental harm or reasonable fear by one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.
  
- **Cyberbullying** – A student is being bullied by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

### **FIGHTING**

Fighting at school or at any school-sponsored activity will not be allowed. Those involved will be suspended and lose the opportunity to attend and/or participate in school activities. Length of suspension and period of ineligibility will be based on severity of the altercation. Law enforcement may be involved.

### **HAZING/INITIATION**

**(USD #320 BOE Policy JHCAA)**

Forcing any student to act against his or her will is a serious offense. This manner of conduct will not be tolerated, and could result in suspension and/or expulsion.

**SEXUAL HARASSMENT**  
**(USD #320 BOE Policy JGEC)**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

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:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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 extracurricular activities, etc.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages, or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;

- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

### **RACIAL HARASSMENT OR INTIMIDATION**

District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, or wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive.)

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT** **(USD #320 BOE Policy JDDA)**

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 At. 1928.

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

#### First Offense

A first-time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.  
Suspension from all school activities as indicated in the disciplinary incidents and consequences chart.
- An evaluation from an acceptable drug and alcohol program.

Name(s) of acceptable programs are on file with the board clerk.

### Second Offense

A second-time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all school activities as indicated in the disciplinary incidents and consequences chart.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

### Third and Subsequent Offenses

A student, who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from all school activities as indicated in the disciplinary incidents and consequences chart.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process right contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **DRUG SCREENING POLICY**

Follow this link to view the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/Drug%20Screening%20Policy.pdf>

Follow this link for FAQ's regarding the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/FAQ%20Drug%20Screening%20Policy.pdf>

### **SEARCHES OF PROPERTY** **(USD #320 BOE Policy JCABB)**

Searches of property shall be conducted in accordance with the rules approved by the board. No law enforcement officer shall search property without a search warrant or unless given consent of the building principal and is accompanied by a principal or superintendent.

Building principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness. If a student refuses to comply with the principal's request to search their person or property in their possession, the principal will follow the policy as described in the USD 320 Policy manual, section JCABB-R-2.

#### **Search of Lockers**

Lockers in the district schools shall be under supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all lockers locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access to use. The principal may search any locker at any time without notice to the student to whom the locker belongs if there is reason to believe that the locker contains matter prohibited by law or school regulation. Students shall not place locks on any locker without administrator's approval.

Complete policy is listed in the USD 320 Policy Manual. JCAB through JCABB-R-2

#### **K-9 POLICY**

Guidelines have been established for the use of a drug detection K-9 (canine) at Wamego High School. The K-9 will be brought in only at the request of the school principal. The sheriff's department will not be involved in the "sniff search" other than acting as the assigned handler of the K-9. A dog's alert gives the school reasonable suspicion to search the area identified.

The dog may sniff common areas such as hallways and classrooms when students are NOT in the area. Other areas which may be searched, but not limited to, are student lockers, athletic lockers, vehicles, office areas, teacher work areas, storage areas, garages, school buses and any area deemed necessary by the school principal.

If a K-9 alerts on a vehicle on school property or on public property within 1000 feet of school property, the student will be called out of class and the vehicle will be searched.

If the dog indicates a student has drugs in his/her possession, the student, and only the student, will be questioned by the principal or his/her designated representative.

Students found to have drugs in their possession, in their locker, or in their vehicle will be dealt with by the school administration. All alcohol and illicit drug infractions occurring on school grounds will be reported to law enforcement.

Only the principal will know when a K-9 search will be conducted.

#### **WEAPONS**

**(USD #320 BOE Policy JCDBB)**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### **Definition of Weapons and Destructive Devices**



As used in the policy, the term “weapon” and/or destructive device is defined as:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- 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 weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by and 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.

The possession of any knife by students, even those that do not meet criteria of a weapon as described above, is prohibited at Wamego High School and on USD 320 property or at USD 320 activity events. Knives in the possession of students will be confiscated and only returned to the parents of the individual who was in possession of the knife.

Any electronic device designed to discharge immobilizing levels of electricity; commonly known as a stun gun.

#### **Penalties for Possession**

Possession of firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent’s designee.

Students violating this policy shall be referred to the appropriate law enforcement agencies, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

#### **CONCEALED WEAPONS** **(BOE policy KGD)**

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon including a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any regularly scheduled school-sponsored activity or event.

#### **STUDENTS CONVICTED OF A FELONY** **(Adopted by BOE 1-8-07)**

In order for a student who has been convicted of a felony to participate in and/or attend interscholastic events, two conditions must be met.

- The school administration must receive a letter signed by the student's probation officer stating that the student is in compliance with all terms of his/her probation and that in his/her opinion the student poses no safety problems to others. The administration shall request that notification of any changes in status of the student occur within 24 hours. School administration will request an update on the status of the student on a quarterly basis.
- Taking into consideration the grades, behavior, and attendance, the student must be in good standing with the school administration.

**REPORTING CRIMES TO LAW ENFORCEMENT**  
**(USD #320 BOE Policy JDDB)**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon at school; or
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

**WAMEGO HIGH SCHOOL**  
**Interscholastic Good Standing Code**

Wamego High School athletic and activity teams, coaches, sponsors, faculty/staff and administration believe that ALL WHS students should conduct themselves as responsible citizens and each will enforce this code. Students who fail to abide by this are subject to disciplinary actions as prescribed by the code. As recognized representatives of their school, Wamego High School students must demonstrate the behavior outlined in this code. Behavior of the students is to be monitored during the school year by fellow student body members, coaches, sponsors, faculty/staff, and administrators on campus during school and school-sponsored activities, or off campus during school-sponsored activities.

**SECTION I**

Students will be subject to disciplinary action for:

- Breaking the laws of Kansas as the laws pertain to alcohol, tobacco, and drugs, i.e.;
  - Use or possession of tobacco in any form at any time;
  - Use or possession of alcoholic beverages at any time;
  - Use or possession of marijuana or any other illegal drug at any time.
  - Abuse of prescription/nonprescription drugs at any time.
- Unsportsmanlike behavior that results in removal from an activity.

**SECTION II**

Any violation of the stated policy during the school year by a Wamego High School student will result in the following action:

1. Suspension from all school activities as indicated in the disciplinary incidents and consequences chart. See Penalty chart on pages 34-37  
\*Interscholastic events include school defined social activities, (i.e., homecoming, prom, dances, etc.) plus extracurricular events (i.e., athletic contests, school sponsored organization activities, etc.
2. A mandatory conference with the parents/guardians, and a building administrator, head coach/sponsor, and/or instructor and the student. The student may not continue participation until a conference has been arranged. The student must follow the guidelines of the above-mentioned team (parents, administrator, coach, sponsor, instructor), which could include, but are not limited to, requiring the student to complete an alcohol/substance abuse program (at the expense of the parents) before allowing the student to participate again.
3. Voluntary admission of an infraction of a rule regarding substance abuse will not result in suspension, when outside the jurisdiction of USD #320, but will count as a first offense. In such cases, a mandatory conference is still required. The purpose of this provision is to allow the student to seek help. A student may not use this voluntary admission if the administration, staff or coaches are already aware of the rules infraction. This provision may be used only one time and can be disallowed by the head coach or sponsor.
4. Any offense to and from and during an activity that directly affects a group activity, practice, or game may be treated as a second offense.

#### Second or Third Offense

After confirmation of a second violation, the student shall lose eligibility for all interscholastic activities for the designated period of time as outlined in the district code of conduct.

Any student with a previous violation and entering a new season is on probation (probation shall mean that an additional violation will be handled as a second offense). The penalties shall be cumulative (one academic year) beginning with the student's participation in a particular activity, with a second violation being total suspension from participation for the remainder of the academic school year.

If at any time, questions arise about the above two conditions or related conditions, the school administration will meet immediately with the student's probation officer, student, and student's parents/guardian to discuss the circumstance and/or event.

**The KSHSAA Bona fide student is good standing rule supersedes Wamego High School rules and stated as follows:**

**In order to be eligible for participation in activities, one must be a bona fide 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 to participate.**

#### **SPORTSMANSHIP**

Wamego High School believes that sportsmanship is a very important part of a student-athletes participation in high school activities. We expect our student-athletes to conduct themselves in a way that represents the school

positively. Athletic programs are community events, and we ask that all coaches, athletes, students, and spectators to conduct themselves in a sportsmanlike manner.

### **Sportsmanship Code**

1. Be courteous to opponents, fans, and cheerleaders.
2. Be representative in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control at all times; never boo an official, coach, cheerleader or player.
5. Use good judgement in making and displaying signs and posters at events. Signs and posters that are deemed inappropriate by school administration will be confiscated with further penalties possible.
6. Display character in your every action. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of team.
8. Gain an understanding and appreciation for the rules of the contest.
9. Your behavior influences others, whether you are aware of it or not.

The sportsmanship code applies to participants, coaches and fans. Failure to comply with the sportsmanship code may result in removal from the event along with other disciplinary actions as deemed necessary by administration.

**Sportsmanship is the cooperation of people as a unit showing common courtesy, patience, pride, and respect.**

### **NORTH CENTRAL KANSAS LEAGUE**

#### **CODE OF ETHICS**

1. I will avoid any deed or habit that will harm or degrade me mentally, morally, physically, or spiritually, thereby preserving the reputation of my school and the NCKL.
2. I will realize and respect the rights, property, and beliefs of others regardless of race, class, or creed.
3. I will contribute to and support, in a sportsmanlike manner, all school activities.
4. I will observe all rules set up by my school and the NCKL.
5. I will maintain personal integrity and conduct myself at all times in such a manner as to be a credit to myself, to my school, and to the NCKL.

### **INSTRUCTIONS TO STUDENTS RIDING THE BUS**

1. The driver is in charge of the students on the bus. Students must obey the driver.
2. The driver will assign a seat to each student. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time as the bus cannot wait for those who are tardy. When going to the bus, students will walk on the far left of the road, facing traffic.
4. While waiting for the bus, students should never stand in the roadway. Wait for the bus off the traveled portion of the road. Students are reminded that bus stops are under school supervision and students should be orderly.
5. Unnecessary conversation with the driver is prohibited. Do not talk to the driver or distract the driver.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students should never throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean.
8. Students are not to extend arms or heads out of the bus window.
9. Students are not to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students are to observe directions of the driver. If students 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 immediately.

- 12. Students riding the bus during stormy seasons are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.
- 13. Students are not allowed to have food or drink on bus routes.
- 14. In the event that a parent needs to notify the school of a change in after-school bus transportation arrangements, the parent must call the school office and send a note to the office, where it will be stamped. The note is to be presented to the driver when the child boards the bus.
- 15. If a child misses an afternoon bus because of lack of communication from the parent, it will be the parent's responsibility to provide transportation. The school office will make every reasonable effort to notify the parent of the situation.
- 16. If a child misses an afternoon bus because the school staff did not properly convey communication received from a parent, the school staff will attempt to have the parent arrange transportation or the staff will provide transportation.
- 17. If a child misses the bus because he/she did not follow regular procedures for after-school dismissal, the responsibility for providing transportation shall rest with the parent. The school office will attempt to notify the parent that transportation is needed.

**DISCIPLINE PLAN FOR BUS STUDENTS**

The first time a student misbehaves on the bus, he/she will receive a warning from the bus driver. The second time will constitute a consequence for unsafe conduct. Once a student receives his/her unsafe conduct report it will carry with him/her for the school year.

Behaviors listed under the title Immediate Action will constitute an unsafe conduct report and will also result in the immediate action of five (5) school days off the bus or next action after student's last suspension of bus privileges. Misconduct that warrants the bus driver to give a student a discipline slip will result in the action listed under the title Disciplinary Plan. The middle school and high school will use steps 1, 2, 3, & 5 in their disciplinary plan for students.

**IMMEDIATE ACTION**

Behaviors listed below will result in a conduct report and the immediate loss of bus privilege for five (5) school days; or the next action after students last conduct report:

Fighting, smoking, obscene behavior witnessed by driver, throwing objects inside of bus or out of the windows, bad language or abuse directed at driver or other students, use or possession of any form of tobacco, destroying bus property, possession of weapons (knives, gun, sharp objects, etc..) use or possession of drugs or alcohol, flat refusal to obey driver.

**DISCIPLINARY PLAN**

<b>UNSAFE CONDUCT &amp; MISBEHAVIOR</b>	<b>BUS DRIVER ACTION</b>	<b>TRANSPORTATION DIRECTOR ACTION</b>
Misbehavior	Warning to student	None

Unsafe Conduct 1st Report	Call parents, fill out discipline slip, mail slip home, meet with Tran. Dir. and student	
2 <sup>nd</sup> Report	Fill out discipline slip, meet with Trans. Director	Call parents, Mail slip home, meet with parent & driver 5 days off bus.
3 <sup>rd</sup> Report	Fill out discipline slip, meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 15 days off bus.
4 <sup>th</sup> Report (Grade K-6)	Fill out discipline slip meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 45 days off bus
5 <sup>th</sup> Report	Fill out discipline slip meet with Trans. Director	Call parents, Mail slip home, meet with student & driver Student will be off the bus fo the rest of the school year.

### **SHUTTLE BUS STUDENTS**

USD 320 is providing shuttle bus services as a courtesy and convenience. Any unsafe conduct by a shuttle student may result in loss of this privilege. On any bus suspension, the transportation director will confer with the principal if necessary.

### **SPECIAL SCHOOL CLOSINGS**

In the event of school closing, information will be broadcast on local radio and television stations, as well as the School Messenger phone contact system.

Parents of children in school are encouraged to leave their children in school during severe weather warnings, rather than to attempt to pick them up or notify them to come home. It is the belief of the Board of Education and the administration that confusion will result if parents attempt to pick up their children in such emergencies.

### **ASBESTOS**

In accordance with EPA regulations, this school has been inspected for materials that contain asbestos and an asbestos management plan has been developed and adopted. This plan is on file in the school office. The plan complies with the AHERA mandated requirements for asbestos materials in schools. Any individual who would like to review the plan may do so by visiting the school office and requesting to see the plan.

### **CRISIS PLAN**

Wamego High School has a crisis plan in effect and a crisis team available should there be an event that would have an immediate and adverse effect on a large portion of the school population.

### **WAMEGO HIGH SCHOOL SITE COUNCIL**

The WHS Site Council was created in January 1993 at the direction of the Kansas State Board of Education and the legislature. The Site Council consists of members representing parents, community members, and staff. Its purpose is to serve in an advisory capacity to the WHS staff and administration regarding implementation and operation of the Quality Performance Accreditation (QPA) program. Meetings are held the first Wednesday of each month in the WHS library at 5:00pm. and are open to the public.

### **NONDISCRIMINATION NOTICE**

Wamego USD 320 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 regarding the non-discrimination policies:

Tim Winter, Superintendent, 504 Coordinator, and Title IX Coordinator  
1008 8<sup>th</sup> Street  
Wamego KS 66547  
785-456-7642  
[wintert@usd320.com](mailto:wintert@usd320.com)

#### **For Course Handbooks and Enrollment Information-**

Wamego USD 320 offers career and technical education programs at Wamego Middle and High Schools. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers.

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact the counseling department at these schools.  
Wamego High School- Shelley Rickstrew or Jina Kugler 785-456-2214  
Wamego Middle School- Kelly Grieves or Jordan Dunn 785-456-7682

### **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of Wamego USD 320 not to discriminate on the basis of disability. Wamego USD 320 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Tim Winter, 785-456-7642 Section 504 Coordinator who has been designated to coordinate the efforts of Wamego USD 320 to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Wamego USD 320 to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Wamego USD 320 relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Board of Education within 15 days of receiving the Section 504 Coordinator's decision. The Board of Education shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Wamego USD 320 will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**FAMILY EDUCATIONAL RIGHT TO PRIVACY**  
**(USD #320 BOE Policy JR)**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions 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 the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information for your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered directory information, and you have not objected to the release of such information; and
  - Disclosure without consent is permitted by law.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which time you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to obtain a copy of USD 320 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547, 785-456-7643

**DIRECTORY INFORMATION**



## **(USD #320 BOE Policy JRB)**

For purposes of FERPA, USD 320 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories include the following: the student's name, address, telephone number (unless designated as an unlisted number), picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the 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 320 addressed to the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547 on or before **September 1, 2011**. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

### **USD #320 POLICY MANUAL**

The USD 320 Policy Manual is available for reference upon request in the high school office.

**Emergency Safety Interventions (ESI)** The Wamego USD 320 Board of Education has adopted a local board policy on the use of Emergency Safety Interventions (ESI) which is available online at [www.usd320.com](http://www.usd320.com). The Emergency Safety Interventions (ESI) policies for all students will:

- Promote safety and prevent harm to students, school personnel, and visitors.
- Foster a climate of dignity and respect in the use of discipline and behavior management techniques.
- Provide school personnel with clear guidelines about the use of seclusion and restraint in response to emergency situations.
- Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions, including positive behavior support techniques.

Building principals are responsible for ensuring all school staff are trained annually in positive behavior intervention techniques, de-escalation strategies, ESI regulations and district ESI policy/procedures.

### **STANDARDS FOR THE USE OF ESI**

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by the school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate physical danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger or physical harm ceases to exist.

#### **Physical Restraint**

Physical restraint may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When physical restraint is used, the following principles apply:

- The use of physical restraint shall stop as soon as the immediate danger of physical harm ceases to exist.
- School personnel will use the safest method with the least amount of force, for the shortest amount of time possible during ESI.
- The student's status will be visually monitored continuously throughout the process to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

**The following physical restraint procedures are prohibited:**

- Use of restraint for purposes of discipline, punishment, or for the convenience of a school employee is prohibited.
- The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that affects a student's primary mode of communication is prohibited.
- The use of chemical restraint, except as prescribed treatments for the student's medical or psychiatric condition by a person appropriately licensed to issued such treatments, is prohibited.
- The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts or other safety equipment when used to secure students during transportation is prohibited.

**Seclusion**

Seclusion may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When seclusion is used, the following principles apply:

- The use of seclusion shall stop as soon as the immediate danger of physical harm ceases to exist.
- A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical condition must be documented by the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's health file.
- During seclusion a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
- A seclusion room shall be a safe place with the proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

**Multiple ESI Incidences**

Upon the third ESI for a single student within a school year, a meeting will take place within 10 days that will include the IEP team, 504 team, or a general education team that includes the parents, teacher, staff member involved in the ESI, building administrator and any other district employee deemed appropriate by the school principal. In all cases, the student shall be invited to the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time-period.

During the meeting, the team will discuss the incident(s), consider the need for a functional behavioral assessment, creation or changes to a behavior intervention plan, and if the student should be evaluated for services if the student has not been identified for a 504 plan or special educational services.

Nothing in this section shall prohibit the development and implementation of a functional behavior intervention plan for any student who has not had three ESI incidents in a school year. This process may be modified by the agreement of the IEP or 504 team.

**Parent Rights & Notification**

Upon use of an ESI, the school must notify the parent the same day of the incident. If the parent cannot be contacted, the school must notify the emergency contact listed in the student record.

- Written documentation, which includes date and time of the intervention, the type of intervention, and the length of time the intervention was used, and the school personnel who participated in or supervised their intervention, shall be provided to the student's parents no later than the next school day.
- The first written ESI incident report shall be accompanied with a copy of the district ESI, parent's rights, local dispute resolution process, the complaint process of the state board of education (when available), and information that will assist the parent in navigating the complaint process, including contact information for

Families Together and the Disability Rights Center of Kansas. For each subsequent incident, the parent notification form shall include a direct website address that contains all required ESI information.

#### **Complaint Investigation Procedure**

- The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
- Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE and, if necessary, a corrective actions to remedy an instance of noncompliance. The Superintendent or his/her designee shall submit the report to the Board of Education in executive session. The Board may approve the report or require additional information before approving the report.
- The written report will be submitted to the parents, the school, the Board of Education, and the the KSDE within 30 calendar days from the date the complaint is received in the Superintendent's office. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

**Appendix A**  
**Additional Fees for Wamego High School**  
**2019-2020**

<b>Technology Fee</b>		<b>\$50.00</b>
<b>Sports Fee (per person per sport)</b>		<b>\$35.00</b>
<b>Class Dues (per year)</b>		<b>\$10.00</b>
<b><u>Course</u></b>		<b><u>Fee</u></b>
Horticulture (year long)		\$20.00
Woods (year long)	\$20.00	Plus cost of project
Ag Welding (year long)	\$20.00	Plus cost of project
Drafting		Cost of project
Drawing & Painting (semester only)		\$25.00
Graphic Arts		\$25.00
Sculpture & Ceramic (semester only)		\$25.00
Photography (semester only)		\$85.00
Nutrition & Wellness (semester only)		\$10.00
Culinary Essentials (semester only)		\$35.00
Culinary Arts I (year long)		\$45.00
Culinary Arts II (semester only)		\$35.00
Orientation to Early Childhood Ed (year long)		\$10.00
Foundations of of Early Childhood Ed (year long)		\$10.00



**USD 320**

**EXTRACURRICULAR ACTIVITIES**

**HANDBOOK**

**2019-2020**

**Dennis Charbonneau, HS Athletic Director**

**Brian McIntosh, MS Athletic Director**



## Table of Contents

Code of Conduct	3-4
USD 320 Philosophy and Objectives	5
Coaching Philosophy	6
Responsibility of Student-Athletes	6
Responsibility of Parents	6-7
Athletic Director Responsibilities	7
Head Coach & Assistant Coach Responsibilities	8-9
Practice Responsibilities	10
Game Responsibilities	10-11
Issuing Equipment and Equipment Inventory	11-12
Ordering	13
Athletic Schedules and Activity Trips	13-14
Athletic Injuries	14
Coaching Clinics	15
Eligibility	15-16
Drug, Alcohol and Tobacco Policy	16
Random Drug Testing Policy	17-20
Head Coaches Evaluation Form	21-23



**USD 320**  
**Extracurricular**  
**Code of**  
**Conduct**



# Sportsmanship 101

## Participants

1. Accept the responsibility and privilege of playing for your school and your community
2. Treat opponents with respect as they are guests.
3. Accept both victories and defeat with pride and compassion, never be boastful or bitter.

## Coaches

1. Always set a good example for your team and your fans to follow.
2. Teach good sportsmanship.
3. Develop and enforce penalties for participants who do not show good sportsmanship.
4. Treat opposing coaches, teams and their fans with respect.
5. Teach honest effort and playing by the rules.

## Fans

1. Help develop a community reputation for good sportsmanship.
2. Give encouragement to athletic teams and recognition of good plays by everyone.
3. Be a role model by being positive in every manner possible.
4. Support those playing, coaching and officiating.
5. Respect the judgment and strategy of the coach.

## Everyone

1. Show respect for opponents at all time.
2. Show respect for officials
3. Know, understand and appreciate the rules of the contest.
4. Maintain self-control at all times.
5. Recognize and appreciate skill and performance regardless of the affiliation.

***Win with Character and Lose with Dignity***





## Philosophy

Extracurricular activities at USD 320 provides opportunity for students to engage in activities that enhance their physical, socio-emotional, and mental development.

To be eligible to participate in the extracurricular activities in USD 320, students must meet the academic standards described in this guide. Participation is a privilege and not a right or an entitlement. To remain in good standing on athletic teams, students are expected to exhibit the highest level of conduct on the field and off the field within the School community and the Town of Wamego. They must demonstrate respect for their fellow students, teammates, game officials, opponents, and spectators.

## Athletic Program Objectives

1. To provide leadership that stresses self-discipline, accountability, work ethic, excellence in both academics and athletics, and team unity.
2. To develop confidence, self-esteem, and a positive attitude.
3. To develop the skills of the student-athlete by teaching fundamentals in an effort to maximize an athlete's potential and prepare them for competition at the HS level.
  - a. Middle School coaches and High School coaches of USD 320 are expected to work together to ensure continuity among programs.
4. To provide coaches who, as teachers, will carry out the athletic philosophy.
  - a. Evaluate individual coaches.
    - i. Head coaches evaluated by principal or athletic director.
    - ii. Assistant coaches evaluated by head coaches with input from athletic director.
5. To provide a rewarding athletic experience for students.
6. To provide a focus of interest on programs for students, faculty, and community that will generate a feeling of unity and school pride.



## Coaching Philosophy

The athletic program shall be in conformity with the general objectives of the school. The primary emphasis in USD 320 is academics. The athletic program should function as a part of the whole curriculum and should constantly strive for the development of a well rounded individual, capable of taking his/her place in society. Our coaching staff is here to serve your child. Our goal will be to help develop these young adults in four ways: 1) We want our student-athletes to be **Character Driven** 2) **Develop Grit or Resiliency** 3) **Develop Accountability** 4) **Develop and strive for individual and team success.**

## Responsibility of Student-Athletes

1. To understand that participation in an athletic program is a privilege and not a right.
2. To remember at all times that they are students first and foremost, maintaining proper attendance and meeting eligibility requirements.
3. To demonstrate at all times proper sportsmanship and ethical conduct.
4. To play the game fairly at all times.
5. To show the proper courtesy and respect for your coach, team, your school, opposing teams and coaches (this includes social media).
6. To show the proper respect and acceptance of all judgments made by the officials.
7. To remember that an athletic contest is only a game, not a matter of life and death. Give 100% effort and let the chips fall where they may.

## Responsibility of Parents

1. Be unconditionally supportive of your child. They need your love, encouragement, and support.
2. Be a positive role model for your child (this includes social media).
  - a. Having a positive mindset will help our Athletic Programs create positive cultures.
3. Keep informed of school policies, administrative decisions, and academic requirements.
4. Allow players to play, coaches to coach, and officials to officiate.
  - a. Encourage and support your child and the team in a positive manner.
  - b. Coaches need your positive support. Negativity causes division.
  - c. Negative emotions towards officials could become a detriment to your child and/or the team.
5. If you or your child have questions or concerns, please follow the protocol below. Many times problems can be avoided by being proactive and communicating effectively.



- a. Have your son/daughter talk to their coach (possibly more than once).
  - b. Set up a time to meet with the coach (athlete, parent(s) and coach).
  - c. Set up a time to meet with the Athletic Director (athlete, parent(s), coach, and AD).
  - d. Set up a time to meet with Administration (athlete, parent(s), coach, AD, and Administration).
6. Any questions regarding playing time or lack of playing time will not be discussed unless your child has talked to the head coach in advance. In most cases your child knows why he/she is earning the amount of playing time he/she is receiving. It is your job to go to your child first, not the coach first. After this has been done, if you still feel you need to talk to a coach then an appointment will be made with the head coach, player, and parents (IT IS NEVER APPROPRIATE TO SPEAK WITH A COACH AFTER A GAME). All three members must be present before discussing issues. An administrator may be present if requested by the head coach or parents. E-mails between parents and head coach or assistant coaches will not be appropriate when discussing playing time, only as an avenue to explain absence from practice or general questions concerning the program. If at any time during a conversation another player's name is brought up, the conversation will be over. We are meeting about your child, we will focus on what your child needs to do to get better, not talk about another player.

## **Athletic Director Responsibilities**

The athletic director shall have general supervisory responsibilities of the total athletic program. The athletic director's duties include, but are not limited to:

1. Yearly evaluation of each sport's head coach.
2. Scheduling athletic contests and accounting for contracts for all contests.
3. Scheduling officials for all athletic events.
4. Financial accounting of the total athletic program including revenue collected from entry fees and admission. Financial accounting of the expenditures for entry fees and equipment/uniform purchases.
5. Compliance with all KSHSAA requirements for school participation.
6. Eligibility of transfer students and submission of the required KSHSAA forms.
7. Securing event workers and medical services as necessary for all home events.
8. All other duties as outlined in the contract issued to the Assistant Principal/AD.



## Head Coach & Assistant Coach Responsibilities

The head coach has full responsibility for his/her particular sport. He or she is responsible for the administration and operation of their sport and must comply with the rules, regulations and policies of the KSHSAA, and Wamego Board of Education, District #320.

Head Coaches' Responsibilities include:

- a. Create a culture that reflects the Philosophy & Objectives of our Athletic & Activities Program.
- b. Provide each assistant with written expectations regarding their role in the program.
- c. Provide student-athletes with expectations and guidelines.
- d. Caring for the team's equipment. Use a proper and organized system for checking equipment out and in. All equipment must be marked and coaches must be able to account for all equipment by keeping an accurate inventory.
- e. Checking facilities to see that they are clean and safe. Remove hazards or see that they are corrected. Managers and assistants can be helpful with this task.
- f. Being the last to leave. The head coach should never leave the building or facility until the last athlete has departed. In case of emergencies, the head coach should see that the assistant coach is assigned to assume the responsibility of the building and the players. This includes athletic contests as well as practices. The following should be checked, if you are the last to leave the facility:
  1. Locker room in proper order.
  2. Player's equipment in proper place.
  3. Training and equipment room locked.
  4. Storage rooms locked.
  5. Lights are turned off.
  6. Doors are locked.
- g. Assuming responsibility for the player's conduct at all times. This includes practices, games, and trips.
- h. Handling injuries properly. Parents, office and doctor notified.
- i. Checking and seeing that all eligibility, grades and physical requirements are met by each athlete prior to competition or practices.
- j. Safe return of all equipment at the end of the season regardless of the condition.



- k. Keep the local public informed of the program through contacts with the parents, media and any other public sources of interest.
- l. All coaches are regarded as teachers and receive payment for their services in accordance with a schedule which takes into account the duties and responsibilities of different coaching assignments.

As a teacher, coaches recognize the differences between coaching a team and managing a team. Coaching includes management, but emphasis is placed on teaching and developing players, rather than discovering and managing them. There is a distinct correlation between a quality teacher in the classroom and a quality coach on the playing field.

Athletic coaches enjoy a very favorable position in the eyes of the students and patrons. The coach should exemplify that which is best at all times in his/her conduct and emotional control and he/she should not be seeking personal recognition. A goal of USD 320 is that the coaches will demonstrate sportsmanship and standards worthy of admiration.

At times during athletic contests, all eyes are focused on the coach to see how he/she reacts to a play or a decision. Reactions of the students and other spectators reflect his/her reactions. The coach should not display uncontrolled emotions. His/Her only reason for entering the court or playing field while a contest is in progress is to assist an injured player.

The school administration and staff (including the coach) are responsible for the conduct of the students who are spectators. The principal delegates to the coach the responsibility for the conduct of the players.

The school administration and staff should conduct an on-going program of public relations in which the purposes and values of the athletic program are emphasized. Coaches are to exercise care and judgment in the language they use with athletes and are to avoid ridiculing an athlete.

It is the responsibility of the Athletic Director and all coaches to see that high standards are maintained throughout the entire athletic program. The foremost duty of the coach of each sport activity is to the student-athlete who comes out for the team. Regardless of which team the student is on, they are as important in the program as the "star" member.

The educational development of the student-athlete must be the top consideration of the entire athletic program. If the athletic program is to be considered an integral part of the school curriculum, school does not end for the athlete at the conclusion of the academic schedule. The school day will end for those participating in athletics at the close of practice session, game or at the time of dismissal by his/her coach.



## **Practice Responsibilities**

1. A written practice schedule should be followed each day.
2. Whenever possible practice should be immediately after school and all students out of the building by 6:30 PM
3. Teams will finish practice on Wednesday so the teams will be out of the buildings and going home by 6:00 PM. Teams will not participate in a contest on Wednesdays (Tournaments, state-sponsored activities and some rescheduled activities may be exceptions).
4. Teams will not practice nor participate in a contest on Sundays (KSHSAA activities are the exception when rescheduling occurs due to weather issues).
5. Teams may practice during school term vacation periods if not in conflict with KSHSAA rules.
6. Teacher in-service days take precedence over practices.
7. The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day (Unless special permission is given by the Superintendent through the Principal and or/Athletic Director).
8. Coaches will be present when students report to practice and remain at the school until the last player has departed unless the coach has arranged for a faculty member to assume responsibility in his/her absence.
9. Practice will not be permitted after the last scheduled contest in any sport.
10. Always make arrangements to lock up valuables during practices and games.
11. Practice conditions must be held with the safety of the student in mind and immediate care given to any injury.
12. It is required that students do not practice on days they have been absent from school unless it is a school sponsored activity.
13. Individuals not directly involved with the athletic team should be asked to clear the playing area after school unless they have faculty supervision.
14. Inclement weather may make it necessary to coordinate use of the gym for practices in both the fall and spring.

## **Game Responsibilities**

1. Check leaving time with the Athletic Director and District Transportation Coordinator.



2. If students are to miss any class time, the teacher should be notified by announcements, **at least** 48 hours in advance.
3. Request leave through Skyward/Aesop at the beginning of the season.
4. Submit the transportation request form to Athletic Director for approval at least a week before needed.
5. Make sure all necessary equipment is ready to go.
6. Expect your squad members to display good citizenship at all times including the bus. Appropriate dress reflects and represents our school.
7. All participants must travel with the team and the coaches, to and from the game site, unless parent permission is granted or other arrangements are made by the administration, in cooperation with the coach, prior to the trip. Parents may not assume the responsibility of releasing any student(s) other than their own.
8. Students will not participate in a contest if they have been absent from school unless their absences were due to a school-sponsored activity or a doctor visit. A verification note from the doctor is required. Students must be in attendance by 10:00 a.m. on the day of the activity (Unless special permission is given by the Principal and or Athletic Director).

## Issuing Equipment

All equipment regardless of size, color, or cost should have some type of identification. The head coach will be responsible for numbering all articles. The coach and manager will record all equipment checked out to the athlete. **If it is not returned in a condition that would be normal wear and tear or the item is lost the athlete will be responsible to pay the cost of replacement.** Keep records accurately and avoid embarrassment because of the negligence of either party. It is suggested that if there is room in the back of your grade book that equipment check-out be recorded there. Equipment is not to be given to the athlete at the close of the season, regardless of its condition. We hope to get full use out of all athletic equipment.

## Inventory

1. The head coach of a sport is responsible for preparing a report at the beginning and end of their season. This report is an inventory of all athletic equipment for that sport.
2. Uniforms should be laundered before they are put away.
3. Check each piece of uniform and equipment for needed repairs:
  - a. Equipment and uniforms must be clean before repair.
  - b. Equipment to be repaired should be separated and brought to the athletic director to be repaired.



4. All equipment and uniforms should be marked and numbered if there are not numbers.
5. All equipment should be inventoried regardless of size, etc.
6. All equipment should be recorded when issued.
7. Equipment checked out to a student will be the responsibility of that student.  
Equipment that is not returned or that is misused will be charged to that student.
8. Your inventory should include:
  - a. How much equipment is on hand for next year.
  - b. Equipment to be repaired or replaced.
  - c. Amount of new equipment requested for next season.
  - d. How much equipment has been worn out, lost or stolen.
9. Each coach will turn in all athletic equipment requests by March 15<sup>th</sup>.
10. Keep the equipment storage area clean and organized.
11. Athletic equipment will be ordered after the inventory has been taken and the budget approved.

Head coaches should make an inventory of all equipment prior to the sports season. It is a good idea to keep a running inventory during the season. The coach who takes inventories him/herself (assisted by assistant coaches), will have a much better idea of the amount and condition of the equipment.

## **MS Athletic Uniform Rotations**

2017-2018: Wrestling

2018-2019: Girl's & Boy's Basketball

2019-2020: Off Year

2020-2021: Volleyball

2021-2022: Football

2022-2023: Cross Country & Track

## **HS Athletic Uniform Rotations**

2019-2020: Volleyball & Girls Basketball

2020-2021: Football

2021-2022: Softball & Golf

2022-2023: Wrestling & Boys and Girls Track and Cross Country

2023 Summer: Cheer & Girls Tennis





2023-2024: Boys Basketball & Baseball

## Placing Orders for Additional Team Gear

USD #320 has an All-School Under Armour/Nilil Bros Agreement. We will get the majority of our equipment and uniforms from them.

Purchasing any additional gear is solely the decision of the student and his/her parent. These extras are not required.

Coaches can set up Team Stores through Nilil Bros online stores. This is the preferred way to offer additional gear because:

- Parents are placing orders and paying online,
- No money is being collected at school, and
- Production starts at the ordering deadline.

In all instances, if coaches are going to allow students/parents to order items and collect money, the following steps must be taken:

- All money MUST be collected and turned in to the office **BEFORE** orders are placed.
- No orders are to be made without a paid order in hand.
- Vouchers will be presented to the principal for signature **BEFORE** any orders are placed.
- Exceptions: A donor is available to help and coaches have talked with the principal about available benefit monies.

It is the expectation of the principal and athletic director that these guidelines be followed with fidelity when making purchases in the name of Wamego Middle School or U.S.D. 320.

## Athletic Schedules

The scheduling of athletic events will be done in accordance with KSHSAA guidelines. Scheduling will also reflect the school philosophies about the loss of school time for the students and instructors. It should be realized that a large amount of scheduled activities does not necessarily reflect a quality program. The department will schedule a sufficient amount of contests to ensure a competitive program that all students are able to enjoy.

## Activity Trips



Students and teachers are expected to remain in class until dismissal time. Teachers, if your substitute has not arrived and it is time to leave, be sure the office is informed so someone can watch your class. Coaches are responsible to notify staff of athletes' absence at least 48 hours in advance.

## **Activity Trips – Buses**

1. Students are to be seated at all times and expected to be reasonably quiet and well behaved.
2. Be certain the bus is clean when the trip is completed.
3. The image we give the public can be made or broken on trips, make sure all team members dress neatly, act polite, and are a good representative of our school at all times.

## **Activity Trips – Vans**

1. Only certified employees, unless otherwise approved, will drive on school trips.
2. All vans need to be reserved through the transportation director 2 weeks prior to trip.
3. Keys for the vans need to be picked up at the transportation office.
4. When arriving back home:
  - a. Re-fuel the van at the USD 320 pumps at the bus lot. You must document all miles and gasoline used on the clipboard in the building next to the pump.
  - b. Return the van to the parking space in the lot.
  - c. Make sure the van is locked and reasonably cleaned before leaving.
  - d. Return the keys to the drop box at the bus yard.
  - e. Report any needed maintenance or problems with the van on the form before turning it in.

## **Athletic Injuries**

1. First, assume the injury is serious.
2. Don't move the athlete.
3. Keep a list of telephone numbers of people to get in touch with for each athlete in case of injury.
4. During your pre-season meeting with parents and student-athletes, you are to talk of the dangers that can occur during practice and competition. Reinforce that the chances of injury increase if the athlete does not train and perform the skills correctly.
5. Parents/athletes must have signed the KSHSAA concussion form.



6. Parents are to complete Emergency Medical form that will be given to coaches.
7. All doctors' orders will be followed without exception.

## **Coaching Clinics**

USD 320 recognizes interscholastic coaching as a very important part of the districts total educational program. The district believes that the attendance at coaching clinics by USD 320 coaches is desirable and enhances staff and program development.

USD 320 coaches will be provided the opportunity to attend the KSHSAA coaching clinics on an annual basis. USD 320 will reimburse coaches at a reasonable cost for registration fees and meal expenses. The district will also provide transportation to and from the clinic. In the event that a coach wishes to attend a clinic of comparable cost other than the KSHSAA clinic, he or she may apply to do so with the athletic director.

## **Eligibility**

The Kansas State High School Activities Association has a minimum regulation which requires students to pass at least five (5) subjects of unit weight each semester to remain eligible for athletics or other KSHSAA sponsored events that occur the following semester.

USD 320 eligibility policy supports the belief that a public education is a right and participation in extracurricular activities is a privilege.

An extracurricular activity is defined as an activity occurring outside the normal school day and not related to a particular academic area.

### **Eligibility Status**

The first two weeks of each semester shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward learning district curricular objectives.

There are two eligibility phases: academic probation and ineligible.

**Academic Probation:** Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.

**Ineligible:** Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.

An eligibility report will be ran on the first day of the school week by 9:00 AM.



A student is allowed to practice but not participate in extracurricular events while academically ineligible. This includes dances and parties.

**Eligibility will run the length of the semester, from the second week to semester's end.**

**TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY, A STUDENT MUST BE IN SCHOOL BY 10:00 A.M. ON THE DAY OF THE EVENT.** (Students with prearranged absences or unforeseen circumstances will be considered for exception by the principal and/or athletic director.)

## **Athletic Department - Drugs, Alcohol and Tobacco Policy**

USD 320 in no way condones the possession and or use of drugs, alcohol or tobacco. Members of the USD 320 athletic programs are prohibited from the use or possession of any of these substances.

Any athlete in violation of this policy, as determined by the staff of USD 320 or an officer of the law, will meet with the same consequences as any student: discipline and consequences in accordance with district policy.

### **Random Drug Testing Policy Wamego USD 320**

#### **Mission:**

- To provide a safe and drug free educational setting where all students can achieve to their full potential.

#### **Purpose:**

- To help students manage social pressures that may lead to the use of illegal drugs. Early identification of drug usage can help families address addiction and other issues that may result from drug use. USD 320 would like to partner with parents and work collaboratively in establishing a "Helping Policy" assisting students and parents in identifying the use of illegal substances.

#### **Goal:**

- To guide students in making good choices and refrain from using illegal drugs.

In order to provide a drug free environment and assist in the prevention of drug use, in wellness promotion, and in treatment of students who have engaged in drug use, Wamego students in grades 8-12 who participate in KSHSAA sponsored activities will be subject to random drug testing.



Additionally, parents/guardians may agree to opt-in their student to the random testing pool at any time.

**Random Drug Screening Process:**

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The principal, assistant principal, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the principal or assistant principal and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the principal or assistant principal.
6. Positive test results are cumulative for a two-year period starting with the most recent positive test, and only during a student’s high school years.
7. Detailed test results will be available only to the student, the parents/guardians, and to school administration who have a legitimate need to know.
8. Eligibility impacts of testing will be communicated to appropriate coaches and sponsors as required.
9. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their time at Wamego Middle School or Wamego High School.
10. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.



11. The testing facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.
12. Any student request, after being selected for random sample, for a parent or guardian to be present during testing process will be honored. (provided test can be completed within 48 hours)
13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will have participation suspended until a test is taken.
14. In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file in the school office.
15. All transfer students who choose to participate in KSHSAA activities will be educated on the drug testing policy and be provided a minimum 90-day window from the date of transfer before being included in the random testing pool.

**PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student's test result indicates the presence of an illegal drug, the provision set forth will apply:

**First Violation:**

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.
- The student will be encouraged to have an assessment with a certified addiction- counseling program. USD 320 will cover the cost of the first consultation meeting, if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

**Second Violation (Two Positive Test Results):**

A second positive test will result in the following consequences:



- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Third Violation (Three Positive Test Results):**

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Self-Reporting of Drug Usage:**

A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided by USD 320. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.



NAME:

SCHOOL YEAR:

COACHING POSITION:

YEARS IN POSITION:

EVALUATOR:

**PERFORMANCE LEVELS**

<b><u>N/O</u></b> Not Observed	<b><u>EE</u></b> Exceeds Expectations	<b><u>ME</u></b> Meets Expectations	<b><u>PME</u></b> Partially Meets Expectations	<b><u>DNME</u></b> Does Not Meet Expectations
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**VALUED QUALITIES**

**Self Evaluation**

**AD Evaluation**

<ul style="list-style-type: none"> <li>• Demonstrates loyalty to school &amp; administration.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates energy &amp; enthusiasm in all actions while coaching a sport.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates an ability to inspire athletes.</li> </ul>		
<ul style="list-style-type: none"> <li>• Acts as a positive role model.</li> </ul>		
<ul style="list-style-type: none"> <li>• Interacts appropriately with athletes in all settings (on &amp; off the field, including social media).</li> </ul>		
<ul style="list-style-type: none"> <li>• Interacts appropriately with school community stakeholders.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates poise &amp; self control.</li> </ul>		

**COACHING PERFORMANCE**

<ul style="list-style-type: none"> <li>• Demonstrates knowledge of the sport and rules.</li> </ul>		
<ul style="list-style-type: none"> <li>• Recognizes individual differences &amp; abilities.</li> </ul>		
<ul style="list-style-type: none"> <li>• Understands &amp; implements all safety &amp; security procedures as related to athletes safety &amp; health.</li> </ul>		
<ul style="list-style-type: none"> <li>• Utilizes opportunities for professional development by attending clinics, camps, &amp; other networking opportunities as well as current literature.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates punctuality at all times including but not limited to practices, games &amp; meetings.</li> </ul>		





<ul style="list-style-type: none"> <li>• Maintains team rules and discipline in a fair and consistent manner with all athletes.</li> </ul>		
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**PROFESSIONAL CONDUCT**

<ul style="list-style-type: none"> <li>• Is reflective of his/her performance.</li> </ul>		
<ul style="list-style-type: none"> <li>• Accepts constructive criticism of assistant coaches and administration.</li> </ul>		
<ul style="list-style-type: none"> <li>• Sets goals and seeks to improve.</li> </ul>		
<ul style="list-style-type: none"> <li>• Represents USD 320 professionally in all aspects of coaching duties.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates professional, appropriate conduct towards players, officials, parents &amp; spectators at all times.</li> </ul>		
<ul style="list-style-type: none"> <li>• Develops respect by example in appearance, manners, behavior, language &amp; conduct during a contest &amp; practice.</li> </ul>		

**COMMUNICATION**

<ul style="list-style-type: none"> <li>• Holds an informative, pre-season parent meeting.</li> </ul>		
<ul style="list-style-type: none"> <li>• Provides on-going information to parents &amp; community throughout the season (meetings, newsletter, website, etc...)</li> </ul>		
<ul style="list-style-type: none"> <li>• Team expectations, policies, and coaching philosophy are well documented (in writing) and available to players and parents (and on file in AD office).</li> </ul>		
<ul style="list-style-type: none"> <li>• Effectively communicates and resolves issues related to parent/player concerns.</li> </ul>		

**PRACTICE/GAME INSTRUCTIONAL PROCEDURES**

<ul style="list-style-type: none"> <li>• Develops &amp; utilizes well-organized practice schedules that includes maximum participation of all athletes based on skill &amp; abilities of the individual athletes.</li> </ul>		
<ul style="list-style-type: none"> <li>• Works with MS coaches to ensure continuity among programs. (HS Staff)</li> <li>• Works with HS coaches to ensure continuity among programs and successfully prepares athletes to</li> </ul>		



compete at the HS level. (MS Staff)		
<ul style="list-style-type: none"><li>• Sport specific drills and techniques are taught according to the skill level of the student-athlete.</li></ul>		

**ADDITIONAL COACH COMMENTS**

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**SUMMARY of EVALUATION**

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**STRENGTHS**

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**IMPROVEMENT SUGGESTED**

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**RECOMMENDATION**

	CONTRACT RENEWAL IN THE SAME POSITION.
	CONTRACT RENEWAL, PROVIDED IMPROVEMENT PLAN IS ACCEPTED.
	NON-RENEWAL OF CONTRACT

Signature of Evaluator:

Date:

Signature of Coach:

Date:

## **RESOLUTION**

### **SCHOOL CALENDAR IN TERMS OF HOURS**

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The Board of Education of Unified School District 320 resolves on July 15, 2019, that its adopted calendar for the 2019-2020 school-year contains more than the hours of instruction required by state statute for the various grade levels. In the event that school is dismissed because of hazardous driving conditions or other conditions of weather or is dismissed by school board action, those hours missed will be made up from the total of hours in excess of the minimum required by state statute. The board affirms that its calendar is established and is considered in terms of hours of instruction.

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Board President

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Date

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Clerk of the Board

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Date

**RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION**

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WHEREAS, the Board of Education of Unified School District No. 320, Wamego, 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 powers 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 that are required of another unit of government;

NOW THERE, BE IT RESOLVED, by the Board of Education of Unified School District No. 320, Wamego, 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 No. 320, Wamego, Kansas, on the 15th day of July 2019.

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President, Board of Education  
Wamego Unified School District 320

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**CERTIFICATE**

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 320 Wamego, Pottawatomie County, Kansas, on the 15th day of July 2019.

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Clerk, Board of Education

**RESOLUTION  
ESTABLISHING BOARD MEETING SCHEDULE**

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Pursuant to K.S.A. 72-1138, the Board of Education of USD 320 Pottawatomie County, Kansas, by resolution duly adopted at its regular meeting held July 15, 2019, establishes the following meeting schedule for regular Board of Education meetings to be held until June 30, 2020.

**TIME:** 7:00 p.m.

**FREQUENCY:** Second Monday of each month with exceptions (#) as noted below in proposed schedule.

**LOCATION:** Meetings will be held at the USD 320 Professional Learning Center located at 1010 8<sup>th</sup> Street unless otherwise noted.

If the established meeting date falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting will be held on the day following, commencing at the same hour as detailed above.

The Board of Education may adjourn any regular meeting to another time and place.

Board President	July 15, 2019 Date
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Clerk of the Board	July 15, 2019 Date
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**Schedule of 2019-2020 Scheduled Regular Meetings**

	<u>2019</u>		<u>2020</u>
July 15 #	Regular Monthly Meeting	January 13	Regular Monthly Meeting
August 5 #	Budget Notice Publication Approval Meeting/BOE Work Session	February 10	Regular Monthly Meeting/
August 15 #	BOE Facilities Tour, 5:00 pm	March 16 #	Regular Monthly Meeting
August 19 #	Regular Monthly Meeting/ Budget Hearing	March 23 #	Board Retreat/Work Session
September 9	Regular Monthly Meeting	April 6 #	Regular Monthly Meeting/ Teacher Evaluations
October 14	Regular Monthly Meeting	May 11	Regular Monthly Meeting
October 21 #	BOE Retreat/Work Session	June 8	Regular Monthly Meeting
November 11	Regular Monthly Meeting/ Administrator Evaluations		
November 18 #	Superintendent Evaluation		
December 16 #	Regular Monthly Meeting		

# - Exceptions

\* HS=Wamego High School; CE=Central Elementary; WE=West Elementary; MS=Wamego Middle School; DO=District Office

# RESOLUTION

## GAAP WAIVER

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WHEREAS Unified School District 320, Wamego, Pottawatomie County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2020 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to Unified School District 320 or the members of the general public of Unified School District 320 and

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, by Unified School District 320 of Wamego, Pottawatomie County, Kansas, in the regular meeting duly assembled this 15th day of July, 2019, that Unified School District 320 waives the requirements of K.S.A. 75-1120a(a) as they apply to Unified School District 320 for the year ended June 30, 2020.

BE IT FURTHER RESOLVED THAT Unified School District 320 shall cause the financial statements and financial reports of Unified School District 320 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.

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Board President

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Date

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Clerk of the Board

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Date

## **RESOLUTION FOR DESTRUCTION OF RECORDS**

BE IT RESOLVED THAT, the Board of Education of Unified School District No. 320 Wamego, Pottawatomie County, Kansas, hereby authorizes the Clerk of the Board to destroy the following records pursuant to K.S.A. 72-1629 and K.S.A. 72-1630; 29 CFR 1602; 29 CFR 825.500(b); 29 CFR 1627; 8 USC 1324(b)(3)(A)(B); :

- Time Cards prior to 2014
- P.O.s prior to 2014
- Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders prior to 2014.
- Warrants, warrant checks, receipts, canceled checks, and requisitions. Records older than 2014.
- Insurance policies, five (5) years after the expiration of the term thereof (prior to 2014).
- Terminated employee files with a term date prior to January 1, 2012
- Personnel records: Hiring records prior to 2017; I-9's prior to 2016; FMLA records prior to 2016;

### **Legal Standards for Destruction:**

(a) Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.

(b) Formal audit reports, five (5) years.

(c) Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.

(d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate office for a period of six (6) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.

(e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.

(f) Insurance policies, five (5) years after the expiration of the term thereof.

(g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district. (L. 1955, ch. 335, § 1; L. 1970, ch. 282, § 1; L. 1975, ch. 372 § 1, July 1.)

(h) Personnel Records: 7 years after termination; Medical/benefits: 6 years after plan year; I-9 forms 3 years after termination; Hiring records: 2 years after hiring decision.

72-1630. Application. Nothing in section 1 (72-1629) shall be deemed to apply to records, documents or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, nor to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time. (L. 1955, ch. 335, § 2; June 30.)

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## **CERTIFICATE**

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 320 Wamego, Pottawatomie County, Kansas, on the 15th day of July 2019.

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Clerk, Board of Education

**RESOLUTION TO RESCIND PRIOR POLICIES**

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Be it resolved on this day, July 15, 2019, that all policy statements found in the minutes of this board of education prior to July 1, 2019, be rescinded, and that the board of education adopt the written policies as presented and recommended by the superintendent of schools, to govern this school district during the 2019- 2020 school year, subject to periodic review, amendment, and revision by the board of education.

By: \_\_\_\_\_  
Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

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