

**KILLDEER PUBLIC SCHOOL BOARD
REGULAR MEETING
BOARD ROOM
WEDNESDAY, AUGUST 13, 2025, 7:00 PM**



AGENDA

1. Call to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - A. Minutes from July 16, 2025 Regular Meeting, July 18 Special Meeting and July 22, 2025 Special Meeting.

Killdeer Public School District No. 16

Administration

Jeff Simmons, Superintendent
Brady Wilz, HS Principal
Andrew Cook, Elem Principal
Rhonda Zastoupil, Business Manager



School Board

Levi Bang, President
Kelli Schollmeyer, Vice-President
Scott Bice, Member
April Dutchuk, Member
Larry Lundberg, Member

**Killdeer Public School District No. 16
Regular Board Meeting
Boardroom
Wednesday, July 16, 2025 – 6:00 p.m.
Official Minutes**

2024-2025 Board:

Levi Bang: Present
Scott Bice: Present
April Dutchuk: Present
Larry Lundberg: Absent
Kelli Schollmeyer: Present
Present: 4, Absent: 1.

2025-2026 Board:

Levi Bang: Present
Tara Bohmbach: Present
April Dutchuk: Present
Stephanie Hardersen: Present
Kelli Schollmeyer: Present
Present: 5, Absent: 0.

Also in attendance were Superintendent Jeff Simmons, Business Manager Rhonda Zastoupil, Brady Wilz and Jill Hager.

1. Call to Order

President Bang called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

2. Approval of Agenda

I move to set the written agenda and approve the consent agenda. This motion, made by April Dutchuk and seconded by Scott Bice, Carried.

Larry Lundberg: Absent, Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

3. Public Comment

President Bang opened the floor to public comment. No public comment.

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Scott Bice, Member
April Dutchuk, Member
Larry Lundberg, Member

4. Consent Agenda

4.A. Minutes from June 23, 2025 Special Meeting

4.B. Prepaid July Bills

4.C. Business Manager Reports

4.C.a. Financial Reports

4.C.b. Personnel Reports

1. Extra-Curricular Agreements - Returning Coaches/Advisors

2. Extra-Curricular Agreements - New Coaches

1. Ryan Schleppenbach - Varsity Boys' Basketball Assistant

3. Bus Driver Agreements

4. Resignations

1. Shayna Watson - Elem Administrative Assistant

4.C.c. Food Service Reports

4.C.d. Student Activity Reports

4.C.e. Open Enrollment & Tuition Agreement Reports

4.D. Administrator Reports

5. Program - Board Member Service Award

Mr. Simmons recognized Mr. Bice for his 12 years of dedicated service to the school board. President Bang and the board extended their appreciation to Mr. Bice and Mr. Lundberg for their commitment to the board over their terms in office.

6. Unfinished Business

6.A. Consider Annual Killdeer 16 Financial Report - Fiscal Year 2024-2025

I move to approve the ND School District Financial Report for fiscal year 2024-2025. This motion, made by Kelli Schollmeyer and seconded by April Dutchuk, Carried.

Larry Lundberg: Absent, Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

Mrs. Zastoupil presented the Annual Killdeer 16 Financial Report for Fiscal Year 2024-2025. Discussion held.

6.B. Consider IDC - Data Protection and Security Breaches 2nd Reading

I move to adopt the second reading of Policy IDC Data Protection and Security Breaches 2nd reading as presented. This motion, made by Scott Bice and seconded by April Dutchuk, Carried.

Larry Lundberg: Absent, Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

6.C. Consider ACBC - Use of Animals in District Schools and In Curricular Programs 2nd Reading

I move to adopt the second reading of Policy ACBC Use of Animals in District Schools and In Curricular Programs as presented. This motion, made by Kelli Schollmeyer and seconded by Scott Bice,

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Larry Lundberg, Member

Carried.

Larry Lundberg: Absent, Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

6.D. Consider GACB - Patriotic Exercises 2nd Reading

I move to adopt the Second reading of Policy GACB - Patriotic Exercises as Presented. This motion, made by April Dutchuk and seconded by Kelli Schollmeyer, Carried.

Larry Lundberg: Absent, Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

7. New Business

7.A. Organization of the Board - Election of President for FY 2025-2026

I move to cast a unanimous ballot for Kelli Schollmeyer as the board chairperson for 2025-2026. This motion, made by April Dutchuk and seconded by Levi Bang, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

Prior to the election of officers, Mr. Bice left the meeting and the two newly elected board members, Stephanie Hardersen and Tara Bohmbach, took seats. President Bang turned the meeting over to Mr. Simmons who opened the floor to nominations for Board Chair. Mr. Bang moved to nominate Mrs. Schollmeyer as the board chairperson for 2025-2026.

7.B. Organization of the Board - Election of Vice-President for FY 2025-2026

I move to cast a unanimous ballot for April Dutchuk as the board vice-chairperson for 2025-2026. This motion, made by Levi Bang and seconded by Stephanie Hardersen, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

President Schollmeyer opened the floor to nominations for Vice-President.

7.C. Consent Agenda (New Board)

I move to approve the new business consent agenda as presented. This motion, made by Levi Bang and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

7.C.a. Designate Federal Programs Administrator

1. School Food Services - Superintendent Simmons
2. Title I - Superintendent Simmons
3. Title IIA - Superintendent Simmons
4. Title IV - Superintendent Simmons

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Larry Lundberg, Member

- 5. Title V - Superintendent Simmons
- 6. REAP - Superintendent Simmons
- 7. All Other Federal Programs - Superintendent Simmons

7.C.b. Establish Dates and Time of Regular Monthly Meetings

7.C.c. Select and Act on Depository of School Funds

7.C.d. Designate a School Attorney - Pearce Durick PLLC,
Bismarck ND

7.D. Consider Additional July Bills

I move to pay the additional July bills as presented. This motion, made by Tara Bohmbach and seconded by Stephanie Hardersen, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

The additional July bills were presented and reviewed. Discussion held.

7.E. Consider the 2025 - 2026 Athletic Handbook

I move to approve the 2025 - 2026 Athletic Handbook as presented. This motion, made by April Dutchuk and seconded by Levi Bang, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

The updates to the Athletic Handbook were presented and reviewed. Discussion held.

7.F. Consider Policy FFI - Student Use of Personal Technology

I move to rescind Policy FFI - Student Use of Personal Technology and at the August meeting, utilize Policy BDA - Procedure for Adopting Board Policy to have the first and final reading of the new version of Policy FFI - Personal Electronic Communication Devices Prohibition During Instructional Time. This motion, made by April Dutchuk and seconded by Tara Bohmbach, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

Discussion held.

7.G. Designation of School Newspaper

I move to designate The Dickinson Press as the official school newspaper. This motion, made by Stephanie Hardersen and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

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School Board

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Scott Bice, Member
April Dutchuk, Member
Larry Lundberg, Member

7.H. Set Compensation for School Board Members

I move to set and approve the board compensation for \$150 for regular and committee meetings and \$175 for special and out-of-town meetings for 2025-2026. This motion, made by April Dutchuk and seconded by Levi Bang, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0, Absent: 0
Discussion held.

7.I. Establish Board Committees

I move to approve the Committees as presented for the 2025-2026 school year. This motion, made by Levi Bang and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0, Absent: 0
Discussion held.

7.J. Establish Fee Schedule for 2025-2026

I move to approve the proposed fee schedule for 2025-2026, as presented, authorizing the Business Manager to set the adult meal pricing once the USDA rates are received. This motion, made by April Dutchuk and seconded by Stephanie Hardersen, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0, Absent: 0
Discussion held.

7.K. Consider Bus Routes

I move to approve ten rural bus routes for 2025-2026. This motion, made by Levi Bang and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0, Absent: 0
Discussion held.

7.L. Consider Lease Agreement with Church of Saint Paul - Halliday Parish for use of parking lot

I move to approve the lease for Church of Saint Paul - Halliday Parish parking lot for 2025-2026 for \$1.00. This motion, made by Levi Bang and seconded by Tara Bohmbach, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0, Absent: 0

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7.M. 2025-2026 Preliminary Budget, Subsidiary Budget and Certificate of Levies

Mrs. Zastoupil presented the preliminary 25-26 budget, subsidiary budgets and certificate of levy. Discussion held. No action taken. The board scheduled the Budget Hearing for September 29, 2025 at 7:00 pm.

7.N. Consider 2025-2026 Consolidated Application

I move to approve the Consolidated Application for 2025-2026 as presented. This motion, made by April Dutchuk and seconded by Levi Bang, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 5, Nay: 0, Absent: 0

Mr. Simmons presented the Consolidated Application which describes how the district will allocate its Federal Title dollars. Discussion held.

7.O. Discuss the Dunn County Joint Venture Focus Group

Mr. Simmons shared information on the recently formed Joint Venture Focus Group and presented a draft of the Resolution. Discussion held. No action taken.

8. Other

9. Announcements

Discussion held regarding the date of the October board meeting. The board rescheduled the October meeting due to the timing of the NDSBA Annual Convention. The October board meeting will be held on October 15th at 7:00 pm.

9.A. Next Regular Meeting - August 13, 2025 at 7:00 PM

10. Adjourn

The meeting adjourned at 7:31 pm.

Levi Bang, President (24-25 Board)

Rhonda Zastoupil, Business Manager

Kelli Schollmeyer, President (25-26 Board)

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School Board

Kelli Schollmeyer, President
April Dutchuk, Vice-President
Levi Bang, Member
Tara Bohmbach, Member
Stephanie Hardersen, Member

**Killdeer Public School District No. 16
Special Board Meeting
Business Office
Friday, July 18, 2024 – 10:00 a.m.
Official Minutes**

Levi Bang: Absent
Tara Bohmbach: Present via Teams
April Dutchuk: Present via Teams
Stephanie Hardersen: Present via Teams
Kelli Schollmeyer: Present
Present: 4, Absent: 1.

Also in attendance were Superintendent Jeff Simmons (via Teams), Business Manager Rhonda Zastoupil and Shelly Bell.

1. Call to Order

President Schollmeyer called the meeting to order at 10:00 am.

2. Consider Replacement of Cooling Unit

I move to declare an emergency situation per NDCC 48-01.2 for replacement of the cooling tower at the elementary. This motion, made by April Dutchuk and seconded by Stephanie Hardersen, Carried.

Levi Bang: Absent, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea

Yea: 4, Nay: 0, Absent: 1

Mr. Simmons provided information regarding the cooling tower on the east end of the elementary school that is not functioning. Per Central Mechanical, there is up to a 12-week lead time on a replacement unit and a limited number of manufacturers of these units. The estimated cost of a replacement unit is \$130,000.00 on the low end. A firm quote is still pending. Discussion held.

After the motion was made, further discussion was held.

3. Adjourn

The meeting adjourned at 10:17 am.

Kelli Schollmeyer, President

Rhonda Zastoupil, Business Manager

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School Board

Kelli Schollmeyer, President
April Dutchuk, Vice-President
Levi Bang, Member
Tara Bohmbach, Member
Stephanie Hardersen, Member

**Killdeer Public School District No. 16
Special Board Meeting
Business Office
Tuesday, July 22, 2025 2:00 p.m.
Official Minutes**

Levi Bang: Present via Teams
Tara Bohmbach: Present via Teams
April Dutchuk: Present via Teams
Stephanie Hardersen: Present via Teams
Kelli Schollmeyer: Present via Teams
Present: 5.

Also in attendance were Superintendent Jeff Simmons and Business Manager Rhonda Zastoupil.

1. Call to Order

President Schollmeyer called the meeting to order at 2:00 pm.

2. Consider going out for bids on a new activity bus

I move to go out for bids on a new activity bus, pending confirmation of insurance coverage. This motion, made by Levi Bang and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Tara Bohmbach: Yea, April Dutchuk: Yea, Stephanie Hardersen: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Mr. Simmons provided information and details on a conventional coach-style activity bus with a 300-hp diesel engine. A specification sheet has been drafted for board review. Discussion held.

3. Adjourn

The meeting adjourned at 2:18 pm.

Kelli Schollmeyer, President

Rhonda Zastoupil, Business Manager

B. Prepaid August Bills

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
200347	Check	07/28/2025	USPO	US POSTAL SERVICE	25.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250728	07/28/2025	POELEM-03675	FEE FOR PO BOX	01 000 000 000 2500 532	25.00
200348	Check	07/29/2025	CITYOF	CITY OF KILLDEER	9,205.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250729	07/29/2025	POELEM-03682	WATER 101 HIGH ST NW	01 000 000 000 2600 411	1,416.24
20250729	07/29/2025	POELEM-03682	WATER PORTABLES	01 000 000 000 2600 411	163.09
20250729	07/29/2025	POELEM-03682	WATER GRADE SCHOOL	01 000 000 000 2600 411	1,240.08
20250729	07/29/2025	POELEM-03682	WATER GYM	01 000 000 000 2600 411	143.94
20250729	07/29/2025	POELEM-03682	WATER 1415 HIGH ST NW	01 000 000 000 2600 411	5,045.42
20250729	07/29/2025	POELEM-03682	GARBAGE PORTABLES	01 000 000 000 2600 421	57.00
20250729	07/29/2025	POELEM-03682	GARBAGE 101 HIGH ST NW	01 000 000 000 2600 421	1,140.00
200349	Check	07/29/2025	VISA	VISA	3,162.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250729	07/29/2025	POELEM-03681	GAS FOR DRIVERS ED	01 000 000 140 1000 626	68.11
20250729-0001	07/29/2025	POELEM-03680	ATHLETIC.NET/HORGESHIMER	01 000 000 420 3400 890	135.00
20250729-0006	07/29/2025	HS-01955	TI-84 Calculators	01 000 000 130 1000 611	225.00
20250729-0006	07/29/2025	HS-01955	shipping	01 000 000 130 1000 618	19.42
20250729-0007	07/29/2025	HS-01948	Soil Science Unit	01 000 000 310 1000 611	110.00
20250729-0007	07/29/2025	HS-01948	Natural Resources Unit	01 000 000 310 1000 611	110.00
20250729-0007	07/29/2025	HS-01948	shipping	01 000 000 310 1000 611	15.95
20250729-0008	07/29/2025	HS-01947	CCANS04.3 Meat Products and Preservation	01 000 000 310 1000 611	35.00
20250729-0008	07/29/2025	HS-01947	Plant Science, Complete Curriculum (Prin	01 000 000 310 1000 611	850.00
20250729-0008	07/29/2025	HS-01947	Beef Yield Grading, Skill Builder SET 2	01 000 000 310 1000 611	125.00
20250729-0008	07/29/2025	HS-01947	Meats Judging 101 CDE Handbook, SPIRAL-B	01 000 000 310 1000 611	125.00
20250729-0008	07/29/2025	HS-01947	Wildlife 1: Skulls and Furs ID, PowerPoi	01 000 000 310 1000 611	75.00
20250729-0008	07/29/2025	HS-01947	Wildlife 2: Tracks and Prints ID, PowerP	01 000 000 310 1000 611	75.00
20250729-0008	07/29/2025	HS-01947	SHIPPING	01 000 000 310 1000 618	30.00
20250729-0009	07/29/2025	HS-01944	Crayola Construction Paper, 240 Pgs, Sch	01 000 000 140 1000 611	11.76
20250729-0009	07/29/2025	HS-01944	Westcott 8" Stainless Steel Soft Handle	01 000 000 140 1000 611	15.99
20250729-0009	07/29/2025	HS-01944	Roobee by Mara Mi Luxe Floral Paper Pad,	01 000 000 140 1000 611	5.88
20250729-0009	07/29/2025	HS-01944	Roobee by Mara Mi Garden Flower Multicol	01 000 000 140 1000 611	5.88
20250729-0009	07/29/2025	HS-01944	(6 pack) Pen+Gear Single Hole Punch, Sil	01 000 000 140 1000 611	11.04
20250729-0009	07/29/2025	HS-01944	Elmer's Liquid School Glue, White, Washa	01 000 000 140 1000 611	7.44
20250729-0009	07/29/2025	HS-01944	Pen+Gear Standard Green Hanging File Fol	01 000 000 140 1000 611	12.68
20250729-0009	07/29/2025	HS-01944	KiddiTouch 4 Pcs Fidget Toy Slug, Sensor	01 000 000 140 1000 611	11.99
20250729-0009	07/29/2025	HS-01944	Round End Side Table with Fabric Storage	01 000 000 140 1000 611	42.99
20250729-0010	07/29/2025	HS-01933	Setting Net	01 000 000 420 3400 890	485.55
20250729-0010	07/29/2025	HS-01933	shipping	01 000 000 420 3400 890	15.00
20250729-0011	07/29/2025	HS-01932	Volleyballs	01 000 000 420 3400 890	310.41

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

20250729-0011	07/29/2025	HS-01932	shipping	01 000 000 420 3400 890	12.77
20250729-0012	07/29/2025	HS-01951	Current Events trivia	01 000 000 140 1000 611	215.00

Check Number: 200350

Check Type: Check

Check Date: 07/29/2025 Vendor: VISA

VISA

Check Total:

4,035.29

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250729-0013	07/29/2025	POELEM-03679	MAGIC SCHOOL AI SUBSCRIPTION	01 000 000 000 2210 300	99.96
20250729-0014	07/29/2025	POELEM-03677	FOOD FOR ELECTION WORKERS	01 000 000 000 2310 290	138.44
20250729-0014	07/29/2025	POELEM-03677	GAS	01 000 000 000 2700 626	80.93
20250729-0015	07/29/2025	POELEM-03678	CREDIT FOR WATER PUMP FOR RENTAL	03 000 000 000 4210 610	(3.77)
20250729-0016	07/29/2025	POELEM-03676	SUPERINTENDENT CONFERENCE	01 000 000 000 2321 580	297.00
20250729-0017	07/29/2025	HS-02044	fuel for camp	01 000 000 000 2700 626	235.81
20250729-0019	07/29/2025	ELEM-02797	Western Surety Company	01 000 000 000 2500 810	50.00
20250729-0020	07/29/2025	ELEM-02713	Handwriting Book	01 000 000 800 3300 611	810.00
20250729-0020	07/29/2025	ELEM-02713	Handwriting pencils	01 000 000 800 3300 611	49.90
20250729-0020	07/29/2025	ELEM-02713	SHIPPING	01 000 000 800 3300 618	85.99
20250729-0021	07/29/2025	ELEM-02709	letters and numbers for Me 2025 student	01 000 000 110 1000 610	953.37
20250729-0021	07/29/2025	ELEM-02709	credit	01 000 000 110 1000 610	(62.37)
20250729-0022	07/29/2025	ELEM-02504	Book Order from Follett for Elementary b	01 000 000 000 2222 642	111.55
20250729-0025	07/29/2025	ELEM-02703	6 cube organizer shelf	01 000 000 120 1000 611	169.96
20250729-0026	07/29/2025	ELEM-02793	Licensing Renewal Fee	01 000 000 890 3300 800	25.00
20250729-0027	07/29/2025	ELEM-02785	34x58 2in Faux Wood Blinds	03 000 000 000 4210 610	247.98
20250729-0027	07/29/2025	ELEM-02785	28x34 2in Faux Wood Blinds	03 000 000 000 4210 610	133.98
20250729-0027	07/29/2025	ELEM-02785	46x58 Cordless Blackout Cellular Shades	03 000 000 000 4210 610	137.99
20250729-0027	07/29/2025	ELEM-02785	DISCOUNT	03 000 000 000 4210 610	(130.00)
20250729-0029	07/29/2025	ELEM-02717	classroom door	01 000 000 120 1000 611	10.00
20250729-0029	07/29/2025	ELEM-02717	social contract	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	dismissal tracker	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	math shapes	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	classroom location	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	student number labels	01 000 000 120 1000 611	7.00
20250729-0029	07/29/2025	ELEM-02717	clock labels	01 000 000 120 1000 611	7.00
20250729-0029	07/29/2025	ELEM-02717	math coins	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	100 number line	01 000 000 120 1000 611	10.00
20250729-0029	07/29/2025	ELEM-02717	math shapes	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	locker tags	01 000 000 120 1000 611	7.00
20250729-0029	07/29/2025	ELEM-02717	desk name tags	01 000 000 120 1000 611	7.00
20250729-0029	07/29/2025	ELEM-02717	classroom schedule	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	classroom alphabet	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	student work display	01 000 000 120 1000 611	5.00
20250729-0029	07/29/2025	ELEM-02717	bulletin border	01 000 000 120 1000 611	17.98
20250729-0029	07/29/2025	ELEM-02717	rolling cart labels	01 000 000 120 1000 611	7.00
20250729-0029	07/29/2025	ELEM-02717	rug	01 000 000 120 1000 611	359.99

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1		Fund 01				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250729-0029	07/29/2025	ELEM-02717	bulletin board paper	01 000 000 120 1000 611	34.99	
20250729-0029	07/29/2025	ELEM-02717	meet the teacher	01 000 000 120 1000 611	5.00	
20250729-0029	07/29/2025	ELEM-02717	classroom poster	01 000 000 120 1000 611	5.99	
20250729-0029	07/29/2025	ELEM-02717	classroom poster	01 000 000 120 1000 611	5.99	
20250729-0029	07/29/2025	ELEM-02717	classroom poster	01 000 000 120 1000 611	5.99	
20250729-0029	07/29/2025	ELEM-02717	shipping	01 000 000 120 1000 618	9.99	
20250729-0030	07/29/2025	ELEM-02804	Whirlpool WFW70HEBW2 Water Pump Drain Ge	03 000 000 000 4210 610	57.65	
Check Number: 200351	Check Type: Check	Check Date: 07/29/2025	Vendor: BELL SHE	SHELLY BELL	Check Total:	50.00
20250729	07/29/2025	POELEM-03691	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2600 531	50.00	
Check Number: 200352	Check Type: Check	Check Date: 07/29/2025	Vendor: BREW STA	STACY BREW	Check Total:	50.00
20250729	07/29/2025	POELEM-03687	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2500 290	50.00	
Check Number: 200353	Check Type: Check	Check Date: 07/29/2025	Vendor: COOK AND	ANDREW COOK	Check Total:	50.00
20250729	07/29/2025	POELEM-03685	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 120 1000 290	50.00	
Check Number: 200354	Check Type: Check	Check Date: 07/29/2025	Vendor: DIAZ KER	KERRY DIAZ	Check Total:	50.00
20250729	07/29/2025	POELEM-03686	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2500 290	50.00	
Check Number: 200355	Check Type: Check	Check Date: 07/29/2025	Vendor: JEPS JAN	JANELL JEPSON	Check Total:	50.00
20250729	07/29/2025	POELEM-03688	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2500 290	50.00	
Check Number: 200356	Check Type: Check	Check Date: 07/29/2025	Vendor: SIMM JEF	JEFF SIMMONS	Check Total:	50.00
20250729	07/29/2025	POELEM-03683	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2321 290	50.00	
Check Number: 200357	Check Type: Check	Check Date: 07/29/2025	Vendor: SYN NMAR	MARK SYN NES	Check Total:	50.00
20250729	07/29/2025	POELEM-03692	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2600 531	50.00	
Check Number: 200358	Check Type: Check	Check Date: 07/29/2025	Vendor: WACKER 1	GERALD WACKER	Check Total:	50.00
20250729	07/29/2025	POELEM-03693	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2700 290	50.00	
Check Number: 200359	Check Type: Check	Check Date: 07/29/2025	Vendor: WALK NICK	NICHOLAS WALKER	Check Total:	50.00
20250729	07/29/2025	POELEM-03694	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 410 3400 890	25.00	
20250729	07/29/2025	POELEM-03694	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 420 3400 890	25.00	
Check Number: 200360	Check Type: Check	Check Date: 07/29/2025	Vendor: WALLAJ EN	JENNI WALLACE	Check Total:	50.00

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250729	07/29/2025	POELEM-03689	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2500 290	50.00		
Check Number: 200361	Check Type: Check	Check Date: 07/29/2025	Vendor: WILZBRA	BRADY WILZ	Check Total:	50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250729	07/29/2025	POELEM-03684	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 140 1000 290	50.00		
Check Number: 200362	Check Type: Check	Check Date: 07/29/2025	Vendor: ZASTRHO	RHONDA ZASTOUPIL	Check Total:	50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250729	07/29/2025	POELEM-03690	CELL PHONE REIMBURSEMENT - AUG 2025	01 000 000 000 2500 290	50.00		
Check Number: 200363	Check Type: Check	Check Date: 07/30/2025	Vendor: FUINS	FARMERS UNION INSURANCE	Check Total:	29,624.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
8729665	07/30/2025	POELEM-03695	INLAND MARINE RENEWAL	01 000 000 000 2500 521	6,013.00		
8729665	07/30/2025	POELEM-03695	GENERAL LIABILITY RENEWAL	01 000 000 000 2500 522	5,362.00		
8729665	07/30/2025	POELEM-03695	BUSINESS AUTO RENEWAL	01 000 000 000 2700 520	18,249.00		

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 46,652.92

C. Business Manager Reports

a. Financial Reports

Balance Sheet - Combined

Period Ending: July 2025

Annual; Processing Month 07/2025; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources					
Current Assets					
101 CASH IN BANK	4,916,768.49	478,526.17	3,538,900.89	1,001,000.85	9,935,196.40
102 FLEX ACCOUNT	11,874.11	0.00	0.00	0.00	11,874.11
110 DUE FROM OTHER FUNDS	954.97	0.00	0.00	0.00	954.97
111 INVESTMENTS	1,424,208.92	563,001.66	0.00	0.00	1,987,210.58
114 INTEREST REC ON INVESTMENTS	700.00	400.00	0.00	0.00	1,100.00
121 TAXES RECEIVABLE	105,980.65	0.00	18,339.52	39,677.00	163,997.17
141 INTERGOV ACCOUNTS RECEIVABLE	132,071.27	0.00	0.00	0.00	132,071.27
153 ACCOUNTS RECEIVABLE	(98,924.14)	0.00	0.00	0.00	(98,924.14)
181 PREPAID EXPENSE	55,829.15	0.00	0.00	0.00	55,829.15
Current Assets	6,549,463.42	1,041,927.83	3,557,240.41	1,040,677.85	12,189,309.51
Total Assets and Deferred Outflows of Resources	6,549,463.42	1,041,927.83	3,557,240.41	1,040,677.85	12,189,309.51
Total Liabilities, Deferred Inflows of Resources, and Fund Equity					
Current Liabilities					
402 DUE TO OTHER FUNDS	68.48	0.00	0.00	0.00	68.48
461 SALARIES-BENEFITS PAYABLE	7,628.23	0.00	0.00	0.00	7,628.23
462 PAYFLEX PAYABLE	424.29	0.00	0.00	0.00	424.29
472 FICA PAYABLE	3,796.60	0.00	0.00	0.00	3,796.60
473 RETIREMENT PAYABLE	133,983.57	0.00	0.00	0.00	133,983.57
474 INSURANCE PAYABLE	3,009.32	0.00	0.00	0.00	3,009.32
475 FIT PAYABLE	3,353.56	0.00	0.00	0.00	3,353.56
476 SIT PAYABLE	313.00	0.00	0.00	0.00	313.00
477 TSA PAYABLE	429.20	0.00	0.00	0.00	429.20
478 DUES PAYABLE	53.42	0.00	0.00	0.00	53.42
479 FLEX PAYABLE	11,874.14	0.00	0.00	0.00	11,874.14
481 DEFERRED REVENUES	92,451.31	0.00	15,987.80	34,182.92	142,622.03
Current Liabilities	257,385.12	0.00	15,987.80	34,182.92	307,555.84
Fund Balance					
770 UNRESERVED FUND BALANCE	6,292,078.30	1,041,927.83	3,541,252.61	1,006,494.93	11,881,753.67

Balance Sheet - Combined

Period Ending: July 2025

Annual; Processing Month 07/2025; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
Fund Balance	6,292,078.30	1,041,927.83	3,541,252.61	1,006,494.93	11,881,753.67
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	6,549,463.42	1,041,927.83	3,557,240.41	1,040,677.85	12,189,309.51

Regular; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 01, 03, 04

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 000 1110	GENERAL-DISTRICT PROPERTY TAX	4,548,328.43	7,036.71	7,036.71	0.15	4,541,291.72
01 000 1220	TELECOMMUNICATIONS	12,500.00	0.00	0.00	0.00	12,500.00
01 000 1231	HOMESTEAD TAX CREDIT	2,000.00	0.00	0.00	0.00	2,000.00
01 000 1312	TUITION FROM ND DISTRICTS	275,000.00	0.00	0.00	0.00	275,000.00
01 000 1322	TUITION--SPECIAL ED	290,000.00	0.00	0.00	0.00	290,000.00
01 000 1510	INTEREST EARNED	200,000.00	19,099.36	19,099.36	9.55	180,900.64
01 000 1800	PRE SCHOOL	35,000.00	0.00	0.00	0.00	35,000.00
01 000 1801	DAYCARE	135,000.00	360.00	360.00	0.27	134,640.00
01 000 1950	OIL ROYALTY	100,000.00	10,783.95	10,783.95	10.78	89,216.05
01 000 1990	MISC INCOME	20,000.00	1,000.00	1,000.00	5.00	19,000.00
Subtotal: REVENUE FROM LOCAL SOURCES		5,617,828.43	38,280.02	38,280.02	0.68	5,579,548.41
01 000 2210	OIL & GAS PRODUCTION TAX	2,400,000.00	164,898.59	164,898.59	6.87	2,235,101.41
Subtotal: REVENUE FROM COUNTY SOURCES		2,400,000.00	164,898.59	164,898.59	6.87	2,235,101.41
01 000 3110	STATE AID	685,073.90	25,821.47	25,821.47	3.77	659,252.43
01 000 3130	TRANSPORTATION AID	258,416.73	24,831.61	24,831.61	9.61	233,585.12
01 000 3310	CTE INSTRUCTIONAL AID	40,903.20	0.00	0.00	0.00	40,903.20
01 000 3340	CTE-CONSUMER & HOMEMAKING	20,000.00	0.00	0.00	0.00	20,000.00
Subtotal: REVENUE FROM STATE SOURCES		1,004,393.83	50,653.08	50,653.08	5.04	953,740.75
01 000 4210	TAYLOR GRAZING	1,000.00	0.00	0.00	0.00	1,000.00
01 000 4220	FLOOD CONTROL	400,000.00	105,264.52	105,264.52	26.32	294,735.48
01 000 4490	OTHER RESTRICTED FEDERAL AID	13,512.64	0.00	0.00	0.00	13,512.64
01 000 4510	TITLE I PROGRAM AID	262,461.00	0.00	0.00	0.00	262,461.00
01 000 4545	CARL PERKINS GRANT	38,549.00	0.00	0.00	0.00	38,549.00
01 200 4590	BEST IN CLASS GRANT	60,000.00	0.00	0.00	0.00	60,000.00
Subtotal: REVENUE FROM FEDERAL SOURCES		775,522.64	105,264.52	105,264.52	13.57	670,258.12
Fund Total:		9,797,744.90	359,096.21	359,096.21	3.67	9,438,648.69

Regular; Processing Month 07/2025; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

Fund: 03 CAPITAL PROJECTS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 000 1161	PROPERTY TAXES	766,387.85	1,175.24	1,175.24	0.15	765,212.61
03 000 1540	RENTAL INCOME SCHOOL HOUSING	91,800.00	3,250.00	3,250.00	3.54	88,550.00
Subtotal: REVENUE FROM LOCAL SOURCES		858,187.85	4,425.24	4,425.24	0.52	853,762.61
Fund Total:		858,187.85	4,425.24	4,425.24	0.52	853,762.61

Regular; Processing Month 07/2025; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

Fund: 04 DEBT SERVICE

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
04 000 1171	SINKING AND INTEREST #2	1,186,050.00	2,369.19	2,369.19	0.20	1,183,680.81
	Subtotal: REVENUE FROM LOCAL SOURCES	1,186,050.00	2,369.19	2,369.19	0.20	1,183,680.81
	Fund Total:	1,186,050.00	2,369.19	2,369.19	0.20	1,183,680.81

Revenue Summary Report

Processing Month: 07/2025

Regular; Processing Month 07/2025; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	11,841,982.75	365,890.64	365,890.64	3.09	11,476,092.11

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01	GENERAL FUND				
2210	CURRICULUM IMPROVEMENT				
01 000 000 000 2210 110	SALARIES	71,674.00	113.91	113.91	71,560.09
01 000 000 000 2210 210	HEALTH INSURANCE	9,321.24	0.00	0.00	9,321.24
01 000 000 000 2210 220	FICA	6,196.11	0.00	0.00	6,196.11
01 000 000 000 2210 230	TFFR	16,165.53	0.00	0.00	16,165.53
01 000 000 000 2210 300	PROFESSIONAL SERVICES	80,000.00	7,103.96	7,103.96	72,896.04
01 000 000 000 2210 430	CONTRACTS	2,000.00	2,000.00	2,000.00	0.00
01 000 000 000 2210 580	TRAVEL	12,000.00	0.00	0.00	12,000.00
01 000 000 000 2210 611	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2210 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 000 2210 890	OTHER	1,000.00	0.00	0.00	1,000.00
2210	CURRICULUM IMPROVEMENT	199,356.88	9,217.87	9,217.87	190,139.01
2213	WELLNESS				
01 000 000 000 2213 110	SALARIES	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2213 220	FICA	153.00	0.00	0.00	153.00
01 000 000 000 2213 230	TFFR	451.09	0.00	0.00	451.09
01 000 000 000 2213 290	OTHER EMPLOYEE BENEFITS	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2213 580	TRAVEL	3,500.00	0.00	0.00	3,500.00
01 000 000 000 2213 611	SUPPLIES	250.00	0.00	0.00	250.00
01 000 000 000 2213 810	DUES & FEES	2,500.00	0.00	0.00	2,500.00
2213	WELLNESS	10,354.09	0.00	0.00	10,354.09
2222	LIBRARY				
01 000 000 000 2222 110	SALARIES	58,000.00	0.00	0.00	58,000.00
01 000 000 000 2222 130	SUBS/AIDES	5,000.00	0.00	0.00	5,000.00
01 000 000 000 2222 210	HEALTH INSURANCE	9,321.24	0.00	0.00	9,321.24
01 000 000 000 2222 220	FICA	5,150.07	0.00	0.00	5,150.07
01 000 000 000 2222 230	TFFR	13,081.52	0.00	0.00	13,081.52
01 000 000 000 2222 430	CONTRACTS	2,500.00	2,392.80	2,392.80	107.20
01 000 000 000 2222 580	TRAVEL	100.00	0.00	0.00	100.00
01 000 000 000 2222 611	SUPPLIES	3,500.00	0.00	0.00	3,500.00
01 000 000 000 2222 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 000 2222 641	BOOKS-H.S.	0.00	0.00	0.00	0.00
01 000 000 000 2222 642	BOOKS-ELEM	2,500.00	1,288.40	1,288.40	1,211.60
01 000 000 000 2222 650	PERIODICALS	200.00	0.00	0.00	200.00
01 000 000 000 2222 670	SOFTWARE	500.00	500.00	500.00	0.00
01 000 000 000 2222 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
2222	LIBRARY	100,952.83	4,181.20	4,181.20	96,771.63
2225	COMPUTER-ASSISTED INSTRUCTION				
01 000 000 000 2225 490	TECHNOLOGY SERVICES	109,928.00	7,503.99	7,503.99	102,424.01
2225	COMPUTER-ASSISTED INSTRUCTION	109,928.00	7,503.99	7,503.99	102,424.01
2310	BOARD OF EDUCATION				
01 000 000 000 2310 110	SALARIES-EARLY RETIREMENT	0.00	0.00	0.00	0.00
01 000 000 000 2310 120	SALARIES--BUSINESS MANAGER	0.00	0.00	0.00	0.00
01 000 000 000 2310 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2310 220	FICA	2,677.50	13.39	13.39	2,664.11
01 000 000 000 2310 221	ND OASIS	0.00	0.00	0.00	0.00
01 000 000 000 2310 230	TFFR & PERS	0.00	0.00	0.00	0.00
01 000 000 000 2310 250	UNEMPLOYMENT COMPENSATION	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2310 260	WORKMEN'S COMPENSATION	20,000.00	14,808.70	14,808.70	5,191.30
01 000 000 000 2310 290	OTHER EMPLOYEE BENEFITS	35,000.00	717.21	717.21	34,282.79
01 000 000 000 2310 300	PURCHASED SERVICES	5,000.00	1,040.00	1,040.00	3,960.00
01 000 000 000 2310 310	BOARD SALARY	35,000.00	175.00	175.00	34,825.00
01 000 000 000 2310 580	TRAVEL	5,000.00	0.00	0.00	5,000.00
01 000 000 000 2310 610	SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 000 2310 650	PERIODICALS	0.00	0.00	0.00	0.00
01 000 000 000 2310 730	EQUIPMENT	2,400.00	0.00	0.00	2,400.00
01 000 000 000 2310 810	DUES & FEES	25,000.00	7,250.00	7,250.00	17,750.00
01 000 000 000 2310 890	CONSOLIDATION	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	131,577.50	24,004.30	24,004.30	107,573.20
2321	SUPERINTENDENT'S OFFICE				
01 000 000 000 2321 110	SALARIES-SUPERINTENDENT	156,588.20	12,045.26	12,045.26	144,542.94
01 000 000 000 2321 120	SALARIES-SECRETARY	0.00	0.00	0.00	0.00
01 000 000 000 2321 210	HEALTH INSURANCE	22,533.12	1,877.76	1,877.76	20,655.36
01 000 000 000 2321 220	FICA	11,979.00	906.96	906.96	11,072.04
01 000 000 000 2321 230	TFFR	32,600.73	2,716.74	2,716.74	29,883.99
01 000 000 000 2321 290	OTHER EMPLOYEE BENEFITS	7,000.00	433.34	433.34	6,566.66
01 000 000 000 2321 580	TRAVEL	6,000.00	297.00	297.00	5,703.00
01 000 000 000 2321 670	SOFTWARE	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 000 2321 730	EQUIPMENT	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2321 810	DUES & FEES	3,000.00	0.00	0.00	3,000.00
2321 SUPERINTENDENT'S OFFICE		<u>242,201.05</u>	<u>18,277.06</u>	<u>18,277.06</u>	<u>223,923.99</u>
2500 BUSINESS OFFICE					
01 000 000 000 2500 120	Salaries	203,134.65	18,877.67	18,877.67	184,256.98
01 000 000 000 2500 210	HEALTH INSURANCE	41,175.60	3,975.05	3,975.05	37,200.55
01 000 000 000 2500 220	FICA	16,965.95	1,588.66	1,588.66	15,377.29
01 000 000 000 2500 230	PERS	30,753.29	3,032.99	3,032.99	27,720.30
01 000 000 000 2500 290	OTHER EMPLOYEE BENEFITS	5,000.00	500.00	500.00	4,500.00
01 000 000 000 2500 330	PROFESSIONAL SERVICES	50,000.00	427.50	427.50	49,572.50
01 000 000 000 2500 430	CONTRACTS	3,500.00	256.32	256.32	3,243.68
01 000 000 000 2500 431	POSTAGE METER	5,500.00	1,021.45	1,021.45	4,478.55
01 000 000 000 2500 521	PROPERTY INSURANCE	80,000.00	78,379.00	78,379.00	1,621.00
01 000 000 000 2500 522	LIABILITY INSURANCE	5,500.00	5,362.00	5,362.00	138.00
01 000 000 000 2500 532	POSTAGE	5,000.00	395.00	395.00	4,605.00
01 000 000 000 2500 540	LEGALS-ADS	7,000.00	566.64	566.64	6,433.36
01 000 000 000 2500 550	PRINTING & BINDING	500.00	0.00	0.00	500.00
01 000 000 000 2500 580	TRAVEL	2,500.00	200.20	200.20	2,299.80
01 000 000 000 2500 618	FREIGHT	200.00	0.00	0.00	200.00
01 000 000 000 2500 619	SUPPLIES TO BE DIST.	200.00	0.00	0.00	200.00
01 000 000 000 2500 670	SOFTWARE	15,000.00	0.00	0.00	15,000.00
01 000 000 000 2500 690	MISC SUPPLIES	7,000.00	95.00	95.00	6,905.00
01 000 000 000 2500 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 000 2500 810	DUES & FEES	10,000.00	172.94	172.94	9,827.06
01 000 000 000 2500 830	INTEREST	0.00	0.00	0.00	0.00
2500 BUSINESS OFFICE		<u>488,929.49</u>	<u>114,850.42</u>	<u>114,850.42</u>	<u>374,079.07</u>
2600 M & O OF PLANT					
01 000 000 000 2600 120	SALARIES	318,383.11	22,352.66	22,352.66	296,030.45
01 000 000 000 2600 121	PART TIME SALARY	40,096.69	12,041.59	12,041.59	28,055.10
01 000 000 000 2600 210	HEALTH INSURANCE	55,927.44	6,174.04	6,174.04	49,753.40
01 000 000 000 2600 220	FICA	24,583.03	2,643.23	2,643.23	21,939.80
01 000 000 000 2600 230	PERS	52,351.81	5,053.35	5,053.35	47,298.46
01 000 000 000 2600 411	WATER/SEWER	32,000.00	8,008.77	8,008.77	23,991.23
01 000 000 000 2600 421	GARBAGE	20,000.00	1,197.00	1,197.00	18,803.00
01 000 000 000 2600 431	FIRE EXTINGUISHERS	5,000.00	1,275.00	1,275.00	3,725.00
01 000 000 000 2600 432	PEST CONTROL	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2600 433	CLOCK SYSTEM	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2600 434	HEATING SYSTEM	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2600 435	OTHER CONTRACTS	17,000.00	0.00	0.00	17,000.00
01 000 000 000 2600 441	RENTALS	0.00	0.00	0.00	0.00
01 000 000 000 2600 450	CONSTRUCTION SERVICES	100,000.00	12,814.88	12,814.88	87,185.12
01 000 000 000 2600 531	TELEPHONE	24,000.00	2,474.87	2,474.87	21,525.13
01 000 000 000 2600 611	SUPPLIES	125,000.00	8,207.03	8,207.03	116,792.97
01 000 000 000 2600 618	FREIGHT	4,000.00	10.82	10.82	3,989.18
01 000 000 000 2600 621	ELECTRICITY	225,000.00	17,104.02	17,104.02	207,895.98
01 000 000 000 2600 622	NATURAL GAS	75,000.00	3,322.00	3,322.00	71,678.00
01 000 000 000 2600 626	GAS-MAINTENANCE	3,000.00	112.23	112.23	2,887.77
01 000 000 000 2600 627	DIESEL	2,500.00	98.82	98.82	2,401.18
01 000 000 000 2600 730	EQUIPMENT	51,000.00	50,903.69	50,903.69	96.31
2600 M & O OF PLANT		<u>1,205,342.08</u>	<u>153,794.00</u>	<u>153,794.00</u>	<u>1,051,548.08</u>
2700 TRANSPORTATION					
01 000 000 000 2700 110	SALARIES--TRANSPORTATION DIR	9,889.43	0.00	0.00	9,889.43
01 000 000 000 2700 120	SALARIES-BUS MECHANIC	0.00	0.00	0.00	0.00
01 000 000 000 2700 121	PART TIME SALARY-BUS DRIVER	262,571.79	0.00	0.00	262,571.79
01 000 000 000 2700 122	SUB SALARY	5,000.00	0.00	0.00	5,000.00
01 000 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2700 220	FICA	21,225.78	0.00	0.00	21,225.78
01 000 000 000 2700 230	PERS	22,038.70	0.00	0.00	22,038.70
01 000 000 000 2700 290	OTHER EMPLOYEE BENEFITS	1,000.00	100.00	100.00	900.00
01 000 000 000 2700 330	OTHER PROFESSIONAL SERVICES	5,500.00	0.00	0.00	5,500.00
01 000 000 000 2700 390	PHYSICALS	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2700 431	TWO WAY RADIO	0.00	0.00	0.00	0.00
01 000 000 000 2700 432	FIRE EXTING. SERVICE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2700 519	TRANSPORTATION-FAMILY TYPE	18,000.00	0.00	0.00	18,000.00
01 000 000 000 2700 520	INSURANCE	20,000.00	18,311.00	18,311.00	1,689.00
01 000 000 000 2700 580	TRAVEL	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2700 611	SUPPLIES	4,000.00	42.48	42.48	3,957.52
01 000 000 000 2700 626	GASOLINE	10,000.00	504.66	504.66	9,495.34
01 000 000 000 2700 627	DIESEL	100,000.00	1,715.81	1,715.81	98,284.19
01 000 000 000 2700 670	SOFTWARE	14,390.00	14,390.00	14,390.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 000 2700 671	OIL AND GREASE	7,000.00	0.00	0.00	7,000.00
01 000 000 000 2700 672	TIRES AND TUBES	10,000.00	0.00	0.00	10,000.00
01 000 000 000 2700 673	REPAIRS	200,000.00	2,844.63	2,844.63	197,155.37
01 000 000 000 2700 730	EQUIPMENT	15,328.00	0.00	0.00	15,328.00
01 000 000 000 2700 732	VEHICLE REPLACEMENT	300,000.00	0.00	0.00	300,000.00
2700	TRANSPORTATION	1,032,943.70	37,908.58	37,908.58	995,035.12
6300	TRANSFERS TO OTHER FUNDS				
01 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE				
01 000 000 000 6320 920	TRANSFER OF FUNDS TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS				
01 000 000 000 6330 920	TRANSFER OF FUNDS TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6350	TRANSFER TO FOOD SERVICE				
01 000 000 000 6350 920	TRANSFER OF FUNDS TO FOOD SERVICE	250,000.00	0.00	0.00	250,000.00
6350	TRANSFER TO FOOD SERVICE	250,000.00	0.00	0.00	250,000.00
6360	TRANSFER TO STUDENT ACTIVITY				
01 000 000 000 6360 920	TRANSFER OF FUNDS STUDENT ACTIVITY	50,000.00	0.00	0.00	50,000.00
6360	TRANSFER TO STUDENT ACTIVITY	50,000.00	0.00	0.00	50,000.00
000	UNDISTRIBUTED EXPENDITURES	3,821,585.62	369,737.42	369,737.42	3,451,848.20
1000	INSTRUCTION				
01 000 000 110 1000 110	SALARIES	185,710.00	0.00	0.00	185,710.00
01 000 000 110 1000 130	SUBS/AIDES	7,425.00	0.00	0.00	7,425.00
01 000 000 110 1000 210	HEALTH INSURANCE	34,641.00	0.00	0.00	34,641.00
01 000 000 110 1000 220	FICA	14,919.89	0.00	0.00	14,919.89
01 000 000 110 1000 230	TFFR	41,885.68	0.00	0.00	41,885.68
01 000 000 110 1000 290	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
01 000 000 110 1000 430	CONTRACTS	2,500.00	0.00	0.00	2,500.00
01 000 000 110 1000 610	SUPPLIES	17,500.00	2,951.79	2,951.79	14,548.21
01 000 000 110 1000 618	FREIGHT	500.00	156.70	156.70	343.30
01 000 000 110 1000 640	BOOKS	22,000.00	2,962.81	2,962.81	19,037.19
01 000 000 110 1000 670	SOFTWARE	2,500.00	29.21	29.21	2,470.79
01 000 000 110 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 110 1000 810	DUES & FEES	500.00	451.88	451.88	48.12
1000	INSTRUCTION	330,081.57	6,552.39	6,552.39	323,529.18
110	KINDERGARTEN	330,081.57	6,552.39	6,552.39	323,529.18
1000	INSTRUCTION				
01 000 000 120 1000 110	SALARIES	1,280,170.65	0.00	0.00	1,280,170.65
01 000 000 120 1000 130	SUBS/AIDES	193,882.80	2,098.00	2,098.00	191,784.80
01 000 000 120 1000 210	HEALTH INSURANCE	246,995.21	388.39	388.39	246,606.82
01 000 000 120 1000 220	FICA	105,919.49	162.80	162.80	105,756.69
01 000 000 120 1000 230	TFFR	288,106.60	473.19	473.19	287,633.41
01 000 000 120 1000 290	OTHER EMPLOYEE BENEFITS	600.00	100.00	100.00	500.00
01 000 000 120 1000 430	CONTRACTS	37,551.00	0.00	0.00	37,551.00
01 000 000 120 1000 560	TUITION TO LEA'S IN STATE	12,000.00	0.00	0.00	12,000.00
01 000 000 120 1000 580	TRAVEL	4,000.00	140.00	140.00	3,860.00
01 000 000 120 1000 611	SUPPLIES	110,000.00	19,261.30	19,261.30	90,738.70
01 000 000 120 1000 612	MUSIC SUPPLIES	2,500.00	0.00	0.00	2,500.00
01 000 000 120 1000 618	FREIGHT	1,200.00	463.79	463.79	736.21
01 000 000 120 1000 640	BOOKS	149,000.00	6,913.22	6,913.22	142,086.78
01 000 000 120 1000 670	SOFTWARE	15,000.00	167.93	167.93	14,832.07
01 000 000 120 1000 730	EQUIPMENT	63,500.00	0.00	0.00	63,500.00
01 000 000 120 1000 810	DUES & FEES	3,000.00	2,598.31	2,598.31	401.69
1000	INSTRUCTION	2,513,425.75	32,766.93	32,766.93	2,480,658.82
2410	OFFICE OF PRINCIPAL SERVICES				
01 000 000 120 2410 110	SALARIES	96,105.61	0.00	0.00	96,105.61
01 000 000 120 2410 120	SALARIES-SECRETARY	76,902.59	1,710.56	1,710.56	75,192.03
01 000 000 120 2410 210	HEALTH INSURANCE	41,175.60	388.39	388.39	40,787.21
01 000 000 120 2410 220	FICA	14,661.31	160.57	160.57	14,500.74
01 000 000 120 2410 230	TFFR	48,890.62	278.13	278.13	48,612.49
01 000 000 120 2410 430	CONTRACTS	250.00	0.00	0.00	250.00
01 000 000 120 2410 580	TRAVEL	1,000.00	0.00	0.00	1,000.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 120 2410 611	SUPPLIES	500.00	0.00	0.00	500.00
01 000 000 120 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 120 2410 670	SOFTWARE	100.00	0.00	0.00	100.00
01 000 000 120 2410 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 120 2410 810	DUES & FEES	1,500.00	924.00	924.00	576.00
2410	OFFICE OF PRINCIPAL SERVICES	281,185.73	3,461.65	3,461.65	277,724.08
120	ELEMENTARY	2,794,611.48	36,228.58	36,228.58	2,758,382.90
1000	INSTRUCTION				
01 000 000 130 1000 110	SALARIES	441,155.10	0.00	0.00	441,155.10
01 000 000 130 1000 130	SUBS/AIDES	74,250.00	234.00	234.00	74,016.00
01 000 000 130 1000 210	HEALTH INSURANCE	93,210.73	0.00	0.00	93,210.73
01 000 000 130 1000 220	FICA	42,566.02	17.91	17.91	42,548.11
01 000 000 130 1000 230	TFFR	91,969.10	52.79	52.79	91,916.31
01 000 000 130 1000 290	OTHER EMPLOYEE BENEFITS	2,937.50	0.00	0.00	2,937.50
01 000 000 130 1000 430	CONTRACTS	5,000.00	0.00	0.00	5,000.00
01 000 000 130 1000 580	TRAVEL	750.00	0.00	0.00	750.00
01 000 000 130 1000 611	SUPPLIES	16,000.00	5,304.10	5,304.10	10,695.90
01 000 000 130 1000 618	FREIGHT	1,000.00	19.42	19.42	980.58
01 000 000 130 1000 640	BOOKS	5,000.00	4,136.58	4,136.58	863.42
01 000 000 130 1000 670	SOFTWARE	4,000.00	54.76	54.76	3,945.24
01 000 000 130 1000 730	EQUIPMENT	2,400.00	0.00	0.00	2,400.00
01 000 000 130 1000 810	DUES & FEES	1,000.00	847.28	847.28	152.72
1000	INSTRUCTION	781,238.45	10,666.84	10,666.84	770,571.61
130	MIDDLE/JUNIOR HIGH	781,238.45	10,666.84	10,666.84	770,571.61
1000	INSTRUCTION				
01 000 000 140 1000 110	SALARIES	784,042.50	0.00	0.00	784,042.50
01 000 000 140 1000 130	SUBS/AIDES	158,500.00	5,706.00	5,706.00	152,794.00
01 000 000 140 1000 210	HEALTH INSURANCE	164,808.31	0.00	0.00	164,808.31
01 000 000 140 1000 220	FICA	74,528.96	436.51	436.51	74,092.45
01 000 000 140 1000 230	TFFR	175,580.58	52.78	52.78	175,527.80
01 000 000 140 1000 290	OTHER EMPLOYEE BENEFITS	2,937.50	100.00	100.00	2,837.50
01 000 000 140 1000 430	CONTRACTS	10,000.00	0.00	0.00	10,000.00
01 000 000 140 1000 442	RENTAL-DRIVERS ED	3,000.00	0.00	0.00	3,000.00
01 000 000 140 1000 520	DRIVER'S ED INSURANCE	200.00	0.00	0.00	200.00
01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	75,000.00	(3,331.14)	(3,331.14)	78,331.14
01 000 000 140 1000 580	TRAVEL	2,000.00	1,297.11	1,297.11	702.89
01 000 000 140 1000 611	SUPPLIES	45,000.00	5,832.77	5,832.77	39,167.23
01 000 000 140 1000 612	MUSIC SUPPLIES	5,000.00	0.00	0.00	5,000.00
01 000 000 140 1000 614	ART SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 140 1000 618	FREIGHT	1,000.00	0.00	0.00	1,000.00
01 000 000 140 1000 626	MISC DRIVERS ED SUPPLIES	2,000.00	1,100.15	1,100.15	899.85
01 000 000 140 1000 640	BOOKS	10,000.00	0.00	0.00	10,000.00
01 000 000 140 1000 670	SOFTWARE	20,000.00	113.17	113.17	19,886.83
01 000 000 140 1000 730	EQUIPMENT	27,200.00	0.00	0.00	27,200.00
01 000 000 140 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 733	RACFC EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 810	DUES & FEES	2,000.00	1,751.03	1,751.03	248.97
1000	INSTRUCTION	1,562,797.85	13,058.38	13,058.38	1,549,739.47
2410	OFFICE OF PRINCIPAL SERVICES				
01 000 000 140 2410 110	SALARIES	82,950.00	0.00	0.00	82,950.00
01 000 000 140 2410 120	SALARIES-SECRETARY	58,344.03	1,560.66	1,560.66	56,783.37
01 000 000 140 2410 210	HEALTH INSURANCE	37,447.10	310.72	310.72	37,136.38
01 000 000 140 2410 220	FICA	11,949.91	143.15	143.15	11,806.76
01 000 000 140 2410 230	TFFR/PERS	30,928.30	253.76	253.76	30,674.54
01 000 000 140 2410 430	CONTRACTS	1,000.00	0.00	0.00	1,000.00
01 000 000 140 2410 580	TRAVEL	1,500.00	0.00	0.00	1,500.00
01 000 000 140 2410 611	SUPPLIES	1,000.00	60.64	60.64	939.36
01 000 000 140 2410 618	FREIGHT	100.00	7.25	7.25	92.75
01 000 000 140 2410 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 140 2410 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 2410 810	DUES & FEES	5,000.00	3,114.00	3,114.00	1,886.00
2410	OFFICE OF PRINCIPAL SERVICES	230,219.34	5,450.18	5,450.18	224,769.16
140	HIGH SCHOOL	1,793,017.19	18,508.56	18,508.56	1,774,508.63
2835	HEALTH SERVICES				
01 000 000 200 2835 120	NON-CERTIFIED SALARY	38,707.20	2,370.70	2,370.70	36,336.50
01 000 000 200 2835 210	HEALTH INSURANCE	9,321.24	0.00	0.00	9,321.24
01 000 000 200 2835 220	FICA	3,674.18	181.36	181.36	3,492.82
01 000 000 200 2835 230	TFFR	6,293.79	385.46	385.46	5,908.33

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 200 2835 610	SUPPLIES	3,000.00	0.00	0.00	3,000.00
01 000 000 200 2835 810	DUES & FEES	3,000.00	326.00	326.00	2,674.00
2835 HEALTH SERVICES		63,996.41	3,263.52	3,263.52	60,732.89
2900 OTHER SUPPORT SERVICES					
01 000 000 200 2900 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 200 2900 220	FICA	0.00	0.00	0.00	0.00
01 000 000 200 2900 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 200 2900 320	SUPPORT SERVICES	28,500.00	0.00	0.00	28,500.00
01 000 000 200 2900 594	FOSTER CARE	0.00	0.00	0.00	0.00
2900 OTHER SUPPORT SERVICES		28,500.00	0.00	0.00	28,500.00
200 SPECIAL PROGRAMS		92,496.41	3,263.52	3,263.52	89,232.89
1000 INSTRUCTION					
01 000 000 205 1000 110	SALARIES - SPEC ED	0.00	0.00	0.00	0.00
01 000 000 205 1000 130	SUBS/AIDES-SPECIAL ED	23,434.95	0.00	0.00	23,434.95
01 000 000 205 1000 210	HEALTH INSURANCE	9,321.24	0.00	0.00	9,321.24
01 000 000 205 1000 220	FICA	2,505.85	0.00	0.00	2,505.85
01 000 000 205 1000 230	PERS	3,810.52	0.00	0.00	3,810.52
1000 INSTRUCTION		39,072.56	0.00	0.00	39,072.56
205 PRESCHOOL SPECIAL EDUCATION		39,072.56	0.00	0.00	39,072.56
1000 INSTRUCTION					
01 000 000 255 1000 110	SALARIES	231,315.00	0.00	0.00	231,315.00
01 000 000 255 1000 130	SUBS/AIDES	396,701.78	0.00	0.00	396,701.78
01 000 000 255 1000 210	HEALTH INSURANCE	193,102.08	1,919.55	1,919.55	191,182.53
01 000 000 255 1000 220	FICA	58,586.41	0.00	0.00	58,586.41
01 000 000 255 1000 230	TFFR	112,236.75	0.00	0.00	112,236.75
01 000 000 255 1000 430	REPAIR & MAINTENANCE SERVICES	182,340.00	0.00	0.00	182,340.00
01 000 000 255 1000 580	TRAVEL	9,300.00	0.00	0.00	9,300.00
01 000 000 255 1000 611	SUPPLIES	5,500.00	3,011.52	3,011.52	2,488.48
01 000 000 255 1000 618	FREIGHT	1,000.00	183.10	183.10	816.90
01 000 000 255 1000 640	BOOKS	14,100.00	0.00	0.00	14,100.00
01 000 000 255 1000 730	EQUIPMENT	1,500.00	0.00	0.00	1,500.00
01 000 000 255 1000 810	DUES & FEES	1,600.00	0.00	0.00	1,600.00
1000 INSTRUCTION		1,207,282.02	5,114.17	5,114.17	1,202,167.85
255 SCHOOL-AGED SPECIAL EDUCATION		1,207,282.02	5,114.17	5,114.17	1,202,167.85
1000 INSTRUCTION					
01 000 000 310 1000 110	SALARIES	145,174.00	12,097.82	12,097.82	133,076.18
01 000 000 310 1000 130	SUBS/AIDES	0.00	0.00	0.00	0.00
01 000 000 310 1000 210	HEALTH INSURANCE	18,642.48	1,553.56	1,553.56	17,088.92
01 000 000 310 1000 220	FICA	11,818.87	980.60	980.60	10,838.27
01 000 000 310 1000 230	TFFR	32,743.01	2,728.58	2,728.58	30,014.43
01 000 000 310 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 310 1000 580	TRAVEL	15,000.00	2,410.36	2,410.36	12,589.64
01 000 000 310 1000 611	SUPPLIES	15,000.00	3,020.61	3,020.61	11,979.39
01 000 000 310 1000 618	FREIGHT	1,000.00	30.00	30.00	970.00
01 000 000 310 1000 640	BOOKS	200.00	0.00	0.00	200.00
01 000 000 310 1000 670	SOFTWARE	250.00	0.00	0.00	250.00
01 000 000 310 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 310 1000 731	CARL PERKINS EQUIPMENT	20,049.00	0.00	0.00	20,049.00
1000 INSTRUCTION		259,877.36	22,821.53	22,821.53	237,055.83
310 AGRICULTURE		259,877.36	22,821.53	22,821.53	237,055.83
1000 INSTRUCTION					
01 000 000 340 1000 110	SALARIES	54,800.00	0.00	0.00	54,800.00
01 000 000 340 1000 130	SUBS/AIDES	0.00	0.00	0.00	0.00
01 000 000 340 1000 210	HEALTH INSURANCE	9,321.24	0.00	0.00	9,321.24
01 000 000 340 1000 220	FICA	4,192.20	0.00	0.00	4,192.20
01 000 000 340 1000 230	TFFR	12,359.78	0.00	0.00	12,359.78
01 000 000 340 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 340 1000 580	TRAVEL	500.00	0.00	0.00	500.00
01 000 000 340 1000 611	SUPPLIES	5,000.00	0.00	0.00	5,000.00
01 000 000 340 1000 618	FREIGHT	500.00	295.00	295.00	205.00
01 000 000 340 1000 640	BOOKS	0.00	0.00	0.00	0.00
01 000 000 340 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 340 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 340 1000 731	CARL PERKINS EQUIPMENT	18,500.00	1,650.00	1,650.00	16,850.00
1000 INSTRUCTION		105,173.22	1,945.00	1,945.00	103,228.22
340 FAMILY AND CONSUMER SCIENCE		105,173.22	1,945.00	1,945.00	103,228.22

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
3400	STUDENT ACTIVITIES				
01 000 000 410 3400 110	SALARIES-STUDENT ACTIVITY	81,410.14	0.00	0.00	81,410.14
01 000 000 410 3400 220	FICA	6,227.88	0.00	0.00	6,227.88
01 000 000 410 3400 230	TFFR	13,890.10	0.00	0.00	13,890.10
01 000 000 410 3400 430	CONTRACTS-REPAIRS/MAINT	0.00	0.00	0.00	0.00
01 000 000 410 3400 522	LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 000 000 410 3400 890	OTHER	5,000.00	50.00	50.00	4,950.00
3400	STUDENT ACTIVITIES	106,528.12	50.00	50.00	106,478.12
410	STUDENT ACTIVITIES	106,528.12	50.00	50.00	106,478.12
3400	STUDENT ACTIVITIES				
01 000 000 420 3400 110	SALARIES-ATHLETIC	285,856.71	1,725.66	1,725.66	284,131.05
01 000 000 420 3400 210	HEALTH INSURANCE	9,008.01	310.72	310.72	8,697.29
01 000 000 420 3400 220	FICA	21,868.04	155.77	155.77	21,712.27
01 000 000 420 3400 230	TFFR	53,603.87	253.76	253.76	53,350.11
01 000 000 420 3400 430	REPAIRS	0.00	0.00	0.00	0.00
01 000 000 420 3400 580	TRAVEL	8,000.00	0.00	0.00	8,000.00
01 000 000 420 3400 890	OTHER	65,000.00	3,412.97	3,412.97	61,587.03
3400	STUDENT ACTIVITIES	443,336.63	5,858.88	5,858.88	437,477.75
420	ATHLETICS	443,336.63	5,858.88	5,858.88	437,477.75
3300	COMMUNITY SERVICES/PRE-K & DAYCARE				
01 000 000 800 3300 110	PRE SCHOOL SALARIES	74,220.46	0.00	0.00	74,220.46
01 000 000 800 3300 130	PRESCHOOL SUBS/AIDES	23,434.95	0.00	0.00	23,434.95
01 000 000 800 3300 210	PRESCHOOL HEALTH INSURANCE	21,576.81	0.00	0.00	21,576.81
01 000 000 800 3300 220	PRESCHOOL FICA	8,652.49	0.00	0.00	8,652.49
01 000 000 800 3300 230	PRESCHOOL TFFR/PERS	20,550.46	0.00	0.00	20,550.46
01 000 000 800 3300 300	PRESCHOOL PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00
01 000 000 800 3300 430	PRESCHOOL CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 800 3300 580	PRESCHOOL TRAVEL	100.00	0.00	0.00	100.00
01 000 000 800 3300 611	PRESCHOOL SUPPLIES	2,500.00	2,198.63	2,198.63	301.37
01 000 000 800 3300 618	PRESCHOOL FREIGHT	150.00	103.98	103.98	46.02
01 000 000 800 3300 640	PRESCHOOL BOOKS	1,200.00	0.00	0.00	1,200.00
01 000 000 800 3300 670	PRESCHOOL SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 800 3300 730	PRE SCHOOL EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 800 3300 800	PRESCHOOL Dues, Membership, Registration	200.00	0.00	0.00	200.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	152,585.17	2,302.61	2,302.61	150,282.56
800	COMMUNITY SERVICES	152,585.17	2,302.61	2,302.61	150,282.56
3300	COMMUNITY SERVICES/PRE-K & DAYCARE				
01 000 000 890 3300 110	DAYCARE SALARIES	0.00	0.00	0.00	0.00
01 000 000 890 3300 130	DAYCARE SUBS/AIDS	183,270.03	1,186.10	1,186.10	182,083.93
01 000 000 890 3300 210	DAYCARE HEALTH INSURANCE	65,248.68	0.00	0.00	65,248.68
01 000 000 890 3300 220	DAYCARE FICA	18,298.61	90.75	90.75	18,207.86
01 000 000 890 3300 230	DAYCARE PERS	29,799.71	135.23	135.23	29,664.48
01 000 000 890 3300 290	DAYCARE OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
01 000 000 890 3300 300	DAYCARE PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 410	DAYCARE UTILITY SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 430	DAYCARE REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00
01 000 000 890 3300 450	DAYCARE CONSTRUCTION	0.00	0.00	0.00	0.00
01 000 000 890 3300 580	DAYCARE TRAVEL	0.00	0.00	0.00	0.00
01 000 000 890 3300 611	DAYCARE SUPPLIES	5,000.00	0.00	0.00	5,000.00
01 000 000 890 3300 618	DAYCARE FREIGHT	100.00	0.00	0.00	100.00
01 000 000 890 3300 640	DAYCARE BOOKS	0.00	0.00	0.00	0.00
01 000 000 890 3300 670	DAYCARE SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 890 3300 730	DAYCARE EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 890 3300 800	DAYCARE DUES, MEMBERSHIPS, REGISTRATION	1,000.00	75.95	75.95	924.05
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	302,717.03	1,488.03	1,488.03	301,229.00
890	DAYCARE	302,717.03	1,488.03	1,488.03	301,229.00
3100	FOOD SERVICES				
01 000 000 910 3100 120	SALARIES	0.00	609.50	609.50	(609.50)
01 000 000 910 3100 210	HEALTH INSURANCE	0.00	40.20	40.20	(40.20)
01 000 000 910 3100 220	FICA	0.00	41.88	41.88	(41.88)
01 000 000 910 3100 230	PERS	0.00	99.10	99.10	(99.10)
01 000 000 910 3100 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 910 3100 890	OTHER	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	790.68	790.68	(790.68)
910	FOOD SERVICES	0.00	790.68	790.68	(790.68)

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
1000	INSTRUCTION				
01 068 000 261 1000 110 2024	SALARIES	0.00	0.00	0.00	0.00
01 068 000 261 1000 110 2025	SALARIES	166,550.00	0.00	0.00	166,550.00
01 068 000 261 1000 210 2024	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 068 000 261 1000 210 2025	HEALTH INSURANCE	34,641.00	0.00	0.00	34,641.00
01 068 000 261 1000 220 2024	FICA	0.00	0.00	0.00	0.00
01 068 000 261 1000 220 2025	FICA	14,167.22	0.00	0.00	14,167.22
01 068 000 261 1000 230 2024	TFFR	0.00	0.00	0.00	0.00
01 068 000 261 1000 230 2025	TFFR	37,564.27	0.00	0.00	37,564.27
01 068 000 261 1000 300 2024	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 068 000 261 1000 300 2025	PURCHASED SERVICES	9,538.51	0.00	0.00	9,538.51
1000	INSTRUCTION	262,461.00	0.00	0.00	262,461.00
261	TITLE I PROGRAMS	262,461.00	0.00	0.00	262,461.00
1000	INSTRUCTION				
01 082 000 298 1000 300 2023	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 082 000 298 1000 300 2024	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 082 000 298 1000 580 2023	TRAVEL	0.00	0.00	0.00	0.00
01 082 000 298 1000 810 2023	DUES & FEES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 089 040 298 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 095 000 342 1000 300	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
342	CONSUMER & HOMEMAKING	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 103 020 298 1000 580	TRAVEL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 120 020 298 1000 640	SUPPLIES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 200 000 298 1000 110	SALARIES	38,685.89	0.00	0.00	38,685.89
01 200 000 298 1000 210	HEALTH INSURANCE	6,386.91	0.00	0.00	6,386.91
01 200 000 298 1000 220	FICA	3,203.28	0.00	0.00	3,203.28
01 200 000 298 1000 230	TFFR	8,723.92	0.00	0.00	8,723.92
01 200 000 298 1000 300	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 200 000 298 1000 610	SUPPLIES	3,000.00	0.00	0.00	3,000.00
1000	INSTRUCTION	60,000.00	0.00	0.00	60,000.00
298	OTHER FEDERAL PROGRAMS	60,000.00	0.00	0.00	60,000.00
01	GENERAL FUND	12,552,063.83	485,328.21	485,328.21	12,066,735.62

Expenditure Report by Function Killdeer School
Regular; Processing Month 07/2025; Fund Number 01

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
Grand Total:		12,552,063.83	485,328.21	485,328.21	12,066,735.62

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2025

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
26897	BRAVERA BRAVERA	07/31/2025	INTEREST EARNED	01 000 1510	INTEREST EARNED	0.62
26897	BRAVERA BRAVERA	07/31/2025	INTEREST EARNED	01 000 1510	INTEREST EARNED	19,098.74
					BRAVERA BRAVERA Total:	19,099.36
26869	CONOCO CONOCO PHILLIPS	07/11/2025	OIL ROYALTIES	01 000 1950	OIL ROYALTY	161.62
					CONOCO CONOCO PHILLIPS Total:	161.62
26870	CONTINENT CONTINENTAL RESOURCES	07/11/2025	OIL ROYALTIES	01 000 1950	OIL ROYALTY	10,358.11
					CONTINENT CONTINENTAL RESOURCES Total:	10,358.11
26864	CTE CAREER & TECH ED	07/30/2025	CTE-FACS PROGRAM 24-25	01 153	CTE INSTRUCTIONAL AID	10,022.50
					CTE CAREER & TECH ED Total:	10,022.50
26873	DAYCARE DAYCARE	07/11/2025	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	360.00
					DAYCARE DAYCARE Total:	360.00
26865	DPI DEPT OF PUBLIC INSTRUCTION	07/30/2025	TITLE I REIMBURSEMENT	01 153	TITLE I PROGRAM AID	34,651.49
26898	DPI DEPT OF PUBLIC INSTRUCTION	07/31/2025	AUG 2025 STATE AID & TRANSPORTATION	01 000 3110	STATE AID	25,821.47
26898	DPI DEPT OF PUBLIC INSTRUCTION	07/31/2025	AUG 2025 STATE AID & TRANSPORTATION	01 000 3130	TRANSPORTATION AID	24,831.61
					DPI DEPT OF PUBLIC INSTRUCTION Total:	85,304.57
26885	DUNNCO DUNN COUNTY AUDITOR	07/14/2025	GENERAL, BLDG, BONDS	01 000 1110	GENERAL-DISTRICT PROPERTY TAX	7,036.71
26885	DUNNCO DUNN COUNTY AUDITOR	07/14/2025	GENERAL, BLDG, BONDS	03 000 1161	PROPERTY TAXES	1,175.24
26885	DUNNCO DUNN COUNTY AUDITOR	07/14/2025	GENERAL, BLDG, BONDS	04 000 1171	SINKING AND INTEREST #2	2,369.19
26886	DUNNCO DUNN COUNTY AUDITOR	07/18/2025	FLOOD CONTROL	01 000 4220	FLOOD CONTROL	105,264.52
					DUNNCO DUNN COUNTY AUDITOR Total:	115,845.66
26866	EASTEND EAST END AUTO & TRUCK PARTS, INC	07/11/2025	BUS 405 AND 418 PURCHASE	01 000 1990	MISC INCOME	1,000.00
					EASTEND EAST END AUTO & TRUCK PARTS, INC Total:	1,000.00
26880	KPS KILLDEER SCHOOL	07/25/2025	FUEL REIMBURSEMENT- SENIOR CLASS TRIP	01 000 000 000 2700 627	DIESEL	413.11

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2025

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
KPS KILLDEER SCHOOL Total:						413.11
26871	LIMEROCK LIME ROCK RESOURCES	07/11/2025	OIL ROYALTIES	01 000 1950	OIL ROYALTY	101.48
LIMEROCK LIME ROCK RESOURCES Total:						101.48
26882	MANDAREE MANDAREE SCHOOL	07/30/2025	SPED BILLING 24-25	01 153	TUITION--SPECIAL ED	5,029.00
MANDAREE MANDAREE SCHOOL Total:						5,029.00
26868	MARATHON MARATHON OIL CO	07/11/2025	OIL ROYALTIES	01 000 1950	OIL ROYALTY	162.74
MARATHON MARATHON OIL CO Total:						162.74
26867	RENTAL RENTAL INCOME FROM STAFF HOUSING	07/11/2025	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	2,600.00
26874	RENTAL RENTAL INCOME FROM STAFF HOUSING	07/11/2025	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	1,950.00
RENTAL RENTAL INCOME FROM STAFF HOUSING Total:						4,550.00
26883	STATETREAS STATE TREASURER - ND	07/22/2025	OIL & GAS PRODUCTION TAX-DUNN COUNTY	01 000 2210	OIL & GAS PRODUCTION TAX	162,715.66
26884	STATETREAS STATE TREASURER - ND	07/22/2025	OIL & GAS PRODUCTION TAX-MCKENZIE CTY	01 000 2210	OIL & GAS PRODUCTION TAX	2,182.93
STATETREAS STATE TREASURER - ND Total:						164,898.59
26881	TWIN TWIN BUTTES SCHOOL DISTRICT	07/30/2025	TUITION BILLING 2ND SEMESTER 24-25	01 153	TUITION FROM ND DISTRICTS	130,720.13
TWIN TWIN BUTTES SCHOOL DISTRICT Total:						130,720.13
26872	WESTRI WEST RIVER STUDENT SERVICES	07/11/2025	REIMBURSEMENT FOR TUITION	01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	3,816.19
26872	WESTRI WEST RIVER STUDENT SERVICES	07/11/2025	REIMBURSEMENT FOR TUITION	01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	50.95
WESTRI WEST RIVER STUDENT SERVICES Total:						3,867.14

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Reivable Accounts</u>	
Subtotal Revenue	367,190.64	01 101	543,799.58	01 153	(180,423.12)
Subtotal Expense	4,280.25	03 101	5,725.24	Total:	(180,423.12)
Subtotal General Ledger		04 101	2,369.19		

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2025

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
				Total:		551,894.01
	Account Total		371,470.89			

b. Personnel Reports

1. Teacher Contracts - New:

1. Makayla Brew - Secondary Business Education

2. Extra-Curricular Contracts - New:

1. Faith Dukart - JH Volleyball

2. Becky Buchmann - Elementary Girls' Basketball

3. Hannah Kling - JH Volleyball

3. Bus Driver Work Agreement - Returning Drivers

c. Food Service Reports

Balance Sheet

Period Ending: July 2025

Annual; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 SCHOOL FOOD SERVICES				
<u>Current Assets</u>				
05 101	CASH	40,311.62	(1,959.04)	38,352.58
	Current Assets Subtotal:	40,311.62	(1,959.04)	38,352.58
Total Assets and Deferred Outflows of Resources:		40,311.62	(1,959.04)	38,352.58
<u>Current Liabilities</u>				
05 402	DUE TO OTHER FUNDS	954.97	0.00	954.97
	Current Liabilities Subtotal:	954.97	0.00	954.97
<u>Fund Balance</u>				
05 770	UNRESERVED FUND BALANCE	39,356.65	(1,959.04)	37,397.61
	Fund Balance Subtotal:	39,356.65	(1,959.04)	37,397.61
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		40,311.62	(1,959.04)	38,352.58

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05 770					UNRESERVED FUND BALANCE	*Previous Balance				39,356.65
05 770					UNRESERVED FUND BALANCE					
05 000 1510					INTEREST EARNED					
07/31/2025	CR	26895			INTEREST EARNED	BRAVERA	0.00	71.43		
05 000 1611					STUDENT MEALS					
07/09/2025	CD	POELEM-03636 20250709	3	8785	REFUND LUNCH-ASHTON	HOUSEL, MICHAEL	0.00	(6.90)		
07/14/2025	CR	26875			STUDENT MEALS	DIAZ, KERRY M	0.00	694.00		
07/14/2025	CR	26876			REVTRAK STUDENT MEALS	DIAZ, KERRY M	0.00	769.15		
07/30/2025	CR	26890			HOT LUNCH RCPTS 7.30.25	DIAZ, KERRY M	0.00	40.00		
07/30/2025	CR	26891			REVTRAK STUDENT MEALS	DIAZ, KERRY M	0.00	1,701.00		
05 000 1620					ADULT MEALS					
07/30/2025	CR	26892			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	422.00		
05 000 000 910 3100 580					TRAVEL					
07/01/2025	CD	ELEM-02704 20250701-0011	3	8781	FOOD SERVICE WORKSHOP TICKETS	VISA	165.00	0.00		
07/09/2025	CD	ELEM-02789 20250709	3	8786	BREAKFAST	JONES, THERESA MARIE	18.00	0.00		
07/09/2025	CD	ELEM-02789 20250709	3	8786	LUNCHES	JONES, THERESA MARIE	28.00	0.00		
07/09/2025	CD	ELEM-02789 20250709	3	8786	DINNERS	JONES, THERESA MARIE	44.00	0.00		
07/09/2025	CD	POELEM-03651 1751474178	3	8784	STAY FOR FOOD CONFERENCE	HAMPTON INN - BISMARCK, ND BISMK	1,169.94	0.00		
07/09/2025	CD	ELEM-02790 20250709	3	8782	BREAKFAST	ARMITAGE, JAMIE	18.00	0.00		
07/09/2025	CD	ELEM-02790 20250709	3	8782	LUNCHES	ARMITAGE, JAMIE	28.00	0.00		
07/09/2025	CD	ELEM-02790 20250709	3	8782	DINNERS	ARMITAGE, JAMIE	44.00	0.00		
07/09/2025	CD	ELEM-02791 20250709	3	8783	BREAKFAST	GUERRA, MARIA Y	18.00	0.00		
07/09/2025	CD	ELEM-02791 20250709	3	8783	LUNCHES	GUERRA, MARIA Y	28.00	0.00		
07/09/2025	CD	ELEM-02791 20250709	3	8783	DINNERS	GUERRA, MARIA Y	44.00	0.00		
05 000 000 910 3100 610					FOOD					
07/09/2025	CD	POELEM-03612 101498	3	8787	24-25 SCHOOL YEAR FOOD SERVICE PARTICIPA	NDESC	400.00	0.00		
05 000 000 910 3100 730					EQUIPMENT					
07/29/2025	CD	ELEM-02673 20250729-0028	3	8788	ICE MACHINE ELEM KITCHEN	VISA	1,454.13	0.00		
07/29/2025	CD	ELEM-02673 20250729-0028	3	8788	ELECTRIC CAN OPENERS FOR BOTH SCHOOLS	VISA	1,966.66	0.00		
05 000 000 910 3100 810					DUES & FEES					
07/28/2025	GJ				JULY 2025 REVTRAK FEES-HL		223.99	0.00		
05 770					UNRESERVED FUND BALANCE	*Current Activity				(1,959.04)

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

Chart of Account Number

Chart of Account Description

Entry Date JR Reference # Check Acct Check # Description

Entity Name

Expenses

Revenues

Balance Change

Balance

*Ending Balance:

5,649.72

3,690.68

0.00

37,397.61

Fund Total: 05

5,649.72

3,690.68

0.00

37,397.61

d. Student Activity Reports

Balance Sheet

Period Ending: July 2025

Annual; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 STUDENT ACTIVITY FUND				
<u>Current Assets</u>				
06 101	CASH	371,583.39	(21,480.08)	350,103.31
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
	Current Assets Subtotal:	371,651.87	(21,480.08)	350,171.79
Total Assets and Deferred Outflows of Resources:		371,651.87	(21,480.08)	350,171.79

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	10,286.07	(663.94)	9,622.13
06 760 702	CAPTURING KIDS' HEARTS-HS	176.78	0.00	176.78
06 760 703	CLASS OF 2026	702.74	0.00	702.74
06 760 704	ANNUAL	12,174.54	0.00	12,174.54
06 760 705	ATHLETICS	7,704.72	1,205.00	8,909.72
06 760 706	CLASS OF 2029	395.17	0.00	395.17
06 760 709	CHEERLEADERS MISC.	15,280.62	0.00	15,280.62
06 760 710	CHEERLEADER UNIFORMS	3,451.02	0.00	3,451.02
06 760 713	GIRLS GOLF MISC	523.69	0.00	523.69
06 760 715	HOT LUNCH DONATIONS	1,530.41	0.00	1,530.41
06 760 716	SAFETY PATROL	1,474.91	(153.10)	1,321.81
06 760 717	CHROMEBOOK REPAIR	719.12	0.00	719.12
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	1,081.13	0.00	1,081.13
06 760 724	FAMILY & CONSUMER SCIENCE	317.23	0.00	317.23
06 760 726	FB UNIFORMS	1,500.00	0.00	1,500.00
06 760 728	FFA	18,945.42	(8,326.93)	10,618.49
06 760 729	GIRLS BB UNIFORMS	953.60	0.00	953.60
06 760 730	INTEREST - CHECKING	23,331.24	619.30	23,950.54
06 760 733	GIRLS GOLF UNIFORMS	522.26	0.00	522.26
06 760 734	LIBRARY	5,492.02	0.00	5,492.02
06 760 735	MUSIC	13,423.33	0.00	13,423.33
06 760 736	NATIONAL HONOR SOCIETY	544.07	0.00	544.07
06 760 740	SCHOOL DISTRICT	(592.36)	1,058.93	466.57
06 760 741	ROBOTICS	4,375.16	0.00	4,375.16
06 760 742	STUDENT COUNCIL	6,238.90	0.00	6,238.90
06 760 743	SUNSHINE ACCOUNT-ELEM	399.66	(47.91)	351.75
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	110,738.15	0.00	110,738.15
06 760 745	TRACK UNIFORMS	2,072.78	0.00	2,072.78
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 748	BOYS WRESTLING UNIFORMS	29.00	0.00	29.00
06 760 749	HIGH SCHOOL MUSICAL	207.82	(207.82)	0.00
06 760 754	PRESCHOOL	996.78	0.00	996.78
06 760 755	SUNSHINE FUND-HS	254.18	0.00	254.18
06 760 757	ELEMENTARY MUSIC	5,089.92	0.00	5,089.92

Balance Sheet

Period Ending: July 2025

Annual; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
06 760 758	JEANS FOR CHARITY	7,483.75	0.00	7,483.75
06 760 759	ELEMENTARY STUDENT COUNCIL	4,462.59	0.00	4,462.59
06 760 760	S.A.D.D.	1,158.63	0.00	1,158.63
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 765	SCIENCE GRANT-ELEM	6.03	0.00	6.03
06 760 767	GIRLS BB MISC.	575.05	(100.00)	475.05
06 760 769	CLASS OF 2024	4,793.89	0.00	4,793.89
06 760 770	CLOSE UP	5,023.03	0.00	5,023.03
06 760 771	CLASS OF 2025	4,024.06	(1,792.63)	2,231.43
06 760 772	VOLLEYBALL MISC.	10,688.33	(1,539.16)	9,149.17
06 760 773	STEAM-ELEM.	9,428.24	0.00	9,428.24
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	1,000.00	0.00	1,000.00
06 760 776	FOOTBALL MISC.	6,408.65	0.00	6,408.65
06 760 777	BOYS GOLF MISC.	742.61	0.00	742.61
06 760 778	HS GYMNASIUM SPONSORSHIP	3,923.74	0.00	3,923.74
06 760 779	TRACK MISC.	3,924.06	(999.81)	2,924.25
06 760 781	BOYS GOLF UNIFORM	572.00	0.00	572.00
06 760 782	BOYS BB MISC.	4,283.11	(1,486.44)	2,796.67
06 760 783	BOYS WRESTLING MISC.	8,826.14	0.00	8,826.14
06 760 784	SPEECH	1,519.05	0.00	1,519.05
06 760 785	ELEM GUIDANCE MISC	6,457.71	0.00	6,457.71
06 760 786	ART SUPPLIES	1,552.91	0.00	1,552.91
06 760 788	RALPH AND BERNIECE THOMAS SCHOLARSHIP	1,200.00	0.00	1,200.00
06 760 789	HOSA	19,702.77	(9,045.57)	10,657.20
06 760 791	KIDS ON THE RUN	541.86	0.00	541.86
06 760 792	DR SEUSS READING GROUP	303.00	0.00	303.00
06 760 793	IMAGINATION LIBRARY	3,148.48	0.00	3,148.48
06 760 794	COLLEGE & CAREER WEEK SCHOLARHIPS	1,113.00	0.00	1,113.00
06 760 795	KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	2,100.00	0.00	2,100.00
06 760 796	FEREBEE SCHOLARSHIP	850.00	0.00	850.00
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12
Fund Balance Subtotal:		371,651.87	(21,480.08)	350,171.79
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		371,651.87	(21,480.08)	350,171.79

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
06 760 701					ACTIVITIES	*Previous Balance				10,286.07
06 760 701					ACTIVITIES					
06 001 600 410 3400 610					ACTIVITIES					
07/01/2025	CD	POELEM-03629 20250701	2	34664	CASH FOR HIGH SCHOOL CASH BOX	CASH	235.50	0.00		
07/01/2025	CD	ELEM-02749 20250701-0022	2	34666	zoo canceled-DQ instead	VISA	265.29	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	Connect 4	VISA	9.89	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	hasboro trouble board game	VISA	9.84	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	sorry board game	VISA	9.89	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	guess who board game	VISA	14.99	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	magnetic hooks	VISA	17.38	0.00		
07/29/2025	CD	ELEM-02759 20250729-0024	2	34703	hanging lights	VISA	101.16	0.00		
06 760 701					ACTIVITIES	*Current Activity				(663.94)
						*Ending Balance:	663.94	0.00	0.00	9,622.13
06 760 702					CAPTURING KIDS' HEARTS-HS	*Previous Balance				176.78
						*Ending Balance:	0.00	0.00	0.00	176.78
06 760 703					CLASS OF 2026	*Previous Balance				702.74
						*Ending Balance:	0.00	0.00	0.00	702.74
06 760 704					ANNUAL	*Previous Balance				12,174.54
						*Ending Balance:	0.00	0.00	0.00	12,174.54
06 760 705					ATHLETICS	*Previous Balance				7,704.72
06 760 705					ATHLETICS					
06 005 1721					ATHLETICS					
07/30/2025	CR	26889			REVTRAK ATHLETIC TICKETS	DIAZ, KERRY M	0.00	1,680.00		
06 005 600 410 3400 610					ATHLETICS					
07/10/2025	CD	ELEM-02814 6667	2	34699	"K's"	FOUR SEASONS TROPHIES	475.00	0.00		
06 760 705					ATHLETICS	*Current Activity				1,205.00
						*Ending Balance:	475.00	1,680.00	0.00	8,909.72
06 760 706					CLASS OF 2029	*Previous Balance				395.17
						*Ending Balance:	0.00	0.00	0.00	395.17
06 760 709					CHEERLEADERS MISC.	*Previous Balance				15,280.62

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
*Ending Balance:							0.00	0.00	0.00	15,280.62	
06 760 710					CHEERLEADER UNIFORMS	*Previous Balance				3,451.02	
*Ending Balance:							0.00	0.00	0.00	3,451.02	
06 760 713					GIRLS GOLF MISC	*Previous Balance				523.69	
*Ending Balance:							0.00	0.00	0.00	523.69	
06 760 715					HOT LUNCH DONATIONS	*Previous Balance				1,530.41	
*Ending Balance:							0.00	0.00	0.00	1,530.41	
06 760 716					SAFETY PATROL	*Previous Balance				1,474.91	
06 760 716					SAFETY PATROL						
06 016 600 410 3400 610					SAFETY PATROL						
07/01/2025	CD	ELEM-02745 20250701-0020	2	34666	1st grade prizes	VISA	106.02	0.00			
07/29/2025	CD	ELEM-02782 20250729-0023	2	34703	Pizza	VISA	47.08	0.00			
06 760 716					SAFETY PATROL	*Current Activity				(153.10)	
*Ending Balance:							153.10	0.00	0.00	1,321.81	
06 760 717					CHROMEBOOK REPAIR	*Previous Balance				719.12	
*Ending Balance:							0.00	0.00	0.00	719.12	
06 760 719					ATHLETES ASSISTANCE	*Previous Balance				594.33	
*Ending Balance:							0.00	0.00	0.00	594.33	
06 760 720					CROSS COUNTRY MISC.	*Previous Balance				1,081.13	
*Ending Balance:							0.00	0.00	0.00	1,081.13	
06 760 724					FAMILY & CONSUMER SCIENCE	*Previous Balance				317.23	
*Ending Balance:							0.00	0.00	0.00	317.23	
06 760 726					FB UNIFORMS	*Previous Balance				1,500.00	
*Ending Balance:							0.00	0.00	0.00	1,500.00	
06 760 728					FFA	*Previous Balance				18,945.42	
06 760 728					FFA						
06 028 1721					FFA						
07/24/2025	CR	26879			FFA - Ireland	JOHNSON, ERIK	0.00	2,125.00			
07/29/2025	CR	26887			FFA - Windrow Clearing Donation	JOHNSON, ERIK	0.00	1,000.00			
07/30/2025	CR	26893			FFA - Reimbursement	LEIER, DAVID	0.00	120.00			
06 028 600 410 3400 610					FFA						
07/09/2025	CD	HS-02009 20250709	2	34686	Napoleon Fuel Share	KILLDEER SCHOOL	142.40	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
07/09/2025	CD	HS-02009 20250709	2	34686	Golden Valley County Fuel Share	KILLDEER SCHOOL	504.53	0.00		
07/09/2025	CD	HS-02041 20250709-0001	2	34686	Reimbursement for Aquarium Supplies	KILLDEER SCHOOL	500.00	0.00		
07/09/2025	CD	HS-02025 20250709	2	34687	Registration Reimbursement - BL	LORENZ, SHANTEL	200.00	0.00		
07/09/2025	CD	HS-02021 20250709	2	34691	Registration Reimbursement - SS	SADOWSKY, DAVID	180.00	0.00		
07/09/2025	CD	HS-02021 20250709	2	34691	Ireland Plant Sale - SS	SADOWSKY, DAVID	8.13	0.00		
07/09/2025	CD	HS-02020 20250709	2	34684	Registration Reimbursement - HH	HAUSAUER, JENNIFER JEAN	160.00	0.00		
07/09/2025	CD	HS-02024 20250709	2	34688	Registration Reimbursement - EM	MCFADDEN, SARAH	180.00	0.00		
07/09/2025	CD	HS-02024 20250709	2	34688	Ireland Plant Sale - EM	MCFADDEN, SARAH	128.74	0.00		
07/09/2025	CD	HS-02030 20250709	2	34681	Registration Reimbursement - KG	GUENTHER, LISA	170.00	0.00		
07/09/2025	CD	HS-02034 20250709	2	34697	Registration Reimbursement - MS	STAHL, BILLIE JO	150.00	0.00		
07/09/2025	CD	HS-02034 20250709	2	34697	Ireland Plant Sale - MS	STAHL, BILLIE JO	36.59	0.00		
07/09/2025	CD	HS-02027 20250709	2	34676	Registration Reimbursement - LD	DVORAK, TERESA	180.00	0.00		
07/09/2025	CD	HS-02026 20250709	2	34680	Registration Reimbursement - GF	FRITEL, KELLY	200.00	0.00		
07/09/2025	CD	HS-02029 20250709	2	34696	Registration Reimbursement - MS	SMITH, JANA	150.00	0.00		
07/09/2025	CD	HS-02029 20250709	2	34696	Registration Reimbursement - GS	SMITH, JANA	160.00	0.00		
07/09/2025	CD	HS-02022 20250709	2	34685	Registration Reimbursement - HK	KLYM, CHRIS	200.00	0.00		
07/09/2025	CD	HS-02019 20250709	2	34682	Registration Reimbursement - AH	HARDERSEN, ABBY	200.00	0.00		
07/09/2025	CD	HS-02019 20250709	2	34682	Ireland Plant Sale - AH	HARDERSEN, ABBY	930.97	0.00		
07/09/2025	CD	HS-02033 20250709	2	34673	Registration Reimbursement - LD	DUTTENHEFNER, SARAH	180.00	0.00		
07/09/2025	CD	HS-02031 20250709	2	34698	Registration Reimbursement - KW	WASEM, KACEE	200.00	0.00		
07/09/2025	CD	HS-02031 20250709	2	34698	Ireland Plant Sale - KW	WASEM, KACEE	108.86	0.00		
07/09/2025	CD	HS-02040 20250709	2	34690	Registration Reimbursement - MS	NORBY, TATE	160.00	0.00		
07/09/2025	CD	HS-02040 20250709	2	34690	Ireland Plant Sale - MS	NORBY, TATE	1,116.62	0.00		
07/09/2025	CD	HS-02036 20250709	2	34671	Registration Reimbursement - PD	DOLEZAL, SABRINA	180.00	0.00		
07/09/2025	CD	HS-02028 20250709	2	34669	Registration Reimbursement - Shyenna	BURIAN, BRENDA	215.00	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>	
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
07/09/2025	CD	HS-02028 20250709	2	34669	Registration Reimbursement - Shay	BURIAN, BRENDA	200.00	0.00		
07/09/2025	CD	HS-02028 20250709	2	34669	Ireland Plant Sale - Shay & Shyenna	BURIAN, BRENDA	1,405.26	0.00		
07/09/2025	CD	HS-02023 20250709	2	34674	Registration Reimbursement - AD	DVORAK, AUDREY ANN	180.00	0.00		
07/09/2025	CD	HS-02017 20250709	2	34677	Registration Reimbursement - TD	DVORAK, TESSA	200.00	0.00		
07/09/2025	CD	HS-02013 20250709	2	34683	Registration Reimbursement - LH	HARDERSEN, LOGAN	180.00	0.00		
07/09/2025	CD	HS-02039 20250709	2	34692	Ireland Plant Sale - SS	SCHAPER, MARK	196.49	0.00		
07/09/2025	CD	HS-02032 20250709	2	34689	Registration Reimbursement - CN	NORBY, CLOVER	150.00	0.00		
07/09/2025	CD	HS-02014 20250709	2	34672	Registration Reimbursement - JD	JUDE DUKART	215.00	0.00		
07/09/2025	CD	HS-02014 20250709	2	34672	Ireland Plant Sale - JD	JUDE DUKART	493.72	0.00		
07/09/2025	CD	HS-02015 20250709	2	34670	Registration Reimbursement - JD	DAHLEN, JEKORI	160.00	0.00		
07/09/2025	CD	HS-02015 20250709	2	34670	Ireland Plant Sale - JD	DAHLEN, JEKORI	23.04	0.00		
07/09/2025	CD	HS-02038 20250709	2	34678	Ireland Plant Sale - Audrey & Tessa	DVORAK, WESTON	505.46	0.00		
07/09/2025	CD	HS-02016 20250709	2	34679	Registration Reimbursement - JF	FRANCO, JOAQUIN	180.00	0.00		
07/09/2025	CD	HS-02018 20250709	2	34695	Registration Reimbursement - TS	SCHOLLMEYER, TAYLOR	200.00	0.00		
07/09/2025	CD	HS-02018 20250709	2	34695	Ireland Plant Sale - TS	SCHOLLMEYER, TAYLOR	401.12	0.00		
07/09/2025	CD	HS-02035 20250709	2	34693	Registration Reimbursement - AS	SCHETTLER, ALI	160.00	0.00		
07/09/2025	CD	HS-02037 20250709	2	34675	Registration Reimbursement - LD	DVORAK, LANDRY	180.00	0.00		
06 760 728				FFA		*Current Activity			(8,326.93)	
						*Ending Balance:	11,571.93	3,245.00	0.00	10,618.49
06 760 729				GIRLS BB UNIFORMS		*Previous Balance				953.60
						*Ending Balance:	0.00	0.00	0.00	953.60
06 760 730				INTEREST - CHECKING		*Previous Balance				23,331.24
06 760 730				INTEREST - CHECKING						
06 030 1721				INTEREST - CHECKING						
07/31/2025	CR	26896			INTEREST - CHECKING	BRAVERA	0.00	619.30		
06 760 730				INTEREST - CHECKING		*Current Activity				619.30
						*Ending Balance:	0.00	619.30	0.00	23,950.54
06 760 733				GIRLS GOLF UNIFORMS		*Previous Balance				522.26

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
06 760 749					HIGH SCHOOL MUSICAL	*Previous Balance				207.82	
06 760 749					HIGH SCHOOL MUSICAL						
06 049 600 410 3400 610					HIGH SCHOOL MUSICAL						
07/01/2025	CD	HS-01893	2	34665	costumes and props	VISA	207.82	0.00			
06 760 749					HIGH SCHOOL MUSICAL	*Current Activity				(207.82)	
						*Ending Balance:	207.82	0.00	0.00	0.00	
06 760 754					PRESCHOOL	*Previous Balance				996.78	
						*Ending Balance:	0.00	0.00	0.00	996.78	
06 760 755					SUNSHINE FUND-HS	*Previous Balance				254.18	
						*Ending Balance:	0.00	0.00	0.00	254.18	
06 760 757					ELEMENTARY MUSIC	*Previous Balance				5,089.92	
						*Ending Balance:	0.00	0.00	0.00	5,089.92	
06 760 758					JEANS FOR CHARITY	*Previous Balance				7,483.75	
						*Ending Balance:	0.00	0.00	0.00	7,483.75	
06 760 759					ELEMENTARY STUDENT COUNCIL	*Previous Balance				4,462.59	
						*Ending Balance:	0.00	0.00	0.00	4,462.59	
06 760 760					S.A.D.D.	*Previous Balance				1,158.63	
						*Ending Balance:	0.00	0.00	0.00	1,158.63	
06 760 761					CROSS COUNTRY UNIFORMS	*Previous Balance				4,102.64	
						*Ending Balance:	0.00	0.00	0.00	4,102.64	
06 760 765					SCIENCE GRANT-ELEM	*Previous Balance				6.03	
						*Ending Balance:	0.00	0.00	0.00	6.03	
06 760 767					GIRLS BB MISC.	*Previous Balance				575.05	
06 760 767					GIRLS BB MISC.						
06 067 600 410 3400 610					GIRLS BB MISC.						
07/10/2025	CD	ELEM-02805	2	34701	JHGBB	TRINITY CATHOLIC SCHOOL	100.00	0.00			
06 760 767					GIRLS BB MISC.	*Current Activity				(100.00)	
						*Ending Balance:	100.00	0.00	0.00	475.05	
06 760 769					CLASS OF 2024	*Previous Balance				4,793.89	
						*Ending Balance:	0.00	0.00	0.00	4,793.89	
06 760 770					CLOSE UP	*Previous Balance				5,023.03	
						*Ending Balance:	0.00	0.00	0.00	5,023.03	

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
06 760 771					CLASS OF 2025	*Previous Balance				4,024.06	
06 760 771					CLASS OF 2025						
06 071 600 410 3400 610					CLASS OF 2025						
07/01/2025	CD	POELEM-03590 20250701-0013	2	34666	YEARBOOKS FOR SENIOR CLASS	VISA	1,379.52	0.00			
07/10/2025	CD	POELEM-03662 20250710	2	34700	FUEL FOR SENIOR TRIP TO SD	KILLDEER SCHOOL	413.11	0.00			
06 760 771					CLASS OF 2025	*Current Activity				(1,792.63)	
						*Ending Balance:	1,792.63	0.00	0.00	2,231.43	
06 760 772					VOLLEYBALL MISC.	*Previous Balance				10,688.33	
06 760 772					VOLLEYBALL MISC.						
06 072 1721					VOLLEYBALL MISC.						
07/21/2025	CR	26877			VB Misc - BHSU Camp	TIBOR, DESIRAE ANN	0.00	2,000.00			
07/21/2025	CR	26878			VB Misc - DSU Camp	TIBOR, DESIRAE ANN	0.00	910.00			
06 072 600 410 3400 610					VOLLEYBALL MISC.						
07/01/2025	CD	HS-01914 20250701-0007	2	34665	Concession Supplies	VISA	454.10	0.00			
07/01/2025	CD	HS-01980 20250701	2	34665	Varsity Individual Camp	VISA	1,485.00	0.00			
07/01/2025	CD	HS-01980 20250701	2	34665	Varsity Team Camp	VISA	400.00	0.00			
07/09/2025	CD	HS-02053 1374	2	34668	Shirts for Kid's Camp	ASPEN CHIC DESIGNS LLC	672.00	0.00			
07/09/2025	CD	HS-02053 1374	2	34668	Shirts for BHSU	ASPEN CHIC DESIGNS LLC	240.00	0.00			
07/09/2025	CD	HS-02053 1374	2	34668	ADIDAS 1/4 ZIP	ASPEN CHIC DESIGNS LLC	90.00	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Volleyball Spike	AMAZON CAPITAL SERVICES	142.45	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Uniform Closet	AMAZON CAPITAL SERVICES	94.99	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Shelving Unit	AMAZON CAPITAL SERVICES	39.98	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Beach Balls	AMAZON CAPITAL SERVICES	16.99	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	PolyDots	AMAZON CAPITAL SERVICES	37.04	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Hula Hoops	AMAZON CAPITAL SERVICES	50.99	0.00			
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Ball Bag	AMAZON CAPITAL SERVICES	12.49	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Scorebook	AMAZON CAPITAL SERVICES	64.95	0.00		
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	VolleyLites	AMAZON CAPITAL SERVICES	161.94	0.00		
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	Champion Teammate	AMAZON CAPITAL SERVICES	276.15	0.00		
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	SHIPPING	AMAZON CAPITAL SERVICES	9.99	0.00		
07/09/2025	CD	HS-01930 1H91-RMQ4- CVPT	2	34667	DISCOUNT	AMAZON CAPITAL SERVICES	(7.00)	0.00		
07/29/2025	CD	HS-01931 20250729-0005	2	34702	Net Wall Rack	VISA	207.10	0.00		
06 760 772		VOLLEYBALL MISC.				*Current Activity				(1,539.16)
						*Ending Balance:	<u>4,449.16</u>	<u>2,910.00</u>	<u>0.00</u>	<u>9,149.17</u>
06 760 773		STEAM-ELEM.				*Previous Balance				9,428.24
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,428.24</u>
06 760 775		ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND				*Previous Balance				1,000.00
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
06 760 776		FOOTBALL MISC.				*Previous Balance				6,408.65
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,408.65</u>
06 760 777		BOYS GOLF MISC.				*Previous Balance				742.61
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>742.61</u>
06 760 778		HS GYMNASIUM SPONSORSHIP				*Previous Balance				3,923.74
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,923.74</u>
06 760 779		TRACK MISC.				*Previous Balance				3,924.06
06 760 779		TRACK MISC.								
06 079 600 410 3400 610		TRACK MISC.								
07/01/2025	CD	HS-01986 20250701-0008	2	34665	food - state track	VISA	58.81	0.00		
07/01/2025	CD	HS-01986 20250701-0008	2	34665	food - state track	VISA	98.39	0.00		
07/01/2025	CD	HS-01987 20250701-0009	2	34665	meal	VISA	842.61	0.00		
06 760 779		TRACK MISC.				*Current Activity				(999.81)
						*Ending Balance:	<u>999.81</u>	<u>0.00</u>	<u>0.00</u>	<u>2,924.25</u>

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
06 760 781					BOYS GOLF UNIFORM	*Previous Balance				572.00	
						*Ending Balance:	0.00	0.00	0.00	572.00	
06 760 782					BOYS BB MISC.	*Previous Balance				4,283.11	
06 760 782					BOYS BB MISC.						
06 082 600 410 3400 610					BOYS BB MISC.						
07/29/2025	CD	HS-02043 20250729-0018	2	34703	hotels	VISA	1,486.44	0.00			
06 760 782					BOYS BB MISC.	*Current Activity				(1,486.44)	
						*Ending Balance:	1,486.44	0.00	0.00	2,796.67	
06 760 783					BOYS WRESTLING MISC.	*Previous Balance				8,826.14	
						*Ending Balance:	0.00	0.00	0.00	8,826.14	
06 760 784					SPEECH	*Previous Balance				1,519.05	
						*Ending Balance:	0.00	0.00	0.00	1,519.05	
06 760 785					ELEM GUIDANCE MISC	*Previous Balance				6,457.71	
						*Ending Balance:	0.00	0.00	0.00	6,457.71	
06 760 786					ART SUPPLIES	*Previous Balance				1,552.91	
						*Ending Balance:	0.00	0.00	0.00	1,552.91	
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP	*Previous Balance				1,200.00	
						*Ending Balance:	0.00	0.00	0.00	1,200.00	
06 760 789					HOSA	*Previous Balance				19,702.77	
06 760 789					HOSA						
06 089 600 410 3400 610					HOSA						
07/01/2025	CD	HS-01927 20250701-0002	2	34665	Flights for ILC	VISA	3,716.91	0.00			
07/09/2025	CD	HS-02046 20250709	2	34694	reibusment for shipping	SCHMIDT, HOLLY	309.67	0.00			
07/29/2025	CD	HS-02006 20250729-0002	2	34702	Shuttle Transportation round trip ILC	VISA	355.55	0.00			
07/29/2025	CD	HS-02007 20250729-0003	2	34702	Nashville Shores	VISA	531.54	0.00			
07/29/2025	CD	HS-01926 20250729-0004	2	34702	Hotel Reservations	VISA	4,131.90	0.00			
06 760 789					HOSA	*Current Activity				(9,045.57)	
						*Ending Balance:	9,045.57	0.00	0.00	10,657.20	
06 760 791					KIDS ON THE RUN	*Previous Balance				541.86	
						*Ending Balance:	0.00	0.00	0.00	541.86	

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2025 - 07/2025

Regular; Beginning Month 07/2025; Processing Month 07/2025; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>		<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>			
06 760 792					DR SEUSS READING GROUP			303.00
					*Previous Balance			303.00
					*Ending Balance:	0.00	0.00	303.00
06 760 793					IMAGINATION LIBRARY			3,148.48
					*Previous Balance			3,148.48
					*Ending Balance:	0.00	0.00	3,148.48
06 760 794					COLLEGE & CAREER WEEK SCHOLARHIPS			1,113.00
					*Previous Balance			1,113.00
					*Ending Balance:	0.00	0.00	1,113.00
06 760 795					KATHERINE KLEEMANN EDUCATION SCHOLARSHIP			2,100.00
					*Previous Balance			2,100.00
					*Ending Balance:	0.00	0.00	2,100.00
06 760 796					FEREBEE SCHOLARSHIP			850.00
					*Previous Balance			850.00
					*Ending Balance:	0.00	0.00	850.00
06 760 798					MINION MENTORING SCHOLARSHIP			344.12
					*Previous Balance			344.12
					*Ending Balance:	0.00	0.00	344.12
					Fund Total: 06	30,993.31	9,513.23	350,171.79

e. Open Enrollment & Tuition Agreement Reports

August 2025

Open Enrollment Applications:

1. Charlee Storm, Gr 8, McKenzie County
2. Lincoln Anderson, Gr 5, McKenzie County
3. Ella Anderson, Gr 1, McKenzie County

Tuition Agreements:

1. Charlee Storm, Gr 8, McKenzie County
2. Lincoln Anderson, Gr 5, McKenzie County
3. Ella Anderson, Gr 1, McKenzie County
4. Wyatt Rintamaki, Gr 4, Killdeer to Yellowstone District
5. McKenna Rintamaki, Gr 3, Killdeer to Yellowstone District

5. Administrator Reports

Killdeer Activity Board Report- August 2025

KPS Summer-

I'm very proud of our coaches and advisors for all they provided for our students. I am also proud of the kids that took part in the programming.

Strength and Conditioning- 77 kids signed up for the program 7-12 – 50 plus stuck with it through July

Football- Had a 9-12 camp, went to lineman camp, had install every Tuesday night.

Cross- Had fun runs throughout the summer- Had kids attend off site camps

Volleyball- Held multiple camps/skills, went to multiple varsity camps, were in 2 leagues. Held a elem camp as well with 50 plus kids.

Boys Basketball- Held skills, went to multiple camps, had a varsity league in Killdeer.

Held an elem camp with over 100 kids.

Girls Basketball- Held Skills, went to team camp, held 3 scrimmages in Killdeer. Held an elem camp with over 100 kids.

Cheer- Attending a camp in Dickinson aug 11-13.

Girls and Boys Wrestling- Held open mat 1 time per week, had a camp in Killdeer, had kids attend other camps across the state.

Track- Had open vaulting for kids. Had kids attend various camps across and out of state.

Golf- Held a kids camp at the end of May.

Hosa- Attended that National convention in June in Nashville

FFA- Attended State convention in Fargo, Had the overseas trip in July, offered a great number of other practice, leadership and team building activities.

KPS Start of Year-

- I held mandatory head coach and advisor meetings and training on July 21. I also offered CPR-First Aid in the morning for recertification. I have 6 coaches or advisors that will have to meet with me during their flex days before school starts as they were unable to attend.
- Parent meetings were held in Killdeer-Aug 4 and Twin Buttes Aug 5. Attendance at parent meetings was roughly 40-50 % of projected participation numbers. I think KPS needs to look at requiring these type of meetings as information given at these meetings is vital to the success of the programs.
- I am continuing the process of branding the gym and weight room. We will have more signage in both by the end of the year. The booster club has been great to work with, and each program can have a record board in the gym of their choosing. FFA is also looking at banners like what we have in the gym and will display as well.
- At some point we will bring old record boards from the elementary up to the High School to put in Hallway to locker rooms.
- All coaches 9-12 will be certified and up to date on coaches recertification before they begin their season.
- I am currently working on transportation and worker list for events. I am doing my best to make sure all worker slots are filled this year and that we can take

gate at all events. I will hire High School kids to help out if adult workers can't be found.

- I am continuing to do my best to manage and balance the budget I am given on a yearly basis. We have brought the deficit down that we are in the red(thanks in part to booster club, donations from patrons, clubs, and the city of Killdeer) from my summer of my first year to now. My first summer of taking over we were 30+ thousand dollars in the red. We have brought that number way down over the course of the last 3 years. We will be mindful in spending but still offer our kids and programs the best. We host a lot of events in Killdeer. Jamborees, KPS Tournaments and NDHSAA tournaments. Most of these events end up in the red even though we charge on entry fee for them.

NDHSAA-

- Fan Ejection policy is finalized and set for 25-26 calendar year.
 - This would apply to any spectator of any age
 - 2 week suspension on first ejection
 - 1 year for second ejection
- NDHSAA, NDHSCA and the NDIAAAA are working to help schools with helping youth and coaches with mental health training.
 - Hopefully we have some information on this as the fall goes.
- Regional re-alignment will be a yearly(some sports) and every 2 years (other sports) as we move forward. We will see shifting and dissolution of co-ops that happen yearly.

KHS August Board Report 2025

Enrollment/Classes

Currently our enrollment for the high school is at 262 students which is about 15 students above where we ended the school year last year. All student schedules have been created and students will have an opportunity to change their schedules on August 12th and 13th. We are excited for the new school year and the new opportunities, class offerings, and to implement our critical attributes and the academies and pathways.

High School Handbook

The high school handbook is up for board approval. The major changes include the cell phone policy and attendance make up hours. The cell phone policy directly reflects what the policy the NDSBA distributed to schools last month. I took their general language and discipline matrix for cell phone use. Our plan is for students to keep their phone in their locked locker. Our lockers do not have locks so we will distribute a lock to each student at the start of the school year. I foresee this being a bit of a battle for the first few weeks/months of school. However, I will continue to remind students and parents that this is state law and will execute the discipline matrix accordingly for students who do not follow the policy/law.

The attendance make up hours has been revamped to a student can miss 13 days per class period and can make up 3 hours per class period. Any absences over 13, the student and parents will meet with the attendance committee which will consist of the principal, the SRO, and the school counselor. This committee will determine the next steps for students whose absences are over 13 for a class period. This helps to alleviate the administrative mess of collecting up to 10 make up hours which was reflected in our previous policy and allows the attendance committee to understand the circumstance of the student and why they are missing over 13 days of school.

Other additions to the handbook include how parents can contact the school and how we will relay messages to students because they will not have access to their cellphones. Also, I have added an AI policy because it is becoming more prevalent in schools and student work.

Superintendent August Board Report

Elementary Renovation – 4th. Noteworthy items:

Backordered flush valves have created timing issues. The contracted cleaners through Kraus were scheduled to come in after everything was put back together. Because of the flush valves and the bathrooms not getting finished delays in the Kindergarten and pre-school rooms occurred. An executive decision was made to allow teachers in the rooms before the cleaning crew finished and that our Killdeer team cleaned them. Tension is running high with some teachers in regard to having rooms set up. We are working through the issues. Teachers are working their flex days getting ready. We will have school. The majority (if not all) portable AC units have been set up. Some of the rooms seem to be running at a normal temperature. Fingers crossed and we are on track to have school.

Bus Meeting

We had our annual bus meeting and had a good turnout. We had some activities drivers attend as well. The County Road Superintendent was available to discuss bus stops and turnarounds. Janell and Jenni are working hard to get the new TransFinder application up and running. The equipment has arrived and our AH mechanic is getting them installed. All bus routes are established with a mechanically sound bus and a driver to drive it.

Professional Development and Inservice

Not surprising, Mrs. Walker has the professional Development and Inservice Schedule ready to go. There has been some kind of training or PD that she has been involved in every month of the summer break. The first week in August was busy and it won't slow up. There is Math curriculum training, new teacher training, Solution Tree training with administration, etc. All of these events require behind the scenes work and she has done a great job.

August 2025 Board Report

Enrollment: Pre – K – 49 (We currently have all new preschooler's on a waiting list.)

Kinder - 50

First - 39

Second - 46

Third - 58

Fourth - 41

Fifth - 52

Sixth - 38

Total: 373

At this time last year we had 347 Students

We are still in need of another paraprofessional to fill the role as our intervention para.

The two principals, Mrs. Walker and Mrs. Harris are currently working with Solution Tree to continue to expand on our PLC work. The elementary is focusing on improving Tier 1 instruction and expanding our enrichment opportunities for excelling students.

6. Program: SPC Miller with the North Dakota National Guard
7. Unfinished Business
 - A. Consider Benefit Change for 12-Month Ancillary Staff

12 Mo Ancillary Staff

# Employees	Current Value of Single Plan	Current Value of Family Plan	Family Portion Currently Paid by EE	# Employees who currently take family plan	Benefit Increase Requested per EE (71% vs Value of Single)	Current Financial Impact of Proposed Change	Worst Case
							Scenario Financial Impact (8 of 12 Mo EEs elect family)
12	\$ 9,321.24	\$ 22,533.12	\$ 13,211.88	1	\$ 6,677.28	\$ 6,677.28	\$ 53,418.20
			\$ 550.50				Semi-Monthly Premium
			\$ 1,100.99				Monthly Premium

Certified Staff

% of Family Plan Pd by District	Amount of Family Plan Pd by District	Family Portion Currently Paid by EE	
71%	\$ 15,998.52	\$ 6,534.60	
		\$ 272.28	Semi-Monthly Premium
		\$ 544.55	Monthly Premium

B. Consider Activity Bus Bids



Bus for Killdeer

From Jeff Simmons <Jeff.Simmons@k12.nd.us>

Date Wed 7/23/2025 12:11 PM

To Kevin.Forde@goharlows.com <Kevin.Forde@goharlows.com>

 7 attachments (22 MB)

Activity Bus Body Specifications.docx; IMG_1159.jpg; IMG_1158.jpg; IMG_1157.jpg; IMG_1156.jpg; IMG_1155.jpg; IMG_1154.jpg;

Kevin,

The bid opening is at the August 13th board meeting at 7:00pm Mountain time. Please send your bid sheet in a sealed envelope.

This was a good bus for us. We didn't have any significant mechanical issues. The paint is chipping down around the bottom of the luggage doors. The interior is in decent shape. We were seeing some wear and tear on the cloth seats. Some of the seams are pulling loose. As you can see, we have tried to keep it in the shop and out of the weather. I would have pulled it out but there was a pallet in the way.

I included the VIN# on the bid sheet if you want to look it up. We want to trade this bus for the new one.

Sincerely,

Jeff Simmons
Killdeer Superintendent



Activity bus for Killdeer

From Jeff Simmons <Jeff.Simmons@k12.nd.us>

Date Wed 7/23/2025 12:13 PM

To Brett Evans <brett.evans@istatetruck.com>

 7 attachments (22 MB)

Activity Bus Body Specifications.docx; IMG_1159.jpg; IMG_1158.jpg; IMG_1157.jpg; IMG_1156.jpg; IMG_1155.jpg; IMG_1154.jpg;

Brett,

The bid opening is at the August 13th board meeting at 7:00pm Mountain time. Please send your bid sheet in a sealed envelope.

This was a good bus for us. We didn't have any significant mechanical issues. The paint is chipping down around the bottom of the luggage doors. The interior is in decent shape. We were seeing some wear and tear on the cloth seats. Some of the seams are pulling loose. As you can see, we have tried to keep it in the shop and out of the weather. I would have pulled it out but there was a pallet in the way.

I included the VIN# on the bid sheet if you want to look it up. We want to trade this bus for the new one.

Sincerely,

Jeff Simmons
Killdeer Superintendent



Outlook

Activity Bus

From Jeff Simmons <Jeff.Simmons@k12.nd.us>

Date Wed 7/23/2025 1:18 PM

To aram.nikitas@mcicoach.com <aram.nikitas@mcicoach.com>

 7 attachments (22 MB)

Activity Bus Body Specifications.docx; IMG_1159 (1).jpg; IMG_1158 (1).jpg; IMG_1157 (1).jpg; IMG_1156 (1).jpg; IMG_1155 (1).jpg; IMG_1154 (1).jpg;

Aram,

We talked a few weeks ago. I am the superintendent in a small town in North Dakota, and we are in the market for a new activity bus. We would like you to submit a bid.

The bid opening is at the August 13th board meeting at 7:00pm Mountain time. Please send your bid sheet in a sealed envelope.

This was a good bus for us. We didn't have any significant mechanical issues. The paint is chipping down around the bottom of the luggage doors. The interior is in decent shape. We were seeing some wear and tear on the cloth seats. Some of the seams are pulling loose. As you can see, we have tried to keep it in the shop and out of the weather. I would have pulled it out but there was a pallet in the way.

I included the VIN# on the bid sheet if you want to look it up. We want to trade this bus for the new one.

Call my cell if you have any questions: 605 490-0856

Sincerely,

Jeff Simmons
Killdeer Superintendent



Bus for Killdeer

- 📎 Activit...tions.docx
- 📎 IMG_1159.jpg
- 📎 IMG_1158.jpg
- 📎 IMG_1157.jpg
- 📎 IMG_1156.jpg
- 📎 IMG_1155.jpg
- 📎 IMG_1154.jpg

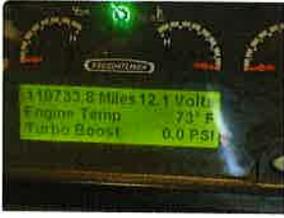


Jeff Simmons

To: Kents@nationalbus.com



Wed 7/23/2025 1:01 PM



📎 Activity Bus Body Specificatio... 22 KB

7 attachments (22 MB) ☁ Save all to OneDrive - EduTech ↓ Download all

Kent ,

The bid opening is at the August 13th board meeting at 7:00pm Mountain time. Please send your bid sheet in a sealed envelope.

This was a good bus for us. We didn't have any significant mechanical issues. The paint is chipping down around the bottom of the luggage doors. The interior is in decent shape. We were seeing some wear and tear on the cloth seats. Some of the seams are pulling loose. As you can see, we have tried to keep it in the shop and out of the weather. I would have pulled it out but there was a pallet in the way.

I included the VIN# on the bid sheet if you want to look it up. We want to trade this bus for the new one. Call may cell if you have any questions: 605 490-0856

Sincerely,

Jeff Simmons
Killdeer Superintendent

↩ Reply ➡ Forward

C. Consider update to the 2025-2026 Fee Schedule

KPS Fee Schedule - 2025-2026

Breakfast Tickets

	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year (171 days)
Grades K-12	\$ 2.50	\$ 50.00	\$ 250.00	\$ 427.50
Adult	\$ 3.10	\$ 62.00	\$ 310.00	\$ 530.10
Second Milk/Juice	\$ 0.80			
Second Meal (if available)	No charge			

Lunch Tickets

	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year (171 days)
Grades K-6	\$ 3.50	\$ 70.00	\$ 350.00	\$ 598.50
Grades 7-12	\$ 3.60	\$ 72.00	\$ 360.00	\$ 615.60
Adult	\$ 4.60	\$ 92.00	\$ 460.00	\$ 786.60
Second Milk/Juice	\$ 0.80			
Second Meal (if available)	No charge			

Snack Milk (Pre-K - Gr 3)

District covers charge

Class Fees

Ag Ed (Gr 9-12)	\$60.00
Band Instrument	\$85.00
FACS (Gr 9-12)	\$60.00

Technology Protection Plan

	Per Student	Family Maximum
Annual Protection Fee	\$25.00	\$100.00

***Additional fees may be accessed for lost devices*

Drivers Education

Course Fee	\$225.00
Repeat Course Fee	\$400.00

Student Activity Tickets

Grades 1-6	\$80.00
Grades 7-12	\$90.00

Athletic Season Tickets

	Adult	Husband/Wife
All Seasons	\$90.00	\$160.00

Individual Admission Charges

Adults	\$7.00
Grades 1-12	\$5.00
JH Activities - Adults	\$5.00
JH Activities - Students	\$3.00
Senior Citizen - Age 60	\$5.00
JH Activities - Senior Citizen - Age 60	\$3.00

***Note: Adult breakfast and lunch prices subject to change, as the USDA Food Values for 2025-2026 has not yet been published.*

D. Consider Policy FFI - Personal Electronic Communications Devices Prohibition During Instructional Time

FFI - PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME

The Killdeer Public School is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- a. *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- b. *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- c. *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
 - o School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
 - o Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].
- d. *School* means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.

- e. School-related activity means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.
- f. Student means an individual currently enrolled or registered at a public school as defined under this policy.
- g. Inappropriate content is defined as content that:
 - o Violates a district student conduct policy;
 - o Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
 - o Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
 - o Is obscene or pornographic as defined by community standards.
 - o Is reasonably forecasted to materially or substantially disrupt the educational environment;
 - o Poses a direct threat to the physical safety of the school population; and
 - o Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the Killdeer Public School prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

1. Silenced or turned off, and
2. Securely stowed away, and

3. Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

- a. *School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.*
- b. *School-approved devices used by a student, including personal electronic communication devices that have been approved by administration and the classroom teacher to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.*
- c. *Medical-provider recommendation*, which includes a medical provider licensed under [N.D.C.C. Title 43](#) (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
- d. *Required accommodation*, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
 - The Individuals with Disabilities Education Act [[20 U.S.C. 1400](#)];
 - Section 504 of the Rehabilitation Act of 1973 [[29 U.S.C. 794](#)]; or
 - A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this

policy. Such approval may be provided to a student(s) by administration, a teacher, a coach, and bus driver.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

- a. Bus rides
- b. Field trips
- c. Sporting events
- d. School dances
- e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using any devices or technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy;
3. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using any devices or technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other

inappropriate activity while on school property or participating in school-sponsored event; and

6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

- a. **School Staff Reporting Requirements.** School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").
- b. Any alleged school staff violations of this policy should be addressed in accordance with **[policy KACB ("Complaints about Personnel") or other applicable complaint and investigation policies or procedures]**.
- c. **Administration Investigation and Response.** Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").

- d. Any alleged administrator violations of this policy should be addressed in accordance with policy KACB Complaints about Personnel.
 - e. Identification of Policy Exceptions. All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.
 - f. Compliance with Policy Exceptions. The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy.
School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.
 - g. Employee Use of Personal Electronic Communication Devices. Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time.
1. **Student Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

The Killdeer School District will employ the Elementary student handbook, the High School student handbook and their respective discipline matrix to address violations of this policy.

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

- a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.
- b. Only administration may determine an actual infraction of this policy and administer discipline.
- c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.
- d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.
- e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
- f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

- a. Ensure the policy is communicated to students, parents, and authorized caregivers; and
- b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AACA, Section 504 of the Rehabilitation Act
- ACAA, Emergency Closings
- ACDA, Acceptable Use
- DE, Staff Code of Conduct
- FDE, Education of Special Education/ Disabled Students
- FGA, Student Education Records and Privacy
- FGDB, Student Handbooks
- FF, Student Conduct and Discipline
- FFK-BR, Suspension and Expulsion Regulations
- FFK-AR1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-AR2, Suspension and Expulsion of Special Education Students
- KACB, Complaints about Personnel

Legal References

- 20 U.S.C. 1400, Individuals with Disabilities Education Act
- 21 U.S.C. 9 et seq., Federal Food, Drug, and Cosmetic Act
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973
- NDCC ch.15.1-07, School Districts
- NDCC Title 43, Occupations and Professions

End of Kildeer School District Policy FFI Adopted: 8/16/2025

RECOMMENDED

**FFI - STUDENT USE OF PERSONAL TECHNOLOGY PERSONAL ELECTRONIC
COMMUNICATION DEVICES
PROHIBITION DURING INSTRUCTIONAL TIME**

The ~~[Name of District]~~ Killdeer Public School District is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- a. *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- b. *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- c. *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
 - o School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
 - o Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].
- d. *School* means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota

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center for distance education, or education occurring in a home-school environment.

- e. *School-related activity* means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.
- f. *Student* means an individual currently enrolled or registered at a public school as defined under this policy.
- g. Inappropriate *content* is defined as content that:
 - Violates a district student conduct policy;
 - Attacks ethnicity, race, religion, or other legally protected status;
 - Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
 - Is obscene or pornographic as defined by community standards;
 - Is reasonably forecasted to materially or substantially disrupt the educational environment;
 - Poses a direct threat to the physical safety of the school population.
 - Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
- ~~*Personal technology* is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:~~
 - a. ~~Has the capability to connect to one or more networks including, but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth.~~
 - b. ~~Has a digital camera and/or video recording device.~~
 - c. ~~Has a microphone.~~
 - d. ~~Has data storage capability.~~
 - e. ~~Has an operating system and/or the capability of running software, apps, and/or electronic games.~~
- ~~*School day* is defined as beginning at 7:55 a.m. and ending at 3:45 p.m.~~
- ~~*School property* is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.~~

RECOMMENDED

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the **[Name of District]** The Killdeer School District prohibits students from using personal technology as follows:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

1. Silenced or turned off, *and*
2. Securely stowed away, *and*
3. Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

- a. *School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.*
- b. *School-approved devices used by a student, including personal electronic communication devices that have been approved by **[administration]** **[the classroom teacher]** to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may*

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result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.

- c. *Medical-provider recommendation*, which includes a medical provider licensed under [N.D.C.C. Title 43](#) (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
- d. *Required accommodation*, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
 - o The Individuals with Disabilities Education Act [[20 U.S.C. 1400](#)];
 - o Section 504 of the Rehabilitation Act of 1973 [[29 U.S.C. 794](#)]; or
 - o A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by **[administration] [a teacher] [a coach][a bus driver]**.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

- a. Bus rides
- b. Field trips
- c. Sporting events
- d. School dances
- e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

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1. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using any devices or technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy;
3. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using any devices or technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.
- ~~7. To ensure safety and efficiency, students are prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to recess and lunch~~

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

RECOMMENDED

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

- a. ***School Staff Reporting Requirements.*** School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").
- b. Any alleged school staff violations of this policy should be addressed in accordance with **[policy KACB ("Complaints about Personnel") or other applicable complaint and investigation policies or procedures]**.
- c. ***Administration Investigation and Response.*** Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").
- d. Any alleged administrator violations of this policy should be addressed in accordance with **[policy KACB ("Complaints about Personnel") or other applicable policies or procedures]**.
- e. ***Identification of Policy Exceptions.*** All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.
- f. ***Compliance with Policy Exceptions.*** The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy. School employees are expressly prohibited from openly/ publicly discussing

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students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.

- g. *Employee Use of Personal Electronic Communication Devices.* Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time. ~~[Employees are expressly prohibited from using personal electronic communication devices during instructional time for non-instructional or education-related purposes, including personal texting, e-mailing, phone calls, and social media. Employees are expected to use personal devices during non-instructional times and other breaks in the school day.]~~

1. **Student Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

The Killdeer School District will employ the Elementary student handbook, the High School student handbook and their respective discipline matrix to address violations of this policy.

~~[OPTION 1 " Allow a discipline matrix to be identified outside of this policy: SAMPLE LANGUAGE: The District may develop administrative regulations or rules outlining the specific disciplinary procedures to ensure compliance with this policy and the law.]~~

~~[OPTION 2 - List a specific discipline matrix in this policy: SAMPLE LANGUAGE: Measures that may be imposed by administration include, but are not limited to:~~

a. Level 1 Infraction:

- a. ~~*First violation:* confiscate device, contact parent, administrator returns device to student at the end of the school day.~~
- b. ~~*Second violation:* confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan.~~

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- e. ~~**Third violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance plan, detention or in-school suspension ("ISS") may be imposed in accordance with school discipline procedures and policies.~~

- b. ~~**Level 2 Infraction:**~~
 - a. ~~**Fourth violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance plan, 1 day out-of-school suspension ("OSS") may be imposed in accordance with school discipline and suspension procedures and policies.~~

- c. ~~**Level 3 Infraction:**~~
 - a. ~~**Fifth violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance plan, 1-3 days OSS may be imposed in accordance with school discipline and suspension procedures and policies.~~

- d. ~~**Level 4 Infraction:**~~
 - a. ~~**Sixth violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance plan, 3-5 days OSS may be imposed in accordance with school discipline and suspension procedures and policies.~~

- e. ~~**Level 5 Infraction:**~~
 - a. ~~**Seventh violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance plan, 10 days OSS and recommendation for expulsion. Due process procedures contained in the District's suspension and expulsion policy and regulations shall be followed.]~~

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

- a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.
- b. Only administration may determine an actual infraction of this policy and administer discipline.
- c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.
- d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.

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- e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
- f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Classroom Use

~~Elementary classroom teachers may prohibit use of personal technology in the classroom. Middle and high school classroom teachers may prohibit possession and/or use of personal technology in the classroom.~~

~~Elementary, middle, and high school classroom teachers may alternatively establish rules related to use of personal technology in the classroom. These rules shall:~~

- ~~1. Comply with this and other student conduct policies;~~
- ~~2. Take into account the ages of the students;~~
- ~~3. Take into account the availability of district-owned technology for student use;~~
- ~~4. Take into account the extent to which personal technology use would disproportionately grant students who have access to it an unfair advantage over those who do not;~~
- ~~5. Address cheating and disruptive use of personal technology;~~
- ~~6. Be approved by the building principal prior to implementation.~~

Use During the School Day Outside Classroom

~~Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal or classroom teacher.~~

~~Middle school and high school principals shall establish rules regarding student use of personal technology during lunch, break periods, and study hall.~~

Disciplinary Consequences & Confiscation

~~Students in violation of any portion of this policy will be subject to disciplinary procedures in accordance with the district's student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of class or turn it over to the building principal for further action. Teachers shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology.~~

RECOMMENDED

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement and the Superintendent and retain the device until further directed by law enforcement or the Superintendent.
2. If the confiscate item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession.
3. Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.

The building principal or Superintendent is authorized to search student personal technology only when s/he has credible, specific, and timely reason to believe that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, s/he shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers,

RECOMMENDED

may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Exceptions

~~The Superintendent and/or his/her designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).~~

Emergencies

~~Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.~~

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

- a. Ensure the policy is communicated to students, parents, and authorized caregivers; and
- b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AACA, Section 504 of the Rehabilitation Act
- ACAA, Emergency Closings
- ACDA, Acceptable Use
- DE, Staff Code of Conduct
- FDE, Education of Special Education/ Disabled Students
- FGA, Student Education Records and Privacy
- FGDB, Student Handbooks

RECOMMENDED

- FF, Student Conduct and Discipline
- FFK-BR, Suspension and Expulsion Regulations
- FFK-AR1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-AR2, Suspension and Expulsion of Special Education Students
- KACB, Complaints about Personnel

Legal References

- 20 U.S.C. 1400, Individuals with Disabilities Education Act
- 21 U.S.C. 9 et seq., Federal Food, Drug, and Cosmetic Act
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973
- NDCC ch.15.1-07, School Districts
- NDCC Title 43, Occupations and Professions

End of [Name of District] Policy FFI Adopted:

[06/25]

Complementary Documents

- ~~ACEA, Bullying~~
- ~~FF, Student Conduct and Discipline~~
- ~~FFI-E, Personal Technology Use & Waiver of Liability~~
- ~~FFK, Suspension & Expulsion~~
- ~~FFK-BR, Suspension & Expulsion Regulations~~
- ~~FGCB, Searches of Students & Students' Personal Property~~

End of Killdeer School District #16 Policy FFI Adopted: 10/14/16

8. New Business

A. Consider Additional August Bills

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1462	Automatic Payment	08/11/2025	TMS	TIME MANAGEMENT SYSTEMS INC	80.86
341468	08/07/2025	POELEM-03701	ATTENDANCE CONTRACT FOR JULY 2025	01 000 000 000 2500 430	80.86
1463	Automatic Payment	08/11/2025	JPMORGAN	JP MORGAN CHASE BANK NA	209.00
20250811	08/11/2025	POELEM-03755	COUNTRY INN STAY AND CHIEFTAIN CONF. CEN	01 000 000 310 1000 580	209.00
200364	Check	08/11/2025	ADVBUS	ADVANCED BUSINESS METHODS	2,650.75
AR1947934	08/07/2025	POELEM-03723	COPIER SPLIT	01 000 000 110 1000 610	212.06
AR1947934	08/07/2025	POELEM-03723	COPIER SPLIT	01 000 000 120 1000 611	1,219.35
AR1947934	08/07/2025	POELEM-03723	COPIER SPLIT	01 000 000 130 1000 611	397.61
AR1947934	08/07/2025	POELEM-03723	COPIER SPLIT	01 000 000 140 1000 611	821.73
200365	Check	08/11/2025	AH	AH INC.	24,152.99
71638BUS	08/07/2025	POELEM-03741	OIL CHANGE BUS 407	01 000 000 000 2700 671	217.80
71638BUS	08/07/2025	POELEM-03741	REPAIRS BUSES 404,401,427,426,425,420,40	01 000 000 000 2700 673	23,935.19
200366	Check	08/11/2025	AIRGAS	AIRGAS USA, LLC	153.75
5517253123	08/07/2025	POELEM-03717	LARGE ARGON	01 000 000 310 1000 611	153.75
200367	Check	08/11/2025	AMAZONCAP	AMAZON CAPITAL SERVICES	3,164.66
11MY-VVJQ-YQ6R	08/07/2025	ELEM-02108	WFW72HEDW0 Door Bellow Boot Seal Gasket	03 000 000 000 4210 610	305.70
14D7-LD6T-TJGW	08/07/2025	HS-02059	Apple iPad Air 11-inch with M3 chip Buil	01 000 000 420 3400 890	639.91
14D7-LD6T-TJGW	08/07/2025	HS-02059	iPad Case & Keyboard	01 000 000 420 3400 890	104.98
14D7-LD6T-TJGW	08/07/2025	HS-02059	iPad Pencil	01 000 000 420 3400 890	7.99
14D7-LD6T-TJGW	08/07/2025	HS-02059	DISCOUNT	01 000 000 420 3400 890	(10.50)
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	WHITE-OUT	01 000 000 255 1000 611	14.09
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	CREDIT WHITE-OUT	01 000 000 255 1000 611	(29.89)
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Visual timers	01 000 000 255 1000 611	36.71
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Expo markers	01 000 000 255 1000 611	23.99
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Post-it-notes	01 000 000 255 1000 611	17.29
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Popsicles sticks	01 000 000 255 1000 611	4.99
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	White-out	01 000 000 255 1000 611	11.90
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Highlighters	01 000 000 255 1000 611	20.89
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Pencils	01 000 000 255 1000 611	29.79
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Note Cards	01 000 000 255 1000 611	6.76
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Math Posters	01 000 000 255 1000 611	5.99
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Mailboxes for student work	01 000 000 255 1000 611	112.98

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	supply organization	01 000 000 255 1000 611	28.87	
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	Dyslexia reading aids	01 000 000 255 1000 611	8.97	
1GCJ-3YNL-TFNL	08/07/2025	HS-01907	SHIPPING	01 000 000 255 1000 618	17.99	
1GN6-6NQ4-DPVV	08/07/2025	ELEM-02822	STAMP-K. SCHOLLMMEYER	01 000 000 000 2310 290	13.85	
1J9W-DD1N-7DGG	08/07/2025	ELEM-02803	kidney tables	01 000 000 120 1000 611	1,142.24	
1PMR-JXCR-XKDF	08/07/2025	ELEM-02809	Ironton Mobile Tool Chest, Slide Top Too	01 000 000 000 2600 611	399.98	
1R1F-KDC3-YFR9	08/07/2025	HS-02054	45W Chromebook Chargers	01 000 000 140 1000 611	199.80	
1W1K-JFWD-6RPX	08/07/2025	ELEM-02694	lights	01 000 000 120 1000 611	49.39	
Check Number: 200368	Check Type: Check	Check Date: 08/11/2025	Vendor: AMERICINNB	AMERICINN	Check Total:	5,870.00
20250807	08/07/2025	HS-02064	State Track hotel rooms	01 000 000 420 3400 890	5,870.00	
Check Number: 200369	Check Type: Check	Check Date: 08/11/2025	Vendor: BLICKART	BLICK ART MATERIALS	Check Total:	228.14
5706300	08/07/2025	2025-0041	CRAYOLA CLR PENCILS	01 000 000 140 1000 611	43.50	
5708737	08/07/2025	2025-0014	SARASA GEL PENS	01 000 000 130 1000 611	11.46	
5824783	08/07/2025	2025-0069	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	51.95	
5824783	08/07/2025	2025-0069	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	121.23	
Check Number: 200370	Check Type: Check	Check Date: 08/11/2025	Vendor: BSN	BSN SPORTS	Check Total:	1,920.00
930137896	08/07/2025	ELEM-02833	BSN BALL ORDER	01 000 000 420 3400 890	1,920.00	
Check Number: 200371	Check Type: Check	Check Date: 08/11/2025	Vendor: CARQUEST	CQ OF DICKINSON ND #3166	Check Total:	2,380.09
20250807	08/07/2025	POELEM-03748	BALL JOINT, BRK PADS, TIE ROD BUS 401	01 000 000 000 2700 673	1,500.31	
20250807	08/07/2025	POELEM-03748	SWAY BAR LINK KIT, DISC CALIPER PIN	01 000 000 000 2700 673	107.59	
20250807	08/07/2025	POELEM-03748	COMMER BATTERY, BAT CABLE TERM, BUTT TER	01 000 000 000 2700 673	716.25	
20250807	08/07/2025	POELEM-03748	BRANKCASE BREATHER	01 000 000 000 2700 673	330.00	
20250807	08/07/2025	POELEM-03748	STEERING CENTER LINK, BRK PADS	01 000 000 000 2700 673	(274.06)	
Check Number: 200372	Check Type: Check	Check Date: 08/11/2025	Vendor: CAVES	CAVES - A DIVISION OF GREENLIGHT SYSTEMS TECHNOLOGY	Check Total:	420.00
29780	08/07/2025	POELEM-03737	ALARM.COM INTERACTIVE GOLD WITH SECURITY	03 000 000 000 4220 435	420.00	
Check Number: 200373	Check Type: Check	Check Date: 08/11/2025	Vendor: CITYAIR	CITY AIR MECHANICAL, INC	Check Total:	1,026.25
49465	08/07/2025	POELEM-03705	HVAC REPAIR-SNAKED PLUGGED DRAIN	03 000 000 000 4220 435	1,026.25	
Check Number: 200374	Check Type: Check	Check Date: 08/11/2025	Vendor: CLEANSOLU	CLEANING SOLUTION	Check Total:	750.00

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01					
9165753446	08/07/2025	POELEM-03733	SHIPPING FOR GRAFSTROM CONSTRUCTION FOR	03 000 000 000 4220 435		195.00	
Check Number: 200385	Check Type: Check	Check Date: 08/11/2025	Vendor: FLINN	FLINN SCIENTIFIC	Check Total:	540.46	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
3149784	08/07/2025	HS-01966	Reflection-Refraction Kit	01 000 000 130 1000 611	15.00		
3149784	08/07/2025	HS-01966	High School Physical Science Curriculum	01 000 000 130 1000 611	112.15		
3149784	08/07/2025	HS-01966	Potassium Nitrate, 500g	01 000 000 130 1000 611	16.43		
3149784	08/07/2025	HS-01966	Replacement Flints	01 000 000 130 1000 611	3.50		
3149784	08/07/2025	HS-01966	Laboratory Techniques Chart	01 000 000 130 1000 611	117.75		
3149784	08/07/2025	HS-01966	Cylinder, Polypropylene, 25 mL	01 000 000 130 1000 611	20.25		
3149784	08/07/2025	HS-01966	Test Tube Rack, Economy Choice	01 000 000 130 1000 611	35.25		
3149784	08/07/2025	HS-01966	Discovering STEM-Newton's Laws	01 000 000 130 1000 611	171.00		
3149784	08/07/2025	HS-01966	shipping	01 000 000 130 1000 618	49.13		
Check Number: 200386	Check Type: Check	Check Date: 08/11/2025	Vendor: FORTE	FORTE	Check Total:	1,690.76	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
89081449	08/07/2025	HS-02060	Optical Smoke Detector	01 000 000 000 2600 611	740.76		
89082459	08/07/2025	POELEM-03674	Update Room Numbers for Intercom System	03 000 000 000 4220 435	475.00		
89082473	08/07/2025	HS-02068	Bell Schedule Change - Needed for Estima	03 000 000 000 4220 435	475.00		
Check Number: 200387	Check Type: Check	Check Date: 08/11/2025	Vendor: FORUCOMM	FORUM COMMUNICATIONS COMPANY	Check Total:	76.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250807	08/07/2025	POELEM-03745	DUNN CO FAIR AD	01 000 000 000 2500 540	76.00		
Check Number: 200388	Check Type: Check	Check Date: 08/11/2025	Vendor: GOODHEART	GOODHEART WILLCOX COMPANY, INC	Check Total:	489.12	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV09813807	08/07/2025	HS-01920	Apparel: Fashion Design & Construction,	01 000 000 340 1000 611	114.96		
INV09813807	08/07/2025	HS-01920	Apparel: Fashion Design & Construction,	01 000 000 340 1000 611	24.96		
INV09813807	08/07/2025	HS-01920	SHIPPING	01 000 000 340 1000 618	22.56		
INV09816368	08/07/2025	HS-02057	Nutrition and Wellness textbook/workbook	01 000 000 340 1000 611	326.64		
Check Number: 200389	Check Type: Check	Check Date: 08/11/2025	Vendor: GRAB	GRAB 'N GO	Check Total:	219.77	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250807	08/07/2025	POELEM-03744	SCHOOL BOARD FOOD	01 000 000 000 2310 290	219.77		
Check Number: 200390	Check Type: Check	Check Date: 08/11/2025	Vendor: HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	Check Total:	399.52	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
01P19255	08/07/2025	POELEM-03724	ASSEMBLY, IC, LEFT SIDE ONLY B, FILTERS,	01 000 000 000 2700 673	399.52		
Check Number: 200391	Check Type: Check	Check Date: 08/11/2025	Vendor: HMH	HMH EDUCATION COMPANY	Check Total:	7,421.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
956279081	08/07/2025	ELEM-02760	HMH Math 180 intervention - PROPOSAL #00	01 000 000 140 1000 640	7,421.84		
Check Number: 200392	Check Type: Check	Check Date: 08/11/2025	Vendor: HORG NAT	NATHAN HORGESHIMER	Check Total:	867.92	

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250807	08/07/2025	HS-02073	NDHSCA membership & convention	01 000 000 420 3400 890	60.00
20250807	08/07/2025	HS-02073	NDHSCA membership & convention	01 000 000 420 3400 890	65.00
20250807-0001	08/07/2025	HS-02075	mileage to NDHSCA convention	01 000 000 420 3400 890	424.20
20250807-0002	08/07/2025	HS-02076	3 nights	01 000 000 420 3400 890	318.72
Check Number: 200393 Check Type: Check Check Date: 08/11/2025 Vendor: HUDL HUDL Check Total: 9,200.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
H00139468	08/07/2025	ELEM-02828	HUDL Subscription	01 000 000 420 3400 890	9,200.00
Check Number: 200394 Check Type: Check Check Date: 08/11/2025 Vendor: ICON ICON ARCHITECTURAL GROUP Check Total: 10,094.60					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250291	08/07/2025	POELEM-03702	CONSTRUCTION ADMIN	03 000 000 000 4220 435	8,627.20
20250291	08/07/2025	POELEM-03702	CIVIL CONSULTANT	03 000 000 000 4220 435	1,375.00
20250291	08/07/2025	POELEM-03702	MILEAGE	03 000 000 000 4220 435	92.40
Check Number: 200395 Check Type: Check Check Date: 08/11/2025 Vendor: INNOSOL INNOVATIVE OFFICE SOLUTIONS, LLC Check Total: 734.44					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
IN4853386	08/07/2025	2025-0016	POSTER BOARD	01 000 000 130 1000 611	13.85
IN4853404	08/07/2025	2025-0043	PENCILS	01 000 000 140 1000 611	27.91
IN4853405	08/07/2025	2025-0046	SHEET PROTECTORS, PENCILS	01 000 000 140 1000 611	77.87
IN4875859	08/07/2025	ELEM-02721	BOARD,4X8',PORCELAIN,WHT	01 000 000 110 1000 730	589.60
IN4894290	08/07/2025	2025-0075	FOLDER FILES	01 000 000 000 2500 690	25.21
Check Number: 200396 Check Type: Check Check Date: 08/11/2025 Vendor: JOHNERI ERIK JOHNSON Check Total: 254.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250807-0001	08/07/2025	POELEM-03730	CTE TRAVEL REIMBURSEMENT - JULY 2025	01 000 000 310 1000 580	254.00
Check Number: 200397 Check Type: Check Check Date: 08/11/2025 Vendor: KILLDEERAT KILLDEER COWBOY BOOSTER CLUB Check Total: 125.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250807	08/07/2025	POELEM-03728	BRONZE BUCKLE FOR BOOSTER 25-26	01 000 000 000 2310 290	125.00
Check Number: 200398 Check Type: Check Check Date: 08/11/2025 Vendor: KRAUANDER KRAUS-ANDERSON CONSTRUCTION COMPANY Check Total: 964,960.20					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
68813-A	08/07/2025	POELEM-03726	APP# 36 HS	03 000 000 000 4220 435	10,000.00
72067	08/07/2025	POELEM-03706	APP #3 ELEM UPDATES	03 000 000 000 4220 435	954,960.20
Check Number: 200399 Check Type: Check Check Date: 08/11/2025 Vendor: LAKESHORE LAKESHORE LEARNING MATERIALS, LLC Check Total: 120.64					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
90989096	08/07/2025	2025-0021	CLASSIC SCHOOL GLOBES	01 000 000 130 1000 611	80.49
90989101	08/07/2025	POELEM-03742	LANGUAGE ESSENTIALS PSTR PK	01 000 000 140 1000 611	40.15
Check Number: 200400 Check Type: Check Check Date: 08/11/2025 Vendor: LEIEDAV DAVID LEIER Check Total: 811.26					

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250807	08/07/2025	POELEM-03731	CTE TRAVEL REIMBURSEMENT - JULY 2025	01 000 000 310 1000 580	811.26	
Check Number: 200401	Check Type: Check	Check Date: 08/11/2025	Vendor: LINCOLN	LINCOLN ELECTRIC	Check Total:	209.85
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
913980267	08/07/2025	HS-01960	MAGNUM GAS DIFFUSER AND NOZZLE	01 000 000 310 1000 611	209.85	
Check Number: 200402	Check Type: Check	Check Date: 08/11/2025	Vendor: MARC	MID-AMERICAN RESEARCH CHEMICAL	Check Total:	317.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0854245-IN	08/07/2025	POELEM-03709	GLASS CLEANER	01 000 000 000 2600 611	278.00	
0854245-IN	08/07/2025	POELEM-03709	SHIPPING	01 000 000 000 2600 618	39.48	
Check Number: 200403	Check Type: Check	Check Date: 08/11/2025	Vendor: MCGRAW	MCGRAW HILL, LLC	Check Total:	6,672.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
137117455001	08/07/2025	ELEM-02795	Language for Learning	01 000 000 110 1000 610	1,903.41	
137117455001	08/07/2025	ELEM-02795	shipping	01 000 000 110 1000 618	98.43	
137117455001	08/07/2025	ELEM-02795	Language for Learning	01 000 000 120 1000 611	4,441.29	
137117455001	08/07/2025	ELEM-02795	shipping	01 000 000 120 1000 618	229.67	
Check Number: 200404	Check Type: Check	Check Date: 08/11/2025	Vendor: MDU	MONTANA DAKOTA UTILITIES CO.	Check Total:	23,242.37
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250807	08/07/2025	POELEM-03743	ELEC 725 HOVDEN DR	01 000 000 000 2600 621	45.73	
20250807	08/07/2025	POELEM-03743	ELEC HEATER PLUGINS	01 000 000 000 2600 621	16.34	
20250807	08/07/2025	POELEM-03743	ELEC PORTABLES	01 000 000 000 2600 621	395.06	
20250807	08/07/2025	POELEM-03743	ELEC 338 HOVDEN DR	01 000 000 000 2600 621	39.74	
20250807	08/07/2025	POELEM-03743	ELEC 421 3RD AVE NE	01 000 000 000 2600 621	39.84	
20250807	08/07/2025	POELEM-03743	ELEC 101 HIGH ST NW	01 000 000 000 2600 621	8,257.95	
20250807	08/07/2025	POELEM-03743	ELEC ATHLETIC FIELD	01 000 000 000 2600 621	88.05	
20250807	08/07/2025	POELEM-03743	ELEC 1415 HIGH ST NW	01 000 000 000 2600 621	10,458.20	
20250807	08/07/2025	POELEM-03743	GAS 1415 HIGH ST NW	01 000 000 000 2600 622	3,387.05	
20250807	08/07/2025	POELEM-03743	GAS 101 HIGH ST NW	01 000 000 000 2600 622	350.91	
20250807	08/07/2025	POELEM-03743	GAS 1415 HIGH ST (GEN)	01 000 000 000 2600 622	163.50	
Check Number: 200405	Check Type: Check	Check Date: 08/11/2025	Vendor: MENARDSDIC	MENARDS DICKINSON	Check Total:	2,701.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
67667	08/07/2025	POELEM-03725	MAINT SUPPLIES	01 000 000 000 2600 611	42.96	
67667	08/07/2025	POELEM-03725	REPAIR SUPPLIES FOR UNIT 421 & 725	03 000 000 000 4210 610	414.39	
67841	08/07/2025	POELEM-03720	PAINT FOR UNITS 338 & 421	03 000 000 000 4210 610	349.42	
68008	08/07/2025	POELEM-03727	MAINT SUPPLIES	01 000 000 000 2600 611	30.85	
68008	08/07/2025	POELEM-03727	REPAIR SUPPLIES IN UNIT 338	03 000 000 000 4210 610	470.76	
68222	08/07/2025	POELEM-03721	SUPPLIES FOR REPAIRS IN UNITS 421 & 338	03 000 000 000 4210 610	683.92	
68222	08/07/2025	POELEM-03721	CRFT BASE GOLDEN OAK	03 000 000 000 4210 610	41.97	
68222	08/07/2025	POELEM-03721	CRFT BASE GOLDEN OAK RETURN	03 000 000 000 4210 610	(41.97)	

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
68407	08/07/2025	POELEM-03698	PALLET JACK	01 000 000 000 2600 611	349.99		
68407	08/07/2025	POELEM-03698	REPAIRS FOR UNITS 421 AND 338	03 000 000 000 4210 610	358.71		
Check Number: 200406	Check Type: Check	Check Date: 08/11/2025	Vendor: MJSERVICES	JERRY STORJOHANN	Check Total:	2,711.00	
0381	08/07/2025	POELEM-03735	GROUND UP STUMP FOR 96 HIGH ST NW	03 000 000 000 4210 610	2,711.00		
Check Number: 200407	Check Type: Check	Check Date: 08/11/2025	Vendor: NASCO	NASCO	Check Total:	152.56	
818908	08/07/2025	2025-0048	POSTERS WHY STUDY MATH	01 000 000 140 1000 611	78.16		
831408	08/07/2025	2025-0072	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	22.32		
831408	08/07/2025	2025-0072	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	52.08		
Check Number: 200408	Check Type: Check	Check Date: 08/11/2025	Vendor: NDCEL	NDCEL	Check Total:	1,105.00	
45142	08/07/2025	ELEM-02817	NDCEL MEMBERSHIP	01 000 000 000 2321 810	520.00		
45142	08/07/2025	ELEM-02817	NDADA DUES	01 000 000 000 2321 810	100.00		
45142	08/07/2025	ELEM-02817	AASA DUES	01 000 000 000 2321 810	485.00		
Check Number: 200409	Check Type: Check	Check Date: 08/11/2025	Vendor: NDPHIT	NDPHIT	Check Total:	360.00	
NDPHIT-5781	08/07/2025	POELEM-03712	2024 BSWIFT ACA ELECTRONIC FILING SERVIC	01 000 000 000 2500 330	360.00		
Check Number: 200410	Check Type: Check	Check Date: 08/11/2025	Vendor: NUVENTO	NUVENTO	Check Total:	163.00	
NUV_221968	08/07/2025	POELEM-03700	EDUHEALTH VER 3 - AUG 2025	01 000 000 200 2835 810	163.00		
Check Number: 200411	Check Type: Check	Check Date: 08/11/2025	Vendor: NWTIRE	NW TIRE INC.	Check Total:	688.98	
2288669	08/07/2025	POELEM-03729	CHECK BALANCE AND ALIGNMENT, TIRE SERVIC	01 000 000 000 2700 672	688.98		
Check Number: 200412	Check Type: Check	Check Date: 08/11/2025	Vendor: PFM	PFM FINANCIAL ADVISORS, LLC	Check Total:	5,000.00	
135989	08/07/2025	POELEM-03719	DEFEASANCE ANALYSIS	04 000 000 000 6100 330	2,500.00		
135989	08/07/2025	POELEM-03719	PARTIAL DEFEASANCE OF GENERAL OBLIGATION	04 000 000 000 6100 330	2,500.00		
Check Number: 200413	Check Type: Check	Check Date: 08/11/2025	Vendor: POWERSCH	POWERSCHOOL GROUP LLC	Check Total:	3,479.64	
INV453857	08/07/2025	ELEM-02846	Schoology	01 000 000 130 1000 670	1,043.89		
INV453857	08/07/2025	ELEM-02846	Schoology	01 000 000 140 1000 670	2,435.75		
Check Number: 200414	Check Type: Check	Check Date: 08/11/2025	Vendor: PRAIRIEAU	PRAIRIE AUTO PARTS	Check Total:	6,400.22	
20250807	08/07/2025	POELEM-03747	ANTIFREEZE, DRAIN PAN BUS 423	01 000 000 000 2700 611	283.56		

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250807	08/07/2025	POELEM-03747	15W40 OIL BUS 423	01 000 000 000 2700 671	32.79	
20250807	08/07/2025	POELEM-03747	BUTT CONNECTOR ALL BUSES	01 000 000 000 2700 673	22.20	
20250807	08/07/2025	POELEM-03747	CHARGER MAINTAINER, POSTS, BATTERY BOX,	01 000 000 000 2700 673	286.15	
20250807	08/07/2025	POELEM-03747	CHARGER MAINTAINER, BATTERY, FUSE HOLDER	01 000 000 000 2700 673	586.40	
20250807	08/07/2025	POELEM-03747	NON INS BUTT CONN, BLACK WELDING CABLE,	01 000 000 000 2700 673	287.04	
20250807	08/07/2025	POELEM-03747	SWITCH-PUSH BUTTON BUS 425/426	01 000 000 000 2700 673	256.94	
20250807	08/07/2025	POELEM-03747	BATTERIES BUS 409/420	01 000 000 000 2700 673	503.34	
20250807	08/07/2025	POELEM-03747	BATTERIES BUSES 424/425	01 000 000 000 2700 673	1,006.68	
20250807	08/07/2025	POELEM-03747	BATTERY LUG BUSES 424/425	01 000 000 000 2700 673	80.99	
20250807	08/07/2025	POELEM-03747	BATTERIES BUS 410	01 000 000 000 2700 673	503.34	
20250807	08/07/2025	POELEM-03747	RED WELDING CABLE, BLACK WELDING CABLE,	01 000 000 000 2700 673	357.87	
20250807	08/07/2025	POELEM-03747	BATTERIES BUS 406	01 000 000 000 2700 673	503.34	
20250807	08/07/2025	POELEM-03747	HEAT SHRINK ALL BUSES	01 000 000 000 2700 673	16.00	
20250807	08/07/2025	POELEM-03747	BATTERIES BUS 409	01 000 000 000 2700 673	503.34	
20250807	08/07/2025	POELEM-03747	SS HOLD DOWN NUTS ALL BUSES	01 000 000 000 2700 673	68.00	
20250807	08/07/2025	POELEM-03747	FUEK FILTER	01 000 000 000 2700 673	41.53	
20250807	08/07/2025	POELEM-03747	BATTERIES ALL BUSES	01 000 000 000 2700 673	503.34	
20250807	08/07/2025	POELEM-03747	REPAIRS	01 000 000 000 2700 673	14.30	
20250807	08/07/2025	POELEM-03747	BATTERY, THREAD ROD, WELDABLE STEEL BUSE	01 000 000 000 2700 673	543.07	
Check Number: 200415	Check Type: Check	Check Date: 08/11/2025	Vendor: PYEBARKER	PYE-BARKER FIRE & SAFETY	Check Total:	514.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV00331325	08/07/2025	POELEM-03753	RESTAURANT ONE TANK SYSTEM MAINTENANCE,	01 000 000 000 2600 450	514.00	
Check Number: 200416	Check Type: Check	Check Date: 08/11/2025	Vendor: QUADIENT	QUADIENT LEASING USA, INC	Check Total:	299.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250807	08/07/2025	POELEM-03714	POSTAGE MACHINE LEASING 8.2.25-11.1.25	01 000 000 000 2500 431	299.13	
Check Number: 200417	Check Type: Check	Check Date: 08/11/2025	Vendor: QUADIENT2	QUADIENT FINANCE USA, INC.	Check Total:	23.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250807	08/07/2025	POELEM-03713	POSTAGE FEE	01 000 000 000 2500 431	23.67	
Check Number: 200418	Check Type: Check	Check Date: 08/11/2025	Vendor: RENAIP	RENAISSANCE	Check Total:	12,677.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV5566408	08/07/2025	ELEM-02821	Renaissance-FastBridge and Educlimber	01 000 000 110 1000 670	1,014.17	
INV5566408	08/07/2025	ELEM-02821	Renaissance-FastBridge and Educlimber	01 000 000 120 1000 670	5,831.44	
INV5566408	08/07/2025	ELEM-02821	Renaissance-FastBridge and Educlimber	01 000 000 130 1000 670	1,901.55	
INV5566408	08/07/2025	ELEM-02821	Renaissance-FastBridge and Educlimber	01 000 000 140 1000 670	3,929.89	
Check Number: 200419	Check Type: Check	Check Date: 08/11/2025	Vendor: ROUSEP	ROUGH RIDER SEPTIC	Check Total:	405.00

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13414	08/07/2025	POELEM-03708	1 GREASE TRAP PUMPED	01 000 000 000 2600 450	405.00
Check Number: 200420 Check Type: Check Check Date: 08/11/2025 Vendor: SCHNBOBBI BOBBI SCHNEIDER Check Total: 636.90					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250807	08/07/2025	ELEM-02832	CPR Coaches-convention	01 000 000 420 3400 890	636.90
Check Number: 200421 Check Type: Check Check Date: 08/11/2025 Vendor: SCHOLASTIC SCHOLASTIC INC. Check Total: 4,335.17					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
M7586550	08/07/2025	POELEM-03711	LET'S FIND OUT	01 000 000 110 1000 610	412.50
M7586550	08/07/2025	POELEM-03711	ELEM SCHOLASTIC NEWS	01 000 000 120 1000 611	2,234.38
M7586550	08/07/2025	POELEM-03711	JUNIOR SCHOLASTIC	01 000 000 130 1000 611	513.65
M7586550	08/07/2025	POELEM-03711	MATH AND NEW YORK TIMES	01 000 000 140 1000 611	890.01
M7586550	08/07/2025	POELEM-03711	MY BIG WORLD	01 000 000 800 3300 611	284.63
Check Number: 200422 Check Type: Check Check Date: 08/11/2025 Vendor: SCHOOL SCHOOL SPECIALTY, LLC Check Total: 346.80					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
208135738901	08/07/2025	2025-0018	GRAPH PAPER	01 000 000 130 1000 611	25.92
208135818337	08/07/2025	2025-0073	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	67.60
208135818337	08/07/2025	2025-0073	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	157.74
308104705951	08/07/2025	2025-0022	SHARPIE MARKERS, DRY ERASERS	01 000 000 130 1000 611	95.54
Check Number: 200423 Check Type: Check Check Date: 08/11/2025 Vendor: SMART SMART COMPUTERS Check Total: 66,523.50					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
17-49794	08/07/2025	ELEM-02823	40 ELEM CHROMEBOOKS	01 000 000 120 1000 730	25,284.75
17-49794	08/07/2025	ELEM-02823	55 HS CHROMEBOOKS	01 000 000 140 1000 730	33,744.75
17-49860	08/07/2025	POELEM-03722	MONTHLY BILLING FOR SEPTEMBER 2025	01 000 000 000 2225 490	7,494.00
Check Number: 200424 Check Type: Check Check Date: 08/11/2025 Vendor: STPAULS ST. PAUL'S CATHOLIC CHURCH Check Total: 1.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250807	08/07/2025	ELEM-02819	Parking Lot Lease 25-26	01 000 000 000 2500 430	1.00
Check Number: 200425 Check Type: Check Check Date: 08/11/2025 Vendor: SUNWINDOWS SUNSHINE WINDOWS Check Total: 2,600.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
437	08/07/2025	ELEM-02820	HS Window Cleaning	01 000 000 000 2600 611	2,600.00
Check Number: 200426 Check Type: Check Check Date: 08/11/2025 Vendor: VOYASOP LEXIA VOYAGER SOPRIS INC. Check Total: 7,345.80					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8786733	08/07/2025	HS-01967	shipping	01 000 000 255 1000 618	350.40
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 1 Developing	01 000 000 255 1000 640	683.00
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 1 Developing	01 000 000 255 1000 640	485.00
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 2 Making Sen	01 000 000 255 1000 640	683.00
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 2 Making Sen	01 000 000 255 1000 640	485.00
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 3 Algebra: E	01 000 000 255 1000 640	683.00

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8786733	08/07/2025	HS-01967	TransMath 3rd Edition Level 3 Understand	01 000 000 255 1000 640	485.00	
8787494	08/07/2025	ELEM-02711	SHIPPING	01 000 000 130 1000 618	35.82	
8787494	08/07/2025	ELEM-02711	curriculum	01 000 000 130 1000 640	597.00	
8787494	08/07/2025	ELEM-02711	SHIPPING	01 000 000 140 1000 618	83.58	
8787494	08/07/2025	ELEM-02711	curriculum	01 000 000 140 1000 640	597.00	
8788198	08/07/2025	ELEM-02788	SHIPPING	01 000 000 120 1000 618	59.40	
8788198	08/07/2025	ELEM-02788	TransMath Student materials	01 000 000 120 1000 640	990.00	
8788198	08/07/2025	ELEM-02788	SHIPPING	01 000 000 130 1000 618	138.60	
8788198	08/07/2025	ELEM-02788	TransMath Student materials	01 000 000 130 1000 640	990.00	
Check Number: 200427						
Check Type: Check		Check Date: 08/11/2025		Vendor: WALKNICK	NICHOLAS WALKER	Check Total: 584.20
20250807	08/07/2025	ELEM-02841	mileage to fargo - NDHSCA Convention	01 000 000 420 3400 890	459.20	
20250807-0001	08/07/2025	ELEM-02842	convention fees	01 000 000 420 3400 890	125.00	
Check Number: 200428						
Check Type: Check		Check Date: 08/11/2025		Vendor: WESTCHOICE	WESTERN CHOICE COOPERATIVE	Check Total: 1,806.63
20250807	08/07/2025	POELEM-03739	TRANSPORTATION GAS	01 000 000 000 2700 626	260.39	
20250807	08/07/2025	POELEM-03739	DIESEL	01 000 000 000 2700 627	63.60	
20250807-0001	08/07/2025	POELEM-03740	CONCRETE SEALANT, HEX BIT, IMPACT DRIVER	01 000 000 000 2600 611	761.90	
20250807-0001	08/07/2025	POELEM-03740	MAINT GAS	01 000 000 000 2600 626	306.17	
20250807-0001	08/07/2025	POELEM-03740	MAINT. DIESEL	01 000 000 000 2600 627	289.70	
20250807-0001	08/07/2025	POELEM-03740	TRANSPORTATION GAS	01 000 000 000 2700 626	50.02	
20250807-0001	08/07/2025	POELEM-03740	SPACKLE DRYDEX, MASKING TAPE	03 000 000 000 4210 610	74.85	
Check Number: 200429						
Check Type: Check		Check Date: 08/11/2025		Vendor: WESTHEATIN	WESTERN HEATING & AIR LLC	Check Total: 972.50
000115	08/07/2025	POELEM-03716	FIXED LEAK IN WALK IN FREEZER IN KITCHEN	01 000 000 000 2600 450	682.50	
000143	08/07/2025	POELEM-03707	NICK WALKERS HOUSE-CHARGED UP UNIT WITH	03 000 000 000 4210 610	290.00	
Check Number: 200430						
Check Type: Check		Check Date: 08/11/2025		Vendor: WESTTRU	WESTLIE TRUCK CENTER OF DICKINSON	Check Total: 1,437.48
431919	08/07/2025	POELEM-03710	ABS LIGHT ON, BRAKE REPAIR BUS 404	01 000 000 000 2700 673	1,437.48	
Check Number: 200431						
Check Type: Check		Check Date: 08/11/2025		Vendor: ANDEDEN	DENNIS ANDERSON	Check Total: 480.50
20250811	08/11/2025	POELEM-03754	4 CHECKS REISSUED FOR FAMILY TRANSPORTAT	01 000 000 000 2700 519	480.50	
Check Number: 200432						
Check Type: Check		Check Date: 08/11/2025		Vendor: APPTEGY	APPTEGY, INC	Check Total: 8,379.00
INV31896	08/11/2025	ELEM-02845	THRILLSHARE SUBSCRIPTION 25-26	01 000 000 000 2310 810	8,379.00	

Detail Check Register

Posted; Batch Description 3 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

Check Number	Check Type	Check Date	Vendor	Description	Chart of Account Number	Check Total
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
200433	Check	08/11/2025	FLOOR	FLOOR TO CEILING CARPET ONE		8,043.61
CG506183	08/11/2025	POELEM-03756	NEW FLOORING UNIT 421	03 000 000 000 4210 610	8,043.61	
200434	Check	08/11/2025	ROCH	ROCHESTER 100 INC.		608.00
WEBINV0022506	08/11/2025	ELEM-02825	Homework folders	01 000 000 110 1000 610	182.40	
WEBINV0022506	08/11/2025	ELEM-02825	Homework folders	01 000 000 120 1000 611	425.60	
200435	Check	08/11/2025	SMART	SMART COMPUTERS		15,485.00
17-49986	08/11/2025	ELEM-02831	Licenses	01 000 000 120 1000 670	2,000.00	
17-50006	08/11/2025	ELEM-02840	15 NEW TEACHER LAPTOPS	01 000 000 120 1000 611	4,045.50	
17-50006	08/11/2025	ELEM-02840	15 NEW TEACHER LAPTOPS	01 000 000 140 1000 611	9,439.50	
200436	Check	08/11/2025	HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK		328.66
01P19464	08/11/2025	POELEM-03759	MOTOR, HEATER 12V CW	01 000 000 000 2700 673	328.66	
200437	Check	08/11/2025	NDBCI	ND BCI		40.00
20250811	08/11/2025	ELEM-02851	BG CHECKS	01 000 000 000 2500 330	40.00	
200438	Check	08/11/2025	NDBCI	ND BCI		40.00
20250811-0001	08/11/2025	ELEM-02852	BG CHECKS	01 000 000 000 2500 330	40.00	
200439	Check	08/11/2025	NDBCI	ND BCI		40.00
20250811-0002	08/11/2025	ELEM-02853	BG CHECKS	01 000 000 000 2500 330	40.00	
200440	Check	08/11/2025	NDBCI	ND BCI		40.00
20250811-0003	08/11/2025	ELEM-02854	BG CHECKS	01 000 000 000 2500 330	40.00	
200441	Check	08/11/2025	NDBCI	ND BCI		40.00
20250811-0004	08/11/2025	ELEM-02855	BG CHECKS	01 000 000 000 2500 330	40.00	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 1,237,235.86

B. Act on Pledge of Securities

Killdeer Public School District Pledged Securities

As of: 6/30/2025

(NDCC 21-04-09 requires securities to be 110% of public deposits)

Bank	Account	Bank balance	Amount equal to 110%	Pledged Securities	Adequate Coverage
Bravera Bank					
	Certificate of Deposits	\$ 1,175,487.27			
	General Fund Checking	\$ 12,470.50			
	General Fund NOW	\$ 11,881,066.51			
	Internal	\$ 376,679.95			
	Hot Lunch	\$ 40,260.32			
	Flex	\$ 14,312.83			
	Bravera Subtotal	\$ 13,500,277.38	\$ 14,850,305.12	\$ 23,503,034.00	Yes
First International Bank	Certificate of Deposit	\$ 412,184.50	\$ 453,402.95	\$ 755,000.00	Yes
Union Bank	Certificate of Deposit	\$ 399,538.81	\$ 439,492.69	\$ 630,000.00	Yes



BRAVERA

Killdeer Public School District
Rhonda Zastoupil
PO Box 579
Killdeer ND 58640

Rhonda,

This letter is to certify that at a meeting of the Bravera Bank Board of Directors on July 23, 2025 the pledge of securities to Killdeer Public School District was approved.

The approval of the pledged securities will be reflected in the July 23, 2025, minutes of the Board of Directors. The following information was reviewed as of June 30, 2025.

Deposits	\$ 13,505,073
Required Pledges	\$14,305,580
Par Value Pledged	\$24,439,505
Market Value as of June	\$23,503,034

The "Required Pledges" above has been adjusted to reflect an additional \$250,000 of FDIC coverage for interest bearing demand accounts. If you have any questions, please contact me at 701-483-3241.

Sincerely,

Rhonda Maher
Finance Support
Bravera Bank
220 1st Avenue West
Dickinson, ND 58601
701-483-3241
rmaher@bravera.bank

Pledged By Location

08/06/2025
10:27:01AM

FIRST INTL. BANK & TRUST - FARGO, ND

FROM 06/01/2025 TO 06/30/2025

Code Receipt#	FAS 115	CUSIP Trade #	Description Maturity	Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged Original Face	Pledged Par Value	Pledged Book Value	Pledged Market Value
KILLDEER PUBLIC SCHOOL (KPSC)											
BND	SALE	077149MN9 116	BEEVILLE TEX INDPT SCH DIST 08/15/2033		4.000		755,000.00 100.00%	755,000.00	755,000.00	757,080.48	755,128.35
TOTAL KILLDEER PUBLIC SCHOOL (KPSC)								755,000.00	755,000.00	757,080.48	755,128.35

Mortgage-backed securities display the expected maturity date (stated maturity date + days delay).
The information contained herein, while believed to be reliable, is not guaranteed.



INTEGRITY
DISCIPLINE
DILIGENCE
TRUST
AGILITY

July 18, 2025

Rhonda Zastoupil, Bus. Mgr.
Killdeer Public School
P.O. Box 579
Killdeer, ND 58640-0579

Dear Rhonda:

At their monthly meeting held on July 17, 2025, the Board of Directors of The Union Bank approved the following pledges to cover deposits of the Killdeer Public School.

<u>Cusip #</u>	<u>Mat. Date</u>	<u>Amount</u>
100110FJ9	8/15/33	\$280,000.00
236835QC1	11/1/33	\$150,000.00
30747NFC3	5/1/35	\$150,000.00
904427DL2	5/1/32	\$ 50,000.00
Total		\$630,000.00

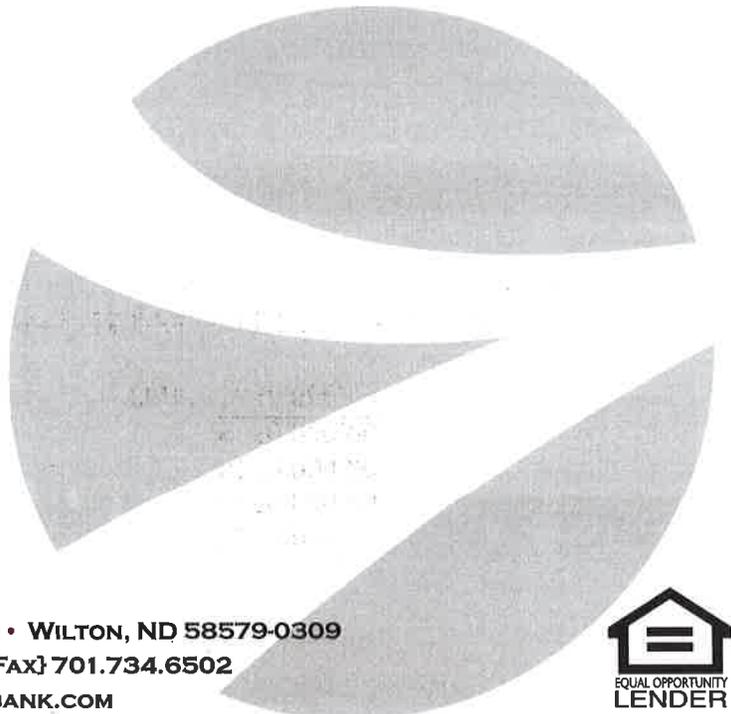
Please note that all demand deposit accounts have up to \$250,000 in FDIC insurance. In addition, up to \$250,000 in the aggregate for all time and savings deposits are also FDIC insured under the FDIC Deposit Insurance Regulation 330.14 - public unit accounts.

On July 1, 2025, the demand deposit balance was \$0.00 and the certificate of deposit/savings balance was \$399,538.81.

Sincerely,

Wade Elder
Chief Executive Officer

WEE/lmn



110 DAKOTA AVENUE • PO Box 309 • WILTON, ND 58579-0309
[PHONE] 701.734.6316 • [FAX] 701.734.6502
WWW.THEUNIONBANK.COM



C. Consider Teacher Handbook for 2025-2026

2025-2026
Master Contract, Teacher Handbook
&
Activities Job Descriptions

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FOREWORD

The business of operating a successful school is a complicated matter. School functions change rapidly and the responsibilities that schools are expected to discharge are becoming increasingly complex. It is the desire of all parents to provide the best possible education for their children. This means recognizing each child as an individual and providing the ensuring the development of his/her divergent abilities to become able citizens who will fulfil the demands of life to himself/herself, family, community, and country.

The way the school attempts to achieve this goal is just a small integral part of the total make up necessary to cope with the everyday demands of life. Home, community, and general environment can often do as much or more to educate a child than can the schools. As parents and teachers, we must be ever mindful of the thousands of factors, which contribute to or determine the education the child receives in the classroom. Cooperation on all fronts will best enable the child to benefit from education and learning situations in school, at home, and in the community.

This publication includes the Master Contract which is the agreement reached with the Killdeer Bargaining Unit and the School Board. As a teacher many basic questions you may have can be answered by reviewing this document. The second part of this document includes day to day “housekeeping” items that teachers may need to refer to. The [school website](#) includes district policy. The district policy addresses most issues that may arise in a school. Since not all statutes appear in their entirety, it should be assumed that the North Dakota Century Code supersedes existing local school policy.

Board of Education
Killdeer Public School District
Killdeer, ND

Kelli Schollmeyer – President
April Dutchuk – Vice President
Levi Bang
Tara Bohmbach
Stephanie Hardersen

School Calendar

Restricted days are any contracted school day before and after any school break (4) four or more days.

2025-2026 School Event Calendar

Killdeer Public School
2025-2026 School Year



August 2025

Su	M	Tu	W	Th	F	Sa
					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						

- 8 Days**
- 4 Girls Golf Starts
 - 7 Football Starts
 - 11 Cross Country Starts
 - 18 Volleyball Starts
 - 4-15 Flexible Teacher Work Days
 - 18&19 Teacher In-Service
 - 20 First Day of School

September 2025

Su	M	Tu	W	Th	F	Sa
	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				

- 21 Days**
- 1 Labor Day (No School)
 - 24 Early Out: 1:30 Dismissal

October 2025

Su	M	Tu	W	Th	F	Sa
			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	

- 21 Days**
- 6&8 Elem P/T Conferences
 - 8&15 HS P/T Conferences
 - 15 End of 1st Quarter (40 Days)
 - 16&17 NDCEL Conference (No School)
 - 29 Early Out: 1:30 Dismissal

November 2025

Su	M	Tu	W	Th	F	Sa
						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						

- 15 Days**
- 10 Teacher In-Service (No School)
 - 10 Wrestling Starts
 - 11 Veterans Day (No School)
 - 17 Girls Basketball Starts
 - 26 Flexible Teacher Work Day (No School)
 - 26-28 Thanksgiving Break

December 2025

Su	M	Tu	W	Th	F	Sa
	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			

- 15 Days**
- 1 Boys Basketball Starts
 - 19 End of 2nd Quarter (40 Days)
 - 22 Christmas Break Starts
 - School Resumes Jan 6th*

January 2026

Su	M	Tu	W	Th	F	Sa
				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

- 18 Days**
- 5 Teacher Work Day (No School)
 - 6 School Resumes
 - 19 Teacher In-Service (No School)
 - Martin Luther King Jr. Day*

February 2026

Su	M	Tu	W	Th	F	Sa
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

- 19 Days**
- 4&11 HS P/T Conferences
 - 9&11 Elem P/T Conferences
 - 20 In Lieu of Day (No School)
 - 23 Track Starts

March 2026

Su	M	Tu	W	Th	F	Sa
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				

- 20 Days**
- 5 End of 3rd Quarter (41 Days)
 - 6 In Lieu of Day (No School)
 - 20 Storm Day (No School)

April 2026

Su	M	Tu	W	Th	F	Sa
				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	

- 20 Days**
- 3 Good Friday (No School)
 - 6 Easter Monday (Storm Day)
 - 6 Boys Golf Starts
 - 29 Early Out: 1:30 Dismissal

May 2026

Su	M	Tu	W	Th	F	Sa
					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						

- 14 Days**
- 20 Early Out/Last Day: 1:30pm Dismissal
 - 20 End of 4th Quarter (50 Days)
 - 21 Flexible Teacher Work Day
 - 24 Graduation Day
 - 25 Memorial Day

Note: 184 Teacher Contract Days
 171 Student Contact Days, 3 Mandated Vacation, 2 In Lieu of Days,
 4 Teacher In-Service Days, 4 Teacher Work Days
 Teacher In-Service Dates - August 18th & 19th, November 10th & January 19th
 In-Lieu of Dates - February 20th & March 6th
 Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

KILLDEER PUBLIC SCHOOL DISTRICT #16
Negotiated Agreement – May 2025
FOR FISCAL YEARS ENDING 2026 and 2027

PARTIES: This agreement is between the Killdeer Public School Board and the teachers. A "Teacher" is defined as a public school employee licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board primarily as classroom teachers. (N.A. March 2023 Language Clarification)

BARGAINING FOR A TWO-YEAR NEGOTIATED AGREEMENT: The negotiated agreement ratified this May 2025 shall be a two-year negotiated agreement for the fiscal years ending 2026 and 2027. (N.A. May 2025)

SALARY INCREASE:

The Base Salary for the fiscal year ending 2026 shall be \$49,850 for a Bachelor Degree; \$52,050 for a Master Degree; and \$54,250 for a Doctorate Degree. The increase in base will be \$1200 for fiscal year ending 2026 and \$1000 for fiscal year ending 2027. (N.A. May 2025)

MASTER DEGREE PAYMENT: Master degree shall be paid at base plus \$2,200.00. (N.A. March 2022 Language Clarification)

DOCTORATE DEGREE PAYMENT: Doctorate degree shall be paid at base plus \$4,400.00. (N.A. March 2022 Language Clarification)

MASTER/DOCTORATE DEGREE PAYMENT DEADLINES: If an employee intends to request masters/doctorate degree payment for the upcoming school year, the employee's notification of intent must be received by the Business Office by May 10th. The deadlines to request master/doctorate degree payment are August 1st and December 22nd. Transcripts or verification of successful coursework completion must be submitted to the Business Office by the deadlines or payment will not be applied until the next contract year. For December submittals, the change to salary will begin with the first January pay period. Submittals in December will receive one half the annual master/doctorate pay, amortized over the remaining pay periods. (N.A. April 2024)

ANNUAL EXPERIENCE INCREMENT: Annual increment amount for returning, continuously employed teaching staff will be \$850, beginning FYE 2026 and beyond. (N.A. May 2025)

CONTRACT LANGUAGE: The contract language shall read 184 days or equivalent thereof. As per ND Century Code 15.1-06-04 instructional hours for elementary are 962.5 and 1050 for high school. (N.A. March 2022).

CREDIT FOR YEARS OF PREVIOUS TEACHING EXPERIENCE: ALL licensed staff (new teachers entering the Killdeer system and teachers returning to the Killdeer system after a lapse in employment) shall be allowed compensation of an unlimited number of years of *verified teaching experience at the rate of \$500.00 per year of service.

* A qualifying year of service shall include at least a 0.5 full-time-equivalent (FTE) contract, as determined by the Superintendent. Documentation satisfying this requirement will be determined by the Superintendent. Documentation may include, but not be limited to, signed and dated contracts, TFFR records, notarized letters from former employers and/or colleagues.

(N.A. May 2025 Language Clarification)

HEALTH INSURANCE BENEFIT: The Family Health Insurance Benefit to be paid by the District is 71% of a family annual premium. Single insurance benefits is 100% of a single annual premium. (N.A. June 2011)

OTHER BENEFITS:

TFFR – The following rates will go into effect July 1, 2024 for Teacher’s Fund for Retirement. Employer contribution rate is 12.75% and member contribution rate is 11.75% of retirement salary. Killdeer School District will pay 8.00% of the member contribution; the member will pay 3.75%. (N.A. April 2024)

PTO/SICK LEAVE: (N.A. May 2021)

PTO Buy Back (N.A. March 2023 Item 6 Added)

1. A teacher may sell back a maximum of three unused PTO days per year at a payback rate of 2/3 day’s base salary.
2. Use and Accumulation: Certified teachers will be allowed Paid Time Off (PTO) each school year as determined by total years (in Killdeer or brought in years) of experience on the salary schedule:
 - a. 0-15 years of experience = 13 days
 - b. 16-25 years of experience = 14 days
 - c. 26+ years of experience = 15 days
3. The restricted dates will be posted as soon as the adopted calendar for the following year is approved by the school board.
4. PTO may be used for sick leave, personal leave or bereavement leave. For teachers that are not full-time, PTO days will be prorated at the percent of their full-time equivalency. Unused PTO days at the end of each school year shall be accumulated in each teacher’s personal sick leave bank until a maximum of 100 days is reached.
These accumulated days shall only be used for sick leave and can only be used once all PTO has been used for the year.
5. Only four staff requesting from the High School and four staff requesting from the Elementary will be allowed to use PTO before or after restricted breaks. Staff are allowed to use one extended PTO usage, up to 3.5 days consecutive days per school year. Usage of more than 3.5 PTO consecutive days has to be approved by the supervising Principal and Superintendent. These requests will be evaluated on a need-by-need basis.
6. 2 PTO days may be reserved for post-FMLA usage providing the teacher has PTO days left before FMLA is requested

Individual SICK LEAVE Bank may be used for the following reasons: (N.A. May 2025 Update to Item 5)

1. Illness of teacher
2. Hospitalization of immediate family. (Husband, Wife, Son, or Daughter)
3. Outpatient surgery of immediate family, (Husband, Wife, Son, or Daughter)
4. Child Care /Adult Family Care – A limit of 6 days of accumulated sick leave per year may be used for either childcare (18 years and younger) or adult family care. Adult family care may be used to provide care to an adult member of immediate family (husband, wife, son, daughter, or parents). Combined days of childcare sick leave and adult family care cannot exceed 6 days of accumulative sick days.

5. Bereavement of immediate family members (Husband, Wife, Son, Daughter or Parents). Up to 2 days may be used for any bereavement absence, regardless of relationship of the deceased, and regardless of PTO remaining, as long as the teacher has sick leave available.

SICK LEAVE BUYBACK PROVISIONS: (N.A. March 2022 Language Clarification)

1. Buyback Provisions – Sick leave must be bought back at the beginning of a school term. The school district will buy back sick leave, at two-thirds day's salary at current base pay– eight total days per year after sixty days have been accumulated and thirteen total days after eighty days have been accumulated, optional to all teachers.
2. Under Extreme circumstances of use it or lose it, the board will entertain the option of a buy back at the end of the year for days over 100, if all the other requirements have been met. The extreme buyback will be capped at 15 days.
3. Teachers may receive compensation for 100% of their sick leave at a 40% base salary rate if the teacher has 20 years of in-district contracted experience (Need not be consecutive), and is retiring from the district.

**** Teachers have the option of donating sick leave to the sick leave bank. Sick leave bank formula and contribution clauses remain unchanged.**

SICK LEAVE BANK: (N.A. March 2022 Language Clarification)

1. Each teaching staff member will give one day of his/her PTO/sick leave to a sick leave bank when the number of days less than ninety is equal to or greater than the number of teaching staff. Teaching staff members will be the only ones allowed to use the bank. ****Retired teachers will be allowed to donate a maximum of 15 days to the sick leave bank at the time of their retirement. This bank will not accumulate to more than 110 days.**
2. Each person who needs to use the bank needs to have a majority secret vote of teaching staff members in order to use them. A written request will be given to the superintendent, who will then conduct the balloting. Bank days will be allocated following the use of leave by the requesting staff member.
3. Each member will use all of his/her own sick leave before he/she can begin using the bank.

EMERGENCY LEAVE:

Once PTO and sick leave have been depleted, each teacher may request leave for emergency, compassionate, or family leave. This would include death or critical illness in the immediate family (mother, father, brother, sister, child, spouse, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, or other in-laws) to be granted at the discretion of the Superintendent. Emergency leave is defined as unplanned leave and is unpaid leave. (N.A. Language clarification March 2022)

JURY DUTY LEAVE: A teacher called for jury duty will receive their full salary and the Board will receive the teacher's jury salary to hire a sub. (N. A. 1-24-79)

OUTSIDE PROFESSIONAL LEAVE:

Refer to Professional Organizational Leave, Policy DDDD.

SABBATICAL LEAVE: An employee may request a leave of absence for professional growth or restoration of health. Request for either leave may not exceed one school year and must be submitted in writing for board approval. A request for leave for restoration of health must also include a written statement by a medical doctor to the effect that such leave is necessary for health purposes, stating the length of time such leave of absence is necessary. Leave under the health restoration revision may be granted for a period of time consistent with the

medical doctor's statement but not to exceed twelve (12) months. The duration of the health restoration leave shall be specified in the grant of leave and the Board shall not, in any event, be required to permit the teacher to return to his or her employment prior to the date designated in the grant of health restoration leave.

Leave for health restoration as granted above may be continued, upon requests of the teacher and in accordance with a written statement from a medical doctor to the effect that such extension is necessary for health purposes, for a designated period of time not to exceed one (1) year. Such extension if granted, shall be upon the same conditions as previously stated. At the conclusion of health restoration leave, a statement must be submitted from a medical doctor showing that the health of the teacher concerned is such that he or she is able to return as a full-time employee.

Any leave approved by the Board, at its sole discretion, such leave shall be without pay or fringe benefits for which the employee is eligible during the duration of the leave. Employees granted this leave will be assured of a position at the conclusion of the leave. Employees granted this leave will be assured of a position at the conclusion of the leave, provided written notice of intent to return is received in the office of the Superintendent no later than March 15 of the school year in which the leave is granted. Failure to submit a timely written notice of intent to return shall be deemed to be a voluntary resignation and waiver of the right to re-employment. No experience credit will be earned during this leave. A teacher shall retain the same salary, sick leave, and personal leave upon return. (N.A. May 2000)

LEGISLATIVE LEAVE:

A full-time employee who has been elected to the North Dakota Legislature must be granted a leave of absence for the purpose of serving during any regular or special session of the legislative assembly. A person granted such leave shall not be entitled to receive any salary or fringe benefits during the entire term of leave.

Any person who has had a legislative leave may take unpaid leave for legislative duties in the succeeding year, in which case the district will provide a substitute. The employee is responsible for the organization and coordination of their regular school responsibilities. No request for leave will be necessary when such activity does not interfere with the performance of the employee's duties. (N.A. May 2000)

BREACH OF CONTRACT: In the event of breach of contract on the part of said teacher, if said teacher signed their contract prior to June 1st, said teacher will forfeit to the school district the sum of \$500 if notice is given up to June 15th, \$1,000 if notice is given between June 16-30th, and \$1,500 thereafter. If said teacher signed their contract after June 1st, said teacher will forfeit to the School district the sum of \$500 up to 15 days after signing, \$1,000 up to 30 days after signing and \$1,500 thereafter. Refer to District Policy DKBB and Board Regulation DKBB-BR. (N.A. March 2023 Policy Reference Added)

CERTIFIED STAFF PAY POLICY: Certified staff will be paid on the 10th and 25th of each month. (Board Policy)

CLASS SIZE: Killdeer Public School will follow the guidelines for elementary and high school as spelled out in the board policy. Every effort will be made to hire a full-time aide for every class over the recommended size, or a floating teacher for any three classes over the recommended size. (N.A. May 2018)

CONTRACTS: Teacher contracts will be more specifically worded:

- A. The superintendent will consult with teachers regarding extra-curricular assignments before their contracts are typed.
- B. Teachers will be allowed 21 days from the date of contract issue to return their contracts to the school.
- C. The specific date of school starting will be stated.
- D. Elementary contracts will be offered within a 3-grade level to the previous year's contract unless agreed upon by administration and the teacher.

COACHING CONTRACTS: The Coach and advisor contracts will be separate from teaching contracts. (N.A. 2005-06)

EDUCATION REIMBURSEMENT: Teachers will be reimbursed for undergraduate or graduate hours required and earned during a five-year renewal period of their teaching certificates. Hours must be acceptable for credential renewal. Reimbursement will be up to \$250 per credit hour. The teacher will not be reimbursed for hours funded from another source. Partial reimbursement for partially funded hours will be made. The teacher must submit a transcript or college grade report to the Business Office with the reimbursement request. (Board Policy) (N.A. March 2022)

EDUCATION REIMBURSEMENT - ADDITIONAL PARAMETERS: After a staff member's credential has been renewed for a five-year period, he/she may receive reimbursement for tuition for the number of credits required by North Dakota for teaching certificate renewal immediately following renewal regardless of any other time factors. Staff members who hold life-time credentials may receive reimbursement for the number of credits required by North Dakota for teaching certificate renewal in any five-year period of time. (N.A. May 2014)

GRIEVANCE PROCEDURE: (See policy DGAA to provide a step by step procedure that guarantees the right of due process.) A grievance is an allegation of personal loss, injury or inconvenience because of a violation, misinterpretation, or misapplication of the negotiated agreement or teacher's individual contract. A grievance must be initiated within 30 days. A teacher may be accompanied by a representative of his/her choosing. A teacher with a grievance shall first discuss it with his/her immediate supervisor. If no resolution, a formal process will be initiated in the following steps. The teacher will prepare a written statement. The supervisor will respond with a written answer. The teacher may then present to the superintendent. A written response by the superintendent will be presented to the teacher. Grievances against any administrative personnel or any grievance that involves family members of administrative personnel (i.e. nepotism) may come before the Board for review.

MILEAGE:

Reimbursement for travel will be at the current state rate. The Superintendent will reimburse no mileage without prior approval. (N.A. April 2014)

PREPARATION PERIOD: Each junior high/high school teacher who uses their daily prep period to sub shall be compensated at 1/7th of 1 day's pay at base salary. (Language Clarification N.A. April 2024)

ADDITION TO THE PREPARATION PERIOD POLICY: Subject to prior Administration and Board approval, each teacher who uses his/her daily preparation period to teach an approved class shall be compensated at 1/6th of his/her daily rate. (N.A. May 2025 Language Clarification)

ELEMENTARY CLASS SPLIT:

Any elementary teacher who absorbs another classroom shall be compensated as follows. Compensation shall not be paid below a half-day classroom split. Classroom splits shall only be split between two teachers.

- Split classroom for a full day by two teachers: 1/2 the current daily substitute pay
- Split classroom for a half day by two teachers: 1/4 the current daily substitute pay
- Entire classroom for a full day by one teacher: one day of current substitute pay
- Entire classroom for a half day by one teacher: 1/2 the current daily substitute pay

Definition: Classroom is defined as a group of students in one room taught by one teacher.
(N.A. May 2025)

COMPENSATION FOR EARLY-CAREER TEACHER MENTORING: Any teacher (currently contracted to teach within the district or not) appointed by the appropriate building principal to serve as a mentor to an early-career teacher will receive a stipend equal to one hour of sub pay for each week of the school year, paid in lump sums at the end of each semester. Mentorship responsibilities will be agreed upon by the appointed mentor and the building principal. (N.A. May 2025)

PAID SCHOOL LUNCH: Certified staff shall receive school lunch every school day at no charge. If a teacher does not take school lunch, no cash reimbursement will be allowed. (N.A. May 2025)

STAFF PRACTICUM'S POLICY:

1. Although the Killdeer School District, its Board, and the Administration are supportive of continuing education and providing staff opportunities for that purpose, it will be the policy of the district to limit professional practicum's to those areas for which the staff member is under contract.

2. Exceptions may be granted to this policy by the board in the event that:

- a. Time assignment or requirement of the practicum is for the staff members' one period (50 minute) prep time only; and/or
- b. The Staff member requests in writing a voluntary reduction in contract status to allow for the lost contract time, and a suitable (as determined by the administration) substitute is available to fill the released time of the practicum participant.
- c. Staff members wishing to fulfill a practicum requirement in their contracted areas must receive written approval of their immediate supervisor and superintendent. (Board Policy 12/9/98)

SUBSTITUTES: Substitutes will be provided for absent teachers whenever possible, and substitutes and teachers will be notified as soon as possible after the principal knows of an upcoming absence. (N.A. 1977-78)

EXTENDED CONTRACTS FOR ACTIVITY ADVANCEMENT –Teachers who are Activity Organization Advisors and are on a 9-month contract will remain on a 9-month contract. In the event an Advisor of a group organization (FFA, FBLA, etc.) has student members who advance to State Conference, National Conference, or Summer Leadership Training that takes place outside of the regular contracted school year (ie: during the summer), the Advisor will receive extended contract days at his/her regular pay to cover conference/convention time and travel time. The Advisor must be in accompaniment of the group. Travel, lodging, and meal expenses (per diem) for the Advisor will be paid at state rates or at out-of-state per diem for travel out of state, subject to Administrative approval.

RETIRED TEACHERS WHO ARE HIRED INTO THE KILLDEER SCHOOL SYSTEM: A retired teacher may be hired to teach in the Killdeer School system, subject to the regulations governing allowable contracted teaching time as set by the State of North Dakota and the North Dakota Teachers' Fund for Retirement (TFFR).

The teacher may be hired to teach in the system according to the following salary guidelines:

1. If the teacher taught within the Killdeer School system for at least five years, was employed by the school at the time of retirement and is offered a contract for the succeeding school year, the teacher shall be compensated at his/her final contracted teaching salary, including any increment and base pay increases. Said increases are to be added to the individual's final contracted teaching salary and proportioned according to the amount of his/her new teaching time. Pay will be based on a seven-period day.
2. In case of a time lapse of 12 months or more between the teacher's retirement and reemployment, the teacher shall be entitled to only base salary increases made during the lapse of employment. Said increases are to be added to the individual's final contracted teaching salary and proportioned according to the amount of his/her new contractual teaching time.
3. Retired teachers hired to teach part time shall be entitled to all leave benefits and to health insurance coverage proportioned according to the amount of his/her contractual teaching time.

-(N.A. May 2008)

TEACHER LONGEVITY INCENTIVE: (Policy Adopted August 2006, Added to this Agreement March 2022, Updated May 2025)

As an incentive to retain highly-qualified, certified teachers, the Board shall make available to each teacher who is at least 50 years of age and has served the District for twenty (20) years (service time to the District need not be consecutive), a retention bonus. The retention bonus may be paid for up to three (3) consecutive years based on teacher performance, staffing needs of the District, and financial considerations of the District. The retention bonus shall be calculated using the total number of years the teacher has served the Killdeer District as a certified staff member and multiplying that number by \$235.00 (e.g. certified staff member has served the Killdeer District for twenty-two (22) years X \$235.00 = \$5,170.00.) In the second year of eligibility for a retention bonus, the number of

years of service shall increase by one, i.e. using the illustration above; the example teacher would have twenty-three (23) years of experience and would be eligible for a retention bonus of \$5,405.00 for that year. In the third year of eligibility for a retention bonus, the number of years of service shall increase by one, i.e. using the illustration example above; the example teacher would have twenty-four (24) years of experience and would be eligible for a retention bonus of \$5,640.00 for that year. Any service time acquired in another District shall not be used in calculating the value of the retention bonus. The bonus shall be paid out as "salary dollars" and shall be subject to taxes and retirement according to statute. The retention bonus may be paid in equal installments according to Board Policy or in one (1) lump sum payment at the end of the contract period/year.

This policy does not constitute an automatic benefit for any certified staff member and must be requested by the respective staff member no later than March 15th of the year preceding the desired implementation of the retention bonus (an exception to this policy will be to accept requests after March 15th of the first year of policy approval). The Killdeer Public School Board shall have the power to accept or reject the implementation and/or continuance of this program based on teacher performance, teacher evaluations, administrative input, staffing needs of the District, and financial considerations of the District.

INTEGRATION CLAUSE: The school board and KEA agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties and that the terms and conditions may not be added to or modified without the consent of the parties, as evidenced by a written amendment attached and made a part of this Agreement. (Adopted March 2022)

CHOICE OF LAW/JURISDICTION: Any disputes between parties arising from this Agreement shall be determined by the laws of the State of North Dakota. (Adopted March 2022)

END OF CONTRACT

KILLDEER PUBLIC SCHOOL DISTRICT #16
Teacher Handbook

KILLDEER PUBLIC SCHOOLS MISSION STATEMENT

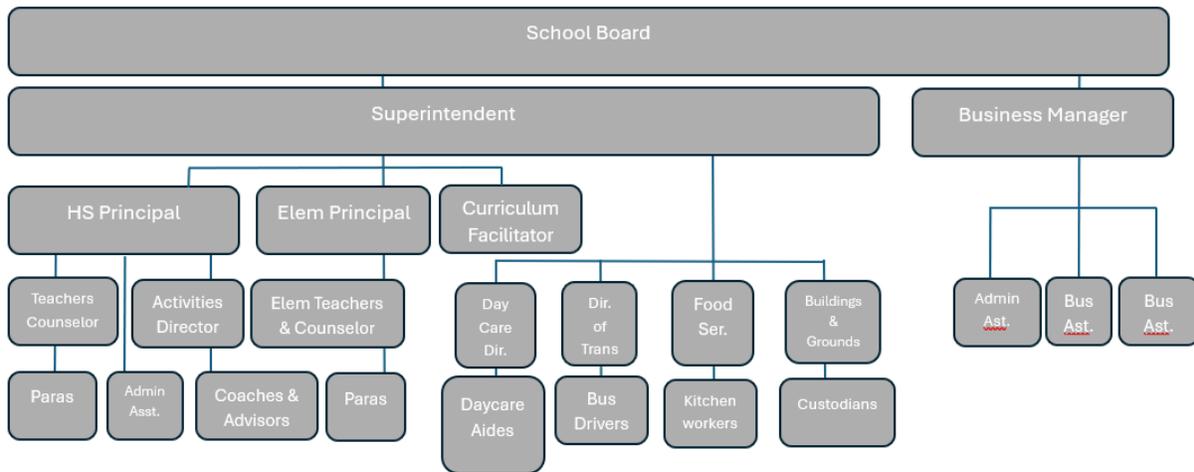
THE MISSION AT KILLDER PUBLIC SCHOOL IS TO ENSURE STUDENTS ACQUIRE THE KNOWLEDGE,
ATTITUDE, ETHICS, AND SKILLS NEEDED TO BECOME PRODUCTIVE CITIZENS IN OUR SOCIETY.

Ethics

The educator believes in the worth and dignity of each human being and strives to help each student realize the student's potential as a worthy, effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. The public with a trust and responsibility requiring the highest ideals of professional service vests the profession. The quality of the services of the education profession directly influences the nation and its citizens. The educator shall exert every effort to raise professional standards, to promote a climate that encourages persons worthy of trust to exercise careers in education, and to assist in preventing the practice of the profession by unqualified persons. The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage and assumes full political and citizenship responsibility. The educator shares with all other citizens the responsibility for the development of educational programs and policies and for interpreting these to the public. The professional educator regards the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The Superintendent of Public Instruction will render a final decision for the suspension or revocation of certificates as outlined in Article 67.1-03. The Department of Public Instruction publishes copies of the Rules of Procedure and Interpretation of Codes of Ethics of the Teachers' Professional Practices Commission. The Killdeer School Board recognizes that to provide a sound educational system the highest ethical practices must be adhered to.

Killdeer Public School District Organizational Hierarchy Chart

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.



[KACB-B](#) District Personnel Complaint Form

Board Policy: [KACB](#)

Complaints shall be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file shall be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting with the employee, the complainant, and/or the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant shall be informed as to the outcome of the investigation and the disposition of the complaint to the extent appropriate. If either party is dissatisfied with the handling of the complaint, the matter may be appealed to the Superintendent for final resolution.

Board members shall refer individual's complaints about school district personnel to the Superintendent or designee, whereupon established procedures will be followed.

Complaints about the Superintendent or Business Manager shall be directed to the Board President, who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for a final action. The Board may retain an attorney or consultant to assist with the investigation process.

Professional Dress and Appearance

It becomes very difficult to address this issue as a standard that can be applied to all staff members equally. A professional educator should make every effort to maintain a professional appearance at all times. We also know that what is appropriate for shop teachers or for physical education teachers may not be appropriate for social studies instructors or for elementary classroom teachers. Dress in a manner that is more professional than students. In addition to this statement, teachers must, at a minimum, follow the same dress code that has been set in the high school student handbook.

Contracted Workday

The contracted workday is from 7:55am – 3:45pm.

Preparation and Execution of Daily Work

Every teacher is required to use a lesson plan book, which is provided or may use an electronic version if they so choose or any other specific form designated by the building principal. Lesson plans must be such that if a substitute teacher needs to be called, the person called will be able to take up the work with as much continuity as possible. Teachers are asked to turn in lesson plans as requested by building principals.

Professional Leave

Professional Leave is defined as professional development for job-related training. Professional leave may be used when a staff member is required to fulfil duties and responsibilities directly related to their job that requires them to be away from their classroom or job site. Professional leave must be approved by the building principal.

Qualifications/Certification

Upon the recommendation of administration the Board may hire teachers who have acquired a bachelor's degree. All persons who are employed in the classrooms, librarians and counselors and that require professional certificates shall be considered under the classification of instructional personnel.

1. Teachers must have a valid North Dakota teacher license to teach in any of the public schools in the state of North Dakota.
2. A Teacher shall not be entitled to receive compensation for the time without a North Dakota teacher certificate which is issued and in force. Prior to receiving his/her salary of the first month taught in a school district, a teacher must exhibit his/her certificate to the Business Manager. If a teacher's certificate should expire by its own limitations within six weeks of the close of the term, the teacher may finish the term without re-examination or renewal thereof.
3. Any certificate issued by the Education Standards and Practices Board shall authorize the holder to teach in any county of the state when it is recorded in the office of the school's Business Manager.

Specific Duties and Responsibilities

1. The teacher shall be directly responsible for the behavior of all students.
 - a. Clear limits of behavior are to be explained to all students.
 - b. Consistency in the behavioral treatment of students is an important element.
 - c. Activities that will encourage self-discipline among students should be sought and used.

2. The teacher shall pre-plan the instructional activities so as to allow for individual differences among the students assigned.
3. The teacher shall develop objectives for the instructional program that can be stated in measurable behavioral results.
4. The teacher shall develop evaluation techniques that are appropriate to the class and individual student's objectives.
5. The teacher shall correlate instruction with other instructional areas when possible.
6. The teacher will carry his/her share of professional duties including those assigned by the administration.
7. The teacher shall review fire drills and other emergency procedures with all students.
8. The teacher shall be responsible for the assignment and care of instructional material given to students and insure their return.
9. The teacher shall attend any professional meeting for which classes are dismissed or any meeting, which may be designated by the administration and approved by the Board.
10. The teachers will directly supervise their classes and activities at all times.
11. The teachers will assume other duties and tasks as assigned by their principals and observe other rules and regulations of their building if such rules do not conflict with policies stated in this manual.
12. The Board encourages teachers to participate in community activities.

Student Supervision

In the event that a child is injured at school the first question asked will be, "Was there adequate adult supervision?"

1. Playground: All playgrounds and buildings are under the direct responsibility of the principal during school hours. The principal will delegate supervision responsibilities to these areas.
2. Supervision of Buildings and Equipment:
 - a. Teachers supervising evening activities should check carefully to see that all doors are locked, windows are closed, and the lights are turned off when they leave the building.
 - b. Students are not to be in the building after school unsupervised.
3. Chairs should be straightened, and litter picked up off the floor at the end of each period.

Teacher Evaluation

The principal is assigned the task of supervising and evaluating teachers for the purpose of assisting the teacher in the improvement of instruction. Classrooms teachers will be evaluated according to NDCC 15.1-15-01.

Teacher File Review Policy [Policy - DI](#)

Requests for review of teacher files will be granted in accordance with the North Dakota Open Record Laws. To protect the integrity of the files, the procedure for review as established and approved by the administration and school board will be as follows:

1. The request must be made to the superintendent.
2. The Superintendent will set the time for review as soon as is reasonably possible.
3. The file will be reviewed in the superintendent's office or a place designated by the superintendent.
4. The superintendent or his/her designee will be present when the file is reviewed.

Teacher Dismissal

The School Board reserves the right for good cause to dismiss any teacher from their contract or suspend any teacher from the benefits and privileges of any or all personnel policies. The School Board shall have final decision of what constitutes good cause (C.C. 15.1-15-04).

“In-house” Job Openings

In order to keep the district hiring process fair and consistent, the district has adopted the following process:

- Job posting
 - Jobs will be posted internally via the school email system.
 - Jobs will be posted externally through the following venues:
 - School marquee
 - School Website
 - NDCEL: www.edjobsnd.com
 - NDDPI: www.Schooljobsnd.com
 - Other possible venues include: Job Service ND: www.jobsnd.com ; radio stations, newspapers, and other advertisers
- Application
 - The district application process will be available on the district website.
 - District application will be available on the school website.
 - Cover letters and resume must accompany applications.
 - Applications should be emailed to the business manager as well as the superintendent, secondary principal and/or elementary principal, as per application instructions.
 - All applications will be stored on the district email, as well as printed and kept on file with the business office.

Confidential Information

The teacher’s daily task requires working with confidential information. As professional people, we are obligated to use extreme care in the building of such items as test scores, counselling data, and results of faculty meetings, I.E.P. meetings and personal problems of students and fellow workers that might come to our attention. These items and many other matters need to be handled very confidentially and with the utmost discretion, respect and dignity. Discussing students in the hallways, or in earshot of any student or patron within the parameters of the school setting are not acceptable and are subject to administrative reprimand.

Reporting Child Abuse/Neglect

15.1-19, section 50-11.1-02.4, and subsection to section 50-11.1-03 of the North Dakota Century Code Educators have legal obligations to report any indications that would cause a reasonably prudent person to suspect that a child is being or may have been abused or neglected. The law does not require that we have ‘proof’, but only that there is reasonable cause to suspect. If you, as an individual staff member, have questions concerning this issue and what you need to do, please contact your principal, or the school counselor. Generally, these staff members are the persons that will file the report on the school’s behalf.

School Resource Officer (SRO)

SROs are not disciplinarians. SROs enforce the law and have different standards for engaging with students and staff than administration or teachers. Asking or expecting our SROs to engage in school business that falls within the realm of school administration may compromise a law investigation.

Emergency Operations Plan (EOP) and Emergency Supplies

You will receive an updated EOP annually. You should keep this plan in a secure but accessible location. Additionally, you should have a “bucket” with updated supplies in the event that you are locked down in your room for a period of time. Inventory of bucket: First Aid Kit, ten (10) water packets, crackers, tarp, garbage bags, several latex gloves, a bucket with liners and sanitary wipes, whistle, a tourniquet and flashlight + batteries.

If you don't have a bucket or are missing items, ask the front office and you will be provided said items and or bucket.

Administering Medication [Policy ACBD School Medication Program](#)

All medication for students, including over the counter medicine, will be kept at the front office and will be administered by trained school personnel unless the student has been authorized by their medical provider and cleared by the school nurse.

Teacher Meetings

Teacher meetings will be scheduled as necessary by administration. Attendance by all staff members is mandatory. Secondary and elementary teachers will meet respectively with their building principals.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a school year. They will be held at the end of the first and mid-term of the third nine weeks period. Dates and times are predetermined by the administration. Parents will be encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between teachers and parents (home and school). All teachers must be in attendance unless prior arrangements have been made with building principals.

Collecting Money from Students [Policy HEBB Cash in School Buildings](#)

All money collected from students should be receipted into the main office immediately. No money should be left unsecured in classroom desks, file cabinets, etc., overnight. The high school and elementary have vaults to safely keep money. Money collected should be put here for safe storage until the money can be reconciled and deposited in its proper account as soon as possible.

Intercom Use

An attempt will be made to make as few interruptions as possible. A routine and schedule will be established so announcements can be anticipated.

Central Office Personnel

Our school secretaries and business manager have full time responsibilities. They should not be expected to serve as aides for copying material or running errands for the staff.

Copy Machine Usage and Procedure

Copy machines are made available for all staff use. If a machine is not functioning properly, we ask that you contact the office staff. They can correct most items that are encountered. If they cannot correct the malfunction, they will contact the repair service to have them come out to correct the problem.

Teachers must issue a pass to students using copy machines. If students are in need of a copy machine for school purposes, they may use the copy machine in the library. Student teachers should be trained by their supervising teacher in correct machine usage before the student teacher uses the machine.

Copyrighted Materials [Policy – ABCA](#)

All employees should be aware that certain materials may not be copied on the copy machines. To copy materials that are protected under copyright laws, (books, music, software, etc.) is a violation of federal law and each employee is individually responsible if violating this law. The school district serves notice

that staff members are to make themselves aware of this law and to avoid violations at all times.

Internet Network Acceptable Use Policy [Policy-ACDA](#)

The Killdeer School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict student and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

- **Education**

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

- **Monitoring Use**

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

- **Prohibitions**

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

5. Accessing, downloading, or publishing inappropriate Internet material.
6. Sending or posting threatening, harassing, insulting, annoying, or alarming content.
7. Sending, posting, or using obscene language.
8. Violating the privacy rights of students and employees of the district.
9. Vandalizing and/or tampering with district computers, and/or networks.
10. Hacking or any other form of unauthorized access to accounts, computer systems, or files.
11. Attempting to breach network security or transmit viruses.
12. Violating copyright, trademark, trade secret, or other intellectual property laws.
13. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes.
14. Accessing social networking or other Internet sites for noncurricular purposes.
15. Other actions deemed inappropriate or is not in the best interest of the district, its employees, and students.

Email

Please check your email regularly. If you write an email that requires the recipient to scroll, schedule a meeting and talk.

Mailboxes

Mailboxes are provided for all staff members. Please check and empty it each day.

Security System Policy - ACDB

The district has a surveillance system that provides a more secure campus. Main student entries are controlled by a computer system and a key fob entry. In accordance with school board policy, cameras have been mounted and videos are recorded from these cameras. All corridors, hallways, and event areas are video recorded through this system. Videos recorded in school are considered part of the “educational record” and are protected by federal law. Parents may not review an educational record due to FERPA.

Master Activity Calendar and Schedule

The Athletic Director (AD) is available to schedule all activities involving use of the gymnasium facilities. The AD should be your first contact when scheduling any activity that will use the school facilities. All activities are best placed on the RSchool Today Online Calendar posted on the school website and the Master Calendar kept in the main office. Do NOT add events without prior approval from administration.

Official Logo

The following logo is the official, school board approved, logo of Killdeer Public School. The silhouette logo is the only bucking horse logo that is to be used on school purchased clothing, equipment, jerseys, warm-ups, and facilities. The official logo can be found on the “Cowboy Server” under the file name, Official Cowboy Silhouette Logo. The logo is available for everyone to use at their own free will. The only way this silhouette may be manipulated is to add a border, change the color, change the fill, change the direction, add backgrounds, etc., but the original silhouette must remain.



Teacher Absence

All requests for leave must be submitted in WebLink; forwarded and approved by the administration.

General Teaching Supplies

Many items and teaching supplies are available by contacting the main office. We encourage staff members to contact office staff before requisitioning general supplies, as they may already be available. The office orders enough supplies to take care of commonly used items. If you have an annual event or project, please do not rely on the office to supply your event. Please plan accordingly and order supplies from your classroom allocation (\$500 at the elementary) or ask your principal to include this additional cost in their respective budget.

Purchasing Process [Policy HCAA Purchasing](#) & [Policy DEBJ Unauthorized Purchases](#)

1. The staff submits a requisition on WebLink to the respective principal for approval.
2. Through WebLink the principal will approve and submit the requisition to the business office to be processed.
3. The superintendent will review and approve the requisition. During the process in the business office the requisitions are compiled into Purchase Orders (POs).
4. Regularly, the superintendent approves and signs POs.
5. The school board has the final approval of all bills at the monthly board meeting.

Warning: If you purchase items or services without following the procedure or purchasing without administrative approval, you run the risk of not being reimbursed. The process is long and it is not timely. The process is designed so many eyes are on taxpayer dollars to ensure they are being spent in the way they were intended. Sometimes urgent/emergency situations may occur that may justify superseding this process. Poor planning is not considered an emergency.

The business office is scrutinized by auditors during the annual audit. The business office is compelled by law, and they are held to a standard. Following the procedure is important. Please be thoughtful of this if you become frustrated with the process.

Note: *As a staff member your budget line item is zeroed out every year. Excess amounts do not accumulate over time.*

School Cancellation Procedure

The primary means of communicating to parents and staff of school cancelation will be through the district's online alert system (Thrillshare). The message will be sent to cell phones as an email, text, and voice message. If you or someone you know are not receiving messages, please update cell phone numbers with an administrative assistant at the elementary or high school. Ideally cancellations will occur the night before, however, if a message is sent out in the morning the superintendent will make every effort to have the message sent by 5:30am Mountain Time. The message will also appear on the "close line" on local TV news and on local radio stations.

Student Teaching Training Program

All teachers must complete a student teacher supervision course to supervise a student teacher. Student teachers must seek approval from their cooperating teacher and administration. All student teachers are subject to an interview process prior to student teaching, conducted by the cooperating teacher and the administration. The administration retains the right to approve or deny a student to student teach in the Killdeer Public School District. All student teachers must adhere to the guidelines, rules, and procedures set forth by the cooperating teacher, administration, and school district policies. Supervising teachers will be allowed only one student teacher per school year unless otherwise directed by the Superintendent.

Teacher Checkout

Building administrators are required to have an end of year checkout process in place for all teachers to complete at the end of each school year. The year-end checklist needs to be handed out to teachers before the end of the school year with a list of items that teachers must have completed to close out the school year. Items may, but are not limited to: historical grades deadline, moving/labelling classroom items for cleaning or removal, checking in keys, paying lunch bills, cleaning out personal refrigerators, etc.

Lockers

Each teacher will be provided a locker, if possible.

Textbooks

The textbooks are numbered, and the number of the books issued is to be inserted by the name of the student in the teacher's lesson plan book at the beginning of each term. Please secure all textbooks that have not been issued to students. A requisition with all missing textbooks (used amazon.com price) will be turned in at the end of the school year to building principals to receive compensation from students for those books or to be replaced by the school district.

- **Textbook Adoption Cycles**

There is a sequence and cycle for adoptions of new textbooks. The intent of a regular rotation is to have up-to-date curriculum and textbooks that are in good condition.

Vo. Ag. Facilities and Equipment Usage

Staff using the Vo. Ag. Facilities and/or any equipment for student projects, activities and/or personal use, must seek permission from an Ag. Instructor. Immediate clean-up and return of equipment is the responsibility of the person or group using the facility or equipment at the requested time.

Week-Time Family Activities

Wednesday evenings and Sundays have been set aside as "Family Time". The Killdeer High School will continue to cooperate in scheduling as few events as possible during those times, thus allowing full opportunities for the families to experience quality time without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m. or at any time during Sundays. No Sunday activities practice or travel will take place unless prior approval has been made by administration. Sunday will be reserved for family activities. No games at any level shall be allowed on Sunday.

Extra-Curricular Activities

1. All extra-curricular activities or organizations must be approved by the Administration.
2. An organizational meeting must be held with all officers recorded in the office along with the assigned advisor.
3. An established meeting date must be set subject to the approval of the Administration.
4. Arrangements for field trips etc.; must be made in advance to facilitate proper scheduling, bussing, supervision and liability. When bussing is necessary, see the Activities Director or the Superintendent for approval and scheduling purposes.

Special Days

Elementary school parties are scheduled to observe Halloween, Christmas and Valentine's Day. These pupil social experiences are held at the end of a designated day (2:00-3:00). If these social affairs fall on a day and hour when your class has P.E, Music or Band, such classes will not be session. The same applies when a school assembly or lyceum is scheduled.

If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out-of-town trips are being taken, a "Parent Permit Slip" needs be sent home with the students for authorization by the parents. The school is not responsible for students whose parents opt not to allow their child to participate in out of town field trips. Students will be counted absent on this day. High School events will take place as per principal's revised schedule.

Transportation

- Activity Buses: Buses are to be cleaned after returning from an activity. Ideally buses (especially route buses) should be filled with fuel, so a route bus driver isn't surprised with an empty tank before their morning route. This is officially the activity bus driver or advisor responsible for the activity. If we work together on this and the coaches and the advisors have the students pick up and sweep out the bus, it becomes a small chore.
- Mini-buses or 14-passenger buses may only be driven by school employees whose name appear on the *Approved Driver List* located in the business office.
- Personal Vehicle: If you are driving your own vehicle to transport students, Policy IEBA TRANSPORTATION OF STUDENTS BY STAFF IN PRIVATE VEHICLES explains that the staff member must provide proof of insurance, a valid driver's license, and a safe vehicle. The form that is required to accompany this policy is included at the end of this teacher handbook.
- Parent/Volunteers Driving a Personal Vehicle: Parents or volunteers who drive their own personal vehicle to transport students for school activities must fill out the volunteer form. Additionally, parents/volunteers must provide proof of insurance, a valid driver's license and a safe vehicle. The volunteer form is at the end of this teacher handbook.
- Rental/Dealership Vehicle Rental or donated vehicles for a school event shall be approved by administration prior to use. Only drivers listed on the *Approved Driver List*, maintained by the Business Office, shall be allowed to drive a rental / dealership vehicle. The 'Request for Vehicle Insurance' form shall be submitted to the Business Office at least one week in advance of the event. The vehicle shall not be driven until the Business Office provides proof of insurance.

School Vehicle:

School teachers and personnel are encouraged to use the school vehicle and ride together whenever possible. If a school employee wants to drive their own vehicle and the school vehicle is being driven to the same school event and there are seats available, it will be at the discretion of the superintendent if mileage will be paid for additional vehicles.

District Policy

WELLNESS PLAN Please refer to Policy [ABEA](#). Advisors for the 2024-2025 school year are?

NON-DISCRIMINATION POLICY [AAC](#)

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The district prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The district also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The district will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The district shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The district will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE Policy [AAC-BR2](#)

The following procedure is designed to resolve sexual harassment and retaliation grievances by and against staff, students, parents, and third parties, as described in board policy, in a prompt and equitable manner. In accordance with Title IX of the Education Amendments Act of 1972, the district prohibits discrimination on the basis of sex, including sexual harassment, in any district education program or activity. The district shall respond when sexual harassment occurs in the district's education program or activity against a person in the United States. Board policy requires all staff to fully cooperate when asked to participate in a harassment or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

DRUG AND ALCOHOL FREE WORKPLACE Policy [DEAA](#)

For purposes of this policy:

- Alcohol means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5- 01-01.
- Drug means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.

- Possession shall mean: a. Actual physical possession of the drug or alcohol while on school property; b. Use or consumption of the drug or alcohol while on school property; c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- Reasonable suspicion means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol-Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school sponsored event or activity.
- Use means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.
- The Killdeer School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug and Alcohol-Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

North Dakota's Comprehensive Model School Policy for Tobacco Use Full Policy [ABBA](#)

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

The district shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

School Volunteer Program [Policy KAAB](#)

The District shall operate a volunteer program. The program shall be designed and implemented in a safety-conscious manner but shall in no way overly consume district resources, monetary or otherwise.

Killdeer Public Schools Volunteer Agreement

Name of Volunteer:	
Phone Number:	
School (Elem. Or HS)	
Event Volunteering For:	

Volunteer Screening

Volunteers who will be working unsupervised with students or in high-risk positions shall undergo a fingerprint-based background check prior to volunteering. The Business Office will provide information to potential Volunteers on background checks.

Methods used to screen volunteers shall in no way discriminate against any minority group.

Adjudication

The Superintendent or designee shall adjudicate final volunteer applicants’ criminal history records and shall make final determinations about suitability for service with the District. The District is not obligated to utilize the services of any final applicant who, in the adjudicator’s judgment, exhibits qualities inconsistent with the district’s mission; is potentially disruptive to district operations; or, potentially threatening to district safety.

Final volunteer applicants shall be disqualified for service for at least the following reasons:

- 1) The Volunteer has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
- 2) The Volunteer falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

Final Applicant Rights

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the Killdeer Public Schools records retention policy. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

I have read, understand, and will abide by the guidelines set forth in the Killdeer Public Schools Volunteer Handbook.

Volunteer Signature: _____ **Date:** _____

Business Manager Signature: _____ **Date:** _____

School Administrator Signature: _____ **Date:** _____

*A signed copy of this agreement shall be retained in the Business Office

Request to Transport Students in Private Vehicle

Employee Name: _____

School Activity/Event: _____

Date of Event: _____

Location of Event: _____

I certify that I have a valid driver's license and motor vehicle insurance for the vehicle I intend to use. I certify that I will be the only staff member operating the vehicle and that the vehicle is in proper working order and properly equipped with seat belts. I attest the vehicle will not contain prohibited substances or weapons as defined by district policy. I understand the district shall assume no responsibility for liability in case of an accident and the employee's personal insurance will be considered the primary insurance.

ATTACH A COLORED COPY OF YOUR DRIVER'S LICENSE AND PROOF OF MOTOR VEHICLE INSURANCE

THIS FORM MUST BE SUBMITTED ONE WEEK PRIOR TO DATE OF EVENT

_____ Employee Name – Printed	_____ Employee Signature	_____ Date
_____ Nick Walker Activities Director Name Printed	_____ Activities Director Signature	_____ Date

KILLDEER ACTIVITIES JOB DESCRIPTIONS

Created: April 2024-2025



Activities Job Description

Name of Activity

FFA

Level

A

Time of Year: **Activities take place throughout the school year**

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

Killdeer High School Agricultural Education Department Overview

School-Based Agricultural Education is composed of three distinct components: classroom/laboratory instruction, FFA participation, and Supervised Agricultural Experience (SAE). To successfully implement all components of the program, Agricultural Education teachers will need to spend time beyond their standard teaching contract. The most practical way to support this extra time invested is through the issuance of an activity (FFA Advising) contract and an extended (summer) contract. The duties and responsibilities associated with each are further described below. It is important to note that as the North Dakota FFA state calendar of events and specific FFA contests change, the Ag Ed teacher(s)/FFA advisor(s) will need to adapt to these changes to provide all students with the best possible experience.

Killdeer FFA Advisor Job Description

Killdeer FFA Advisor(s) will serve the Killdeer FFA Chapter to its fullest extent. Advisor(s) will be responsible for guiding the members of the chapter in a variety of activities occurring throughout the school year, as well as facilitating fundraising efforts to support these activities. The FFA advisor(s) will be responsible for the following activities: engaging with and guiding the chapter officer team throughout the school year, facilitating an appropriate chapter officer retreat, accompanying students to the North Dakota FFA Fall Leadership Conference, guiding the chapter's participation in the District 8 and State Leadership Development Events, preparing teams for North Dakota FFA Winter Career Development Events and State Convention Career Development Events. Although most competitive contests take place during the previously listed events, advisor(s) should support members' participation in any Career or Leadership Development Events in which they are interested, such as Land and Range Judging, Horse Evaluation, and Tractor Operation. Advisor(s) will also be responsible for assisting members with the completion of SAE Proficiency/Star, State FFA Degree, and American FFA Degree applications. Other activities that are strongly encouraged include assisting the chapter to host awareness and recruitment events throughout the school year (fall Welcome Back event, Christmas party, National FFA Week activities, etc.). Additionally, the advisor(s) should accompany chapter members to the National FFA Convention any time a Killdeer FFA team advances to national competition, or with reasonable frequency if no teams have recently qualified.

Killdeer Ag Ed Teacher Extended Contract Job Description

During the extended portion of the Agricultural Education instructor's extended contract (defined as all contracted days/hours of employment outside of the 184 days/1,050 hours specified in the Killdeer Public Schools Teacher Master Contract), the instructor(s) will be responsible for a variety of tasks to maintain the quality of the overall program. These tasks will include those in support of all three components of the program (classroom/laboratory instruction, FFA, and SAE). Classroom and laboratory instruction activities will include maintenance and inventory of laboratory equipment (metals, woods, meats, greenhouse, agriscience, etc.), preparation and submission of curriculum reports and other required reports to the state CTE department, content-based and pedagogical professional development. Required FFA activities will include accompanying the Killdeer FFA Chapter in attendance of the North Dakota FFA State Convention, bringing appropriate FFA exhibits to the North Dakota State Fair and supporting CTE department staff in preparing fair exhibits (exhibits may also be brought to local fairs/shows as deemed appropriate). Required SAE activities will include in-person student SAE program visits (both students enrolled in summer SAE credit and those not), tracking of SAE program reports in the Agricultural Experience Tracker (financial and journal entries, etc.). Other activities to be completed during the summer could include accompanying Killdeer FFA members in attendance of the FFA Washington Leadership Conference, accompanying Killdeer FFA members in attendance of the State Land Judging, Range Judging, and Tractor Operation contests.

Activities Job Description

Name of Activity		High School Music
Level	A	
Time of Year	Fall & Spring All Year	
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ul style="list-style-type: none">● The music department provides a pep band to play at home games for football, volleyball, girls basketball and boys basketball ● The band plays for at least 50% of the home games, and includes warmup music before the game, school song and the Star Spangled Banner, unless someone sings. ● Evening concerts band/choir contests events sponsored by NDHSAA.		

Activities Job Description

Name of Activity		Junior Class Advisor	
Level	B		
Time of Year: Spring (Prom) All year			
<p>The High School Junior Class Advisor is responsible for advising and overseeing the activities of the Junior Class. The major event is the Junior Prom. The Junior Class also raises funds for class activities from junior year to graduation. All activities are paid for through fundraising during the basketball season and by class participants, if need be.</p> <p>Activities and Responsibilities for Prom Advisor:</p> <ul style="list-style-type: none"> · Follow and maintain knowledge of all District policies and procedures. · Encourage students to appreciate and value their classmates, school, and community. · Encourage activities in support of school and community. · Inform administration of class activities. · Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. · Work with class to develop budget for all activities and events. · Organize a prom committee. · Attend all class, advisory, and prom meetings. · Chaperone Killdeer High School Prom. · Ensure adherence to proper procedures in collecting and the disbursing of funds. · Complete required paperwork in specified time and manner. · Work with the Senior Class Advisor to make sure there are sufficient funds left in the account. <p>Activities and Responsibilities for Junior Class Advisor:</p> <ul style="list-style-type: none"> · Responsible for concessions during the basketball season. · Organize, plan, and assign junior class workers for each basketball game. · Order all food, pop, and materials needed for the concessions during the basketball season. · Stock and clean-up of all foods, drinks, and materials used in the concessions throughout the basketball season. · Open and close the concession stand for each basketball game. · Assure cleanliness of the concessions stand, including any cooking machines, at the end of each basketball game. · Clean the bleachers at the conclusion of the final game and empty all garbage cans in the stands · Take all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities. · Train junior students to operate concession stand equipment and assures equipment is cleaned at the end of the night · Handle all receipts, i.e., retrieving money from the cash drawer, counts, and reports all money from the basketball game to the front office. · Maintain physical inventory of all supplies, food, candy, pop, etc. · Comply with applicable District, state, local and federal laws, rules and regulations. · Professionally represent the school and the District in interactions with parents, community, staff and students. 			

Activities Job Description	
Name of Activity	Cheerleading Fall
Level	C
Time of Year: August to March	
<ol style="list-style-type: none"> 1. Achieve a high level of skill, (motions, jumps, basic tumbling, stunting, sportsmanship) and an increased level of self-esteem. Observes all NFHS and school policies and rules in the best interest of student participants. Observe cheerleaders during events and practices to determine the needs for individual or team instruction. Work with other cheer coaches, attend assigned football games where cheerleaders are performing, assigned rallies, and all other cheer events where needed, choreography as directed. Coordinate practices with other sports and space availability. Put together fundraisers. Hold tryouts twice a year. 2. Attend camps, stunting camps, attend multiple competitions, attending clinics and other professional activities to improve coaching performance. 3. Board member of NDCCA (North Dakota Cheerleading Coaches Association) and attend yearly meetings. <p>Skills and certifications:</p> <ul style="list-style-type: none"> ● Knowledge of basic first aid ● Current CPR certification ● Stunt and Safety Certified (this is a must have in order to stunt) <p>The seasons are based on Football and Basketball season, but we attend competitions that are after each season has ended or during State making our Cheer season longer and with our only long break happening during Christmas break.</p>	

Activities Job Description	
Name of Activity	SADD
Level	C
Time of Year:	
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> 1. Conduct monthly SADD Meetings 2. Coordinate Red Ribbon Week 3. Coordinate fall speaker for drug, alcohol, suicide, healthy choices 4. Coordinates Mock Car Crash – biannually 5. Coordinates Grim Reaper Day – a day to bring awareness to drunk driving related accidents 6. Coordinates fundraisers – Valentine’s Day & Christmas fundraisers to raise money for speakers 7. Attends conferences and coordinates trip for SADD members 8. Conducts SADD events throughout the year – seat belt awareness, drug awareness, mental health awareness, etc. 	

Activities Job Description

Name of Activity		Cheerleading Winter
Level	C	
Time of Year: August to March		
<ul style="list-style-type: none"> • Achieve a high level of skill, (motions, jumps, basic tumbling, stunting, sportsmanship) and an increased level of self-esteem. Observes all NFHS and school policies and rules in the best interest of student participants. Observe cheerleaders during events and practices to determine the needs for individual or team instruction. Work with other cheer coaches, attend assigned football games where cheerleaders are performing, assigned rallies, and all other cheer events where needed, choreography as directed. Coordinate practices with other sports and space availability. Put together fundraisers. Hold tryouts twice a year. • Attend camps, stunting camps, attend multiple competitions, attending clinics and other professional activities to improve coaching performance. • Board member of NDCCA (North Dakota Cheerleading Coaches Association) and attend yearly meetings. <p>Skills and certifications:</p> <ul style="list-style-type: none"> • Knowledge of basic first aid • Current CPR certification • Stunt and Safety Certified (this is a must have in order to stunt) <p>The seasons are based on Football and Basketball season, but we attend competitions that are after each season has ended or during State making our Cheer season longer and with our only long break happening during Christmas break.</p>		

Activities Job Description

Name of Activity		Close Up
Level	C	
Time of Year: All year		
<ol style="list-style-type: none"> 1. Meet with regional director and set up chosen program for the year 2. Enroll students, monitor payments, assist with financial aide 3. Fundraising activities throughout the year 4. Attend Close Up with students from Sunday through Friday during one week in March 5. Responsible for students at workshops, Close Up events in Washington DC 6. Assist regional director with possible grants- provide documentation, trip expectations and results, personal experiences of students, etc. as needed 		

Activities Job Description

Name of Activity

FBLA

Level

C

Time of Year: August – March (July, if qualified for Nationals)

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

What It Is

Future Business Leaders of America (FBLA) is an organization for students in grades 9-12 that prepares students for a career in business and to become community-minded leaders through career preparation and leadership experiences. A few of the large goals of FBLA is to strengthen the confidence of students in themselves and in their work, along with creating more interest in and understanding of American business enterprise.

Competition

These goals are put to the test as students can compete in a multitude of business related events up to three times per year. The first opportunity to compete comes at the FBLA Fall Leadership Conference at the beginning of October. After this comes much practice to refine their skills and abilities to prepare for the State Leadership Conference which happens in March. If students place high enough in their competitive event, they are able to qualify for the National Leadership Conference, where they will compete against students from around the United States. In any FBLA competition, formal business attire is required.

Meetings, Practices, Etc.

Each month chapter meetings are typically held and led by our chapter officers in coordination with the chapter adviser. Also on a monthly base, there is the opportunities for chapter check ins on the state level to keep other chapters around the state up to date on what Killdeer is doing as a chapter. Students will also meet with the adviser and other chapter members to practice for their events or work on developing the necessary material needed for a competitive event presentation.

Activities Job Description

Activities Job Description	
Name of Activity	High School Robotics
Name of Coach/Advisor	
Level	C
Time of Year: September - January	
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> 1. Register with national organization and pay registration fee using account 2. Contact state organizer to inform them of intent to compete and find out dates 3. Hold informational/interest meeting in August or early September 4. If students available attend Kick-Off in Bismarck 5. If needed order parts for robot or game field 6. Hold practices to build/program/practice with robot 7. Pay state registration fee 8. If students interested/available attend learning days and scrimmages 9. Attend play-ins or state competition in January 	

Activities Job Description

Name of Activity		Head Robotics – <i>FIRST</i> LEGO League	
Name of Coach/Advisor			
Level	C	Stipend-Amount	
Time of Year: August – February			
Provide a Job Description (if you weren't here next year what would the person that replaces you need to know):			
<p>August:</p> <ol style="list-style-type: none"> 1. Beginning of August - <i>FIRST</i> LEGO League Opens 2. Register team with <i>FIRST</i> - https://www.firstinspires.org/robotics/frc 3. Setup Dashboard 4. Complete <i>FIRST</i> – background check 5. Collaborate with Assistant Coach to get him/her registered and background check completed (<i>FIRST</i> requires two Coaches for <i>FIRST</i> LEGO League) 6. Hold informational/interest meetings toward the end of August. <p>September:</p> <ol style="list-style-type: none"> 1. Informational/Interest meetings 2. Make sure interested students have registered. 3. Meet with students to go over competition logistics, practices and fundraising ideas 4. Hold parent informational meeting. 5. Fundraising 6. Order parts and game field for this year's competition. <p>October – January:</p> <ol style="list-style-type: none"> 1. Register with state the date and location for the state competition. 2. Pay the state competition registration fee. 3. Hold practices to build missions and robot, program robot, practice on game field with robot and construct Innovation presentation. 4. Setup a scrimmage 5. Continue to order parts, as needed. 6. Design and order shirts before competition. 7. Line-up transportation for scrimmage and competition <p>February:</p> <ol style="list-style-type: none"> 1. Meet with students to review competition scores (these are emailed a few days after the competition) 2. Send out "Thank You's" to sponsors. 3. Submit an article for the March or April newsletter. 			

Activities Job Description

Name of Activity		Science Olympiad
Name of Coach/Advisor		
Level	C	
Time of Year: December - April		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none">1. Get rule books from national Science Olympiad website2. Hold informational/interest meeting in December3. Get in touch with DSU science department to find out date and events held4. Make teams in early January and have students pick events5. Register teams with state and with regional location6. Pay state registration fee7. Help students prepare for their events8. Attend regional competition9. Attend state competition if team qualifies		

Activities Job Description

Name of Activity

Speech

Level

C

Time of Year:

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

List of duties

Each year depending on the number of students I have to set up practice times with each student that does a theater type event. Each student is required to come in at least 2 a week for practice but they can come in more. At the beginning of the season I need to help find scripts for each student. Also, during speech season we have a speech meeting every Wednesday to discuss current things for that week. Each season we go to anywhere from 10-12 meets not including our own. Each meet last anywhere from 8-12 hrs. During this time, I also judge as for every 8 student's competing you need a judge. Usually either I or the other coach drives the short bus to and from the speech meets. Are farthest speech meet is Bismarck with our closest one being our own. When it comes time to set up our own speech meeting there is a lot to do. We have to run off ballots and put them in judge's folders. We have to set up the school and make sure each room has signs so that they are easily found. We also have to help make the schedule and figure out which students go to which room and at what time. We have to make food for the judge's room, breakfast and lunch. During the day of the speech meet we are the head people. We get to the school at about 6-6:30 if it starts at 8. We then get breakfast ready. Check everyone in and help out in the tab room all day. After the meet we cleanup which usually last until 6 or 7 depending on if we start at 8. If students make it to state, we also go to State which is not counted in hours at this time. Besides normal speech season in the fall we go to C STAND conference which is for speech coaches and is a 2-day event. Also, at times we go help judge State A Speech which is in Jamestown and is not included in the hours. Each year varies for hours depending the number of students that we have, the more students equals more practices which equals even more hours.

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. Attend the C STAND conference in the fall
2. Complete speech coach test at C STAND or on NDHSAA website in November
3. Hold informational/interest meeting in December
4. Begin practices in January – help students pick events, pieces/topics, and practice speeches
5. Attend meets in February and March
6. Complete judge training on NDHSAA website
7. Register for the meets, pay registration fees using speech account, judge at the meets
8. Register for and attend regional competition

Attend Region X fine arts meeting in May.

Time Line

1. Start Speech- December/January
2. Start Looking for Scripts- December/January
3. Start Practices- January
4. Start Speech Meets- February
5. Plan Home Speech Meet (if we host)- February/March
6. End of Speech Season- April

Activities Job Description

Name of Activity		Yearbook
Level	C	
Time of Year: August - May		
<ol style="list-style-type: none"> 1. One yearbook needs to be completed before the end of the school year. This includes, but is not limited to: 2. Hardcover (approved) soft cover would need additional approval. 3. Color pages (minimum of 60 pages or package close to this number) 4. Use the class composites or individual pictures to comprise student pages. 5. The prices need to remain wholesale. You are allowed to offer a sale or incentive to get preorders, BUT your account balance will need to cover the remainder. 6. Additional income comes from the school picture commissions. 7. Jostens and Shutterfly have been approved as publication options. Any other options will need to be approved by your principal or superintendent BEFORE creation and publication. 8. You will need to take pictures at in-school events, take or get pictures of after school events, send emails to teachers and staff to get candid pictures of classroom projects, activities, dress-up days, field trips, etc... 9. Ideally, yearbooks would need to be delivered to the students before the last day of school. 10. Creating fliers for yearbook sales and distributing them to individual teachers 11. Creating advertisements for the newsletter and online school websites 12. Offering club opportunities to any interested students (layout, pictures, writers...) 13. If you want to do a yearbook cover contest, you will need to create a flier, distribute the fliers to individual teachers, and the winner gets a free yearbook 14. All money collected for the yearbook sales will need to be promptly entered into the yearbook account. You are responsible for this money, so do not leave it in an unsecured location. 15. You will oversee school pictures. Jostens has been approved to take school pictures and retakes, but any other company will require prior approval. Sabrina Dolezal takes sports/club and activity/Spring pictures. Any other suggestion would require prior approval. 16. Picture Days include, but are not limited to: 17. Working with the photographer/company on dates/times, submitting ALL required information to the photo company via the online portal, hanging reminder posters, handing out fliers, working with the office to get them the cumulative file pictures (usually additional cost that is PO'd from the office) 18. Picture day 19. Retake day. 20. Spring pictures day. 21. Club/Activity picture day. 22. You will need to assist picture day OR find two responsible student helpers. These helpers will need to be excused through the office, and you should send an email to their teachers. The picture helpers can stay the same or change throughout the year. 		

Activities Job Description

Name of Activity		HOSA
Level	C	
Time of Year:		
<ul style="list-style-type: none"> • HOSA Future Health Professionals Activity Overview • HOSA Future Health Professionals is a student-led organization. HOSA members should do the leading and the advisor should do the “advising.” Industry-Based Chapter - The key is that students in the HOSA chapter are planning to pursue a health career. Industry-based chapters provide excellent • Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.). - Encourage capable members to seek local, state, and national offices. - Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition. - Encourage Chapter participation in district, state, regional, and national conferences. - Identify contacts with members of the professional community relative to the student organization. - Suggest resources-- people, places, and materials to finance and implement the Program of Work. - Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter’s achievements opportunities for students at private schools or schools that do not offer health science education. • Each chapter must have a dues-paying chapter advisor. Only affiliated HOSA chapters can call themselves “HOSA” or use the online resources available to HOSA members. • HOSA Future Health Professionals Job Description <ul style="list-style-type: none"> a. This list includes a number of tasks and responsibilities performed by HOSA chapter advisors. • Affiliates local chapter and student members within the HOSA national CMS. <ul style="list-style-type: none"> a. Registers student members for Leadership events held throughout the year (Fall Leadership Conference, State Leadership Conference, and International Conference). • Coordinate travel for Leadership events held throughout the year (Fall Leadership Conference, State Leadership Conference, and International Conference). • Accompany students to Leadership events held throughout the year (Fall Leadership Conference, State Leadership Conference, and International Conference). • Help the students establish a Program of Work, which is a list of activities, projects, and events for the year. • Acquaint students and parents with HOSA and identify the individual rewards gained through it instructional activities. • Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times. • Oversee the ceremonial functions, such as the installation of local Chapter officers. • Initiate competitive events, emphasizing good sportsmanship, while assisting students in evaluating their progress. <ul style="list-style-type: none"> a. Encourage students to attend functions open to them and supervise them during attendance. <p>- Facilitate fund-raising activities and supervise</p> <ul style="list-style-type: none"> • This list includes several tasks and responsibilities often performed by HOSA chapter advisors. <ul style="list-style-type: none"> a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year. b. Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities. c. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times. d. Oversee the ceremonial functions, such as installation of local Chapter officers. e. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress. f. Encourage students to attend functions open to them and supervise them during attendance. g. Encourage fund-raising activities and supervise the financial aspect. h. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.). 		

- i. Encourage capable members to seek local, state, and national offices.
- j. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- k. Encourage Chapter participation in district, state, regional, and national conferences.
- l. Identify contacts with members of the professional community relative to the student organization.
- m. Suggest resources--people, places, and materials to finance and implement the Program of Work.
- n. Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter's achievements.

Activities Job Description		
Name of Activity		AAA Killdeer Safety Patrol
Level	D	
Time of Year: All year		
<p>The AAA Killdeer Safety Patrol is a peer mentoring for third grade students. The patrol members work with kindergarten through Second grade. Patrollers help teachers with recess duty every day to ensure the students are following the rules. The safety patrol also hosts the shop with a c cop program in December. Gifts are purchased for underprivileged children in the Dunn County area. The safety patrol also hosts many bake sales and fundraisers to fund this event and classroom activities with their younger peers. The patrol receives no funding from the district to run this program.'</p> <p>The advisor of the program coordinates the safety patrol for the year, works with students each day that are on patrol. The program runs the entire school. Monthly meetings take place with the patrol.</p> <ul style="list-style-type: none"> • Plan with the sheriff's office for shop with a cop and activities throughout the year • Field trips to Walmart to shop for gifts. • Field trip to pizza ranch • Wrap and deliver Christmas gifts for students. • Purchase all needed goods for bake sales. • Make individual goods for bake sales. • Design and make copies for flyers for all activities for students and parents. • Order material, badges, belts hats, AAA Safety Patrol information packets for students and parents. • Shop and prep food for the end of the year than year party. • Shop for snacks for general education students. • Shop for winter coats, boots, snow pants, shirts, and undergarments for the students in need area. • Cowboy Pride assembly awards • Meetings for compliance with students throughout the year • Coordinate activities throughout the year for the patrol with general education teachers. 		

Activities Job Description		
Name of Activity		Close Up Assistant
Level	D	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. Assist students with registering for the annual Close Up trip. 2. Assist students with questions regarding Close Up (i.e. financials, necessary paperwork). 3. Run and organize fundraisers throughout the year. 4. Order for and fill the Close Up vending machine throughout the entire school year. 5. Responsible for students while traveling to, during, and returning from Washington, DC. 		

Activities Job Description		
Name of Activity		Drama
Level	D	
Time of Year:		
Duties for One Act Play/Drama		
<ul style="list-style-type: none"> - Organize and track Drama Closet clothing and Props during the season of the play and also out. - Pick out the play that best suits the number of students, not only for the one act play but also the full play - Obtain and or make any costumes needed for the play - Obtain and or make any props needed for the play - Register for one act play competition - Attend any meetings for one act play competition - Plan and obtain food or dinner theater - Make and Sell pre-sale tickets for the dinner theater - Advertise for one act play dinner theater. - Hold not only practices but also dress rehearsals prior to the night of production including fight calls if needed. - Extra- Can take students to theater days held at different colleges (we went to NDSU where we toured their theater facility and attended a college level play performance one year (a 2 day event), another year we went and watched a play performed at DSU which was a 5 hour day) 		
TimeLine		
1-2 meetings in May to find out the interest of students and how many will be participating in the fall		
August start looking for One Act Plays that can be varied for a number of people		
End of August have a meeting to find out a more cohesive number to narrow down plays to fit the number of students		
September hold auditions and then start practices		
Practices are 3-5 times a week depending on students other extra-curricular activities/athletics for a minimum of 1 hour to 4 hours if it's a dress rehearsal.		
November attend One Act Play regional competition (all day in Dickinson), and also host our own dinner theater to help fundraise for the drama program and show our play to the school. (about 4-5 hours to do the dinner theater with a dress rehearsal). If qualified for state at regionals the you go to state for 2 full days.		

Activities Job Description	
Name of Activity	Elementary Music
Level	D
Time of Year: August-May (Depending on when concerts are performed)	
<ol style="list-style-type: none"> 1. Concerts: There have been different configurations, but I currently do two evening concerts per year. There is setting up and tearing down risers, speakers, microphones, and other supplies. There are also decorations to set up and take down. Occasionally there are extra rehearsals for students if needed. 2. Surround the State: One Saturday in the fall, I take students to Dickinson to participate in the Surround the State Children’s Choral Festival. We spend time in the weeks before practicing the music, and then on the day they rehearse with students from the Dickinson area. At the end of the day, they perform a concert. 3. Elementary Choir: Starting in February, there is an after-school 5th and 6th grade choir that meets from 3:15-3:50 on Wednesday afternoons. We rehearse for about 12 weeks and have a concert in early May. 	

Activities Job Description	
Name of Activity	Musical Asst.
Level	D
Time of Year:	
Provide a Job description (if you weren’t here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> 1. Assist with choreography 2. Assist with costumes, blocking and rehearsals. 3. Assist during rehearsals 	

Activities Job Description	
Name of Activity	Newspaper
Level	D
Time of Year: August - May (minimum of 10 issues per year)	
Provide a Job description (if you weren’t here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> 1. Publish a minimum of one newspaper per month that includes a minimum of two pages of content. 2. The content needs to include school activities, announcements, upcoming events, important calendar events, and/or pictures of our students/classrooms/clubs/sports. 3. Since it is a newspaper, it needs to include editorials about students, activities, sports, past event success, highlights/features, spotlights (student/teacher/staff member) and/or student interest submissions. 4. These will be printed on 11x17 paper, in color, and two-sided. 5. They will be hung throughout the school for students and staff to read. 20 copies need to be folded in half to be available in the office (accessible for students or parents to take) 	

Activities Job Description

Name of Activity	Sr. Class Advisor
Level	D
Time of Year: All year	
<ol style="list-style-type: none"> 1. Organize Homecoming Royalty and coronation ceremony. <ol style="list-style-type: none"> a. Ballots and voting b. Decorating c. Plan and direct the ceremony. d. Clean up after 2. Graduation Director <ol style="list-style-type: none"> a. Practice b. Program director. c. Attend and direct ceremony. 3. Assist Vocational counselor with scholarships, senior career readiness 4. Cap and Gowns- contact Jostens, set up school order page, assist students with ordering, track orders, distribute. 5. Assist and coordinate Senior Honors/Awards ceremony with counselors and principal. 6. In charge of administering all senior surveys- Life Track 7. Coordinate with military for career readiness goals- in class visits. 8. Senior Privileges coordinator- <ol style="list-style-type: none"> a. Permission slips b. Weekly eligibility list updates for staff c. Monitor grades for all seniors d. Monitor attendance and tardiness 	

Activities Job Description

Name of Activity		Assistant Robotics – FIRST LEGO League	
Name of Assistant Coach/Advisor			
Level	D	Stipend-Amount	
Time of Year: August – February			
Provide a Job Description (if you weren't here next year what would the person that replaces you need to know):			
August:			
<ul style="list-style-type: none"> 7. Collaborate with Coach to help him/her (Assistant Coach) get registered on the <i>FIRST</i> site and background check completed (<i>FIRST</i> requires two Coaches for <i>FIRST</i> LEGO League) 8. Assist with conducting informational/interest meetings toward the end of August. 			
September:			
<ul style="list-style-type: none"> 7. Assist with conducting informational/Interest meetings. 8. Assist with meeting/s with students to go over competition logistics, practices and fundraising ideas. 9. Assist with informational meetings with parents. 10. Assist with Fundraising 			
October – January:			
<ul style="list-style-type: none"> 8. Assist with practices to build missions and robot, program robot, practice on game field with robot and constructing of Innovation presentation. 9. Assist with the designing and ordering of shirts before competition. 			
February:			
<ul style="list-style-type: none"> 4. Assist with the meeting with students to review competition scores (these are emailed a few days after the competition) 5. Assist with the writing and submission of an article for the March or April newsletter. 			

Activities Job Description

Name of Activity		Student Council
Level	D	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. The student council is open to anyone grades 7-12. 2. Elect officers- President, Vice President, Secretary, 2 board members. 3. Meetings occur monthly or when needed (ex. homecoming is busy, we have more meetings) 4. Aim to do one thing per month with the student council. (Food drives, fundraising, door decorating contests, Festive Fridays, etc.) 5. Homecoming-plan dress up days and activities for the week and decorate the hallways. 6. Put on, decorate, and chaperone the Homecoming Dance. 7. Plan, organize, and put on at least 2 pep-rallies a year. (Homecoming & Winter Spirit Week) More pep-rallies might be expected for sports. (teams going to State, etc) 8. Halloween- Put on the door decorating contest and costume contest. Also, organize the Halloween Parade in the gym. 9. Winter Spirit Week- Plan dress up days and organize pep rally. 10. Put on, decorate, and chaperone the Snowball Dance. (KPTA has helped in the past) 11. We have gone to the State Student Council conference in the past. The high school one is typically in December, Middle School one takes place in April. 		

Activities Job Description

Name of Activity		Student Council Elementary
Level	D	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. Have teachers from each classrooms grades 2-6 elect a student council rep. Grade 6 usually votes for president, vice president and secretary. 2. Plan student council meetings twice a month. At the first meeting, discuss what their role is being a rep, both behavioral and academically. 3. Determine fundraising activities for the year. Order supplies and organize fundraiser. Please respect other organizations that fundraise and do not sell the same items or sell at the same time as the organization is. <p style="margin-left: 20px;">Examples: Spirit store for Homecoming(Fall) Hot Cocoa Smencils</p> <ol style="list-style-type: none"> 4. The student council will determine where the money that is collected will go. (School or community) <p style="margin-left: 20px;">Examples: Food drive for the Food Pantry (usually Nov.) Money to the Hill Top Home of Comfort/Legacy Lodge for the residents. (Usually Dec.) Assisting students in 6th grade with funds to attend the annual ski trip. (In Feb.) Providing funds to staff and students when the individuals are experiencing a health issue and need monetary help.</p>		

Activities Job Description

Name of Activity		Acalympics
Level	E	
Time of Year: Spring(March and April Meets)		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. This Coach/Advisor position is for both JH and SH Acalympics. JH is grades 7- 9 and SH involves 10-12th graders. You will have to select (6) team members in each group (gave practice test-corrected-for the selection process). It is expected to give practice problems in each category to practice before the meets. You will have to take students to the competitions as a coach, and proctor the competition for another school. This process will be done for both Junior and Senior High competitions. Total hours involved is about 20-25 hours. 		

Activities Job Description

Name of Activity		Junior High Mathcounts
Level	E	
Time of Year: February		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. The Coach/Advisor is expected to fill out forms to register the 7th and 8th grade Mathcounts team (usually need to be in by mid-December). You have to coordinate with the business office to pay the entry fee. I usually provide and correct a practice test for all 7th and 8th grade to choose the team. The Coach/Advisor for our school is the coordinator for Dunn County. You are expected to order all testing materials and trophies for the event. It is best to practice in class or have practice sessions to prepare students. You have to administer and correct the test in our school in early February (about a ½ day). You then have to send the results to a state representative. The coach will take any students that qualify to the state meet held in Bismarck (16 are chosen from SW Region 10). Total hours change year to year. 		

Activities Job Description

Name of Activity		Spelling B Coordinator
Level	E	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> 1. In the fall, register for Scripps National Spelling Bee and State Spelling Bee. 2. In December, start planning classrooms' spelling bees grades 4-8. Get material to each classroom. (Classroom pronouncer list and spelling words for each student.) 3. Each classroom spelling bee must be completed by the end of January. The classroom winners are given a list of spelling words for the county level. 4. Plan and conduct the Dunn Co. Spelling Bee. Get a pronouncer and three judges. 5. Once the winner and runner-up are determined, complete the form required by the state. 		

Activities Job Description

Name of Activity		National Honor Society Advisor
Level	E	
Time of Year: Full Academic Year		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none">1. Coordinate NHS Selection Process each spring – gather applications, submit to review committee.2. Coordinate Honors Assembly to induct new members.3. Distribute NHS Scholarship information and write letters of recommendation.4. Conduct Monthly meetings5. Coordinate 2 Community Service Projects with NHS – Thanksgiving Baskets & Holiday Gifts to families in need.6. Order Graduation Cords for NHS Members		

End Document

D. Consider Ancillary Handbook for 2025-2026

KILLDEER PUBLIC SCHOOL ANCILLARY HANDBOOK



JULY 2025

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EMPLOYMENT INFORMATION

The Ancillary Handbook serves as your guide to employment practices with the Killdeer School District. However, it is not all inclusive of the district's policies as set forth by the Killdeer School Board.

This ancillary handbook is not considered to be a contract with ancillary employees. By state statute the School Board is under no legal obligation to meet with ancillary staff to review the handbook or to discuss salary and employment issues in an open forum. The handbook review process currently being followed is being done voluntarily by the School Board so that ancillary employees have input regarding the information put into the handbook. It should not be interpreted to mean that this is a negotiable process and should be understood that the School Board has the right to change the terms of this handbook at any time.

The Killdeer School District considers its ancillary employees vital to the smooth functioning of the school system. All employees of the district should work together as partners to provide the best possible learning environment for the children and youth of the district.

Your immediate supervisor(s) is interested in your success. Please consult them concerning any questions you may have about your position, school policies, and practices, or employment benefits.

A period of 15 minutes in the morning and 15 minutes in the afternoon (or maximum of 30 minutes per day) is allowed for rest, relaxation, coffee breaks, etc., within the school for personnel working 5 consecutive hours or more.

Form the habit of getting to work on time. Promptness is one of the factors taken into consideration in evaluating your performance.

EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of the Killdeer Public School District not to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors.

DRUG FREE WORKPLACE

The Killdeer School District intends to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Killdeer School District or on the grounds of any such building or on any property or in any vehicle belonging to the Killdeer School District or at any school-related activity. See Appendix E.

TOBACCO FREE

The Killdeer Public School Board is dedicated to providing a healthy environment for staff, students, and its citizens. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means toward achieving a tobacco-free generation by the end of this century will be prevention of tobacco use by youth through education, positive adult role models, and aggressive action to limit and confine available tobacco areas. Smoking and the use of tobacco products shall be prohibited in all district buildings and school property including district-owned vehicles.

Refer to Policy ABBA.

SUBSTANCE ABUSE

The Killdeer Public School District recognizes chemical dependency as a treatable illness. The purpose of this policy is to assure that any employee having this illness will receive careful consideration and an offer of treatment presently extended to employees with other types of illness. Employees with the illness of chemical dependency shall qualify for the same employee benefits, which are provided for other medically certified illnesses. A realistic acceptance of this illness should encourage employees to take advantage of available treatment when needed.

The Killdeer Public School District is concerned about the effects which harmful chemical involvement has on the employee's job performance and personal life. For the purpose of this policy, harmful involvement occurs when an employee's consumption of mood altering chemicals interferes with the employee's performance. See Appendix E.

SEXUAL HARASSMENT

The district's Sexual Harassment Policy is shown as Appendix B.

PAYROLL PERIODS

All ancillary employees shall be paid on the 10th and 25th of each month provided that they work during the corresponding pay periods. If the 10th or 25th falls on a weekend or school holiday, payday will be on the previous working day.

IN-DISTRICT MEETINGS AND IN-SERVICE

All hourly employees who attend a mandatory meeting shall be paid for their time in attendance. Employees will not be paid for attending optional meetings.

EMPLOYEE RECORDS

Please notify the business office promptly of any change of name, address, telephone number, marital status, or number of dependents, so that employee records can be kept current.

FRINGE BENEFITS ELIGIBILITY

Refer to District Policy DCAB-BR-2

Ancillary employees are eligible to receive fringe benefits (sick leave, retirement, health insurance) when they are hired in a position requiring a minimum of 30 hours per week. They are also eligible to participate in the Section 125 plan if they work a minimum of 30 hours a week.

SECTION 125 PLAN

Employees who are eligible for fringe benefits have the option of enrolling in the district's Section 125 Plan. The three components of this plan are:

1. Insurance Premium Conversion
2. Health Flexible Spending Account (FSA)
3. Dependent Care Flexible Spending Account (FSA)

INTRODUCTORY PERIOD OF EMPLOYMENT

Each newly hired ancillary employee will be on probation for a period of forty (40) working days. The immediate supervisor(s) will make a written determination during this designated period as to continued employment. The Superintendent may waive the probation period for staff who have previous work experience in the district. All new employees hired must undergo a background check prior to being employed in the district.

EVALUATION POLICY

A newly hired employee will be evaluated twice the first year. The first evaluation will be done after completion of the introductory period. All other employees will be evaluated once each year by their immediate supervisor/building principal. Each employee will be given a copy of their evaluation with a copy being placed in their personnel file in the Business Office. This file in the Business Office will be subject to the Open Records Law.

EMPLOYMENT TERMINATION

1. The employment of any ancillary employee may be terminated at the will of the employee provided an advance notice of two (2) weeks is given to the school district.
2. Employment of any ancillary employee may be terminated at the will of the Killdeer Public School District. In the event the school district exercises this right of termination, the decision will be made by the District Superintendent.
3. In the event it becomes necessary to terminate any ancillary employee without giving the usual two-(2) week notice, such employment may be terminated without any notice to the employee upon action by the Superintendent of school.
4. If any ancillary position is eliminated within a department, the following action will take place. A determination will need to be made as to which position will be eliminated. Once that position has been determined, the remaining employees in the department will be assigned by the supervisor of that department. Assignment of positions needs to be done so that the department can function as efficiently as possible.
5. Any ancillary employee leaving the employment of the school district will receive payment for all days worked and all unused vacation days if applicable. Upon leaving the District the employee will not be paid out any unused sick leave. A day is defined as average hours worked per day.

WORKER'S COMPENSATION

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Worker's Compensation Laws of North Dakota. The school district will pay the difference between Worker's Compensation received and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay. A Worker's Compensation claim will not be processed by the district until the injured employee has completed the appropriate forms, verified by the employee's administrative supervisor and submitted to the Business Manager's Office. The First Report of Injury (FROI) form can be found on the WSI website or the following link:

<https://www.workforcesafety.com/sites/www/files/documents/Forms/FROI%20-%20CLAIMS.pdf>

ANCILLARY PAY SCHEDULE

Ancillary staff wages are determined by the Ancillary Staff Categories & Wage Scale. This wage scale is updated and approved annually by the school board.

Miscellaneous pay rates (i.e. substitutes, training, resource room, summer school, activity bus drivers etc.) are listed in Appendix F.

All ancillary employees work agreements shall be based on an hourly rate.

SUBSTITUTE

All ancillary employees shall report to their immediate supervisor as soon as it is known that they will not be able to work due to illness or for any other reason. The supervisor will contact and notify the substitute when one should be required. The pay for a substitute will be based on the approved Ancillary Staff Categories and Wage Scale 2025-2026 for any substitute not holding a valid North Dakota Teachers License or Substitute License. Substitutes who hold a valid North Dakota Teachers License or Substitute License shall be paid daily substitute teacher rates. (Effective 1-1-24 per Board action 1-10-24) The district will pay the salary on the 10th and 25th of each month. An employee that substitutes in a different department will get their current rate of pay.

HIRING GUIDELINES

The Superintendent or Designee will be responsible for screening applications, interviewing, and hiring the employee. Any current employee that wishes to be considered for an ancillary position that may become open can submit a letter of interest for that position. Position openings within the district shall be posted on the district website.

TRANSFER GUIDELINES

Employees asked by the District to move to a new position will not be penalized in seniority status.

NEPOTISM

Guidelines for hiring will be set in accordance with the School Board policy DBAA –Recruitment, Hiring, & Background Checks for New Ancillary Personnel.

Ancillary employees are appointed by the Superintendent upon recommendation of principals or immediate supervisors. So long as the positions have been established and the hiring is within budget limitations, no specific action by the Board shall be necessary. No individual shall be hired if the employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee. Employees who marry or become members of the same household may continue employment; however, a direct supervisor-subordinate relationship between the employees shall be avoided. "Immediate family" includes: the employees spouse, brother, sister, parents, children, step-children, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employees household.

ANCILLARY LEAVES

			EMPLOYMENT CATEGORY	
			12 MONTH	9 MONTH
SICK LEAVE	Max per year for self & immediate family	Days	10	5
	Accumulate to	Days	90	30
PERSONAL DAYS	CANNOT be accumulated	Days	3	3
VACATION (Start of Year)	1-4 Years	Days	10	-
	5-9 Years	Days	15	-
	10 or More Years	Days	20	-
HOLIDAY PAY	New Year's Day		Yes	Yes
	Good Friday		Yes	Yes
	Easter Monday		Yes	Yes
	Memorial Day		Yes	No
	Independence Day		Yes	No
	Labor Day		Yes	Yes
	Veteran's Day		Yes	Yes
	Thanksgiving Day		Yes	Yes
	Christmas Eve		Yes	Yes
	Christmas Day		Yes	Yes
VIRTUAL LEARNING DAYS			Yes	Yes
SNOW DAYS	Days not factored into school calendar		Yes	No

ADDITIONAL INFORMATION

SICK LEAVE	<p>Employee must work a minimum of 30 hours per week to be eligible. A day is defined as average hours worked per day. Credit cannot exceed eight hours per day. Ancillary staff does not have the option to sell back sick leave.</p> <p>When the use of sick leave becomes necessary, it will be reported to and approved by the immediate supervisor.</p> <p>Sick leave may be used for personal illness and medical appointments for themselves or their immediate family (<u>Immediate family will be interpreted to include the employee's: a.)spouse; b.)children, step children, foster children (age 22 and under); c.)spouse's children (age 22 and under); d.) other family members living in the household.</u>). Additional family members may be included upon Superintendent approval.</p> <p>12 month employees can accumulate 90 days of sick leave and 9 month employees can accumulate up to 30 days of sick leave for the employee or their immediate family (<u>Immediate family will be interpreted to include the employee's: a.)spouse; b.)children, step children, foster children (age 22 and under); c.)spouse's children (age 22 and under); d.)other family members living in the household.</u>). Additional family members may be included upon Superintendent approval.</p> <p>Sick leave may be used for bereavement days for husband, wife, son, daughter or parents.</p>
PAID TIME OFF	<p>All full-time ancillary personnel will receive three days per year of personal leave which will be non-accumulative.</p>
HOLIDAY PAY	<p>An employee must work a minimum of 30 hours per week to be eligible. For those eligible if a holiday falls on a Saturday, the Friday prior will be the holiday, if a holiday falls on a Sunday, the Monday after will be the holiday.</p>
VACATION	<p>Available to twelve-month employees who work at least 30 hours per week. A vacation day is equal to the average number of hours an employee works for the year vacation has been earned. Vacation cannot exceed eight hours a day. Approval of time off requests to be at the discretion of the supervisor. Vacation days are not allowed to rollover. Vacation and personal days must be used to meet the 30 hours per week work requirement before any unpaid leave requests will be approved.</p>
VIRTUAL LEARNING DAYS	<p>In the event school is cancelled due to weather and the day is considered a virtual learning day (not made up) per Policy ABAC, both full-time and part-time</p>

12-month and 9-month employees that cannot make it in to work will receive three hours of compensation if they were scheduled to work that day.

In the event an employee is able to make it to work on a Virtual Learning Day, they will be compensated as normal for hours worked.

SNOW DAYS

In the event school is cancelled and is considered a snow day to be made up at a later date, full-time 12-month employees that cannot make it in to work will receive three hours of compensation if they were scheduled to work that day.

Full-time 9-month employees do not qualify for snow day pay, as school will be made up at a later date, therefore wages will be made up at that later date.

In the event an employee is able to make it to work on a Snow Day, they will be compensated as normal for hours worked.

HEALTH INSURANCE

The Killdeer School District will pay the cost of a premium for a single health insurance plan or an equivalent amount for a cash option or an annuity if the employee declines insurance coverage.

MATERNITY LEAVE

Eligible employees may request maternity leave in accordance with the Family Medical Leave Act. Refer to District Policy DDAA and Regulation DDAA-BR for complete details. The number of weeks paid will be determined by the number of accumulated weeks of sick leave. All paid maternity leave will be deducted from accumulated sick leave, personal days, or vacation. Maternity leave will be paid according to the average hours worked the previous quarter.

JURY/LEGISLATIVE DUTY

Jury duty or legislative duty is allowed with the employee guaranteed a full daily wage from the Killdeer School District. However, compensation received for jury duty or legislative duty for hours normally employed by the district shall be deducted from the school district payment, except for expenses incurred, or the employee shall refund that compensation to the school district.

PHYSICAL EXAMINATIONS

All district-required physicals are to be administered by designated providers as directed by the Business Manager. New and current employees who must pass a physical examination as a condition of employment shall have the cost of the physical paid by the school district if taken when directed by the supervisor. Should physicals be taken at some other time, the employee may be asked to pay the difference in cost.

DUTY-FREE LUNCH

A minimum of one-half hour duty-free lunch period shall be made available to all ancillary employees working more than a five-hour day.

PAID SCHOOL LUNCH: Ancillary staff shall receive school lunch every school day at no charge. If the employee does not take school lunch, no cash reimbursement will be allowed.

ANCILLARY PROFESSIONAL TRAINING

When Ancillary Professionals are required to take classes proposed by the school principal or supervisor, outside the school day, they will be reimbursed at their current rate of pay for the time necessary to complete the course.

HANDBOOK REVIEW

The changes made in this handbook during the review done in the summer of 2025 will take effect on July 1, 2025. This ancillary handbook will be reviewed annually by the Killdeer School Board.

APPENDIX A – BUS DRIVER GUIDELINES

BUS DRIVER GUIDELINES

1. Pay route drivers a monthly salary based on a 171-day schedule.
2. School district will pay for physicals and driving tests that substitute drivers need to get in order to drive.
3. Meals for drivers will be paid for when we pay for the coaches and students meals. Most of the time when they stop for meals, the coaches and the driver's meals are given to them free for feeding the students. If the drivers do not receive a promotional meal driver's meals will be reimbursed at state rate.
4. Payment for activity trips will begin when they get the bus from the bus barn until they park the bus for the day. The Activity Driver Form must be filled out and submitted to the Business Office for driver pay to occur.
5. Activity trips are subject to all taxes and deductions.
6. Bus drivers that keep their bus at their residence may be eligible for a Plug-In Reimbursement.

APPENDIX B – NONDISCRIMINATION & ANTI-HARRASSMENT POLICY AAC

AAC - NONDISCRIMINATION AND ANTI-HARRASSMENT POLICY

General Prohibitions

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).

- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:

- a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
 - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
 - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
 - *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title

IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the Superintendent as the Title IX Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877. Districts must notify applicants for employment, students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have

knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the 504/Title II Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Superintendent, as the Nondiscrimination Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877.

Training

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

Complementary Documents

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Students and Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- AAC-E5, Notice of Title IX Sexual Harassment Complaint
- ABBB, Non-Curricular Use of District Property
- DE, Staff Code of Conduct
- FGDB, Student Handbooks

**End of Killdeer School District #16 Policy AAC Amended:
01/13/21**

APPENDIX C – DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE AAC-BR1

AAC-BR1 - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying. For Title IX sexual harassment complaints, the procedure set forth in board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in board policy AAC, Nondiscrimination and Anti-Harassment Policy.

Complaint Filing Format and Deadlines

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in investigating the complaint.

With Whom Complaints May be Filed

A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation

is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure must be completed within 30 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform their of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used

when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

Formal Resolution Procedure

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical.

Investigation Report

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment "more likely than not" occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable; and
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

Disciplinary Action

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in their stead.

Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Records Retention

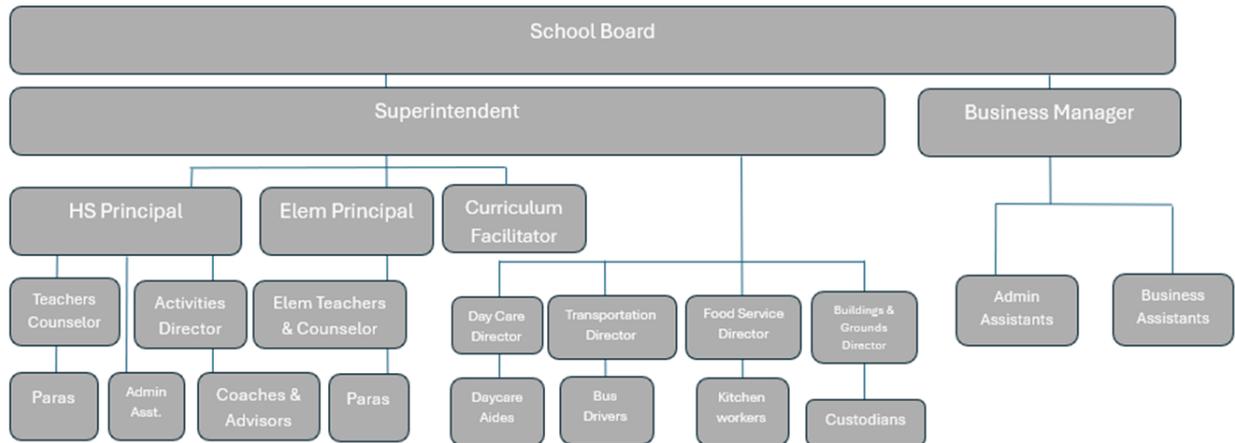
Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

**End of Killdeer School District #16 Board Reg. AAC-BR1.....Amended:
01/13/21**

APPENDIX D – ORGANIZATIONAL CHART

Kildeer Public School District Organizational Hierarchy Chart

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.



APPENDIX E – DRUG & ALCOHOL FREE WORKPLACE POLICY DEAA

DEAA - DRUG AND ALCOHOL FREE WORKPLACE

Definitions

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drug means* any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- *Possession* shall mean:
 - a. Actual physical possession of the drug or alcohol while on school property;
 - b. Use or consumption of the drug or alcohol while on school property;
 - c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Reasonable suspicion* means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

The Killdeer School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug

and Alcohol Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities. An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

Awareness Program

The Superintendent shall create an Employee Drug-free Awareness Program in accordance with federal law. Information on the effects of drug and alcohol misuse, signs and symptoms of a drug and/or alcohol problem, and available methods of intervention when a misuse problem is detected can be found on the bulletin boards outside the business office.

Policy Dissemination

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

Reasonable Suspicion Testing

Employees may be subject to drug and/or alcohol testing when there is reasonable suspicion by the district administrator and/or supervisor that indicates the employee may have violated district policy and is using or appears to presently be under the influence of drugs and/or alcohol in violation of the policy.

Reasonable suspicion testing shall be based on objective facts and articulable observations that are consistent with the signs and symptoms of drug and alcohol abuse; including, but not limited to, appearance, behavior, motor skills, attendance and/or work performance by the employee. The circumstances, under which drug and alcohol testing shall be considered, as outlined above, are strictly limited to time and place of employee conduct while on duty, during work hours, and/or on school property.

The District shall take steps to ensure that district administrators and supervisors receive proper training to recognize the signs and symptoms of drug and alcohol misuse prior to making determinations for reasonable suspicion testing.

Reasonable suspicion testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing and testing procedures outlined in administrative regulation. The District shall designate collection sites where employees may provide specimens. This language in no way authorizes the District to conduct pre-employment, random, post-accident, return-to-duty, or follow-up drug testing on employees not subject to the Omnibus Transportation Testing Act or positions not defined by the Board as safety sensitive.

The District shall pay all costs of the employee drug and alcohol testing, unless the test is a retest requested by the employee. District employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

Violation Reporting

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee report the conviction within the time prescribed may lead to disciplinary action up to and including discharge.

Violations

Violations of this policy may result in the following:

1. Unpaid leave or suspension;
2. Termination of employment, due process procedures shall be followed prior to termination, if required to; or
3. Notification of proper law enforcement authorities.

Assistance

The Board recognizes that drug and/or alcohol addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. Treatment for drug and/or alcohol addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

Confidentiality

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

The District shall maintain employee testing records in accordance with federal law on drug and alcohol testing regulations.

Complementary Documents

- DE, Staff Code of Conduct
- DEAA-AR, Procedure if Drug and Alcohol Use is Reasonably Suspected
- DEAA-E, Record of Observable Behavior

End of Killdeer School District #16 Policy DEAA.....Amended: 04/08/20

APPENDIX F – MISCELLANEOUS PAY RATES

Miscellaneous Pay Rates	2025-2026
Daily Sub Rate	\$165.00
Hourly Sub Rate	\$24.00
Long-Term Daily Sub Rate (starts with day 11, when over 10 consecutive days in same classroom)	\$270.92
Training Hourly Rate-Certified	\$26.00
Resource Room Hourly Rate	\$31.00
Summer School Non Certified Hourly Rate	\$30.00
Summer School & Drivers Ed Certified Hourly Rate	\$33.00
Activity Bus Driver Hourly Rate	\$21.00+25% Coach/Teacher/Driver

END OF DOCUMENT

**KILLDEER PUBLIC SCHOOL
ANCILLARY HANDBOOK**



JULY 2025

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EMPLOYMENT INFORMATION

The Ancillary Handbook serves as your guide to employment practices with the Killdeer School District. However, it is not all inclusive of the district's policies as set forth by the Killdeer School Board.

This ancillary handbook is not considered to be a contract with ancillary employees. By state statute the School Board is under no legal obligation to meet with ancillary staff to review the handbook or to discuss salary and employment issues in an open forum. The handbook review process currently being followed is being done voluntarily by the School Board so that ancillary employees have input regarding the information put into the handbook. It should not be interpreted to mean that this is a negotiable process and should be understood that the School Board has the right to change the terms of this handbook at any time.

The Killdeer School District considers its ancillary employees vital to the smooth functioning of the school system. All employees of the district should work together as partners to provide the best possible learning environment for the children and youth of the district.

Your immediate supervisor(s) is interested in your success. Please consult them concerning any questions you may have about your position, school policies, and practices, or employment benefits.

A period of 15 minutes in the morning and 15 minutes in the afternoon (or maximum of 30 minutes per day) is allowed for rest, relaxation, coffee breaks, etc., within the school for personnel working 5 consecutive hours or more.

Form the habit of getting to work on time. Promptness is one of the factors taken into consideration in evaluating your performance.

EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of the Killdeer Public School District not to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors.

DRUG FREE WORKPLACE

The Killdeer School District intends to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Killdeer School District or on the grounds of any such building or on any property or in any vehicle belonging to the Killdeer School District or at any school-related activity. See Appendix E.

TOBACCO FREE

The Killdeer Public School Board is dedicated to providing a healthy environment for staff, students, and its citizens. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means toward achieving a tobacco-free generation by the end of this century will be prevention of tobacco use by youth through education, positive adult role models, and aggressive action to limit and confine available tobacco areas. Smoking and the use of tobacco products shall be prohibited in all district buildings and school property including district-owned vehicles.

Refer to Policy ABBA.

SUBSTANCE ABUSE

The Killdeer Public School District recognizes chemical dependency as a treatable illness. The purpose of this policy is to assure that any employee having this illness will receive careful consideration and an offer of treatment presently extended to employees with other types of illness. Employees with the illness of chemical dependency shall qualify for the same employee benefits, which are provided for other medically certified illnesses. A realistic acceptance of this illness should encourage employees to take advantage of available treatment when needed.

The Killdeer Public School District is concerned about the effects which harmful chemical involvement has on the employee's job performance and personal life. For the purpose of this policy, harmful involvement occurs when an employee's consumption of mood altering chemicals interferes with the employee's performance. See Appendix E.

SEXUAL HARASSMENT

The district's Sexual Harassment Policy is shown as Appendix B.

PAYROLL PERIODS

All ancillary employees shall be paid on the 10th and 25th of each month provided that they work during the corresponding pay periods. If the 10th or 25th falls on a weekend or school holiday, payday will be on the previous working day.

IN-DISTRICT MEETINGS AND IN-SERVICE

All hourly employees who attend a mandatory meeting shall be paid for their time in attendance. Employees will not be paid for attending optional meetings.

EMPLOYEE RECORDS

Please notify the business office promptly of any change of name, address, telephone number, marital status, or number of dependents, so that employee records can be kept current.

FRINGE BENEFITS ELIGIBILITY

Refer to District Policy DCAB-BR-2

Ancillary employees are eligible to receive fringe benefits (sick leave, retirement, health insurance) when they are hired in a position requiring a minimum of 30 hours per week. They are also eligible to participate in the Section 125 plan if they work a minimum of 30 hours a week.

SECTION 125 PLAN

Employees who are eligible for fringe benefits have the option of enrolling in the district's Section 125 Plan. The three components of this plan are:

1. Insurance Premium Conversion
2. Health Flexible Spending Account (FSA)
3. Dependent Care Flexible Spending Account (FSA)

INTRODUCTORY PERIOD OF EMPLOYMENT

Each newly hired ancillary employee will be on probation for a period of forty (40) working days. The immediate supervisor(s) will make a written determination during this designated period as to continued employment. The Superintendent may waive the probation period for staff who have previous work experience in the district. All new employees hired must undergo a background check prior to being employed in the district.

EVALUATION POLICY

A newly hired employee will be evaluated twice the first year. The first evaluation will be done after completion of the introductory period. All other employees will be evaluated once each year by their immediate supervisor/building principal. Each employee will be given a copy of their evaluation with a copy being placed in their personnel file in the Business Office. This file in the Business Office will be subject to the Open Records Law.

EMPLOYMENT TERMINATION

1. The employment of any ancillary employee may be terminated at the will of the employee provided an advance notice of two (2) weeks is given to the school district.
2. Employment of any ancillary employee may be terminated at the will of the Killdeer Public School District. In the event the school district exercises this right of termination, the decision will be made by the District Superintendent.
3. In the event it becomes necessary to terminate any ancillary employee without giving the usual two-(2) week notice, such employment may be terminated without any notice to the employee upon action by the Superintendent of school.
4. If any ancillary position is eliminated within a department, the following action will take place. A determination will need to be made as to which position will be eliminated. Once that position has been determined, the remaining employees in the department will be assigned by the supervisor of that department. Assignment of positions needs to be done so that the department can function as efficiently as possible.
5. Any ancillary employee leaving the employment of the school district will receive payment for all days worked and all unused vacation days if applicable. Upon leaving the District the employee will not be paid out any unused sick leave. A day is defined as average hours worked per day.

WORKER'S COMPENSATION

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Worker's Compensation Laws of North Dakota. The school district will pay the difference between Worker's Compensation received and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay. A Worker's Compensation claim will not be processed by the district until the injured employee has completed the appropriate forms, verified by the employee's administrative supervisor and submitted to the Business Manager's Office. The First Report of Injury (FROI) form can be found on the WSI website or the following link:

<https://www.workforcesafety.com/sites/www/files/documents/Forms/FROI%20-%20CLAIMS.pdf>

ANCILLARY PAY SCHEDULE

Ancillary staff wages are determined by the Ancillary Staff Categories & Wage Scale. This wage scale is updated and approved annually by the school board.

Miscellaneous pay rates (i.e. substitutes, training, resource room, summer school, activity bus drivers etc.) are listed in Appendix F.

All ancillary employees work agreements shall be based on an hourly rate.

SUBSTITUTE

All ancillary employees shall report to their immediate supervisor as soon as it is known that they will not be able to work due to illness or for any other reason. The supervisor will contact and notify the substitute when one should be required. The pay for a substitute will be based on the approved Ancillary Staff Categories and Wage Scale 2025-2026 for any substitute not holding a valid North Dakota Teachers License or Substitute License. Substitutes who hold a valid North Dakota Teachers License or Substitute License shall be paid daily substitute teacher rates. (Effective 1-1-24 per Board action 1-10-24) The district will pay the salary on the 10th and 25th of each month. An employee that substitutes in a different department will get their current rate of pay.

HIRING GUIDELINES

The Superintendent or Designee will be responsible for screening applications, interviewing, and hiring the employee. Any current employee that wishes to be considered for an ancillary position that may become open can submit a letter of interest for that position. Position openings within the district shall be posted on the district website.

TRANSFER GUIDELINES

Employees asked by the District to move to a new position will not be penalized in seniority status.

NEPOTISM

Guidelines for hiring will be set in accordance with the School Board policy DBAA –Recruitment, Hiring, & Background Checks for New Ancillary Personnel.

Ancillary employees are appointed by the Superintendent upon recommendation of principals or immediate supervisors. So long as the positions have been established and the hiring is within budget limitations, no specific action by the Board shall be necessary. No individual shall be hired if the employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee. Employees who marry or become members of the same household may continue employment; however, a direct supervisor-subordinate relationship between the employees shall be avoided. "Immediate family" includes: the employees spouse, brother, sister, parents, children, step-children, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employees household.

ANCILLARY LEAVES

			EMPLOYMENT CATEGORY	
			12 MONTH	9 MONTH
SICK LEAVE	Max per year for self & immediate family	Days	10	5
	Accumulate to	Days	90	30
PERSONAL DAYS	CANNOT be accumulated	Days	3	3
VACATION (Start of Year)	1-4 Years	Days	10	-
	5-9 Years	Days	15	-
	10 or More Years	Days	20	-
HOLIDAY PAY	New Year's Day		Yes	Yes
	Good Friday		Yes	Yes
	Easter Monday		Yes	Yes
	Memorial Day		Yes	No
	Independence Day		Yes	No
	Labor Day		Yes	Yes
	Veteran's Day		Yes	Yes
	Thanksgiving Day		Yes	Yes
	Christmas Eve		Yes	Yes
	Christmas Day		Yes	Yes
VIRTUAL LEARNING DAYS			Yes	Yes
SNOW DAYS	Days not factored into school calendar		Yes	No

ADDITIONAL INFORMATION

SICK LEAVE	<p>Employee must work a minimum of 30 hours per week to be eligible. A day is defined as average hours worked per day. Credit cannot exceed eight hours per day. Ancillary staff does not have the option to sell back sick leave.</p> <p>When the use of sick leave becomes necessary, it will be reported to and approved by the immediate supervisor.</p> <p>Sick leave may be used for personal illness and medical appointments for themselves or their immediate family (<u>Immediate family will be interpreted to include the employee's: a.)spouse; b.)children, step children, foster children (age 22 and under); c.)spouse's children (age 22 and under); d.) other family members living in the household.</u>). Additional family members may be included upon Superintendent approval.</p> <p>12 month employees can accumulate 90 days of sick leave and 9 month employees can accumulate up to 30 days of sick leave for the employee or their immediate family (<u>Immediate family will be interpreted to include the employee's: a.)spouse; b.)children, step children, foster children (age 22 and under); c.)spouse's children (age 22 and under); d.)other family members living in the household.</u>). Additional family members may be included upon Superintendent approval.</p> <p>Sick leave may be used for bereavement days for husband, wife, son, daughter or parents.</p>
PAID TIME OFF	<p>All full-time ancillary personnel will receive three days per year of personal leave which will be non-accumulative.</p>
HOLIDAY PAY	<p>An employee must work a minimum of 30 hours per week to be eligible. For those eligible if a holiday falls on a Saturday, the Friday prior will be the holiday, if a holiday falls on a Sunday, the Monday after will be the holiday.</p>
VACATION	<p>Available to twelve-month employees who work at least 30 hours per week. A vacation day is equal to the average number of hours an employee works for the year vacation has been earned. Vacation cannot exceed eight hours a day. Approval of time off requests to be at the discretion of the supervisor. Vacation days are not allowed to rollover. Vacation and personal days must be used to meet the 30 hours per week work requirement before any unpaid leave requests will be approved.</p>
VIRTUAL LEARNING DAYS	<p>In the event school is cancelled due to weather and the day is considered a virtual learning day (not made up) per Policy ABAC, both full-time and part-time</p>

12-month and 9-month employees that cannot make it in to work will receive three hours of compensation if they were scheduled to work that day.

In the event an employee is able to make it to work on a Virtual Learning Day, they will be compensated as normal for hours worked.

SNOW DAYS

In the event school is cancelled and is considered a snow day to be made up at a later date, full-time 12-month employees that cannot make it in to work will receive three hours of compensation if they were scheduled to work that day.

Full-time 9-month employees do not qualify for snow day pay, as school will be made up at a later date, therefore wages will be made up at that later date.

In the event an employee is able to make it to work on a Snow Day, they will be compensated as normal for hours worked.

HEALTH INSURANCE

The Killdeer School District will pay the cost of a premium for a single health insurance plan or an equivalent amount for a cash option or an annuity if the employee declines insurance coverage.

MATERNITY LEAVE

Eligible employees may request maternity leave in accordance with the Family Medical Leave Act. Refer to District Policy DDAA and Regulation DDAA-BR for complete details. The number of weeks paid will be determined by the number of accumulated weeks of sick leave. All paid maternity leave will be deducted from accumulated sick leave, personal days, or vacation. Maternity leave will be paid according to the average hours worked the previous quarter.

JURY/LEGISLATIVE DUTY

Jury duty or legislative duty is allowed with the employee guaranteed a full daily wage from the Killdeer School District. However, compensation received for jury duty or legislative duty for hours normally employed by the district shall be deducted from the school district payment, except for expenses incurred, or the employee shall refund that compensation to the school district.

PHYSICAL EXAMINATIONS

All district-required physicals are to be administered by designated providers as directed by the Business Manager. New and current employees who must pass a physical examination as a condition of employment shall have the cost of the physical paid by the school district if taken when directed by the supervisor. Should physicals be taken at some other time, the employee may be asked to pay the difference in cost.

DUTY-FREE LUNCH

A minimum of one-half hour duty-free lunch period shall be made available to all ancillary employees working more than a five-hour day.

PAID SCHOOL LUNCH: Ancillary staff shall receive school lunch every school day at no charge. If the employee does not take school lunch, no cash reimbursement will be allowed.

ANCILLARY PROFESSIONAL TRAINING

When Ancillary Professionals are required to take classes proposed by the school principal or supervisor, outside the school day, they will be reimbursed at their current rate of pay for the time necessary to complete the course.

HANDBOOK REVIEW

The changes made in this handbook during the review done in the summer of 2025 will take effect on July 1, 2025. This ancillary handbook will be reviewed annually by the Killdeer School Board.

APPENDIX A – BUS DRIVER GUIDELINES

BUS DRIVER GUIDELINES

1. Pay route drivers a monthly salary based on a 171-day schedule.
2. School district will pay for physicals and driving tests that substitute drivers need to get in order to drive.
3. Meals for drivers will be paid for when we pay for the coaches and students meals. Most of the time when they stop for meals, the coaches and the driver's meals are given to them free for feeding the students. If the drivers do not receive a promotional meal driver's meals will be reimbursed at state rate.
4. Payment for activity trips will begin when they get the bus from the bus barn until they park the bus for the day. The Activity Driver Form must be filled out and submitted to the Business Office for driver pay to occur.
5. Activity trips are subject to all taxes and deductions.
6. Bus drivers that keep their bus at their residence may be eligible for a Plug-In Reimbursement.

APPENDIX B – NONDISCRIMINATION & ANTI-HARRASSMENT POLICY AAC

AAC - NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).

- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:

- a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
 - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
 - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
 - *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title

IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the Superintendent as the Title IX Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877. Districts must notify applicants for employment, students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have

knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the 504/Title II Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Superintendent, as the Nondiscrimination Coordinator. They may be contacted at: PO Box 579, Killdeer, ND or at 701-764-5877.

Training

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

Complementary Documents

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Students and Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- AAC-E5, Notice of Title IX Sexual Harassment Complaint
- ABBB, Non-Curricular Use of District Property
- DE, Staff Code of Conduct
- FGDB, Student Handbooks

APPENDIX C – DISCRIMINATION AND HARRASSMENT GRIEVANCE PROCEDURE AAC-BR1

AAC-BR1 - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying. For Title IX sexual harassment complaints, the procedure set forth in board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in board policy AAC, Nondiscrimination and Anti-Harassment Policy.

Complaint Filing Format and Deadlines

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in investigating the complaint.

With Whom Complaints May be Filed

A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure must be completed within 30 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform their of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence

or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

Formal Resolution Procedure

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical.

Investigation Report

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment "more likely than not" occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable; and
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

Disciplinary Action

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in their stead.

Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Records Retention

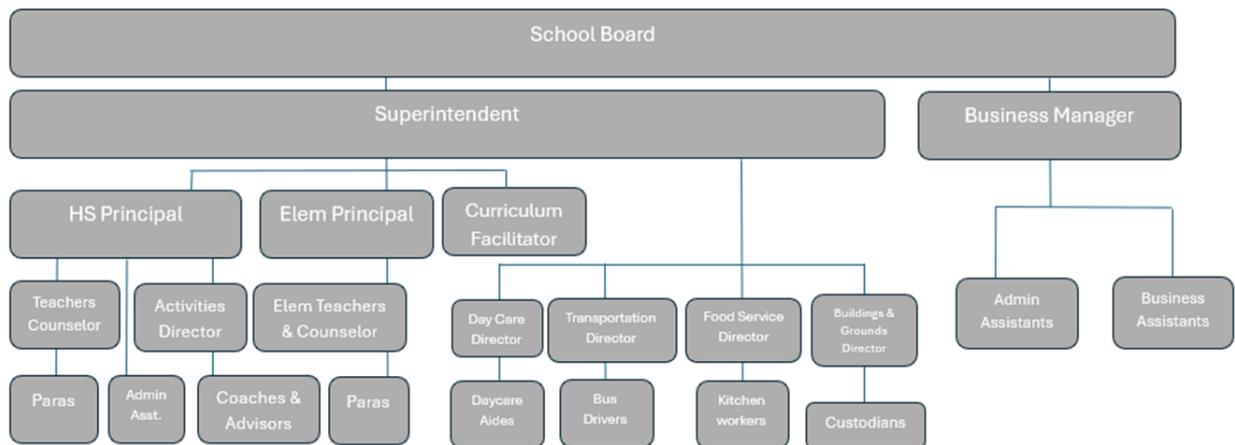
Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

**End of Killdeer School District #16 Board Reg. AAC-BR1.....Amended:
01/13/21**

APPENDIX D – ORGANIZATIONAL CHART

Kildeer Public School District Organizational Hierarchy Chart

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.



APPENDIX E – DRUG & ALCOHOL FREE WORKPLACE POLICY DEAA

DEAA - DRUG AND ALCOHOL FREE WORKPLACE

Definitions

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drug means* any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- *Possession* shall mean:
 - a. Actual physical possession of the drug or alcohol while on school property;
 - b. Use or consumption of the drug or alcohol while on school property;
 - c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Reasonable suspicion* means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

The Killdeer School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug

and Alcohol Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities. An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

Awareness Program

The Superintendent shall create an Employee Drug-free Awareness Program in accordance with federal law. Information on the effects of drug and alcohol misuse, signs and symptoms of a drug and/or alcohol problem, and available methods of intervention when a misuse problem is detected can be found on the bulletin boards outside the business office.

Policy Dissemination

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

Reasonable Suspicion Testing

Employees may be subject to drug and/or alcohol testing when there is reasonable suspicion by the district administrator and/or supervisor that indicates the employee may have violated district policy and is using or appears to presently be under the influence of drugs and/or alcohol in violation of the policy.

Reasonable suspicion testing shall be based on objective facts and articulable observations that are consistent with the signs and symptoms of drug and alcohol abuse; including, but not limited to, appearance, behavior, motor skills, attendance and/or work performance by the employee. The circumstances, under which drug and alcohol testing shall be considered, as outlined above, are strictly limited to time and place of employee conduct while on duty, during work hours, and/or on school property.

The District shall take steps to ensure that district administrators and supervisors receive proper training to recognize the signs and symptoms of drug and alcohol misuse prior to making determinations for reasonable suspicion testing.

Reasonable suspicion testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing and testing procedures outlined in administrative regulation. The District shall designate collection sites where employees may provide specimens. This language in no way authorizes the District to conduct pre-employment, random, post-accident, return-to-duty, or follow-up drug testing on employees not subject to the Omnibus Transportation Testing Act or positions not defined by the Board as safety sensitive.

The District shall pay all costs of the employee drug and alcohol testing, unless the test is a retest requested by the employee. District employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

Violation Reporting

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee report the conviction within the time prescribed may lead to disciplinary action up to and including discharge.

Violations

Violations of this policy may result in the following:

1. Unpaid leave or suspension;
2. Termination of employment, due process procedures shall be followed prior to termination, if required to; or
3. Notification of proper law enforcement authorities.

Assistance

The Board recognizes that drug and/or alcohol addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. Treatment for drug and/or alcohol addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

Confidentiality

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

The District shall maintain employee testing records in accordance with federal law on drug and alcohol testing regulations.

Complementary Documents

- DE, Staff Code of Conduct
- DEAA-AR, Procedure if Drug and Alcohol Use is Reasonably Suspected
- DEAA-E, Record of Observable Behavior

End of Killdeer School District #16 Policy DEAA.....Amended: 04/08/20

APPENDIX F – MISCELLANEOUS PAY RATES

Miscellaneous Pay Rates	2025-2026
Daily Sub Rate	\$165.00
Hourly Sub Rate	\$24.00
Long-Term Daily Sub Rate (starts with day 11, when over 10 consecutive days in same classroom)	\$270.92
Training Hourly Rate-Certified	\$26.00
Resource Room Hourly Rate	\$31.00
Summer School Non Certified Hourly Rate	\$30.00
Summer School & Drivers Ed Certified Hourly Rate	\$33.00
Activity Bus Driver Hourly Rate	\$21.00+25% Coach/Teacher/Driver

END OF DOCUMENT

E. Consider the Elementary and Secondary Student Handbooks



KILLDEER HIGH SCHOOL
STUDENT
HANDBOOK

WELCOME

Welcome! On behalf of faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of the Killdeer Jr/Sr High School system. We anticipate your involvement and cooperation in making this year successful.

This handbook has been compiled to provide information and answers to some of the questions students and parents may have concerning our school. It contains information concerning our school and its policies. Each student is required to read the handbook. This will serve to avoid misunderstanding as well as provide general information all students should be aware of.

It is not our intent, nor is it possible to make rules and regulations to cover all situations. Students are expected to use common sense and a proper regard for others at all times.

In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 764-5877 or e-mail at brady.wilz@k12.nd.us and arrange a conference if the need arises.

I would also like to inform you, as parents, that under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of the teaching staff in our building. This information will be given to you by contacting our district administrator's office or myself.

HAVE A SUCCESSFUL AND PROSPEROUS SCHOOL YEAR!

Brady Wilz
Killdeer High Principal

MISSION STATEMENT

The Mission at Killdeer Public School is to ensure students acquire the knowledge, attitude, ethics, and skills needed to become productive citizens in our society.

Vision

The Vision at Killdeer Public School is "Knowledge for a Lifetime".

PHILOSOPHY AND GENERAL OBJECTIVES

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioural developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. To help each student to achieve his or her emotional, social, physical, and intellectual development.
2. To cause each student and faculty member to develop skills, and knowledge commensurate with his or her goals, responsibilities, and opportunities in life.
3. To provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

We recognize that the school district has only partial responsibility for the education and development of its students; that we must work with the individuals involved, their families, and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

2024 – 2025 Killdeer High School Staff

Abrahamson, John	English
Dobitz, Lou	Math
Elkins, Sean	Social Studies
Eads, Matthew	Computers/STEM
Griffiths, Lacey	Office Administrator
Griffiths, Mark <u>Brew, Kayla</u>	Business
Harris, Janis	Social Studies
Horghesimer, Nathan	SPED
Hicks, Jaylynn	Science
Johnson, Eric	Ag Education
Kees, Clair <u>Kling, Hannah</u>	Para
Kukla, Pam	English
Leier, David	Ag Education
Martin, Nikki	Counselor
McCormick, Jennifer	FACS
Moseley, Melissa	English
Murphy, Andy	Social Studies
Pruitt, Greg	ITV/Online Courses Coordinator <u>Social Studies/Study Hall</u>
Reiss, Bridgette	Science <u>Intervention</u>
Rohde, Annette	Para
Schmidt, Holly	Health/Career Advisor
Thomas, Ashlen	SPED
Thormahlen, Kylee	Nurse
Tibor, Desirae	Math
Walker, Nick	AD, Physical Education
Wallace, Jenni	Office Administrator

West, Jeff	Science
Wilz, Brady	JH/HS Principal
Zastoupil, Mark	Math

2025-2026 School Event Calendar

Killdeer Public School

2025-2026 School Year



August 2025						
Su	M	Tu	W	Th	F	Sa
					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						

- 8 Days**
- 4 Girls Golf Starts
 - 7 Football Starts
 - 11 Cross Country Starts
 - 18 Volleyball Starts
 - 4-15 Flexible Teacher Work Days
 - 18&19 Teacher In-Service
 - 20 First Day of School

September 2025						
Su	M	Tu	W	Th	F	Sa
	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				

- 21 Days**
- 1 Labor Day (No School)
 - 24 Early Out; 1:30 Dismissal

October 2025						
Su	M	Tu	W	Th	F	Sa
			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	

- 21 Days**
- 6&8 Elem P/T Conferences
 - 8&15 HS P/T Conferences
 - 15 End of 1st Quarter (40 Days)
 - 16&17 NDCEL Conference (No School)
 - 29 Early Out; 1:30 Dismissal

November 2025						
Su	M	Tu	W	Th	F	Sa
						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						

- 15 Days**
- 10 Teacher In-Service (No School)
 - 10 Wrestling Starts
 - 11 Veterans Day (No School)
 - 17 Girls Basketball Starts
 - 26 Flexible Teacher Work Day (No School)
 - 26-28 Thanksgiving Break

December 2025						
Su	M	Tu	W	Th	F	Sa
	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			

- 15 Days**
- 1 Boys Basketball Starts
 - 19 End of 2nd Quarter (40 Days)
 - 22 Christmas Break Starts
 - School Resumes Jan 6th*

January 2026						
Su	M	Tu	W	Th	F	Sa
				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

- 18 Days**
- 5 Teacher Work Day (No School)
 - 6 School Resumes
 - 19 Teacher In-Service (No School)
 - Martin Luther King Jr. Day*

February 2026						
Su	M	Tu	W	Th	F	Sa
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

- 19 Days**
- 4&11 HS P/T Conferences
 - 9&11 Elem P/T Conferences
 - 20 In Lieu of Day (No School)
 - 23 Track Starts

March 2026						
Su	M	Tu	W	Th	F	Sa
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				

- 20 Days**
- 5 End of 3rd Quarter (41 Days)
 - 6 In Lieu of Day (No School)
 - 20 Storm Day (No School)

April 2026						
Su	M	Tu	W	Th	F	Sa
			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		

- 20 Days**
- 3 Good Friday (No School)
 - 6 Easter Monday (Storm Day)
 - 6 Boys Golf Starts
 - 29 Early Out; 1:30 Dismissal

May 2026						
Su	M	Tu	W	Th	F	Sa
					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						

- 14 Days**
- 20 Early Out/Last Day; 1:30pm Dismissal
 - 20 End of 4th Quarter (50 Days)
 - 21 Flexible Teacher Work Day
 - 24 Graduation Day
 - 25 Memorial Day

Note: 184 Teacher Contract Days
 171 Student Contact Days, 3 Mandated Vacation, 2 In Lieu of Days,
 4 Teacher In-Service Days, 4 Teacher Work Days
 Teacher In-Service Dates - August 18th & 19th, November 10th & January 19th
 In-Lieu of Dates - February 20th & March 6th
 Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

General Information

GRADE REPORTING PERIODS

Several times throughout the school year report cards will be sent home in the mail during the below dates. Students and parents are reminded that grades can be checked online at any time through PowerSchool. If you need help accessing your PowerSchool account contact the main office.

Semester 1

Midterm Report Cards – October 1518

Semester 1 Report Cards – December 1920

Semester 2

Midterm Report Cards – March 514

Semester 2 Report Cards – May 2023

GRADING SYSTEM

Academic Load: Each regularly enrolled student shall register for and shall carry a minimum of six periods of work in Killdeer High School each semester.

A	= 4.00 and is in the 94 to 100 range
A-	= 3.60 and is in the 92 to 93 range
B+	= 3.40 and is in the 86 to 91 range
B	= 3.00 and is in the 83 to 85 range
C+	= 2.40 and is in the 77 to 82 range
C	= 2.00 and is in the 74 to 76 range
D+	= 1.40 and is in the 68 to 73 range
D	= 1.00 and is in the 65 to 67 range
F	= .00 and is in the 0 to 64 range

Incompletes must be made up within two weeks after a nine week period is finished or a failing grade will be given.

HONOR ROLL

The Killdeer High School has adapted a system of two Honor Rolls. The "A" Honor Roll will consist of a grade point from 3.60 to 4.00. The "B" Honor Roll will consist a grade point from 3.00 to 3.59. Students will not qualify for the Honor Roll if a student receives a grade lower than a C- at the end of the nine week period. Graduation requirements for high honors will be a 3.6-4.0 cumulative GPA from their freshman year through the third quarter of their senior year. Likewise, honors will be a 3.0-3.59 GPA from their freshman year through the third quarter of their senior year.

REQUIRED CREDITS FOR EACH GRADE

9th Grade – 0 credits

10th Grade – 5 credits

11th Grade – 10 credits 12th

Grade – 15 credits

*Credits need to be obtained before the beginning of each school year. These numbers are guidelines and administration has final approval of a student’s assigned grade level.

GRADUATION REQUIREMENTS

High school graduation - Diploma requirements (NDCC 15.1-21-02.1.),

A student must have successfully completed the following twenty-two units of high school coursework.

1. Four units of English language arts from a sequence that includes literature, and composition; 2.
Three units of mathematics; (Pre-Algebra is not included in these three units)
3. Three units of science, including:
 - a. One unit of physical science;
 - b. One unit of biology; and
 - c. One unit of any other science; or
 - d. Two one-half units of any other science;
4. Three units of social studies, including:
 - a. One unit of United States history;
 - b. One-half unit of United States government and one-half unit of economics; or
 - c. One unit of problems of democracy; and
 - d. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or
 - a. One-half unit of physical education and one-half unit of health;
6. Three units of:
 - a. Foreign languages;
 - b. Native American languages;
 - c. Fine arts; or
 - d. Career and technical education courses; and
7. Any five additional units.

SECTION 16. Section 15.1-21-02.3 of the North Dakota Century Code is created and enacted as follows:

15.1-21-02.3. Optional high school curriculum - Requirements. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counsellor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, and composition;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Two units of:
 - a. Foreign languages;
 - b. Native American languages;
 - c. Fine arts; or
 - d. Career and technical education courses; and 7. Any seven additional units.

JUNIOR HIGH CREDITS

Students in grades seven and eight should pass a minimum of five credits per year to advance to the next grade level. If students do not pass the minimum amount of credits, it will be recommended to take credit recovery classes which can be taken online through the high school or through NDCDE.org. These courses must be finished before the beginning of the following school year. Failing grades may also lead to the recommendation for remedial classes.

COLLEGE VISITS

Juniors and Seniors will be granted 2 college visit days and 2 job shadow days during each school year, which will not affect credit loss or test status. Sophomores will be granted 2 days to use towards a college visit or job shadow days during each school year, which will not affect credit loss or test status. All college visits and job shadows need to be scheduled through the career advisor for verification purposes before the absence occurs.

INDEPENDENT STUDY

~~Students are allowed to sign up for an independent study course if they are enrolled in a minimum of six credits per semester from Killdeer Public School. Students that are not enrolled in a minimum of six credits per semester will not be eligible to participate in any school sponsored activity. Exceptions will be allowed for credit recovery for graduation. Students will be responsible for the required material.~~

DROP - ADD CLASSES

Students will be allowed to add or drop a class within three (3) days at the beginning of each semester. If a student drops a class after the three days, the principal and the classroom teacher will determine credit and/or grades for the class. The high school principal may waive this requirement on a case-by-case basis.

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a school year. Dates and times are determined by the administration and then the principal will send out the information. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

DISPENSING MEDICATION POLICY

School personnel are not to dispense, prescription or non-prescription, medication to students.

The principal is to be notified by parent or guardian if student needs to take any medication. This notification will include a written statement from the parent or guardian. This note will become part of the student's records.

Parents or guardians should make arrangements to administer medication at appropriate times. The parent or other responsible adult approved by the parent could do this.

Students of appropriate ages may take their medication under the watchful eye of school personnel.

Students will be allowed to leave the school grounds in order to have necessary medication administered by parent or other.

Under unique or special circumstances, the school administration may waive this policy for a period of time, not to exceed five school days. For periods of time longer than five days, the Killdeer School Board must consent to a waiver.

EMERGENCY CONTACT

For the purpose of student benefit and safety, an emergency contact is an individual that is at least 18 years of age that the school may contact in the event a student's parent(s)/guardian(s) cannot be reached and notification is necessary because of a true emergency. Emergency contacts must be submitted to KHS office staff and be a person that can get ahold of a parent/guardian and someone the family trusts with the care of the student. Emergency contacts will be used for emergency purposes only.

STORM POLICY

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. Announcements will be made over the Thrillshare online alert system. The Thrillshare alert system messages will be sent to cell phones as an email, text, and voice message. Ideally cancellations will occur the night before, however, if a message is sent out in the morning the superintendent will make every effort to have the message sent by 5:30 am Mountain Time. The message will also appear on the "close line" on local TV news and on local radio stations.

DISCLAIMER STATEMENT

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

NONDISCRIMINATION POLICY

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School, Counsellor Courtney Smith: PO Box 579: Killdeer, ND 58640. Telephone number 764-5877.

Student Issues

ITV COURSE REQUIREMENTS

1. Students cannot have a failing grade in the year prior to the current school year that would like to request an ITV course.
2. Students must have at least a 2.5 GPA or higher to enroll in an ITV course.
3. Students must have at least a 3.0 GPA or higher to enroll in a Dual Credit ITV course.
4. 10th grade students can take up to 3 dual credit courses (Speech, Psychology, Sociology), but will only have one class period for one semester in the ITV room.
- 3-5. 11th and 12th grade students can take up to 4 dual credit courses, but will only have one class period for two semesters in the ITV room.

Students who have an ITV class that is dual credit, the college requires you to be in class for **3 periods** a week, but the high school requires you to be in class for **5 periods** a week. This means if you pass you dual credit class you will get college credits, but you will not receive high school credits for this class if you go over the allowed **10 absence** days a semester.

BEHAVIORIAL EXPECTATIONS

Expectations: Students in the Killdeer Public Schools shall demonstrate good citizenship according to the guidelines listed below:

1. Demonstrate Commitment – Students are expected to attend school regularly and take the initiative to actively pursue opportunities available within the school environment (Curricular and Co-Curricular)
2. Cooperate with other people – Students are expected to be polite, treat people with respect, acknowledge and respect people, deal with disagreements maturely and encourage others to do their best.
3. Manage themselves – Students are expected to do what is right. In order to be self-directed, learners, students must remember that they are accountable to their decisions.
4. Respect the Rights and Property of Others – Students are expected to exhibit behavior that ensures the safety and wellbeing of everyone in the Killdeer Public School system. The property of the school district and others is to be respected.

DISCIPLINARY OFFENSES

1. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Junior/Senior High School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
2. The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first time” offender.
3. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.
4. Any infractions that occur over a period of time when a student leaves the school, but has not been properly checked out by a parent/guardian will be penalized when they return to the school.
5. All disciplinary actions are will be carried out at a level of building principal discretion.
6. All suspensions will result in a suspension from all activities, sports, and any other school functions. 3 weeks for Level II infractions and 6 weeks for Level III infractions.

Level I – 1st offense - 1 hour detention; 2nd offense - 2 hour detention

1. Class disruption
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school
5. Not using proper procedure when checking out of school
6. Minor vandalism of school property
7. Unexcused absence
8. Cheating
9. Use of personal technology during class hours without prior classroom teacher permission (Level 1).
 - a) First Violation: Confiscate device, contact parent, administrator returns device to students at the end of school day, after school detention.
 - b) Second Violation: Confiscate device, contact parent, administrator returns device to parent during a meeting, after school detention.
 - 9-c) Third Violation: -Confiscate device, contact parent, administrator returns device to parent during a meeting to develop a compliance plan, after school detention. (results in loss of device for the remainder of the school day along with appropriate level of discipline) a) 1st-Offense Warning/Confiscation b) 2nd-Offense Detention
10. 3 unexcused tardies in a semester
11. Dress Code Violation:
 - a) 1st Offense Warning/Alteration
 - b) 2nd Offense Detention
12. Bullying
 - a) 1st Offense Warning
 - b) 2nd Offense Detention
13. Any other minor infraction as determined by the administration

Level II – 1 or more days in school suspension and/or out of school suspension

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher's authority (insubordination)
5. Use of personal technology during class hours without prior classroom teacher permission (Level 2).
 - 4-a Fourth Violation: Confiscate device, contact parent, administrator returns device to parent during a meeting to review compliance plan, 1 day of out of school suspension.
- 5-6. Third offense of Level I
- 6-7. Any other moderately severe infraction as determined by the administration

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT

considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level III – 3 or more days in school suspension and/or out of school suspension

Physically assaulting a school employee.

1.

2. Causing major physical harm to another student or school employee.
3. Deliberate action that can endanger the life, health, or safety of another student. (Physically attacking another student)
4. Possession of weapon on school grounds (other than a firearm).
5. 2nd offense of Level II
6. Any other severe infraction as determined by the administration.
7. Use/possession of tobacco in school, on the school premises, or at a school related function.
8. Use/possession of electronic nicotine delivery systems (ENDS) in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
10. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.

11. Major vandalism

12. Use of personal technology during class hours without prior classroom teacher permission (Level 3).

a Fifth Violation: Confiscate device, contact parent, administrator returns device to parent during a meeting to review compliance plan, 3 day of out of school suspension.

b Sixth Violation: Confiscate device, contact parent, administrator returns device to parent during a meeting to review compliance plan, 5 day of out of school suspension.

c Seventh Violation: Confiscate device, contact parent, administrator returns device to parent during a meeting to review compliance plan, 10 day of out of school suspension and recommendation for expulsion.

11-13.

12-14. Students will be referred for attendance at Sunrise Youth Bureau at parent's expense. Successful attendance/completion of the Sunrise program may reduce disciplinary action. Unsuccessful completion of the Sunrise program may warrant further consequences under school policy.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV – EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the administration.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

1. Notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing.
2. Notification of civil authorities.

NOTE: Parents will be notified via telephone, as well as, with a follow-up letter for levels two, three, and four of this policy.

When an infraction elevates to a willful disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

DETENTION

1. Students who are assigned detention will notify parents/guardians.
2. The principal and teacher will determine appropriate detention action.
3. Students who misbehave during detention will be subject to level two disciplinary action.
4. Students must serve detention when assigned. If a student fails to report for detention, the time will be doubled. If a student fails to report for a detention that was doubled, the student will be subject to level two disciplinary action.
5. When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not extend their hands, arms, or their head through the bus window.
7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall not open or close the bus windows without the permission of the driver.
9. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversations must stop until the bus has crossed the track.
10. Students shall be courteous to the driver, to fellow students, and to passers-by.
11. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit the right to ride the bus.
12. There shall be no chewing of gum or sunflower seeds in the bus at any time.
13. On extra-curricular trips, the chaperones shall be primarily responsible for the conduct of the students on the bus.
14. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
15. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
16. Coats, headgear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather season.

BUS DISCIPLINE OFFENSES

The information provided on this form will be used to document behavioral issues of students while being transported by District authorized transportation. The rules and actions are intended to assist in the safe operation of District buses and for student safety.

Level 1 Disciplinary Action – Student will be given a warning, referral form will be written, and the form will be sent to the parent. A second infraction of the same manner in the future or an additional level one infraction on the same day may result in a suspension of riding privileges for 5 school days. Repeat level one infractions at any time will be elevated to Level Two Disciplinary Action.

Level 1 offenses

1. Not remaining properly seated in the bus seat, includes laying on the bus seat, and arms and legs in the bus aisle
2. Chanting, shouting, or screaming
3. Unauthorized food on the bus
4. Not following the directives of the driver
5. Not crossing in front of the bus when being loaded or off-loaded
6. Unauthorized opening of windows
7. Extending body parts out of windows
8. Unauthorized off-loading at other than the regular bus stop without parent permission
9. Not keeping appendages to yourself including unwanted touching and/or grabbing other passengers
10. Not having proper seasonal clothing in their possession
11. Inappropriate behavior
12. Use of profane language
13. Minor disruptions
14. Minor vandalism (e.g. writing on bus seats) 15. Minor disruptions with electronic devices.

Level 2 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent may call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 5 or more school days.

Level 2 offenses

1. Fighting – elevated verbal or physical
2. Stealing
3. Openly defying the bus drivers authority including verbal defiance
4. Behaviors that cause the bus driver to conduct an emergency stop of the bus to get students under control
5. Deliberate expulsion of body fluids/mucous toward another student 6. Major vandalism such as tearing of bus seats, breaking a window, etc.
7. Harassment and or sexual harassment (additional ramifications based on District Policy and student handbooks will be enforced)
8. Inappropriate use of electronic devices, including cyber bullying, inappropriate video gaming, viewing of unauthorized sites by a minor, mass texting, screen flashing and/or screen light disruptions (driver distraction), photography (even “selfies” may create a FERPA issue with other students
9. Repeat Level I infractions

Level 3 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent will call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 10 or more school days. Repeat level three infractions at any time will result in a suspension of student riding privileges for 30 or more school days.

Level 3 offenses

1. Physical assault of a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon (other than a firearm – State Law results in expulsion)
5. Any other severe infraction as determined by the administration
6. Deliberate inappropriate use of electronic devices as defined in Level Two
7. Illegally using, possessing, distributing, or under the influence of tobacco, alcohol, or drugs 8. Repeat Level II infractions

Additional Bus Information

1. Drivers are authorized to return to school with all riders to offload student(s) that are Level 3 offenders if they are a shorter distance to the school than the first route stop. Parents will be notified about the route situation and be given an approximate route time based on the situation. Parents/Guardians of the student offender will be called to pick up their child at the school.
2. Electronic devices may be used at the peril of the student which means loss, theft, and/or breakage will be the burden of the student/family. The driver may temporarily confiscate the electronic device for Level 2 or Level 3 offenses and will return the device when the student departs the bus. The driver will inform school administration if they suspect the student has viewed inappropriate sites as a minor.
3. Bus video recordings (if available) may be used to reference student actions requiring referral.
4. Suspension of riding privileges will be for all forms of District provided transportation including extracurricular travel, field trips, etc. during the time of suspension

BULLYING POLICY

The Killdeer School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property. (See School Board Policy [ACEA](#))

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. (See School Board Policy [AAC](#))

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying. (See School Board Policy [AAC-BR1](#))

LOCKERS

Each student will be assigned a locker. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused, leaned against while open, slammed, etc. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having it. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. If an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker.

PHYSICAL EDUCATION AND ATHLETIC LOCKERS

Lockers are provided for those students that would like to store their physical education and or athletic equipment at the school. If a lock is not on a locker, a lock can be checked out from the Athletic Director. A five dollar deposit is required at the time of check out. The deposit will be returned when the lock is turned in at the end of the season. It is recommended that valuable items not be left at the school. The school is not responsible for items taken from the lockers and for items left outside the locker.

BACKPACKS

Backpacks and other bags may be worn into the school, but will not be allowed in individual classrooms. Backpacks and other bags must be kept in lockers for safety reasons.

STUDENT PARKING

Students are allowed to park in the South parking lot of the school. Vehicles need to be parked appropriately between visible line. Any vehicle that is deemed to be parked inappropriately may be towed at the student's expense.

TEXTBOOK/LIBRARY BOOK RETURN

Students will receive/check out various books throughout the year from different classes and can be checked out through the library. Once these books are given/checked out to student they are his/her responsibility. If students damage or do not return books that have been checked out to them, they will be accountable for replacing them. A record of books will be kept of missing and damaged books from year to year. The students who refuse to replace damaged books at a used price will not be allowed to check out library books or textbooks until the school is compensated for their loss.

HALLWAYS

Keep to the right in passing to your next class. Hallway floors must be kept free of books, duffel bags, etc.

PASSES

An electronic version of passes will be utilized for the 2025-2026 school year. The students will also utilize their calendar on Office 365 email to track their assignments and due dates.

TELEPHONE USAGE

1. Outgoing Calls - Students needing to use a phone must get authorization from a teacher, front office staff member, or principal to make outgoing calls on school phones.
2. Incoming Calls — Students will not have access to their mobile phone during instructional time which is stated in policy FFI. Parents can contact the high school front office and the office staff will relay any non-emergency messages to students. In order to ensure that the educational process remains as uninterrupted as possible, sStudents will not be called out of class or study hall to receive a call unless there is an emergency.

STUDY HABITS

Students should condition themselves to doing as much of their regular schoolwork in school as they can. Homework will be necessary, and a regular time set aside each day, at home, to do school work. Success in school is in direct relation to the amount of time spent on schoolwork at a regular time set aside for study. It is generally accepted that an average of at least two hours a day of homework is appropriate for high school students.

DRESS CODE

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action. The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules. While the school administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

Prohibitions

The District prohibits the following articles of clothing or decoration at school sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME **STUDENT USE OF PERSONAL TECHNOLOGY**

According to ND Century Code and School Board Policy FFI, students are prohibited from using personal electronic communication devices in schools statewide, including Killdeer High School during instructional time which is from 8:17 a.m. to 3:20 p.m. If a student brings a personal electronic communication device to school it must be stowed away in their locked school issued locker for the duration of the instructional time. Any violations of this policy will be referred to the discipline matrix outlined in the Disciplinary Offense section of this handbook. Below is a list of prohibited personal technology:

1. Smartphones
2. Cellphones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. 15.1-07-41

Student use of personal technology will be prohibited within the regular classroom setting. During class time, personal technology will be placed in a designated area in each classroom. The use of personal technology will be permitted during passing periods and lunch periods. Any rules in addition to what is stated in this section will be governed by school board policy. (See School Board Policy [FFI](#))

INTERNET NETWORK ACCEPTABLE USE & ONLINE ETIQUETTE POLICY

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of SENDIT and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to SENDIT and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, re-posting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

1. Installing any software that requires the use of a make file without prior consent of a system administrator.
2. Possessing a copy of the system password file or any portion thereof.
3. Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
4. Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
5. "Lending" your account to another user. NO sharing passwords.
6. Planning or conducting any illegal activities through the Killdeer Public School's network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia).
7. Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
8. Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise.
9. No chain letters (either creating or passing on).
10. Sending mass mailings to more than 10 people at a time.

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend accounts or reduce/eliminate your accesses if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

TECHNOLOGY PROTECTON PLAN

Annual Protection Fee

- A \$25 annual protection fee per student, with a family maximum of \$100, covers accidental damage.
- Lost or stolen devices and accessories are not covered under this plan.

Claims and Repairs

- All damage or loss must be reported using the Device Claim Form.
- Students are allowed up to two claims per year under the protection plan. Additional claims may incur full repair or replacement costs.

<u>Incident</u>	<u>Cost with Protection Plan</u>	<u>Cost Without Protection Plan</u>
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<u>Accidental Damage</u>	<u>\$0</u>	<u>Full Replacement Cost</u>
<u>Lost Device</u>	<u>Full Replacement Cost</u>	<u>Full Replacement Cost</u>
<u>Lost Charger</u>	<u>\$65</u>	<u>\$65</u>

Consent and Acknowledgment

All users and their parents/guardians must sign an acknowledgment form indicating their agreement to abide by the Acceptable Use Policy before receiving access to district technology.

ACCEPTABLE USE POLICY FOR ARTIFICAL INTELLIGENCE

This policy outlines acceptable and unacceptable uses of artificial intelligence (AI) tools by students to support academic success while promoting integrity, safety, and responsible digital citizenship. Any violation of this policy may result in deduction in assignment grade, redoing your work, losing access to AI, or consequences outlined in the discipline matrix.

Acceptable Uses of AI

- Get help understanding a topic.
- Brainstorm ideas for writing or projects.
- Check spelling, grammar, or improve wording.
- Practice academic skills.
- Make study guides or summaries after reading materials.

Unacceptable Uses of AI

- Submit AI-generated work as your own.
- Cheat on tests, quizzes, or homework.
- Skip reading by using AI for summaries or answers.
- Generate fake, harmful, or inappropriate content.
- Use AI to spread rumors, bully, or impersonate others.

STUDENT RECORD COLLECTION

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student’s welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counsellor ratings or observations and verified reports of serious or recurrent behavior patterns.

GUIDANCE SERVICES

Students are urged to consult the counselor for any problems they may have; either personal, or school related. Consult the counsellor or career advisor concerning subjects you should take, senior responsibilities for college, and vocational choices.

WELLNESS PLAN

All students in grades K-12, including students with disabilities, special health care needs, and in alternate educational settings, may receive daily physical education (the equivalent of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students) for the entire school year. A qualified physical education/elementary classroom teacher shall teach all physical education. Student involvement in other physical activity such as interscholastic or intramural sports may not be substituted for meeting the physical education requirement.

Beverages allowed in the high school during school hours are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low fat or fat free milk(flavored or unflavored) and sport drinks. Beverages not sold or distributed during school hours are soft drinks, iced tea, fruit based drinks that contain less than 100% real fruit juice, and beverages containing caffeine. Refer to KHS Lunch and Snack Guidelines at the end of the handbook for guidance. All beverages need to be in a closed container. No drinks from a can or disposable cup will be allowed. Continued infractions will be dealt with through the discipline policy.

STUDENT ALCOHOL AND OTHER DRUG/ABUSE POLICY

The Killdeer School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations. (See School Board Policy [FFA](#))

CARRYING WEAPONS

Students are prohibited from possessing on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. (See School Board Policy [FFD](#))

USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities. (See School Board Policy [ACBC](#))

DISTRIBUTION & POSTING OF NONCURRICULAR MATERIAL IN SCHOOL

This regulation is not applicable to student distribution of noncurricular material. The Board has established a separate policy governing this matter. (See School Board Policy [KAAD & KAAD-BR](#))

COMPLAINTS ABOUT NON-COACHING PERSONNEL POLICY

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

1. Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.
2. Every effort should be made to resolve any issue that arises between patron(s) and a staff member through a conference between the patron and the staff member as soon as possible.
3. In the event that an agreement is not reached in the conference, complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:
 - a. Document and investigate the complaint;
 - b. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate;
 - c. If complaint is validated (following either step a. or step b.), documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case; and
 - d. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.
4. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.
5. Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure.
6. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

OFF HOURS

6. An off period is one period of the school day where the student is not required to take a class and they can use this time how they so choose. Off hours are available to students in grades 10-12 so long they are in good standing with the school and they have submitted an off hour permission form to Mr. Wilz. Students can leave the building or work/relax in the commons or library during their off periods. During this time students should not loiter around the school or on school property. Off hours are a privilege, and can be taken away if not used appropriately. Attendance, tardies, and eligibility will also impact if a students is eligible to leave campus during their off period. Administration has the final say in whether not students can take off hours or if this privilege will be revoked.

FINAL/SEMESTER TESTS

A semester testing schedule will be provided to students and staff which will allow for a maximum of three semester tests to be taken by a student on one testing day. Students will be required to take one final test each semester of the school year. Below is a list of the required final for each grade level:

- Seniors – Problems of Democracy (S1 and S2)
- Juniors – English (S1 and S2)
- Sophomores – Science (S1 and S2)
- Freshman – Math (S1 and S2)
- 8th Grade – English (S1) and Math (S2)
- 7th Grade – Social Studies (S1) and Science (S2)

Students cannot be exempt from the required semester tests listed above. Any student who meets all of the following criteria in a specific class, that is not the required final, shall be exempt from taking the semester test in that class. The criteria is as follows:

- The student carries a B (3.0) or higher in the class
- The student has 2 or fewer unexcused tardies for the semester in the class
- The student has NOT received a detention in the class
- The student has NOT been suspended from school (If suspended, student must take all semester tests)
- The student has NO missing assignments (all assignments, including makeup work, have been completed) in the class

Any student who wishes to take a semester test that they are exempt from based on the criteria above may do so as an attempt to better their grade in the class.

Any student enrolled in an ITV or online course that requires a final/semester test must take that final.

Attendance

ABSENTEEISM

The Killdeer School Board recognizes that class attendance and participation are important parts of the educational development of a student, and that grading of a student based on test results alone may not serve to properly motivate a student to educational excellence nor be a proper indication of the skill which the student has achieved in any particular course. Class attendance is an indication of effort and effort is a trait worthy of development by the educational process. The course in which a student is enrolled must have been attended a sufficient number of times to ensure class participation and knowledge of the subject matter is obtained in class before the student can be passed to the next grade level.

Therefore, the following policy is established:

1. Parents or guardians are to call 764-5877 by 9:00 a.m. on the day the student is absent to notify the office of the absence. If a call is not made, the student must bring a note to the principal or main office signed by the parent or guardian explaining the absence. If a note or call is not made, the absence will be unexcused.
2. Students returning to school after being absent must report to the main office to sign in. Students may have two days for every day missed to make up schoolwork.
3. A student will be allowed ten (10) absences per class per semester. Any absence beyond that number will mean a loss of credit for the class.
4. The **ONLY absences** that will not be used for calculating the attendance record are:
 - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, FCCLA, academic field trips, and other deemed co-curricular.
 - b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). The Attendance Board may review any extended bereavement

- c. Subpoenas to appear in court or court - ordered, out of district placements for special services.
 - d. Illness or hospitalization verified by a doctor's statement.
 - e. Medical and dental appointments verified by a doctor's statement.
 - i. Student will have two weeks from any appointment, illness, or hospitalization that results in an absence from school to submit the doctor's not. After the two-week period, doctor's notes **WILL NOT** be accepted.
- f. Out of school suspension.
5. Absences, which will be counted in the ten (10) day limit, will include such areas as: family trips, workdays, vacations, visiting friends or relatives, hair, or photography appointments, hunting, or any others not mentioned which are unacceptable to the Attendance Board.
 6. After five (5) absences, a letter will be sent to the parent or guardian indicating the severity of the situation and explaining in detail the alternatives for non-compliance. It is the student/parent's responsibility to maintain an update on unexcused absences from this point. The counselor or career advisor will then meet with the student to go over attendance policy and consequences, address possible reasons for excessive absences, a plan will be made with the student move forward, and a call will be made home to parents.
 7. After going over the tenth (10th) unexcused absence, the student ~~can have credit withheld. will have credit withheld. No hours can be made up after the student has reached ten unexcused absences. Students may makeup hours prior to reaching ten unexcused absences to reduce their total number of absences in the class. A student can make up 3 hours per class period for a semester in a timely matter, that time limit will be decided by administration.~~ The makeup hours must be done with the teacher of the class they are ~~over approaching~~ ten absences in, or with another certified high school staff member. Each supervised hour made up outside of regular school hours will make up two absent periods. **Students will only be allowed to make up threeten recovered hours each semester for each course. After a student reaches 14 absences for a semester, they, along with their parent will need to attend a meeting with the high school attendance committee who will decide the next steps for this student.** ~~Any absences over the assigned amount will result in loss of credit.~~
 8. KHS administration has final discretion and say on absences and makeup hours.
 9. Any decision to withhold credit can be appealed to the school board at the next regular school board meeting. The school board can reject, grant, or put stipulations on the appeal. If stipulations are violated, a loss of credit will result.

PERIOD BY PERIOD ATTENDANCE AND TARDIES

Attendance will be period by period at Killdeer Jr./Sr. High School. The following guidelines will be used to determine absentees:

1. Students are required to be in class a minimum of 30 minutes without being counted absent for the class period. A note stating appropriate reason for early leave or late arrival must accompany the student for him/her to not be counted absent. A student that is in class for more than 30 minutes but less than 53 minutes will be counted tardy.
2. A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:
 - a. D – Doctor Note for an appointment
 - b. C – College Visit
 - c. S – Subpoena
 - d. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

SCHOOL-SPONSORED ABSENCES

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Administration may waive this rule when deemed appropriate.

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school sponsored absence.

Any student wishing to receive a school-sponsored absence for being a spectator at a regional or state competition must remain in good academic standing in their classes. The student will not be granted a school sponsored absence if they are failing any classes or are on the deficiency list for the current deficiency period.

STUDENT ILLNESS

If a student becomes ill during school, the student needs to call a parent or guardian for permission to leave the school. If a parent or guardian cannot be contacted, the student will be placed in an area that will make the student as comfortable as possible until a parent or guardian is contacted.

PERMIT TO LEAVE THE BUILDING

Students who find it necessary to leave the building during school hours must have parental permission. Students in grades 7-9 must be picked up/signed out and signed back in (if returning) by a: (this is daily process)

- Parent
- Guardian
- Parent /Guardian designee who is at least 18 years of age and must show valid ID

Students in grades 10-12 can be dismissed by parents over the phone. Students in grades 10-12 can take siblings (grades 7-9) with them if the parent calls in and grants permission. Students must check out of the main office. Students who leave the building without permission will be referred to the discipline section of the handbook.

OPEN CAMPUS LUNCH

Students in grades 10-12 will have open campus privileges during their designated lunch period. If a student elects to use the open campus privilege, Killdeer Public Schools is not responsible or liable for any accidents while a student is using this privilege. Open campus lunch privilege can be revoked at any time based on student behavior and administrator discretion. If a student in grades 7-9 wants to leave during their lunch period they must follow the sign out procedure declared in the Permit to Leave the Building section above.

School Activities

ELIGIBILITY

Students participating in the North Dakota High School Activities Association sponsored activities or activities advised by a school employee will follow the eligibility rules and regulations set forth by the Activities Association. In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extra-curricular activities until the next deficiency list is reported. All half-credit classes will be considered as a grade for eligibility purposes. All decisions by the principal will be final. **An ineligibility list will be distributed weekly on Tuesdays at 12:00 pm MST.** Late work will be accepted up until the end of the day on Mondays unless other arrangements have been made with a teacher. There will be a two week grace period at the start of each semester in which eligibility will not be counted toward extra-curricular eligibility.

EXTRA-CURRICULAR PARTICIPATION POLICIES CODE

OF CONDUCT:

Any Student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees or any other delinquent act in violation of the law which may have direct and immediate effects on the discipline or general welfare of the school inside or outside of the school, shall be subject to suspension from extra-curricular activities and all other school activities which involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc., but does not include graduation). However, suspension from graduation exercises shall not be included.

1. All students attending school in the Killdeer School District No. 16 shall be covered by the Code of Conduct Policy.
2. Following due process procedures, the principal shall conduct an investigation and hearing and report his/her findings to the committee, as defined below, prior to any suspension being administered.
3. The Code of Conduct will be in effect for the entire calendar year.

4. The suspension will be determined by a committee consisting of the building principal, the head coaches of any sport or any teacher/advisor for any extra-curricular activity in which the student is currently participating (for example: band, choir, drama, FFA, etc.)
5. Students have the right to appeal the decision upwards in the chain of command. An appeal of the committee's determinations must be made in writing within three working days to the superintendent of schools, whose final decision may be appealed to the Killdeer School Board within three working days of the superintendent's decision. This appeal will be heard at the next regularly scheduled board meeting.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements:

1. Coach: This term shall include those assigned coaching duties, assistant coaching duties [, and the athletic director] except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
2. Health care provider: In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
3. Official: The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
4. Parent is defined to include biological parent or legal guardians.
5. School-sanctioned athletic activity is a sport that: Is not part of the district's curricular or extracurricular program;
 - a. Is established by a sponsor to serve in the absence of a district program;
6. Receives district support in multiple ways (i.e., not school facility use alone);
7. Requires participating students to regularly practice or train **and** compete.
8. The District has officially recognized through board action as a school-sanctioned activity;
 - a. The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
9. School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.

CONCUSSION MANAGEMENT PROGRAM**Concussion Signs & Symptoms**

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported Removal

1. An official shall remove from competition and a student's coach or athletic trainer shall remove from practice, training, or competition a student:
 - a. That reports any sign or symptom of a concussion;
 - b. That exhibits any sign or symptom of a concussion; or
 - c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

Examination

2. A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.
3. **When to Call for Emergency Assistance***
4. If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.
 5. The athlete lost consciousness or has a decreasing level of consciousness;
 6. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
 7. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
 8. The athlete's respiration is decreasing or irregular;
 9. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
 10. The athlete exhibits seizure symptoms/activity.

Transportation when Emergency Assistance is NOT Activated

11. Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

Return to Play Requirements

12. A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

Training

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implement (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions The Superintendent **[or athletic director]** shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

EXTRA-CURRICULAR UNIFORM/EQUIPMENT COLLECTION POLICY

All athletes and/or parents of athletes will be required to sign an acknowledgement of receipt of athletic equipment/uniform at the time of issuance. The record of this acknowledgement will be maintained by coaches.

If equipment and uniforms are not returned within 2 weeks of the end of season, the coach will send/issue a written reminder with an additional two week period for return of equipment/uniform. The athlete will not be issued equipment/uniform for another sport until equipment/uniform is obtained or restitution is made for a previous season, nor will he/she be permitted to participate in any sanctioned NDHSAA events for the school until the equipment/uniform issue is resolved. Uncollected equipment and/or payment for equipment may result in the school pursuing the collection matter in small claims court.

If equipment, uniform, and collection methods are unsuccessful, the District may withhold cumulative record information as allowed by law when requested by the student for post-secondary pursuits.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Attendance Requirement

A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:

- b. D – Doctor Note for an appointment
- c. C – College Visit
- d. S – Subpoena
- e. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

Other Rules of Participation

Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions.

Any student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees, violation of school policy, or any other delinquent act in violation of the law, which may have direct and immediate effects on the discipline of a welfare of the school inside or outside of the school, shall be subject to suspension from extracurricular activities and all other school activities that involve a public performance not

required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc.,) However, suspension from graduation exercises shall not be included unless deemed appropriate by the Superintendent.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

If the school receives a standard notification(s) from law enforcement agencies that a student has violated the alcohol, drugs, or tobacco provision under law during the summer (including multiple infractions), that student shall be declared ineligible for six weeks beginning the first date of a fall sports. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Administration of Suspensions

1. Any student who receives a six week suspension in the spring of the year shall serve the entire suspension.
2. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for that sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.
3. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term. If there is a school related summer activity, credit shall be given for days in which the student was not allowed to participate.
4. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sports season.
5. Students not involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of the fall term.
6. If any student is in the process of serving an eighteen week suspension when school ends in the spring, he/she will be required to serve a minimum suspension of six weeks. If the six week minimum was not met in the spring of the year the days necessary to serve a minimum six week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of 1-4 above.
7. A student who violates NDHSAA rules during summer break will be subject to a suspension time equivalent to two weeks of athletic competitions.

Reporting

Any patron wishing to report a violation of the NDHSAA rules concerning drugs, alcohol, or tobacco is required to fill out and return the reporting form available in the school office. School administration shall then conduct an investigation. The outcome of the investigation shall be considered part of the student's educational record and consequently confidential.

Any report on school grounds or on a school trip during the school calendar year resulting in probable cause will be investigated by school administration and/or coaches and advisors if the report takes place on a school trip.

Practice and Travel while Suspended

Students who are under suspension are encouraged to practice with their respective teams. Suspended students will not be allowed to travel with the team.

AFTER SCHOOL FUNCTIONS

Students desiring to attend school functions must come at the time set for the function or shortly thereafter. The doors will be locked within one-half hour after the time set for the function to begin. Students will not be admitted thereafter. (School functions include dances, student lock ins, movie nights, etc.)

WEDNESDAY NIGHT ACTIVITIES

Wednesday has been set aside as "Family Night". The Killdeer High School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunities for the churches to carry on their programs without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m.

SUNDAY PRACTICES AND SCHOOL ACTIVITIES

Generally, no Sunday practices or meetings will be held for any activity. In extenuating circumstances exceptions may be granted by the superintendent because of non-school scheduling difficulties, where meetings, rehearsals, gatherings, travel, and/or practices are deemed to be essential to the success of programs. Sundays will be reserved for family activities. No games or performances at any level shall be allowed on Sundays.

EXTRA-CURRICULAR BUS TRAVEL

Students participating in school-sponsored activities must ride the bus to and from the event. If a parent/guardian requests not to have a child ride the bus to or from an event, the parent/guardian must sign a release form from the supervisor at the event. Prior contact and written permission must be made with the administration if a parent/guardian cannot sign at an event and requests not to have the child ride the bus.

CONDUCT AT ATHLETIC/EXTRA-CURRICULAR EVENTS

The Killdeer School, student groups and community are judged by the conduct of everyone who attends a game. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

1. Students are expected to stand and be courteous during the school songs for both teams.
2. Students are to face the flag, remove any head gear/wear and stand at attention during the national anthem.
3. Be a good fan. Sit down and watch the game. At music concerts or speaking presentations, sit down and listen. Visiting and moving around will not be allowed, for it is very disruptive for both the performers and other observers.
4. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most of the spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment.
5. Desire to win, but to win fairly.
6. Always back our team - win or lose.
7. Never jeer or make fun of the other team or a member of our own team.
8. All cheers are to be of a positive nature towards our team. Negative cheers, chants, etc., have no place at high school competitions.
9. Don't throw things at anyone. Do not throw things at all in the school building or playing field. Stay in your place and watch the game. Do not run back or forth, or in and out while the game is in progress. During football games, the south end of the stadium and the lawn south of the school is off limits to playing any sort of game or activity.
10. Do not scuffle, wrestle or play anywhere in the building or on the field.
11. Always follow the yells and cheers of the cheerleaders. No artificial noisemakers are allowed at any event.
12. Be quiet when either team is attempting free throws.
13. Do not hang around the gym or field after the game is over. Students should not be on the gym floor with street shoes.

Students, who will not follow the above-mentioned guidelines, will be sent home and may be barred from attending future afterschool events. Please cooperate with us so this does not have to happen.

COACHING COMPLAINTS

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

1. Every effort should be made to resolve any issue that arises between parents and coaches through a conference between the parent(s) and the coaches as soon as possible after the incident that causes concern.
2. In the event that agreement is not reached in the conference, the concerned parent(s)/guardian(s) shall meet with the athletic director, and the coach, within seven school days, after the incident in an attempt to resolve those differences.

3. If an agreement is not reached by the conclusion of the second meeting, the parent(s)/guardian(s) shall meet with the superintendent, coach, and athletic director within seven school days after the second meeting for final resolution.
4. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Directory Information

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Killdeer School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Killdeer School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the Killdeer School District to include this type of information from your child's education records in certain school publications. Examples include: 1. A playbill, showing your student's role in a drama production;

2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Killdeer Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within five school days from the date this notification is received. Killdeer Public School has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Grade level
6. Most recent school attended
7. Name
8. Participation in officially recognized activities and sports
9. Photograph
10. School email address
11. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
12. Telephone listing
13. Weight and height of members of athletic teams

Request to Withhold Directory Information for the 2023-2024 School Year:

- C Please do not release **any** directory information. (See definition above)
- c Please do not release the following **part or parts** of directory information: (check all that apply)
- Name
- Telephone

Photograph

c . Other (specify): _____ c

Please do not release directory information to:

- Military Recruiters
- Colleges & Universities
- Other (specify): _____

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

2025 - 2026

Killdeer Elementary
Student Handbook



Welcome

Dear Parents/Guardians and Students,

Welcome to Killdeer Elementary School! We are excited to start another new school year. We have many new faces at our school this year. We hope you and your student(s) have a positive educational learning experience this coming year.

This handbook has been especially prepared to help answer questions students and parents may have concerning the rules, policies, discipline, procedures, activities and general information needed for the successful daily operation of Killdeer Elementary School. We hope it is helpful to you and answers some of the questions you may have. Please review the important information provided in this handbook with your student(s). If you should have any questions or concerns about the handbook or other information please contact us at the school at 764-5877 or by e-mail at killdeer.school@k12.nd.us. Please remember that our school day begins at 8:25 and continues to 3:10. It is important that your child be in school before 8:25 or they will be marked tardy.

Regular attendance during the elementary school years sets up a good pattern for your child's entire school career. Show your child/ren that school comes first by trying to keep days off to a minimum. Try to schedule routine doctor and dentist appointments for after school or on days when there is no school scheduled.

We want all students to be challenged and reach their fullest potential. It becomes our responsibility to help them develop those skills and attitudes, which will assist them in becoming life long learners and responsible citizens. A cooperative effort between home and school is vital in the educational development of all children. The stronger this relationship becomes, the greater the chances are of a child being successful. We will be making efforts throughout the school year to keep in contact with you and inform you of your child's progress and activities. Please feel free to contact us if you have any questions about your child's/children's progress. We would also love to hear from you if you have some time to spend at the school helping us meet the needs of all of our students.

You will have the opportunity to follow your child's progress online through our "PowerSchool" grading system. All parents of students in grades 2-6 will be given a password to access this information. Students in grades 5 & 6 will be given a password so they too may access their progress throughout the year.

As parents, under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of teaching staff in our building. This information will be given to you by contacting our district administrator's office.

Let's all work together to have a marvelous year at Killdeer Elementary School!

Andrew Cook, Elementary Principal

Killdeer Public Schools Mission Statement

THE MISSION AT KILLDEER PUBLIC SCHOOL IS TO ENSURE OUR STUDENTS ACQUIRE THE KNOWLEDGE, ATTITUDE, ETHICS AND SKILLS NEEDED TO BECOME PRODUCTIVE CITIZENS IN OUR SOCIETY.

Philosophy and Objectives

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. to help each student and faculty member to achieve his or her emotional, social, physical and intellectual development.
2. to cause each student and faculty member to develop skills and knowledge commensurate with his or her goals, responsibilities and opportunities in life.
3. to provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

Objectives stemming from this philosophy and purpose are:

1. to provide a curriculum designed to enable us to achieve the desired development.
2. to employ and retain staff members who are qualified and subscribe to the idea of total individual development.
3. to provide facilities, equipment, organization and administrative support to enhance the desired educational process.

We recognize that the school district has only partial responsibility for the education and development of its students. We must work with the individuals involved, their families and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

Killdeer Elementary Belief Statement

We, the staff and students of Killdeer Elementary, believe we should strive to:

- Respect Others

- Show Pride In Others And Ourselves
- Challenge Ourselves To Do Our Personal Best
- Be Safe
- Involve Our Parents And Community
- Encourage Life Long Learning

General Information – arranged in alphabetical order

Absentees

All students are still encouraged to come to school when healthy and able and parents are encouraged to bring their child to parent/teacher conferences.

According to school policy, all schoolwork will be made up regardless of the reason for the absence.

Absences for extended family trips, unless deemed a family emergency, shall be considered unexcused.

Absentee Calls

The safety of our students is very important. Therefore, we ask that when students are absent from school for any reason that a parent or guardian calls the school by 9:00 AM or sends a note with a sibling to report the absence. If the school does not receive a call by 9:00 AM, a representative of the school will call your home or place of business to verify the child's absence. We are reluctant to call parents at work, so we ask that parents call the school's central office at 764-5877 by 9:00 AM.

Absentees/Tardies

A student arriving before 10:10 - Tardy

A student arriving after 10:10 - 1/2 Day Absent

A student leaving before 1:55 - 1/2 Day Absent

A student leaving after 1:55 - Full Day Attendance

Absentees/Tardies are documented daily by homeroom teacher and building principal.

Accidents and First Aid

In the event of an accident on the school premises, the adult in charge will render first aid. If the injury is thought to be serious in nature, parents will be notified immediately and the individual will be taken to the nearest medical clinic or hospital for immediate treatment. Accident reports will be filled out by the adult in charge and housed in the main office as reference to the incident.

Addiction Education

This District will teach about drugs and alcohol in the curriculum, make available to students information about drugs and alcohol counselling and rehabilitation programs available to students. The District will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with the community Chemical Health Committee when one becomes available.) This education program will also include providing an information service for referral to counselling and/or treatment so that students may seek and get counselling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counselling./ Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Substances

Alcohol or any alcoholic beverage; Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code Section 801, et.seq..Including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid.

3. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no doze" pills, cough medicine and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with authorized policy.

4. Any tobacco products included but not limited to: vapes, cigarettes, tobacco toothpicks, chewing tobacco, etc.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy-Administering Medicine to Students, which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

Violation

1. Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.
2. Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or student involved, the principal may have the student removed from the school-by-school or law enforcement personnel.

Policy Implementation

A copy of this policy is posted online. In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Forms will also be provided that parents will be required to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Forms will be maintained in the main office.

Animals In The Classroom

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

Use of Animals for Educational Purposes

Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals (e.g., a field trip) shall submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent including but not limited to:

Criteria for Granting or Denying Interaction with or Use of an Animal

1. The principal shall deny all requests that would allow direct contact with poisonous and/or unvaccinated animals, reptiles, or insects.
2. The principal shall deny requests for which there is not an executable and/or comprehensive plan for the animal's care, supervision, sanitation, and/or control.
3. The principal shall consider whether there are any known animal-related allergies among students who will/may be exposed and whether reasonable accommodations can be made.

Use of Service Animals by the Disabled

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is out of control;
3. The animal's presence has fundamentally altered the educational program.

Animal Related Injuries

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

ADOPTED 3/12/2014

Bicycles

Students who ride bikes to school should use and obey all bike and traffic rules. Parents should go over the traffic rules with their child and determine whether their child is able to safely ride a bike to school. Keep in mind that there is a great deal of traffic around the school. Students must park their bikes in the designated bike area as soon as they arrive at school. Bikes will remain parked for the duration of the day. The school is not responsible for damaged or stolen bicycles during the school day.

Birthday Parties/Invitations

Students may bring birthday treats if they so desire to share with their classmates. We would ask parents to refrain from sending invitations to school with their child for distribution, unless all of the girls and boys in your child's class are receiving invitations. In the perspective of the child not receiving an invitation, it causes a lot of hurt feelings.

Bullying and Harassment

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. The Sponsors of the activity have agreed to comply with this policy; and
 - e. District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
 - a. *School staff* includes all employees of the **Killdeer School District**.
 - b. *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

4. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

5. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously.
 - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 - c. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class (ND 14-02.4-01) whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Disciplinary consequences in accordance with the Disciplinary Offenses Policy established by the district.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counselling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

(ADOPTED MAY 9, 2012)

Change of Address/Phone

It is extremely important that every student maintains an up-to-date address and parent working telephone number record at the school office. Notify the school immediately if there is a change of address or telephone number during the school year.

PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME

According to ND Century Code and School Board Policy FFI, students are prohibited from using personal electronic communication devices in schools statewide, including Killdeer Elementary School during instructional time as deemed by the teacher or school administration between the hours of 8:25 a.m. to 3:00 p.m. If a student brings a personal electronic communication device to school it must be stowed away in their school issued locker, with the teacher, or at the front office for the duration of the instructional time. Any violations of this policy will be referred to the discipline matrix outlined in the Disciplinary Offense section or the Cell Phone section of this handbook. Below is a list of prohibited personal technology:

1. Smartphones

2. Cellphones

3. Bluetooth-enabled devices

4. Tablets

5. Smartwatches or other wearable devices

6. Gaming devices

7. Any other devices as defined under N.D.C.C. 15.1-07-41

Cell phone Policy

Pursuant to District Policy- FFI

- Personal technology is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:

1. Is a cell phone
2. Has a digital camera and/or video recording device.
3. Has a microphone.

4. Has data storage capability.
5. Has an operating system and/or the capability of running software, apps, and/or electronic games.
6. Has the capability to connect to one or more networks including, but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth.

- School day is defined as beginning at 8:25 a.m. and ending at 3:00 p.m.

1. Consequences will be administered when inappropriate activity with personal technology occurs outside the school day if the activity substantially disrupts the orderly operation of the school.

- School property is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.

Prohibitions

The Killdeer School District prohibits students from using personal technology as follows:

- Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event.
- Students are prohibited from using personal technology to photograph or video record any person during the school day. School activities are an extension of the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the “exceptions” section of this policy.
- Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events/activities.
- Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy on school property and at school sponsored events/activities.
- Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored activity.
- Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on district property and during school activities.
- To ensure safety and efficiency, students are prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to, recess and lunch.

Classroom Use

Elementary classroom teachers will prohibit possession and/or use of personal technology in the classroom during all instructional time.

Teachers may alternatively establish rules related to use of personal technology during any 'free time' during the school day. These rules shall:

- Comply with this and other student conduct policies and ND Century Code.
- Take into account the ages of the students;
- Take into account the availability of district-owned technology for student use;
- Take into account the extent to which personal technology use would disproportionately grant students who have access to it an unfair advantage over those who do not;
- Address cheating and disruptive use of personal technology;
- Be approved by the building principal prior to implementation.

Use During the School Day Outside Classroom

Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal or classroom teacher.

Searches of Personal Technology

The building principal or Superintendent is authorized to search student personal technology only when s/he has credible, specific, and timely reason to believe that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, s/he shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

Exceptions The Superintendent and/or his/her designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

Disciplinary Consequences & Confiscation

Students in violation of any portion of this policy will be subject to disciplinary procedures in accordance with the district's student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of class or turn it over to the building principal for further action. Teachers shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology.

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

- The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement and the Superintendent and retain the device until further directed by law enforcement or the Superintendent.
- If the confiscated item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession.
- Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.
- Elementary Handbook Personal Technology Consequences
 - Level I (lunch Detention)
- Failing to put Personal Technology away when asked.
- Having Personal Technology out after an initial direction from the teacher asked the student to put it away. Teachers will not be expected to ask routinely.
 - Level II (1 day of ISS for first level II offense, 1 day OSS fro second Level II offense)
- Three or more Level I violations.
- Having a phone out in a bathroom or locker room.
- Becoming confrontational and insubordinate when asked to put the personal technology away or when being asked to give the personal technology to staff.
 - Level III (Three plus days of OSS and a disciplinary hearing with the Principal and Superintendent)
- Three or more Level II violations.
- Videoing, taking pictures, or presenting inappropriate content in a locker room or bathroom.
- Transmitting inappropriate material while on school grounds.
- Transmitting of any inappropriate material involving another student who attends our school or has ties to our school or community.
 - Level IV (OSS pending expulsion hearing)
- Any second Level III violation.
- Any use of Personal Technology that is felonious.

Emergencies Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

TECHNOLOGY PROTECITON PLAN

Annual Protection Fee

- A \$25 annual protection fee per student, with a family maximum of \$100, covers accidental damage.
- Lost or stolen devices and accessories are not covered under this plan.

Claims and Repairs

- All damage or loss must be reported using the Device Claim Form.
- Students are allowed up to two claims per year under the protection plan. Additional claims may incur full repair or replacement costs.

Incident	Cost with Protection Plan	Cost Without Protection Plan
Accidental Damage	\$0	Full Replacement Cost
Lost Device	Full Replacement Cost	Full Replacement Cost
Lost Charger	\$65	\$65

Checking Students Out of School Early

Children are expected to remain at school throughout the school day unless a school official receives a note, telephone call or personal request. Parents arriving to pick up children before dismissal are required to stop at the school office and sign the "CHECK-OUT sheet". Please do not go directly to the classroom. The secretary or principal will notify the classroom teacher via intercom requesting they release that/those children at that time. Students will NOT be allowed to leave school with anyone (including relatives) other than the parent unless WRITTEN, prior notice/permission is given to school officials. This can be indicated at the beginning of the school year on the "Student Emergency Form" or each time someone new is picking up your child. Parents of children going to a day care facility after school are asked to simply indicate which day care provider will be picking up your child or if they are to walk to that facility after school on the comment section of the "Student Emergency Form" which will be sent home with all students the first day of school.

Complaints about Personnel

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interest of promoting better educational opportunities for children, the following policy has been adopted. Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Document and investigate the complaint.
2. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
3. If complaint is validated (following either step 1 or 2) documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case.
4. Provide a response to the complainant within fifteen (15) days of receipt of the complaint. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Computers

The Killdeer Public School has a quality computer system. Such a system is very costly and proper care is required at all times. Students are given the opportunity and are encouraged to use the various computers and explore the host of software and CD programs made available. Computers are located at various sites

throughout the school building (classrooms, labs). Rules set forth by the classroom teachers and computer technologist must be followed and adhered to or computer privileges will be terminated.

Concussion Management

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements.

- **Coach:** This term shall include those assigned coaching duties, assistant coaching duties, and the athletic director except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
- **Health care provider:** In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
- **Official:** The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
- **Parent** is defined to include biological parent or legal guardians.
- **School-sanctioned athletic activity** is a sport that:
 - A. Is not part of the district's curricular or extracurricular program;
 - B. Is established by a sponsor to serve in the absence of a district program;
 - C. Receives district support in multiple ways (i.e., not school facility use alone);
 - D. Requires participating students to regularly practice or train **and** compete.
 - E. The District has officially recognized through board action as a school-sanctioned activity;

The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- **School-sponsored athletic activity** is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.

The concussion management program shall contain all components required by law. It shall be placed in an administrative regulation and should be published in student and staff handbooks.

Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported**1. Removal**

An official shall remove from competition and a student's coach or athletic trainer shall remove from practice, training, or competition a student:

- a. That reports any sign or symptom of a concussion;
- b. That exhibits any sign or symptom of a concussion; or
- c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

2. Examination

A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.

When to Call for Emergency Assistance*

If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.

- The athlete lost consciousness or has a decreasing level of consciousness;
- The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
- The athlete's respiration is decreasing or irregular;
- The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- The athlete exhibits seizure symptoms/activity.

Transportation when Emergency Assistance is NOT Activated

Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student

transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

3. Return to Play Requirements

A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

Training

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implemented (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions.¹ The Superintendent or athletic director shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school.

Conduct at Athletic/Extra-Curricular Events

The Killdeer School, student groups and community are judged by the conduct of everyone who attends an event. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

- Respect the American flag and the National Anthem.
- Contesting schools shall each have an authorized faculty representative present who shall be responsible for his/her school's participants, students, and fans throughout the contest.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the facility if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name-calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators. Any discriminatory slur will result in immediate removal from the facility.
- Any attendee ejected from a NDHSAA tournament venue will be banned from the venue(s) for the remainder of the event.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs and flags, which do not obstruct the view of others, are permitted provided they are in good taste. Signs or other similar items contest/tournament officials deem to be in poor taste will be removed. Message or "white" boards are prohibited. The carrying of flags around the playing surface is NOT allowed.

- Artificial noisemakers of any kind (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed at any indoor events, including outdoor sports played at indoor venues. Exception – Megaphones appropriately used by cheerleaders are permitted if allowed by contest officials.
- Laser lights or any other lights deemed distracting to participants are strictly prohibited.
- Confetti is banned at all NDHSAA tournament venues. Tournament staff is instructed to confiscate such articles at the door.
- Objects shall not be thrown into the stands at any NDHSAA tournament venue.
- The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited for any persons at NDHSAA tournament venues.
- Tobacco, vape products or other prohibited substances of any kind are not allowed.
- All students K-6 must be accompanied by a parent/guardian when at activities. Please do not leave children unattended in the commons, bathrooms, walking track or hallways.

Students who will not follow the above mentioned guidelines, will be asked to leave or will be sent home, referred to building principal the following school day or may be barred from attending future after-school events. Please cooperate with us so this does not have to happen.

Contagious Diseases

Any child having any contagious or infectious disease shall be sent home from school and shall not be readmitted except in accordance with the regulations of the local board of health. An example and the procedure followed would be when a student has an active case of head lice (NITS). Should a case be reported and identified, the infested student and his/her belongings will be isolated from the classroom and sent home as soon as the parent is notified. If it is deemed necessary, exposure letters will be sent out to the entire classroom where infestation has been found, informing parents of incubation time and signs and symptoms to watch for in their own children. Classroom and even school wide screenings would be in order if it were deemed necessary. Infested children will not be readmitted to school until their hair is completely free of nits, checked by a nurse and have a readmission note signed by the nurse. All contagious or infectious diseases should be reported to the county health department. Any person having knowledge of a communicable disease should report the disease to the health department. Illnesses of an unusual nature are to be reported to the local medical authorities.

Counseling/Guidance Services

Counseling services shall be available to the students for the purpose of enhancing the teaching-learning process. Teachers, parents or the students themselves may make referrals. If referrals are made by school personnel, a permission sheet will be sent home and must be returned with the parent's signature prior to the child/children being seen by our school counselor.

Discrimination & Harassment Grievance Procedure

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints about Personnel and Student Grievance Policy.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

Informal Complaint Procedure

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with an immediate supervisor, principal, school counselor, Superintendent, or Title IX Coordinator.
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

Formal Grievance Procedure

1. Filing a Complaint:

a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the principal, Superintendent, or Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.

b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.

c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.

d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

2. Investigation Process:

a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.

b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.

c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.

d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.

e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

3. Investigation Report:

a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:

- i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination
- ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
- iii. Ages of the parties involved
- iv. Relationship between the parties involved
- v. Severity of the conduct
- vi. How often the conduct occurred, if applicable
- vii. How the District resolved similar complaints, if any, in the past

b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding, however, nothing shall prevent the parties from seeking redress through state and/or federal law.

d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

Disciplinary Offenses

- A. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Elementary School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
- B. The "step" system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender.

C. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.

	<u>INFRACTIONS:</u>	<u>PENALTIES</u>
Level I	1st offense - 2nd offense -	1-2 days lunch detention 5 days lunch detention
	<ol style="list-style-type: none"> 1. Class disruption 2. Inappropriate hall behavior 3. Leaving class without permission 4. Use of profane language in school 5. Not using proper procedure when checking out of school 6. Minor vandalism of school property 7. Unexcused absence 8. Cheating 9. Any other minor infraction as determined by the administration 	

Level II	1 or more days in and/or out of school suspension	
	<ol style="list-style-type: none"> 1. Fighting 2. Stealing 3. Talking to a staff employee in a disrespectful manner 4. Openly defying teacher’s authority (insubordination) 5. Third offense of Level I 6. Any other moderately severe infraction as determined by the administration 	

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought the expense will be the responsibility of the student or student’s parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District’s Student Disciplinary Policies as determined by administration

Level III	3 or more days in and/or out of school suspension	
	<ol style="list-style-type: none"> 1. Physically assaulting a school employee. 2. Causing major physical harm to another student or school employee 3. Deliberate action that can endanger the life, health, or safety of another student 4. Possession of weapon on school grounds (other than a firearm). 5. 2nd offense of Level II 6. Any other severe infraction as determined by the administration 	

7. Use of tobacco in school, on the school premises, or at a school related function.
8. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
10. Major vandalism

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL

HARASSMENT considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV

EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the Administration.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL

HARASSMENT considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

- a. notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing
- b. notification of civil authorities

NOTE: Parents will be notified via telephone as well as with a follow-up letter for levels two, three, and four of this policy.

When an infraction elevates to a willful disruption of a school, school personnel may invoke NDCC

15.1-06-16. Disturbance of a public school - Penalty.

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

Disclaimer Statement

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

Dispensing Medicine to Students

The Killdeer Public Schools' nurse/authorized staff may assist in the dispensing of prescribed and non-prescribed medicines during school hours on a very limited basis and only upon approval of the parents and the family physician. Prescription and non-prescription medications (aspirin/Tylenol, cough and allergy medication) to be given internally at school must be accompanied with a "Prescription Authorization" form which has been signed by the child's parent. Prescription medications will be housed in the principal's office.

Distribution & Posting of Noncurricular Material in School

This prohibition applies to paid advertising of commercial products/services and direct solicitations in school buildings, on school grounds, and on district property.

The Board allows distribution of noncurricular material, which receives the prior approval of the Superintendent or Board and may be distributed in a manner delineated by the Superintendent. Groups or individuals that attempt to compel or coerce a student into accepting noncurricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, and to those which is consistent with the district's mission statement. This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

ADOPTED: MAY 9, 2012

Dress Code

Students are encouraged to dress in a neat, clean manner that reflects pride in themselves and their school. We rely on parents' good judgment as to what students should wear. Generally, students should wear clothes, which are safe, do not disturb or distract other students and are appropriate for learning. Students will not be permitted to wear clothing displaying liquor, drugs, tobacco, sexual slogans or obscenity during school or at any school sponsored activity. Proper shoes for physical education are required. Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school. Students will not be allowed to wear hats in the building, during school hours, unless it is a designated "Hat Day".

Emergency Situation Procedures

The safety of your child is one of our greatest concerns. The school has regular drills to teach pupils to respond calmly in the event of an emergency. Detailed fire escape plans are posted inside each classroom and reviewed at the onset of the school year with the students. Each class has an escape route to an outside area a safe distance from the building. Once outside, each teacher must be able to account for each student in his/her classroom. During tornado drills each classroom goes to a designated area within the school building. All children are to sit with hands covering their heads, which rests on their knees. Students must remain under their teacher's supervision at all times.

504

For purposes of identification, evaluation or educational placement of a child under Section 504 of the Rehabilitation Act, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with the District designee. Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure.

FERPA Policy

A. Policy: The Killdeer School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Education Rights and Protection Act 99.7)

B. Procedure: Students transferring into the district during the school year will be given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.

C. Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students will be informed of the student records policy of the Killdeer School District.

1. Parents, or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

2. If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading, or otherwise violates privacy or other rights, the record may be amended. If the office determines that the information is not inaccurate, misleading, or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

3. While FERPA rights transfer to the student when he or she reaches the age of 18 (and are termed "eligible students"), the Killdeer Public School Board recognizes the importance of communications between the school and student's parents.

Adopted 5-12-04

D. Record information will not be revealed to persons or agencies without the written consent of parents. None-the less, it is the policy of this district to forward school records without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parental consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.

E. Also, federal law permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parents. The district identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, date of attendance, diplomas and awards received, and most recent previous school attended.

FERPA

If you do not want this information released, please contact the school principal at Killdeer Public School, PO Box 579, Killdeer, ND 58640, Telephone Number 764-5877, within five school days from date this notification is received.

Adoptions: October 12, 1992

Individual/Group Pictures

The Killdeer School has contracted the services of a professional to photograph the students (individually/group) annually in the fall. Individual and group pictures are available for purchase at a reasonable price. Dates, times and cost are sent home annually with all the students. Please note from the information being sent home, that both group and individual pictures will be take the same day. Preschool age children are welcome to have their pictures taken from 7:30 - 8:30 a.m.

Gum, Candy & Pop

Students will not be allowed to have gum, pop, candy, sunflower seeds or other foods in the school building, their lockers, or on the playground. The PowerAde machine, refrigerator, and microwave in the teacher's lounge are off limits unless permission has been granted by classroom teachers. The refrigerator and

microwave in the school lunchroom is also off limits for student's cold lunch use. Class time shall not be used to heat up student meals with classroom microwaves.

Hallway Artwork, Signs, Bulletin Boards, Pictures, etc.

Any student/teacher artwork, signs, bulletin boards, pictures decorations, etc. shall be respected. Students are to visually observe such materials only. The tearing down, marking, drawing, coloring or dismembering of any item that hangs in the hallway is a discipline infraction and will be dealt with accordingly. Treat and care for other people's property the way you would want your personal property cared for.

Homework

Homework is assigned to help students become self-reliant and self-directed. Assignments will be clear and specific in nature for all students. The school's instructional staff will determine reasonable amounts of homework at various grade levels.

Illness in School

If it is necessary to send your child home because of illness, we will make certain that someone is home or that your child is left with someone responsible. If no one is home during school hours, the school should be notified at the beginning of the year as to where your child should go if he/she becomes ill. Emergency forms will be sent home at the beginning of each school year. These forms will be updated yearly and kept on file in our main office. If your child is ill before school, please keep him/her at home as we do not want other children exposed to illnesses unnecessarily. Please don't send a child with a fever to school.

Immunization

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school or senior high school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parent or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. Blank certificates are available at the Dunn County Health Office and the medical clinics. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic (locally and/or regionally) from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, could be excluded from school until danger of the epidemic is over. The school nurse, along with elementary administration does a review of these records on a yearly basis. If anyone has any questions or concerns regarding immunizations, contacting the Dunn County Health Nurse is an excellent resource.

Internet Network Acceptable Use & Online Etiquette Policy

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of EduTech, Google and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to EduTech, Google and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, riposting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or include the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

- Installing any software that requires the use of a make file without prior consent of a system administrator.
- Possessing a copy of the system password file or any portion thereof.
- Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
- Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
- “Lending” your account to another user. NO sharing passwords.
- Planning or conducting any illegal activities through the Killdeer Public School’s network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia). Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
- Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise. No chain letters (either creating or passing on).

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend your account or lower/eliminate your access if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

Kindergarten

The Killdeer Public School will operate a five day full time kindergarten program. Students will attend school Monday through Friday. Children entering kindergarten must be five years of age by August 1 of the entering year. A birth certificate or other satisfactory proof of age is required of all kindergarten entry students. A certificate of immunization must be completed before entrance to kindergarten.

Library Books/Videos/Materials

Students who lose library books or materials or return materials damaged beyond repair must pay for the loss designated by the librarian. Final report cards may be held at the school until the book is returned or paid for. If a student finds the book, a refund for the exact amount he/she paid for the loss will be granted. The Library staff may assign consequences for those students who do not return materials when due.

Library Media Center

Our school media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio-visual materials and computers/software that our library media center contains. In order to maintain an adequate and current collection, students, teachers and parents must cooperate to see that materials are returned in good condition.

Lockers

Each student will be assigned a locker. Nothing is to be glued or stuck on the inside or the outside of the lockers (Example. stickers). Tape is allowed. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused - leaned against while open, slammed, etc. If students misuse or damage their lockers, they will be responsible for any damages and will lose the privilege of having it. Students are not allowed to put personal combination locks on their lockers. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is “in loco parentis” to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration.

Lost and Found

Items found at school are placed in our lost and found closet. We encourage you to have your child's name on lunch boxes, notebooks, book bags, jackets, personal items, etc. If items are lost at school, we encourage you to check in the lost and found box. The school cannot be responsible for valuable materials and toys brought to school by students. Also, these materials can be disruptive to classroom instruction. Unless a teacher sends a written note home requesting such materials be brought to school, they are not permitted.

Lunch

Lunch will be served each full school day. These lunches are offered at a reasonable price. Students may either purchase their lunches at school or bring their lunches from home. Since a closed noon hour policy exists at the elementary level, no students will be dismissed at lunch time to go home or uptown to eat. All lunches are to be eaten in the cafeteria. Soft drinks (pop/soda) and junk food are not allowed in the lunchroom. Refrigeration is not available for student use. Family meal tickets may be purchased at the main office and are expected to be purchased on a cash basis. No excessive charging will be allowed. Students will be given notification (tally slips) when their lunch tickets have expired. The main office personnel have a price listing. A monthly menu is published and forwarded to each classroom teacher as well as in the school newsletter, so students know in advance what the school noon meal will be for a given day. Each school year, through the National School Lunch Program, a free and reduced price meal program is available for children in a family if the total income of a family does not exceed a certain dollar amount. If you feel that you can qualify for this program, please make personal contact with the Superintendent of the Killdeer Public Schools for completing the necessary application information. This information is of strictly confidential and student names qualifying for free and reduced meals are not released to anyone other than the central office personnel (superintendent, business manager). All lunch bills need to be paid in full before the end of each school year.

Lyceums & Other School Assemblies

Our school through Dakota Assemblies Inc sponsors the lyceum assembly program service. These programs are a comprehensive part of the total education experience provided to our student body. The "Changing Program" is incorporated into the health program and provides information about the physical and emotional changes children are or will be experiencing during puberty (Grades 4-6). This program is offered through the school nurse. Other types of assembly programs are scheduled on a variety of subjects and will be announced throughout the school year.

Making Change

Students should refrain from going to the main office on a regular basis and asking office personnel to make change for them for whatever reason. These people are very busy and have many important responsibilities to complete each day.

Milk Program

The Killdeer Elementary School recognizes the importance of milk and such a program will be in effect again this year. All children in grades K-3 may participate in the program if they so wish. Milk (one carton per student) will be served once each school day (milk break) to any student in grades K-3 at no charge.

Non-discrimination Policy

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School Superintendent; PO Box 579; Killdeer, ND 58640. The telephone number is 764-5877.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a school year at the end of the first and mid-term of the third nine weeks period. Dates and times are determined by the administration and the information will be sent out by classroom teachers. All elementary conferences are scheduled through Sign-up Genius. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

Participation/Eligibility in Extra-Curricular Events

The Killdeer Elementary School recognizes and supports participation by all students in the extra-curricular activities made available throughout the school year. Good academic standing and good behavior/attitude status are recognized and supported as well. Students who have deficiencies in these areas will not be allowed to participate in such activities for that given day or week. The homeroom teacher and coach will monitor student progress on a weekly basis. If progress is apparent, such a student will be given the opportunity to participate in the next upcoming scheduled event, given that both teacher/s and coach are in agreement. Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions. Medical physicals are required prior to students' participation in athletic sports. Good athletes demonstrate not only good athletic skills but are model citizens.

Permission to Leave the School Grounds

Parent requests, granting their child permission to leave the school premises during school hours are discouraged. However, in extreme cases parents may need an errand or task completed where their child needs to go uptown (Student haircuts during school hours are not considered extreme cases). This will be allowed only when the principal receives a signed and dated permission slip from the parent, stating the reason for the child to leave the school grounds. The principal or office will inform the classroom teacher.

Physical Education

School law requires physical education for students. Proper athletic footwear is required. For safety purposes a secure, non-slip, non-marking tennis shoe is required. The shoes must be clean. It is asked that students have a pair of tennis shoes just for gym that can be kept in school for that purpose only. For any reason a student is not to participate in physical education class, a note signed by the parent needs to be sent to the physical education teacher. A doctor must sign extended excuses and/or a personal conference with parent and P.E. teacher must take place.

Recess

It is important for children to go outside and get some fresh air during the school day. We like each student to have 10-20 minutes of outside activity per recess period each day. If the weather conditions are extremely cold, with an extreme wind chill factor, (life-threatening) students will not be allowed outside. Recess activities will be held within the classrooms and/or gym areas. Students will NOT be allowed to stay in during recess times unless the teacher grants permission. A signed parental slip stating their child should refrain from outside activity will be viewed and acted on, on an individual basis. In the event of frequent or excessive amounts of time being spent indoors, a doctor's excuse may be asked for by the building principal. Morning and afternoon recess will be a 15-20-minute time period and noon will be

approximately 20-25 minutes. All students on the playground have a right to a safe and pleasant recess. All recess periods are under adult/teacher supervision.

Report Cards/Deficiencies/Grading

Report cards are issued at the close of each nine-week grading period, four times each school year. Any student whose current subject grade is lower than a C- average shall receive a deficiency. Teachers will report the deficiencies to the principal. Parents will be notified via telephone or note if your child is deficient in any academic area.

Rights of Custodial/Noncustodial Parents

Without a court order showing sole custodianship (which includes educational records) the school will treat both the custodial and noncustodial parent in the same manner with reference to viewing and receiving educational records or information. Non-custodial parents are asked to contact the school to request which record they would like to have access to. If a court order is in place and restrictions apply to a noncustodial parent, school officials must be made aware of such circumstances and a copy of the restrictions should be on file at the main office.

Response to Intervention (RtI)

The Killdeer Elementary School has developed and adopted RtI. This program allows for homeroom teachers to receive input, suggestions, feedback, various instructional techniques/strategies, etc. from other teachers and or the Student Performance Strategist regarding a student they have concerns about. Parents will be contacted prior to any RtI meeting concerning your child. Parents will also be kept informed as to what interventions will be tried in the classroom by your child's classroom teacher or strategist. If a referral and further testing is the general consensus of the team, involvement by parents, the Killdeer School's Learning Disabilities personnel, Counselor, and/or West River Special Ed. Unit will be required.

Rules

We expect high standards of conduct and behavior at Killdeer Elementary School. Good discipline in the school is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship and academic growth. Without good discipline, students cannot realize their own potential. Good discipline in the classroom consists of behavior which encourages active, cooperative participation by each student and is reinforced daily by classroom teachers.

Hallway Rules/Conduct Inside the Building

Students inside the building will conduct themselves in a quiet, orderly manner so as not to disturb other classes. The following guidelines will help maintain a good educational environment.

1. Students must walk at all times in the hallways and up the stairs in single file keeping to the right.
2. Students are to be respectful, and courteous to everyone you meet.
3. Use only acceptable behavior.
4. Boots lined up next to lockers.
5. Spare shoes are to be kept in the lockers.
6. Book bags, books and papers are to be kept in the locker, not in the hallways.
7. Students are not to loiter around the halls.
8. Students are not to go to other classes during class time unless prior permission has been granted.
9. Students are to speak quietly while in the halls.
10. Lavatories will be kept clean and everyone will use them in the proper manner.
11. Students will not loiter in the lavatories.
12. If any litter is on the floor, please pick it up and dispose of it properly.
13. Remove any caps, hats, head wear while in the building.

Lunch Room Rules

1. All food is to be eaten in the lunchroom.
2. Students will sit and eat at tables assigned.
3. No pop/soda or junk food will be allowed.
4. There will be no food exchange among students.
5. Students must eat all of their food before going back for seconds.
6. Eat and visit quietly.
7. Use proper table manners.
8. Tables must be left free of waste materials (clean up your area).
9. Put things in the trash, don't throw them. Make sure utensils and bowls are not thrown away.
10. All students will stay seated until dismissed

Playground Rules

1. Standing is not allowed on the zip line.
2. Food, drinks and candy are not allowed on the playground.
3. Throwing snow is not allowed. Do not carry snow or ice around the playground; building snow forts or snow people is acceptable when made in a safe manner.
4. Remain seated facing forward when going down the slides, do not go down head first. Use the steps to go up the slide; do not run up the slide. Go down the slide one at a time. No snow, ice, rocks, toy cars, debris or other objects on the slides.
5. When the bell rings or whistle blows, line up immediately with no pushing, shoving or other disturbance.
6. Proper clothing shall be worn during inclement weather. Boots, hats, gloves, snow boots and snow pants are required. Dress appropriately for the weather.
7. Climbing on top of the playground structure or jumping from the top is not allowed.
8. When playing sporting games, no tackling of any kind will be permitted and good sportsmanship is required.
9. 4th-6th grade is not allowed on the preschool playset area.
10. Swings will be used in a sitting position; do not stand. Swing in back and forth movement, not side to side or twisting chain. Do not jump out of the swing. One person per swing.
11. All playground equipment will be used as it is intended.
12. Play guns, knives, weapons, objects deemed dangerous will not be permitted on the playground.
13. Inappropriate language will not be tolerated.
14. Equipment not permitted on the playground: skateboards, rollerblades, baseballs, bikes, tennis balls, and racquetballs.
15. Personal toys or playing cards of any kind are not permitted during recess.
16. Line time or wall time may be assessed as a consequence of not following the rules.

School Bus Riding Regulations

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator. Students who are not courteous while riding the bus or refuse to obey the riding rules, will forfeit the right to ride the bus.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not open or close the bus windows or extend their hands, arms, or their head through the bus window.
7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall keep the bus clean and refrain from damaging it. The student shall pay for damages.
9. There shall be no chewing of gum or sunflower seeds in the bus at any time.

10. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
11. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
12. Coats, head gear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather seasons.

School Day

Grades K-68:25 AM - 3:15 PM

We prefer that students not arrive at school before 7:45. However, we know that it is necessary for some students to arrive before this time. If your child/ren needs to be on the school premises before 8:10; parents are to notify the building principal or homeroom teacher and permission must be granted. Unless the weather is inclement, all students will be expected to go outside from 8:10-8:25 where supervision will be provided. There will NOT be any adult/ teacher supervision before 8:00. Dismissal for all students will be 3:15 and buses will depart from the school at 3:20. Students must go home immediately per arrangements made with their parents. Students are not to be around the school building or using the telephone after school unless for a specific purpose and under the direction/supervision of a teacher.

School Property and Equipment

There is to be no writing, marking, graffiti or carving on school property or equipment. All school property must be used in its intended way to prevent damage. Students must exercise care when using any equipment. Any student causing damage or destruction of school property and/or equipment will be held liable in such that they could be held responsible to pay full restitution (replacement cost) for such damage and/or destruction.

School Visitation

We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. For the protection of the students and staff, all non-students are to report to the central office upon entering the building and state their business. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or teacher may be disruptive to the learning environment. Students (relatives/friends) from other schools are not permitted to visit class with your child unless the classroom teacher and/or principal have granted prior approval. These visitors are subject to the same rules as regular students and they will be asked to leave if they do not abide by them. Preschool age children are to be accompanied by their parent/s or an adult at all times.

Vision/Hearing Checks

The Dunn County Health Unit provides annual vision checks for various grades. Results are sent home with students for parent review. If such a check reveals a potential problem, the Dunn County Health Nurse will contact parents or a recheck will be provided. Hearing checks are also provided by the Killdeer Public School. Anyone wishing to have their child's hearing checked should call the school's speech clinician and set up an appointment.

Severe Weather Procedures/School Cancellation/Early Dismissal

When a sudden storm breaks during a school day or if an act of God occurs, it may be necessary to dismiss early. Rural (bus) students need to have a storm family address within the city limits of Killdeer in event that they cannot be driven home via bus. This address needs to be forwarded to the main office at the beginning of the school year. To help us, please discuss with your child the procedures they should follow; where they should go and who will be responsible for them should we need to dismiss early. The safety of the children is our utmost concern at these times and with your cooperation we will take every precaution we can to ensure that the children get home safely.

Special Days

Elementary school parties are scheduled to observe Halloween, Christmas and Valentine's Day. These pupil social experiences are held at the end of a teacher/administration designated day. Individual classes and their teachers plan treats and activities. If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out of town trips are made, a "Parent Permit Slip" will be sent home with your child for you to authorize their participation in these events. If parents choose to not allow their child to attend a field trip, the classroom teacher must be notified in advance. The school is not responsible for students not attending scheduled field trips and students will be considered absent on that given day. School transportation, with chaperones, is provided for these activities. Some events may require a dress code (Ex. music festivals). Students are to follow the rules and guidelines set forth by their supervisor. Let's have pride in our school and ourselves and demonstrate good acts of behavior, citizenship and attitude.

Special Education of Exceptional Children

Children in need of special education services will begin receiving educational services at age 3 as mandated by state and federal law.

Early Admission Program - The early admission program is designed to identify and admit only children who are gifted in mental development and who are well adjusted socially and emotionally as well as in physical development. A battery of tests, interviews and observations must be given and/or provided in order for an individual to be accepted in the early admission program. Additional information and guidelines about this program are available at the Elementary Principal's office or West River Special Education Unit in Dickinson.

Special Services

The Killdeer Public School provides services to students who have special needs. Services provided are:

1. Title I Services (Math & Reading)
2. Speech and Language Services
3. IDEA
4. EL Services
5. Counseling Services
6. Psychological Testing and Assessment
7. Preschool Handicapped (Ages 3-6)
8. Occupational/Physical Therapy In conjunction with the special education services provided by Killdeer Public School, West River Special Educational Unit of Dickinson also provides assistance and support.

Storm Policy

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. In the event that school has been cancelled, staff and students will be informed via the Honeywell instant alert system. Teachers will not allow students to use the school phone unless permission has been granted by the building principal. It is imperative that phone lines are kept open during this time.

Student Placements

Classroom student assignments for the next school year are determined by the principal given the recommendations from the exiting teachers based on the following criteria at the closure of the previous school year:

- * Reasonable balance of boys and girls.
- * Equal number of students per teacher.
- * Requests by previous teachers to splits students because of behavior conditions, learning/teaching style, compatibility, (student/student, student/teacher) friendships among peers, etc. It is very difficult to accept requests for or against individual teachers based on a personal preference of the student, parent or teacher. Much time and effort is put forth and many aspects are taken into considerations for each and

every student when classroom/student placements are determined. Personal parent requests shall be handled on an individual basis and must be submitted by May 1st. Requests that would be considered must be valid and receive support from both the exiting teacher/s and principal. Any requests that are made after this time must be done in writing and sent to the principal for consideration. Student/parent notification and a welcome from the new teacher will take place before upcoming school year via mail. Students/parents are asked not call the school during the summer months to ask the office personnel about grade assignments. Grade placements will be posted by the first week of August unless extenuating circumstances do not allow us to do so.

Student Record Collection

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counselor ratings or observations and verified reports of serious or recurrent behavior patterns.

Testing Program

Annual mandated testing for students in Grades 3 - 6 are administered using the NDSA testing instrument. These achievement/aptitude tests are a complete assessment system that evaluates students' academic achievement. It accurately assesses performance in Reading, Writing, and Mathematics, as well as Science in 4th grade with items carefully crafted to assess application of complex interrelated thinking processes. Students in grades K-6 will also participate in NWEA testing in the areas of Reading, Math and Language Arts in the fall, winter and spring of each school year. Parents can be given test results within a 72-hour time frame from the testing time frame being closed. Students in grades K-3 will also participate in DIBELS assessments. This is a pre-reading/early literacy assessment program. Students in grades 4-6 will be assessed using the STAR reading and math tests.

Textbooks

The school provides textbooks for student use. Students are responsible for the condition of their books and will have to pay for lost or damaged books at the rate of the new price of the book.

Theft of Property

Such an act is of serious nature. The taking of someone's possessions will not be tolerated and is considered illegal. When such an act is committed; severe and even possibly embarrassing consequences will be levied. Parent notification will be in order and in some instances even local law officials could be called upon.

Wellness Policy

In efforts to ensure the over-all well-being of its students, both now and in the future, the Killdeer Public School District has adopted the a wellness policy. The primary goal of nutrition education, which may be defined as any set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well-being (ADA 1996) is to influence students' eating behaviors.

Administrators, staff and extra-curricular groups shall ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal programs.

School personnel shall practice consistency of nutrition messages throughout the curriculum and environment.

Killdeer Public School may provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

The primary goal for Killdeer Public School’s physical activity component is to provide opportunities for every student to develop the knowledge and skills for lifelong physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short-and-long-term benefits of a physically active and healthy lifestyle.

All Killdeer Elementary school students may have at least 20 minutes per day of supervised recess of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, verbally, and through the provision of space and equipment.

The District may provide parents a list of foods that meet the district’s snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

The Killdeer Public School District is committed to support this Wellness Plan to fund the program needed to be effective.

Winter Weather Dress Apparel

Parents should check to see that their child is dressed properly for the ND winter weather conditions when they come to school. During cold weather, heavy winter jackets, scarves, caps, mittens, overshoes, and snow pants are vital, necessary and required. This is especially true for those children riding the buses.

50° to 30°	COAT
29° to 20°	COAT + GLOVES + HAT
19° to -4°	COAT + GLOVES + HAT + SNOW PANTS + BOOTS
Feels like -5°	WE STAY INSIDE FOR RECESS – PLEASE STILL BRING ALL WINTER WEATHER GEAR
Snow/Mud on the Ground	SNOWBOOTS

Withdrawal or Transfer, Release of Records

Should it become necessary to withdraw your child from school before the end of the term, notify both the classroom teacher and building principal of your intent as soon as possible so that the appropriate action can be taken to provide your child with the easiest possible adjustment to his/her new school. A student’s educational history will not be released to any agency other than to educational institutions to which the student is transferring, unless permission is granted by completing a request form.

F. Consider the Daycare Handbook for 2025-2026

LITTLE COWBOYS LEARNING CENTER

Welcome to Little Cowboys Learning Center. At LCLC, each child is provided with the upmost care and love. Each day will be filled with activities such as outside play (weather permitting), inside structured and unstructured play, creating art and crafts, and learning activities.

Philosophy

Little Cowboys Learning Center recognizes the importance of play in the learning process for young children. Play is the basis for learning in our programs. LCLC works to empower children, promote individuality, and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, and emotional achievements, preparing them for their future educational needs.

Each child brings to Little Cowboy's Learning Center a history of life experience and cultural heritage. Partnerships between families and the Center are essential to the growth and development of the individual child. We strive to create and promote these strong partnerships with families and create a sense of community that is thoughtful, warm and compassionate.

Mission Statement

To provide child-centered, play-based learning experiences for young children in a safe and nurturing environment.

Disclaimer

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission, access to, or treatment in the childcare program and activities.

Open-door Policy

Little Cowboys Learning Center carries an open-door policy. You may stop by at any time to observe your child, unless there is a court order in place; then access would be restricted. Just remember that visitors have an impact on your child's behavior, and they may "act up" while you are here. Also, if your child is having separation problems, a visit may make it difficult for your child when you leave again.

Communication

A verbal or written report will be given to all parents at the time of pickup to let you know about your child's day. If you need to call or text LCLC, and we do not answer, please remember that your child is at the top of our priorities, and we will return missed calls as soon as time allows.

- ❖ A conference can be scheduled at any time by either provider or parent.

Waiver

Little Cowboy's Learning Center reserves the right to make policy or financial changes at any time when it is in the best interest of the learning center and does not compromise the quality of the children's care. Any changes will be given a two-week notice.

Insurance

Little Cowboys Learning Center has and is required to carry liability insurance.

Hours of Operation

Little Cowboy's Learning Center hours of operation will be from 7:30 A.M. to 4:30 P.M., Monday through Friday. We are open based on the KPS calendar. This includes teacher in-services. Please respect our time and have your child(ren) picked up by closing time. If you are late, it will be a \$30.00 per half hour, per child charge (beyond 4:30), unless prior arrangements are made with the Director or on-duty Supervisor.

Staff

Little Cowboys Learning Center will not employ any individual who has pled guilty to or pled no contest to: homicide, assaults-threats-coercion, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, facilitating prostitution, child procurement (abuse and neglect), sexual performances by children, or any other offense not listed above that has been determined to be not sufficiently rehabilitated. Little Cowboys Learning Center follows the guidelines set by the State of North Dakota. I will not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-09-27.

1. The minimum qualifications for all staff members responsible for caring for or teaching children are as follows:
 - a. Shall be at least fourteen years of age. Staff under the age of 18 will not be left alone with children and must always be supervised by an adult.
 - b. Shall be individuals of good physical, cognitive, social, and emotional health and shall use mature judgement when making decisions impacting the quality of care;
 - c. Shall verify completion of a department approved basic childcare course within the first three months of employment;
 - d. Shall certify the staff members own annual successful completion of the department approved training related to childcare;
 - e. Shall not place a child in an environment that would be harmful or dangerous to the child's physical, cognitive, social, or emotional health;
2. Receive a two-day, on-site orientation to the childcare program during the first week of employment. The orientation must address the following:
 - a. Emergency health, fire, and safety procedures for the daycare;
 - b. The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children and staff members;
 - c. Any special health or nutrition problems of the children assigned to the staff member;;
 - d. Any special needs of the children assigned to the staff member;
 - e. The planned program of activities at the daycare;
 - f. Rules and policies of the Little Cowboys Learning Center; and
 - g. Child abuse and neglect reporting laws;
3. Ensure safe care for children under supervision.

All employees are required to pass a background check prior to working at Little Cowboys Learning Center. All staff members are given an employee handbook and are expected to abide by the rules set forth by Little Cowboys Learning Center. All staff members are CPR and First Aid certified.

Enrollment

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission, access to, or treatment in the childcare program and activities.

We would love to give you a tour of our facility before your child starts at our daycare and to discuss the program and policies. You will also receive written notice of any significant changes in our program services and policies.

The following items must be submitted to the director prior to or on the first day of childcare services and also be updated annually (August):

- Child information sheet
- Parent's Statement on Health of Child
- Immunization Record
- SIDS Infant form (if younger than 12 months)
- Signed Contract
- Signed Receipt of Handbook

If your child has a care plan due to an allergy or health problem, this must be submitted on or before the first day of daycare, along with a written doctor's note.

All records are kept confidential. If information needs to be updated at any other time, please notify the Director in writing.

Rates/Payments/Refunds

Please understand that you have a set schedule for your child(ren) to attend Little Cowboy's Learning Center, and you are asked to pay \$40/day for 0-17 months, \$38/day for 18 months and up and \$21.50/day for every subsequent child for KPS Employees and \$41.00 per day per child for non-KPS Employees. For Children that attend preschool it is \$21.50 per child for each day they attend preschool. Prepayment for two weeks is due prior to your child's first day. You will be invoiced every two weeks thereafter, as prepay for the following two weeks. Little Cowboys Learning Center has the right to refuse daycare services to anyone who has not prepaid by the prior Friday. Please note: the youngest child attending Little Cowboy's Learning Center will be the full rate child. Snow days will be credited on the next billing cycle. Please see attached Childcare contract.

No Payment Scheduled school days off and snow days

- ❖ If rate increases need to be made, families will be notified in a timely matter of at least four weeks prior to taking effect.
- ❖ Checks, online payments, and cash will be the accepted methods of payment. The checks need to be made out to KPS. If one returned check takes place, a cashier check will be required. Any returned check will have a fee of \$35.
- ❖ Payments must be received within seven (7) days of invoice date. If payment is not made by the deadline, a \$10 daily fee will be added to your charges. Any invoices 30 days or more past due will be subject to small claims, unless a payment plan has been agreed upon, in writing and signed by the Parent(s)/Guardian(s) and the Director or KPS Business Manager.
- ❖ In the event of an illness or absence on Friday, payments will be due when your child returns.
- ❖ We are open based on the KPS calendar. This includes Teacher In-services.
- ❖ On weeks that include a holiday, you will only be charged for days of KPS attendance.

Drop-Ins

The drop-in fee for KPS Employees is \$40/day for 0-17 months, \$38/day for 18 months and up and \$21.50/day for every subsequent child. The drop-in fee for non-KPS Employees is \$41/day per child. There is no guarantee that space will be available for your child. You must call ahead to check for availability. All enrollment forms must be submitted on or before the first day. Drop-ins must complete all necessary paperwork as mentioned under the **Enrollment** section of this Little Cowboy's Learning Center handbook.

Trial Period

There is a 2-week trial period during which time either you or Little Cowboys Learning Center may terminate childcare services without advance notice.

Termination Policies

Little Cowboys Learning Center reserves the right to terminate care in circumstances of non-payment of tuition that is 4 weeks behind payment schedule. Notices will be provided in writing of late tuition.

Little Cowboys Learning Center also reserves the right to terminate care, immediately and without notice, in instances of inappropriate behavior on the part of a child or parent/guardian. Please refer to the section regarding behavior and discipline.

If you wish to terminate your childcare services, after the 2-week trial period, a 2-week notice must be given, in writing, by the terminating party. You will be charged for up to two weeks from the day of your written notice.

A contract may not be terminated due to FMLA leave and/or extended leave. Only upon termination of employment with the school district may a contract be considered for termination.

Arrivals and Departures

Little Cowboy's Learning Center is responsible for your child once they are dropped off and until they are picked up. Do not just leave without being acknowledged. Please call or text if your child will be more than 10 minutes late or will not be attending that day. If for some unforeseen circumstances we don't hear from you, we will try and contact you by either calling or texting you. If you cannot be reached, we will then begin to call your emergency contacts. If neither can be reached the policy is to contact law enforcement.

- ❖ We will not release your child to anyone not listed on the enrollment form, and without prior approval from the parents. Children are not allowed to walk unsupervised to their parents/guardians classroom or office without an approved adult. You need to let us know if someone other than you will be picking your child up from LCLC, and they must have a picture I.D. with them.

In the event of an early closure by KPS, Little Cowboy's Learning Center will follow KPS policy. Child(ren) must be picked up within 30 minutes of early closure to avoid the implementation of late fees as stated in this Little Cowboy's Learning Center handbook under **Hours of Operation**.

Alternate Care

In the event that Little Cowboy's Learning Center is closed (for some sort of emergency or unforeseen situation), it will be your responsibility to find alternate care. You need to have an alternate plan for your child if they are too ill to attend.

- ❖ If KPS experiences a school closure due to weather or unforeseeable circumstance, we will be closed.

Maternity Leave/Extended Leave

To maintain a place for your child(ren) with Little Cowboy's Learning Center, you are responsible to continue to pay for your spot at the contracted rate throughout maternity leave or an extended leave.

Confidentiality

All the above information will be kept confidential and will only be released to the authorized person such as but not limited to: The State Licensor, Police Department, Health and Social Services, and All Providers working for Little Cowboys Learning Center.

The privacy of all families at Little Cowboys Learning Center is very important to us. We ask that all parents refrain from discussing concerns and complaints with other families, especially with the use of other children's names. While you are at the daycare, you may also hear information about children or see a family interaction. We ask that you respect the privacy of other families, and we will expect them to respect your privacy. Please do not share pictures of your child's daycare mates online without permission from their parents.

Emergencies and Evacuation Procedures

In case of emergency, parents or their designees will be notified as soon as possible. Our first priority is to redirect or relocate for the safety of the children and staff.

Scratches and scrapes are inevitable when children play. These minor injuries will be treated with clean water and a bandage. In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact a parent/guardian, unless doing so endangers the child's life. In that case, necessary steps will be taken by putting the child's safety first (including calling the ambulance, a family doctor, or poison control). If for any reason we are unable to contact a parent/guardian, we will call the emergency contact number given at the time of enrollment. It is very important and the responsibility of the parent/guardian to ensure that all the information we have on file is current and correct at all times.

First aid kits are available in all the rooms in the cabinet above each sink. A fire extinguisher is located at the east end of the hallway in the daycare.

Nutrition

Food for the children in the learning center is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Monthly menus will be posted and sent home (same as KPS).

Two meals and two snacks will be provided to your child while at LCLC. **If your child has allergies, please put this on the enrollment form and bring substitute meals if required.**

Eating Schedule

- Breakfast is served between 8:00 a.m. and 8:20 a.m.
- Morning snack is served at 10:00 a.m.
- Lunch is served at 11:30 a.m.
- Afternoon snack is served at 2:30 p.m.

Nap/Rest Time

It is required that all children under the age of 5 have a rest/nap time. The child may bring a small blanket, stuffed animal, and /or pacifier from home for nap time.

- ❖ Any child under 18 months will be provided a pack n play and fitted sheet. Please see SIDS attachment.
- ❖ Any child over 18 months will be provided a cot and fitted sheet.

Schedule

The daily schedule will be posted, and it is subject to change from day to day depending on the best interest of the children and based on projected weather conditions. If you have any concerns about your child participating in any scheduled activity, please feel free to contact any LCLC teacher.

DAILY ACTIVITY SCHEDULE

7:30-8:00: Check-in
8:00-8:30: Breakfast
8:30-9:30: Play Centers
9:30-10:30: Crafts or Outside Time
10:30-11:00: Free Play
11:00-11:30: Lunch
11:30-12:00: Get Ready for Quiet Time
12:00-2:00: Quiet Time
2:00-2:30: Snack
2:00-3:00: Free Play or Outside Time
3:00-4:00: Music Time

Learning Programs

Beginners-Ages 6 weeks-18 months: Every day is tailored to each child's own unique developmental needs and interests. For the older toddlers, short periods of structure provide opportunities to explore art materials, enjoy group stories, and unravel the mysteries of numbers, colors, and shapes. Most importantly, we use these experiences to help them develop into happy, independent, and secure children.

- ❖ Your child under two years old will receive a daily report that will include feedings/times, diapers, and a comment section. Also, if your child is getting low on supplies, we will make sure to give you advance notice.

Preschool-Ages 18 months, 3, 4, and 5 years old: Children in preschool are grouped based upon their age and/or achievement level, and they move at their own speed based upon their own unique skills and abilities. They benefit from a wider variety of choice, allows extra freedom to explore and more complex challenges to solve. Each morning after breakfast, we will start with attendance activities, and then we will introduce our theme related activities. They will also learn to use art materials creatively, safely, and neatly. The children will participate in active physical games.

Health and Safety

If a child is ill, please keep them at home in order to prevent the spread of diseases. Common colds with clear runny noses do NOT require exclusion from daycare unless the child is too ill to participate fully (including outdoor activities). However, light green runny noses and constant coughing will require that the child be excluded from the daycare until they are better. Our goal is to maintain a happy, healthy environment for all the children and staff.

- If your child feels too ill to participate fully and would potentially require more one on one time from the staff, due to illness, please keep your child home.
- If a child becomes sick at daycare, the parent/guardian will be notified so that they can pick the child up from the daycare within 1 hour. If parent cannot be reached, we will call the emergency contacts listed on the child's registration form

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from our center until:

A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at our daycare OR the symptoms have subsided for 24 hours without the aid of symptom masking drugs; i.e. ibuprofen, acetaminophen, etc.

- Vomiting: Child may return 24 hours after last incidence of vomiting.
- Diarrhea: two or more episodes of diarrhea increasing, coming out of the diaper, causing dehydration, or contains blood or mucus. Child may return 24 hours after last incident.
- Influenza: until fever free for 24 hours without taking fever reducing medication.
- Pink eye or conjunctivitis: with green or yellow discharge or matter until 24 hours have passed since first treated.
- Hand, foot, and mouth disease: unless lesions are seeping, and/or drooling uncontrollably.
- Scabies: until treatment has been completed.
- Lice/Nits: until there are no nits present and the lice have been treated.
- Strep throat: until 24 hours after prescription treatment.
- Fever of 101.00 degrees or greater: child must remain home until 24 hours fever free without fever reducing medicine.
- Chickenpox: until the 6th day of rash or sooner if all lesions are crusted and dried.
- Impetigo: until 24 hours after prescription treatment, as long as lesions are covered.
- Pertussis (Whooping cough): until 5 days of antibiotic treatment.
- Mumps: until 5 days after the onset of parotid gland swelling.
- Active tuberculosis: until a health care provider gives written permission stating that the child is on appropriate therapy and can attend daycare.
- Hepatitis A virus: until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles: until 4 days after onset of rash.
- Rubella: until 7 days after onset of rash.
- Methicillin-resistant Staphylococcus aureus (MRSA): if lesions cannot be covered, if a child is running a fever, or if the child cannot participate in activities.
- Rash with fever or rash with behavior changes.
- Ringworm: child may return once rash has improved with treatment of if clothing covers the rash.
- Any child who feels too ill to participate.
- Any child who can't stop crying or is excessively irritable.
- Any child who has difficulty breathing, is wheezing, or is coughing excessively.
- Any child with a bad stomachache.

Please use good judgement when making the decision to bring your child to Little Cowboys Learning Center. If your child is sick and lethargic, not only it is difficult for them to be away from you (their main source of comfort) but bringing them to daycare continues the spread of illness in other children. We appreciate your cooperation in this matter. Little Cowboys Learning Center will override any health care provider's order to return if necessary.

Handwashing Policy

Staff members and children shall wash their hands, according to recommendations by the federal centers for disease control and prevention, before preparing or serving meals, after diapering, after using toilet facilities, and after any other procedure that may involve contact with bodily fluids.

Health Policies

Parents/Guardians will be notified of communicable diseases that are present or have been present in the daycare. As a licensed daycare, we are required to notify the North Dakota Department of Health of certain infectious diseases.

Children with Special Needs

All children with diagnosed special health needs are required by licensing to have a current written health care plan signed by a parent/guardian or physician that should be updated yearly and given to the Director before the child starts daycare. Emergency medication and/or equipment included in a child's care plan will be provided by the parent/guardian. If not provided, the program will need to call 911 or have an emergency plan in place.

Immunization Policy

All children must have verification that they have received all immunizations appropriate for the child's age, as prescribed by the state department of health, or have on file a document stating that the child is medically exempt from immunizations based on religious, philosophical, or moral beliefs. Children are required to be up to date with their immunizations and parents are expected to provide their child's immunization record. It is recommended that unimmunized children be excluded from daycare if a vaccine-preventable disease occurs at the program for the duration of the possible exposure. We will follow any recommendations by North Dakota's department of health.

Medications, Lotions, and Sprays

Written permission from the parent is required before medication can be dispensed to a child. Prescription medications or over the counter medications may be administered by the Little Cowboys Learning Center Director or staff, only if a medication form is filled out by the parent/guardian. Medication must be in its original labeled container.

Written permission is also required before we can use sunscreen or bug spray on your child. You are responsible for providing your child's own sunscreen or bug spray. Please label it with your child's name on it.

Injuries and Accidents Policy

Parents will be informed in writing of any first aid administered to their child within twenty-four hours of the incident and will be immediately notified of any injury that requires emergency care beyond first aid. A copy of the report will be added to the child's record. A SERIOUS ACCIDENT, INJURY OR ILLNESS REPORT will be filled out within 24 hours to our licenser/ND DHHS-Early Childhood Division: poisonings or errors in the administration of medication; a death, serious accident, illness, or injury requiring medical

treatment or hospitalization while in the care of the facility or attributable to the care received in the facility.

- ❖ Please refer to the last two pages of the handbook for the First Aid and Choking/CPR procedures that each of the staff follow. Both posters are accessible in each room of the daycare on the cupboard doors in each room.

Emergency Plan

All emergency plans and evacuation procedures will be displayed throughout the building. Exit signs will also be displayed in case of an emergency.

- **Tornado:** We will take cover in the hallway, in an interior closet, the bathroom, or away from any windows.
- **Fire Emergency:** We will evacuate to the nearest exit. Take attendance in the small south parking lot or the football field and safely go to the elementary school or high school to meet with parents.
- **Emergency Drills:** We will practice emergency drills monthly.
- ❖ In case of a disaster, we will immediately evacuate the building and seek safety at the football field of the Killdeer Public School. If the school is not accessible, we will seek shelter at the Killdeer High School. If shelter outside the Killdeer community is needed, we will seek shelter at the Dunn County Emergency Services. Once we are in place at our shelter, we will notify all of the parents/guardians as to where their child/ren are.

Personal Belongings

Please label personal belongings with your child's name.

Please dress your child in comfortable, weather appropriate, washable clothing that will enable them to participate freely in the activities each day.

Some activities are messy and we will protect clothing as much as possible, but please take this into consideration when dressing your child for their busy day.

Please mark all outerwear with your child's first and last name and check the lost and found box regularly for misplaced clothing articles.

We ask that the following is provided for each child on their first day and is resupplied as necessary:

- An extra set of clothing that is appropriate for the current season and size.
- For infants: diapers, wipes, diaper cream, teething medicine, blanket, pacifiers, bottles, breastmilk, and/or formula, and sunscreen and bug spray if applicable.
- For toddlers: diapers, wipes, diaper cream, water bottle extra clothes, blanket for naptime, and sunscreen and bug spray if applicable.
- For potty training children: extra clothes, water bottle, blanket and pillow for rest time, and sunscreen and bug spray if applicable.

Toilet Training

Toilet training needs to be a cooperative effort between home and daycare. When a child shows interest or readiness, the staff will work with the parents to establish a routine. Staff welcome your comments and questions, and may ask many themselves, as they work with you to help your child transition out of Diapers. If your child has had two accidents during the day while wearing underwear, they will be placed back in a pull-up, due to health and safety concerns.

Discipline and Guidelines

At Little Cowboys Learning Center, preferred behavior techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of possible problems, redirection, and use of direct and logical consequences. Children may be separated from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff.

Behavior Management

By making directions explicit, stating reasonable rules clearly and firmly, and adhering to them from the beginning. Our first method for avoiding discipline problems is to keep the children interested and engaged. A child feels more secure when caregivers keep him/her within acceptable limits. Redirection, problem solving, and role modeling techniques are used to help a child learn self-control and conflict resolution. You are welcome to inquire about your child's behavior at any time and we encourage this discussion with your child's caregiver. Appropriate behavior will be acknowledged and appreciated. Inappropriate behavior will be quietly addressed as soon as it is observed.

A seven-step behavior process will be utilized at Little Cowboys Learning Center. All staff is expected to follow this process:

1. Redirect
2. Warn
3. Time Out
4. Time apart
5. Removal from group
6. Safety Plan/Action Plan
7. Possible Withdrawal

If unruly behavior continues, parents/guardians will be informed so that we can work together to find the best way to improve the child's behavior. A parent/guardian meeting will be set up with your children's caregiver and Director or Supervisor. If none of the above steps results in improvement, Little Cowboys Learning Center reserves the right to terminate daycare services.

According to state law, a child may not be:

- Subjected to physical harm, fear, or humiliation
- Isolated in a locked room or closet
- Punished for lapses in toilet training
- Force fed or coerced to eat, unless medically prescribed and administered under a medical provider's care

And a staff member may not:

- Use verbal abuse or make derogatory remarks about a child, or a child's family, race or religion when addressing the child or in the presence of a child
- Use profane, threatening, unduly loud, or abusive language in the presence of a child
- Use deprivation of meals or snacks as a form of discipline or punishment
- Kick, slap, punch, spank, shake, pinch, bite, roughly handle, strike, mechanically restrain, or physically maltreat a child
- Force a child to ingest substances that would cause pain or discomfort, for example, placing 50ap in a child's mouth to deter the child from biting other children

- Withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation

Daily Reports

Parents may request written daily reports for their child to include such details as diapering, napping, feeding, and challenges encountered in care.

Transportation

We will not have transportation services for your child. If we leave LCLC, we will be walking. If a child will be leaving unaccompanied by an adult, we will need written permission from a parent or legal guardian.

Aquatics

We will not be doing any aquatic activities besides water tables and sprinklers. If we will be using any sort of water table or sprinkler, we will give advanced notice so that appropriate swimming apparel or separate clothing can be provided.

Influence of drugs or alcohol

If the person picking up the child(ren) appears to be under the influence of drugs or alcohol, that person will be asked to call someone else to come get your child(ren). If they refuse an alternate ride and leave with your child, we will contact the police department and Child Protection Services with all the information required.

Mandated Reporting

All *staff* of the Little Cowboys Learning Center are mandated by North Dakota Century Code 50-25. 1-03 to report any suspected cases of physical or sexual abuse or neglect. To report a suspected case of child abuse or neglect, you can call 1-833-958-3500.

Grievance

If you have a concern or question with any of the children or staff you may call the Director of Little Cowboy's Learning Center (Jana Smith) at (701) 590-4576 or the superintendent of the Killdeer Public School at (701) 764-5877. You may also call our licenser Janinne Paulson at (701) 339-5673 or her email is jpaulson@nd.gov

Taxes

A W-10 form will be given to you no later than January 31st.

FIRST AID

Call 911 or an Emergency Number for any severely ill or injured child.

STINGS AND BITES

Stinging Insects Remove the stinger as quickly as possible with the scraping motion of a fingernail. Put a cold compress on the bite to relieve the pain. If trouble breathing, fainting, or extreme swelling occurs, call 911 or an emergency number immediately.

For hives, nausea, or vomiting, call the pediatrician. For spider bites, call the pediatrician or Poison Center and describe the spider. Have the pediatrician examine any bites that become infected.

Animal or Human Bites Wash wound thoroughly with soap and water. Call the pediatrician. The child may require a tetanus or rabies shot.

Ticks Use tweezers or your fingers to grasp as close as possible to the head of the tick and slowly pull the tick away from the point of attachment. Call the pediatrician if the child develops symptoms such as a rash or fever.

Snake Bites Take the child to an emergency department if you are concerned that the snake may be poisonous or if you are unsure of the type of snake bite. Keep the child at rest. Do not apply ice. Loosely splint the injured area and keep it at rest, positioned at, or slightly below, the level of the heart. Try to identify the snake, if you can do so safely.



Burns If the child has been in contact with hot water or a hot object (for example, a hot object), remove the child from contact with the hot water or object. If clothing is burning, smother flames and cool the clothing by soaking with water. Remove clothing unless it is firmly stuck to the skin. Run cool water over burned skin until the pain stops. Do not use ice or apply butter, grease, medication, or ointment.

Burns With Blisters Do not break the blisters. Call the pediatrician for advice on how to cover the burn and about any burns on the face, hands, feet, or genitals.

Large or Deep Burns Call 911 or an emergency number. After stopping and cooling the burn, keep the child warm with a clean sheet covered with a blanket until help arrives.

Electrical Burns Disconnect electrical power. Do NOT touch the victim with bare hands. Pull the victim away from the power source with a wooden pole. ALL electrical burns need to be seen by a doctor.

SKIN WOUNDS

Make sure the child is immunized for tetanus. Any open wound may require a tetanus booster even when the child is currently immunized. If the child has an open wound, ask the pediatrician if the child should receive a tetanus booster.

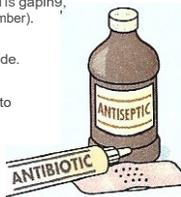
Bruises Apply cold compresses. Call the pediatrician if the child has a crush injury, large bruises, continued pain, or swelling. The pediatrician may recommend acetaminophen for pain.

Cuts Wash small cuts with water until clean. Use direct pressure with a clean cloth to stop bleeding. Apply an antibiotic ointment, then cover the cut with a clean bandage. Call the pediatrician for large and/or deep cuts, or if the wound is gaping, because stitches should be placed without delay. For major bleeding, call for help (911 or an emergency number). Continue direct pressure with a clean cloth until help arrives.

Scrapes Rinse with soap and water to remove dirt and germs. Do not use detergents, alcohol, or peroxide. Use antiseptic soap. Apply an antibiotic ointment and a bandage that will not stick to the wound.

Splinters Remove small splinters with tweezers, then wash and apply local antiseptic. If you are unable to remove the splinter completely, call the pediatrician.

Puncture Wounds Do not remove large objects such as a knife or stick from a wound. Call for emergency medical assistance (911). Such objects must be removed by a doctor. Call the pediatrician for all puncture wounds. The child may need a tetanus booster.



EYE INJURIES

If anything is splashed in the eye, flush gently with water for at least 15 minutes. Call the Poison Center or the pediatrician for further advice. Any injured or painful eye should be seen by a doctor. Do NOT touch or rub an injured eye. Do NOT apply medication. Do NOT remove objects stuck into the eye. Cover the painful or injured eye with a paper cup or eye shield until you can get medical help. An eye injury may require a tetanus booster.

FRACTURES AND SPRAINS

DO NOT MOVE A CHILD WHO MAY HAVE A NECK OR BACK INJURY, as this may cause serious harm. Call 911 or an emergency number.

If an injured area is painful, swollen, deformed, or if motion causes pain, wrap it in a towel or soft cloth and make a splint with cardboard or another rigid material to hold the arm or leg in place. Apply ice or a cold compress, call the pediatrician, or seek emergency care. If there is a break in the skin near the fracture or if you can see the bone, cover the area with a clean bandage, make a splint as described above, and seek emergency care.

If the foot or hand below the injured part is cold or discolored, seek immediate emergency care.



FEVER

Fever in children is usually caused by infection. It also can be caused by chemicals, poisons, medications, an environment that is too hot, or an extreme illness of overactivity. Take the child's temperature to see if he has a fever. Most pediatricians consider any thermometer reading above 100.4°F (38°C) a sign of a fever. However, the way the child looks and behaves is more important than how high the child's temperature is.

Call the pediatrician immediately if the child has a fever and:

- Appears very ill, is unusually drowsy, or is very fussy
- Has been in an extremely hot place, such as an overheated car
- Has additional symptoms such as a stiff neck, severe headache, severe sore throat, severe ear pain, an unexplained rash, or repeated vomiting or diarrhea
- Has a condition causing immune suppression (such as sickle cell disease, cancer, or the taking of steroids)
- Has had a seizure
- Is less than 2 months of age and has a rectal temperature of 100.4°F (38°C) or higher

To make the child more comfortable, dress him in light clothing, give him cool liquids to drink, and keep him calm. The pediatrician may recommend fever medications. Do not use aspirin to treat a child's fever. Aspirin has been linked with Reye syndrome, a serious disease that affects the liver and brain.



HEAD INJURIES

DO NOT MOVE A CHILD WHO MAY HAVE A SERIOUS HEAD, NECK, AND/OR BACK INJURY. This may cause further harm.

Call 911 or an emergency number immediately if the child loses consciousness and does not awaken within a few minutes.

Call the pediatrician for a child with a head injury and any of the following:

- Loss of consciousness
- Drowsiness that lasts longer than 2 hours
- Difficulty being awakened
- Persistent headache or vomiting
- Swelling or inability to move any body part
- Oozing of blood or watery fluid from ears or nose
- Convulsions (seizures)
- Abnormal speech or behavior

For any questions about less serious injuries, call the pediatrician.

POISONS

If the child has been exposed to or ingested a poison, call the Poison Center at 800/222-1222.

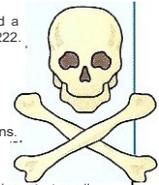
Swallowed Poisons Any nonfood substance is a potential poison. Call the Poison Center immediately. Do not induce vomiting except on professional advice. The Poison Center will give you further instructions.

Fumes, Gases, or Smoke

Get the victim into fresh air and call 911 or the fire department if the child is not breathing, start cardiopulmonary resuscitation (CPR), and continue until help arrives.

Skin Exposure If acids, lye, pesticides, chemicals, poisonous plants, or any potentially poisonous substance comes in contact with a child's skin, eyes, or hair, brush off any residual material while wearing rubber gloves, if possible. Remove contaminated clothing. Wash skin, eyes, or hair with large quantities of water or mild soap and water. Call the Poison Center for further advice.

If a child is unconscious, becoming drowsy, having convulsions, or having trouble breathing, call 911 or an emergency number. Bring the poisonous substance (safely contained) with you to the hospital.



FAINTING

Lie the child on his back with his head to the side. Do NOT give the child anything to drink. If the child does not wake up right away, call the pediatrician, or dial 911 or an emergency number. If the child is not breathing, begin CPR.

TEETH

Baby Teeth If knocked out or broken, apply clean gauze to control bleeding and call the pediatric dentist.

Permanent Teeth If knocked out, find the tooth and, if dirty, rinse gently without scrubbing or touching the root. Do not use chemical cleansers. Use milk or cold running water. Place the tooth into clean water or milk and transport the tooth with the child. Milk is preferred. Seek emergency care. Call and go directly to the pediatric dentist or an emergency department. If the tooth is broken, save the pieces in milk and call the pediatric dentist immediately.



CONVULSIONS, SEIZURES

If the child is breathing, lay her on her side to prevent choking. Make sure the child is safe from objects that could injure her. Do not put anything in the child's mouth. Loosen any tight clothing. Perform rescue breathing if the child is blue or not breathing. Call 911 or an emergency number.

NOSEBLEEDS

Keep the child in a sitting position with the head tilted slightly forward. Apply firm, steady pressure to both nostrils by squeezing them between your thumb and index finger for 10 minutes. If bleeding continues, or is very heavy, call the pediatrician or seek emergency care.

Does your community have 911? If not, note the number of your local ambulance service and other important numbers below.

BE PREPARED: CALL 911
KEEP EMERGENCY NUMBERS BY YOUR TELEPHONE

PEDIATRICIAN _____

PEDIATRIC DENTIST _____

POISON CENTER | 800-222-1222

AMBULANCE | _____

EMERGENCY DEPARTMENT _____

FIRE 911
POLICE 911

CHOKING/CPR

LEARN AND PRACTICE CPR

IF ALONE WITH A CHILD WHO IS CHOKING...

1. SHOUT FOR HELP. 2. START RESCUE EFFORTS FOR 1 MINUTE. 3. CALL 911 OR AN EMERGENCY NUMBER.

YOU SHOULD START FIRST AID FOR CHOKING IF...

The child cannot breathe at all (the chest is not moving up and down).
The child cannot cough, talk, or make a normal voice sound.
The child is found unconscious. (Go to CPR.)

DO NOT START FIRST AID FOR CHOKING IF...

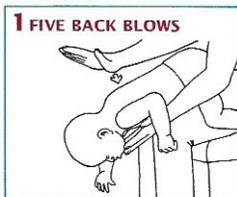
The child can breathe, cry, talk, or make a normal voice sound.
The child can cough, sputter, or move air at all. The child's normal reflexes are working to clear the airway.

FOR INFANTS LESS THAN 1 YEAR OF AGE

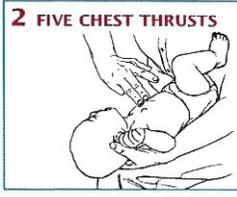
INFANT CHOKING

Begin the following if the infant is choking and is unable to breathe. However, if the infant is coughing, crying, speaking, or

able to breathe at all, DONOT do any of the following. Depending on the infant's condition, call 911 or the pediatrician for further advice,



ALTERNATING



Alternate back blows and chest thrusts until the object is dislodged or the infant becomes unconscious. If the infant becomes unconscious, begin CPR. (Health care professionals only: **Check pulse before starting CPR.**)

INFANT CPR (Cardiopulmonary Resuscitation)

To be used when the infant is unconscious or when breathing stops.

1 OPEN AIRWAY

Look for movement of the chest. Listen for sounds of breathing. Feel for breath on your cheek. Open airway as shown. Look for a foreign object in the mouth. If you can see an object in the infant's mouth, sweep it out carefully with your finger. Do not try a finger sweep if the object is not visible.



2 RESCUE BREATHING

Position head and chin with both hands as shown. head gently tilted back, chin lifted. Blow gently, enough air to make chest rise and fall 2 times.



If no rise or fall, repeat 1 & 2. If no response, treat for blocked airway. (See "INFANT CHOKING" steps 1 & 2 at left.)

3 ASSESS RESPONSE

Place your ear next to the infant's mouth and look, listen, and feel for normal breathing or coughing. If you cannot see, hear, or feel signs of normal breathing, coughing, or movement, start chest compressions.



4 CHEST COMPRESSIONS

Place 2 fingers of one hand on the lower half of the chest. Avoid the bottom tip of the breastbone. Compress chest 1/2" to 1" deep. Alternate 5 compressions with 1 breath. Compress chest 100 times per minute.



Check for signs of normal breathing, coughing, or movement every minute.

FOR CHILDREN 1 TO 8 YEARS OF AGE

CHILD CHOKING

Begin the following if the child is choking and is unable to breathe. However, if the child is coughing, crying, speaking, or able to breathe at all, DO NOT do any of the following, but call the pediatrician for further advice.

CONSCIOUS



If the child becomes unconscious, begin Heimlich maneuver. CPR.

CHILD CPR (Cardiopulmonary Resuscitation)

To be used when the child is UNCONSCIOUS or when breathing stops,

1 OPEN AIRWAY

Look for movement of the chest. Listen for sounds of breathing. Feel for breath on your cheek. Open airway as shown. Look for a foreign object in the mouth. If you can see an object in the child's mouth, use it to carefully sweep it out. Do not try a finger sweep if the object is not visible.



2 RESCUE BREATHING

Position head and chin with both hands as shown. Seal your mouth over child's mouth. Pinch child's nose. Blow enough air to make child's chest rise and fall 2 times.



If no rise or fall, repeat 1 & 2. If still no rise or fall, continue with step 3 (below).

3 ASSESS RESPONSE

Place your ear next to the child's mouth and look, listen, and feel for normal breathing or coughing. Look for body movement. If you cannot see, hear, or feel signs of normal breathing, coughing, or movement, start chest compressions.



4 CHEST COMPRESSIONS

Compress chest 1" to 1 1/2". Alternate 5 compressions with 1 breath. Compress chest 100 times per minute. Press with the heel of 1 hand on the lower half of the chest. Lift fingers to avoid ribs. Do not press near the bottom tip of the breastbone.



2A HEALTH CARE PROFESSIONALS ONLY:

- Use abdominal thrusts to try to remove airway obstruction.
- Continue steps 1, 2, and 4 until the object is retrieved or rescue breathing is effective.
- As soon as possible, call 911.

Be sure someone calls 911 as soon as possible, and by 1 minute after starting rescue efforts.

*For children 8 and older, adult recommendations for choking/CPR apply.

If at anytime an object is coughed up or the infant/child starts to breathe,
call 911 or the pediatrician for further advice.

Ask the pediatrician for information on Choking/CPR instructions for children older than 8 years of age
and on an approved first aidcourse or CPR course in your community.

HE0005 (Rev. 3/04)

9. Other

10. Announcements

A. Next Regular Meeting: September 10, 2025 at 7:00 pm

B. Special Meeting-Budget Hearing: September 29, 2025 at 7:00 pm.

11. Adjourn