

**KILLDEER PUBLIC SCHOOL BOARD
SPECIAL MEETING
BOARD ROOM
WEDNESDAY, JULY 29, 2026, 3:30 PM**



AGENDA

1. Call to Order
2. Approval of Agenda
3. Activities Director Position

**Extra-curricular Activities Director
Work Agreement
Killdeer Public School District #16
Killdeer, ND 58640**



To: Jeff Simmons

Date Issued: 7/22/2026



By direction of the Killdeer School Board you are hereby offered employment in the Killdeer Public Schools for the 2026-2027 school year. Your duties include any post-season tournaments.

Your annual salary will be: [\\$17,543.25](#)

Years of Experience: 6

Term of Agreement: Starting July 1, 2026 and ending June 30, 2027

Payment: Bi-monthly for 12 months on the 10th and 25th of each month beginning September 2026.

You will be under the assignment and supervision of the School Board and the legal statutes applicable to your employment. Failure to comply with Board Policy and proper coaching decorum may result in early termination of this agreement.

School Board policy requires that all requests for release from a signed agreement be tendered in writing. Individuals requesting a release from a signed agreement may be assessed the breach of agreement damages according to agreement and School Board Policy - DKBB.

Employment must be accepted as herein provided and this agreement returned to the Business Manager on or before [August 6, 2026](#) or the offer of employment will be considered declined.

Additional terms: In event of breach of agreement on the part of said director, if said director signed their agreement prior to June 1st, said director 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 director signed their agreement after June 1st, said director 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.

It is Further Agreed: That if the Director is discharged or released by mutual agreement before the completion of the term, the Director shall receive only a pro-rated portion of his or her salary, which shall equal the product of the number of days of service the Director provided multiplied by the amount considered as pay for one day of service. That the Director shall attend, outside of regular school hours, such professional meetings as might be called by school authorities for coordinating the work of the Director in the school program. That this agreement shall be invalid if the Director is under agreement with another Board of Directors in the State of North Dakota covering the same period.

BY ORDER OF THE KILLDEER SCHOOL BOARD:

Business Manager

Board President

Activities Director

Date

4. Consider Football Sponsorship Program

KILLDEER HIGH SCHOOL FOOTBALL SPONSORSHIP 2026

Dear Valued Sponsor,

On Behalf of the Killdeer High School Football program, I am writing to formally request your sponsorship support for our upcoming season. Your sponsorship would directly support essential program needs that allow us to provide a safe, competitive, and enriching experience for our players. Sponsorship funds help support our program in the form of equipment, player apparel, coaches gear, and program improvements.

In return for your valued support, we are pleased to offer recognition opportunities that include game program advertising and VIP press box seating.

Thank you for your consideration in this sponsorship opportunity. We would be honored to have you as a partner this season. Please feel free to contact me directly at the phone number and email above to discuss sponsorship levels or any questions you may have.

Sincerely,

Will Albrecht
Head Football Coach
701-580-4277
Sponsorship Levels

GAME PROGRAM Professional Printed Program (4 Home Games plus potential playoff games)

- Company/Name Advertisement in Full Color
 - Full Page – 8.5 x 11 - **\$500.00**
 - Half Page – Horizontal- 8.5 x 5.5 - **\$250.00**
 - Quarter Page – Horizontal – 4.25 x 5.5 – **\$100.00**

VIP Press Box Sponsorship

- VIP Press Box for **1 of 4** Home games (4 games available)
 - Heated Press box with VIP Concession (Free Food and Beverage)
 - Company/Name Recognition/Thank you at half time
 - Full Page Ad Included in Program
 - Sideline Advertisement during game
 - **\$2000.00 OR To Be Determined**

Checks Need to be made out to:

KILLDEER PUBLIC SCHOOL
Please Include FOOTBALL in Memo Line

Killdeer Public School
PO Box 579
Killdeer, ND 58640
Phone: 701-764-5877
killdeer.school@k12.nd.us

5. Consider Teacher Handbook for 2026-2027

2026-2027
Teacher Handbook/Negotiated
Agreement
&
Activities Job Descriptions

Index

Forward	3
School Calendar	4
Negotiated Agreement	5-11
Teacher Handbook	12- 22
Policies	23- 33
Activities Job Descriptions	34- 54

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
Stephanie Hardersen – Vice President
Tara Bohmbach
Brad Dennis
Josh Burkeen

2026-2027 School Event Calendar

Killdeer Public School

2026-2027 School Year



August 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					

September 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		

October 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

November 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					

December 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	

9 Days

- 3 Girls Golf Starts
- 6 Football Starts
- 10 Cross Country Starts
- 11-13 Teacher In-Service
- 17 Volleyball Starts
- 17 First Day of School

18 Days

- 4 Enrichment & Intervention Day
- 7 Labor Day (No School)
- 11 School in Session

17 Days

- 2 Enrichment & Intervention Day
- 5&7 KES P/T Conferences
- 7&14 KHS P/T Conferences
- 15 End of 1st Quarter (36 Days)
- 23 Teacher In-Service

15 Days

- 6 Enrichment & Intervention Day
- 11 Veterans Day (No School)
- 13 School in Session
- 16 Girls Basketball Starts
- 25 In Lieu of Day
- 25-27 Thanksgiving Break
- 30 Boys Basketball Starts

11 Days

- 4 Enrichment & Intervention Day
- 17 End of 2nd Quarter (34 Days)
- 21 Christmas Break Starts
- School Resumes Jan 4th

January 2027						
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						

February 2027						
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						

March 2027						
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			

April 2027						
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	

May 2027						
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					

16 Days

- 4 School Resumes
- 8 Enrichment & Intervention Day
- 18 Martin Luther King Jr Day (No School)
- 22 School in Session
- 29 Possible Storm Make-Up Day

16 Days

- 1&3 KES P/T Conferences
- 3&10 KHS P/T Conferences
- 5 Enrichment & Intervention Day
- 15 President's Day (No School)
- 19 School in Session
- 26 Possible Storm Make-Up Day

17 Days

- 1 Track Starts
- 5 Enrichment & Intervention Day
- 11 End of 3rd Quarter (40 Days)
- 25 In Lieu of Day
- 25-29 Easter Break

18 Days

- 2 School in Session
- 9 Enrichment & Intervention Day
- 12 Boys Golf Starts
- 30 Possible Storm Make-Up Day

15 Days

- 7 Enrichment & Intervention Day
- 26 End of 4th Quarter (42 Days)
- 26 Last Day of School 1:30 Dismissal
- 30 Graduation Day
- 31 Memorial Day

Note: 170 Teacher Contract Days

152 Student Contact Days, 3 Mandated Vacation

4 Teacher In-Service Days, 9 Enrichment & Intervention Days

Teacher In-Service Dates - August 11th, 12th & 13th, Oct 23rd

In-Lieu of Dates - Nov 25th & March 25th

Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

Negotiated Agreement – May 2025
FOR FISCAL YEARS ENDING 2026 and 2027
Amended May 2026

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: In the event the district operates on a 5-day school week, the contract language shall read 184 days or equivalent thereof. In the event the district operates on a 4-day school week, the contract language shall read 170 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. Amended May 2026).

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 fulltime, 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: (Language Clarification N.A. May 2026 Amended 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 child care (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 per year 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: (N.A. Amended May 2026)

- A. The superintendent will consult with teachers regarding extra-curricular assignments before their contracts are typed.
- B. Teachers will be allowed 14 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)

Kelli Schollmeyer, School Board President

Erik Johnson, KEA Lead Negotiator

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.

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 [DEAC](#)

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

Contracted Workday

The contracted workday is from 7:40am – 4:00pm.

Recommended Class Size

The class size for grades K-3 is 18-22. The class size for grades 4-6 is 22-26.

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 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 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 meetings 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

If 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 DFAA

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 - 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 [ACBD](#)

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 [ABCA](#)

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 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 cancellation 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 [GAAB](#)

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.

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](#).

AAC - NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

AAC-BR2 - TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

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.

This ends the abridged version of this policy. Please click on the link for the policy for its entirety on the school website.

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.

This ends the abridged version of this policy. Please click on the link for the policy for its entirety on the school website.

ABBA - NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- *Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- *Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches

containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.

- *Lighter* means a mechanical or electrical device typically used for lighting tobacco products.
- *Possession of tobacco products* means:
 - e. Actual physical possession of the tobacco product while on school property;
 - f. Use or consumption of the tobacco product while on school property;
 - g. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - h. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and 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.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- *Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Rationale for Regulating Possession and Use

The health hazards of tobacco use have been well established. This policy is established to:

- a. Reduce the high incidence of tobacco use in North Dakota.
- b. Protect the health and safety of all students, employees, and the general public.
- c. Set a non-tobacco-use example by adults.
- d. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-1- and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Killdeer School Board establishes the following tobacco-free policy.

FCC - RESTRAINT OR SECLUSION

It is the policy of the West River Student Services Unit and its affiliated school districts to promote a safe and productive workplace and educational environment for its employees and students, and to ensure that every student in the unit is free from the unreasonable use of physical restraint, and that physical restraint shall only be used with extreme caution in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

School personnel shall only administer a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, dangerous behavior. When physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint.

Additionally, this policy shall not be construed to preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, dangerous behavior.

Definitions

For the purposes of this policy:

- *Dangerous behavior* is violent, disturbed, or depressed behavior which may immediately result, or has resulted, in harm to that person or other persons or behavior that has or may immediately result in extensive or extreme damage to property.
- *Chemical restraint* is medication used to control behavior or restrict freedom of movement that is not a standard treatment for the student's medical or psychological condition.
- *Mechanical restraint* is any device or object used to restrict or limit a student's body movement or any normal function of any portion of his/her body to prevent or manage dangerous behavior. Mechanical restraints are prohibited in affiliated school districts. Mechanical restraints do not include devices used by trained school personnel or by a student him/herself for approved therapeutic or safety purposes for which devices were designed and, if applicable, prescribed.

- *Physical restraint* is the use of physical intervention intended to hold a student immobile or limit a student's movement by using body contact as the only source of restraint to deescalate dangerous behavior or used as part of a parent-approved plan such as, but not limited to, a behavioral intervention plan (BIP), Individualized Education Program (IEP), or Section 504 Plan. This definition excludes physical prompts and physically escorting a student so long as the physical prompt/escort does not render a student immobile.
- *Behavioral intervention strategies* shall not be construed to mean a name- brand method of identifying and assessing students potentially in need of a behavioral intervention plan. Under this policy, behavioral intervention strategies is defined as methods used to identify students who exhibited past incidents of dangerous behavior or exhibit the potential likelihood to engage in such behavior. Each school shall determine the appropriate scope and method of conducting an assessment for implementation of behavioral intervention strategies under this policy.
- *Seclusion* is placing a student in a room or limited space alone to deescalate dangerous behavior or as part of a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan except for the presence of a staff monitor who shall monitor the student directly in the space or immediately outside it. This definition excludes disciplinary sanctions designed to penalize students by separating them from the student population (such as, but not limited to, detention and in-school suspension), and alternative placement (which is often used to separate the student from the student population for safety reasons).
- *Timeout* (calming area, Safe zone), is a behavior intervention strategy that occurs when the ability of a student to receive normal reinforcement in the environment is restricted. Timeout may be inclusionary (where the student remains in sight and sound of others in the classroom) or exclusionary (where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving). Timeouts are not a form of seclusion.

Behavioral Intervention Strategies

To minimize the need for physical restraint or seclusion to respond to dangerous behavior, the District shall use positive behavioral intervention strategies to the extent possible. To implement behavioral intervention strategies the District should at least take the following steps:

- i. Identify students in need of behavioral intervention strategies because of past incident(s) of dangerous behavior or the potential to engage in such behavior in the future; and
- j. Train staff on identifying the need for behavioral intervention strategies and on implementing these interventions once established; and
- k. Develop a behavioral intervention plan (BIP) for identified students. This plan should at least identify antecedents that cause the student to engage in dangerous behavior, include procedures for diminishing or removing such environmental factors, list interventions that will be used to maintain appropriate behavior and

respond to inappropriate behavior, and contain an overview of self-regulating techniques on which the student will be trained; and

- I. Involve parents in the development of the BIP and receive their consent on the document. In the case of students with mental or physical disabilities, behavior intervention strategies, if necessary, should be addressed in the student's IEP or Section 504 Plan.

Prohibitions

The West River affiliated school districts prohibit district employees, contractors, volunteers, and other individuals serving or working in any capacity for the District (hereafter district staff) from use of any form of restraint and/or seclusion on students except when the following conditions are met and then only in compliance with an emergency: An emergency means the use of physical restraint or seclusion to control violent, disturbed, or depressed behavior which may immediately result, or has resulted, in harm to that person or other persons or to control behavior that has or may immediately result in extreme or extensive damage to property. Restraint or seclusion may also be used when authorized by a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan.

The District further prohibits district staff from the following:

- Using restraint and seclusion interventions simultaneously except when necessary, temporary measure (e.g., to evacuate a classroom, restrain a secluded student who is exhibiting self-destructive behavior).
- Using restraint or seclusion to discipline a student.
- Using restraint or seclusion as a behavioral intervention when:
 - e. Behavior does not pose an immediate risk of harm or has not resulted in harm to the student or others,
 - f. Behavior does not pose an immediate risk of extensive or extreme damage to property,
 - g. Or when not authorized by a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan.
- b. Using mechanical restraints.
- c. Using chemical restraints.
- d. Using a physical restraint or seclusion technique that restricts breathing or ability to communicate.
- e. Using a restraint or seclusion technique that will knowingly cause harm to a child. An exception to this provision may be warranted if a district staff member is attempting to obtain possession of a weapon or other dangerous object within the control of a student, is attempting to stop a physical altercation between the student and another individual, or is acting in self-defense and inadvertently causes harm to the student in the process. Administration shall investigate anytime a student was harmed during restraint or seclusion to determine the appropriateness of the intervention technique under the circumstances.

- f. Using physical restraint or seclusion for longer than when the dangerous behavior has subsided or longer than prescribed by the parent-approved plan.

Determining Appropriate Interventions when Need for Physical Restraint or Seclusion is Foreseeable

When the District identifies a foreseeable need for physical restraint or seclusion, it shall determine the appropriate physical restraint or seclusion intervention based on at least the following criteria:

- Behavior at issue.
- Age of the child.
- Whether a proposed intervention would violate restraint or seclusion interventions prohibited by policy. Such interventions shall not be used.
- The child's safety needs.
- Terms of the child's BIP, IEP, and/or Section 504 Plan.
- Whether staff have received appropriate training in the intervention proposed.
- Number of staff needed to administer the intervention. At a minimum, two staff members should be on hand when physical restraint or seclusion is used""one to witness implementation of interventions.
- Whether a staff member will be available to continually monitor a student who is restrained or placed in seclusion. The District requires continuous monitoring of a student placed in seclusion.
- If seclusion is the recommended intervention, whether the school has a seclusion area free from any objects that the child could use to harm him/herself. If the District does not have such a room or area, alternative interventions must be used.
- Whether the proposed interventions have been reviewed and approved by a qualified licensed or education specialist such as, but not limited to, a therapist, an individual certified in special education, or psychologist. The District recommends receiving this approval to ensure that proposed physical restraint or seclusion intervention does not substantially depart from accepted professional judgment, practice, or standards.
- A review of physical restraint or seclusion interventions used to respond to the child in the past. Any interventions that were ineffective should be modified using the above criteria.
- Whether parents have authorized the proposed physical restraint or seclusion intervention. Such authorization is required and should be documented in a BIP, IEP, or Section 504 Plan.

Determining Appropriate Interventions when Need for Physical Restraint or Seclusion is Unforeseeable

When a student engages in unforeseen dangerous behavior (i.e., dangerous behavior not covered by the BIP, IEP, or Section 504 Plan), trained staff members shall implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy, should respond in at least a team of two, should consider the age of the child and his/her needs when determining the appropriate intervention

method, and shall take necessary measures to ensure the safety of the student including continuously monitoring a student placed in restraint or seclusion. Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy.

Student engagement in unforeseen dangerous behavior shall be reviewed by a team convened by the building principal to review the circumstances surrounding the incident and determine the need for a BIP, IEP, or Section 504 Plan.

Staff Training

The District shall provide training to appropriate staff in physical restraint and seclusion and shall make available a copy of this policy to district staff. Only trained staff members should implement physical restraint or seclusion interventions.

If a trained staff member is unavailable in a situation necessitating use of restraint or seclusion as defined by this policy, the untrained staff member should contact a trained staff member to seek assistance. If the urgency of the situation prohibits contacting a trained staff member for assistance, the untrained staff member shall implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy and in the BIP/IEP/ Section 504 Plan (if the staff member is aware of the contents of such plan, if such plan exists). Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy. The building principal shall ensure that the staff member is debriefed after the incident and arrange for the staff member to receive training on physical restraint and seclusion if deemed appropriate.

Whenever any student is placed in seclusion or is restrained, the intervening staff member shall contact the building principal or designee as soon as practical. The building principal or designee shall determine if the seclusion or restraint is necessary and compliant with this policy; determine the appropriate duration of the physical restraint or seclusion, not to exceed the length of the school day; and shall at least issue his/her decision in writing.

Anytime restraint or seclusion is used, the school staff member administering the intervention should document it using the district's restraint or seclusion reporting form and submit it to administration as soon as practical. An administrator or designee shall attempt to contact the student's parent as soon as practical to inform him/her of the restraint or seclusion intervention used. If parents cannot be reached, the administrator should document a description of his/her notification attempts.

This notification requirement may only be waived if the parent agreed in writing to this waiver in the student's BIP, IEP, or Section 504 Plan and if the restraint or seclusion intervention used was part of the student's BIP, IEP, or Section 504 Plan.

School administration shall monitor the number and content of restraint and seclusion reporting forms received. If restraint or seclusion is repeatedly used, used multiple times within the same classroom, or used multiple times by the same individual, the District shall review the student's BIP/IEP/Section 504 Plan to determine the effectiveness of current intervention strategies and shall assess any implicated staff member's need for more training.

Policy Violations

District staff who violate this policy may be subject to disciplinary action up to and including termination in accordance with law, district policy, and, if applicable, the negotiated agreement.

KAAB - SCHOOL VOLUNTEER PROGRAM

The District may operate a volunteer program. The program should be designed and implemented in a safety-conscious manner but should 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
_____ Activities Director Name Printed	_____ Activities Director Signature	_____ Date

KILLDEER ACTIVITIES JOB DESCRIPTIONS



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):			

- 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			
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.

Activities and Responsibilities for Prom Advisor:

- 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.

Activities and Responsibilities for Junior Class Advisor:

- 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

This activity was moved to a coaching position and is no longer included with activities. This was as per the negotiated agreement 2026.

Name of Activity	Cheerleading Fall
Level	C
Time of Year: August to March	
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. Skills and certifications: • Knowledge of basic first aid • Current CPR certification • Stunt and Safety Certified (this is a must have in order to stunt) 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.	

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): 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

This activity was moved to a coaching position and is no longer included with activities. This was as per the negotiated agreement 2026.

Name of Activity	Cheerleading Winter
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Level	C
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Time of Year: August to March

- 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.

Skills and certifications:

- Knowledge of basic first aid
- Current CPR certification
- Stunt and Safety Certified (this is a must have in order to stunt)

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.

Activities Job Description

Name of Activity	Close Up
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Level	C
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Time of Year: All year

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):		
<u>What It Is</u> 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. <u>Competition</u> 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. <u>Meetings, Practices, Etc.</u> 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		
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): 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): August: 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. September: 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. October – January: 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 February: 1. Meet with students to review competition scores (these are emailed a few days after the competition) 2. Send out "Thank Yous" 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): 1. Get rule books from national Science Olympiad website 2. Hold informational/interest meeting in December 3. Get in touch with DSU science department to find out date and events held 4. Make teams in early January and have students pick events 5. Register teams with state and with regional location 6. Pay state registration fee 7. Help students prepare for their events 8. Attend regional competition 9. 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		
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:		
• 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 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. a. Registers student members for Leadership events held throughout the year (Fall LeadershipConference, 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. a. Encourage students to attend functions open to them and supervise them during attendance. - Facilitate fund-raising activities and supervise • This list includes several tasks and responsibilities often performed by HOSA chapter advisors. 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		
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.' 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. • 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): 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 - 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)		
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):		
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):		
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		
1. Organize Homecoming Royalty and coronation ceremony. a. Ballots and voting b. Decorating c. Plan and direct the ceremony. d. Clean up after 2. Graduation Director 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- 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 – <i>FIRST</i> 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: 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: 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: 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: 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): 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): 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. Examples: Spirit store for Homecoming(Fall) Hot Cocoa Smencils 4. The student council will determine where the money that is collected will go. (School or community) 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.		

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): 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): 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): 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): 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 meetings 5. Coordinate 2 Community Service Projects with NHS – Thanksgiving Baskets & Holiday Gifts to families in need. 6. Order Graduation Cords for NHS Members		

End Document

2026-2027
Teacher Handbook/Negotiated
Agreement
&
Activities Job Descriptions

Index

Forward	3
School Calendar	4
Negotiated Agreement	5-11
Teacher Handbook	12- 22
Policies	23- 33
Activities Job Descriptions	34- 54

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
Stephanie Hardersen – Vice President
Tara Bohmbach
Brad Dennis
Josh Burkeen

2026-2027 School Event Calendar

Killdeer Public School

2026-2027 School Year



August 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					

September 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		

October 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

November 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					

December 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	

9 Days

- 3 Girls Golf Starts
- 6 Football Starts
- 10 Cross Country Starts
- 11-13 Teacher In-Service
- 17 Volleyball Starts
- 17 First Day of School

18 Days

- 4 Enrichment & Intervention Day
- 7 Labor Day (No School)
- 11 School in Session

17 Days

- 2 Enrichment & Intervention Day
- 5&7 KES P/T Conferences
- 7&14 KHS P/T Conferences
- 15 End of 1st Quarter (36 Days)
- 23 Teacher In-Service

15 Days

- 6 Enrichment & Intervention Day
- 11 Veterans Day (No School)
- 13 School in Session
- 16 Girls Basketball Starts
- 25 In Lieu of Day
- 25-27 Thanksgiving Break
- 30 Boys Basketball Starts

11 Days

- 4 Enrichment & Intervention Day
- 17 End of 2nd Quarter (34 Days)
- 21 Christmas Break Starts
- School Resumes Jan 4th

January 2027						
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						

February 2027						
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						

March 2027						
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			

April 2027						
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	

May 2027						
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					

16 Days

- 4 School Resumes
- 8 Enrichment & Intervention Day
- 18 Martin Luther King Jr Day (No School)
- 22 School in Session
- 29 Possible Storm Make-Up Day

16 Days

- 1&3 KES P/T Conferences
- 3&10 KHS P/T Conferences
- 5 Enrichment & Intervention Day
- 15 President's Day (No School)
- 19 School in Session
- 26 Possible Storm Make-Up Day

17 Days

- 1 Track Starts
- 5 Enrichment & Intervention Day
- 11 End of 3rd Quarter (40 Days)
- 25 In Lieu of Day
- 25-29 Easter Break

18 Days

- 2 School in Session
- 9 Enrichment & Intervention Day
- 12 Boys Golf Starts
- 30 Possible Storm Make-Up Day

15 Days

- 7 Enrichment & Intervention Day
- 26 End of 4th Quarter (42 Days)
- 26 Last Day of School 1:30 Dismissal
- 30 Graduation Day
- 31 Memorial Day

Note: 170 Teacher Contract Days

152 Student Contact Days, 3 Mandated Vacation

4 Teacher In-Service Days, 9 Enrichment & Intervention Days

Teacher In-Service Dates - August 11th, 12th & 13th, Oct 23rd

In-Lieu of Dates - Nov 25th & March 25th

Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

Negotiated Agreement – May 2025
FOR FISCAL YEARS ENDING 2026 and 2027
Amended May 2026

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: In the event the district operates on a 5-day school week, the contract language shall read 184 days or equivalent thereof. In the event the district operates on a 4-day school week, the contract language shall read 170 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. Amended May 2026).

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 fulltime, 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: (Language Clarification N.A. May 2026 Amended 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 child care (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 per year 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: (N.A. Amended May 2026)

- A. The superintendent will consult with teachers regarding extra-curricular assignments before their contracts are typed.
- B. Teachers will be allowed 14 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)

Kelli Schollmeyer, School Board President

Erik Johnson, KEA Lead Negotiator

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.

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 [DEAC](#)

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

Contracted Workday

The contracted workday is from 7:40am – 4:00pm.

Recommended Class Size

The class size for grades K-3 is 18-22. The class size for grades 4-6 is 22-26.

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 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 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 meetings 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

If 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 DFAA

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 - 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 [ACBD](#)

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 [ABCA](#)

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 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 cancellation 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 [GAAB](#)

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.

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](#).

AAC - NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

AAC-BR2 - TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

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.

This ends the abridged version of this policy. Please click on the link for the policy for its entirety on the school website.

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.

This ends the abridged version of this policy. Please click on the link for the policy for its entirety on the school website.

ABBA - NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- *Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- *Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches

containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.

- *Lighter* means a mechanical or electrical device typically used for lighting tobacco products.
- *Possession of tobacco products* means:
 - e. Actual physical possession of the tobacco product while on school property;
 - f. Use or consumption of the tobacco product while on school property;
 - g. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - h. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and 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.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- *Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Rationale for Regulating Possession and Use

The health hazards of tobacco use have been well established. This policy is established to:

- a. Reduce the high incidence of tobacco use in North Dakota.
- b. Protect the health and safety of all students, employees, and the general public.
- c. Set a non-tobacco-use example by adults.
- d. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-1- and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Killdeer School Board establishes the following tobacco-free policy.

FCC - RESTRAINT OR SECLUSION

It is the policy of the West River Student Services Unit and its affiliated school districts to promote a safe and productive workplace and educational environment for its employees and students, and to ensure that every student in the unit is free from the unreasonable use of physical restraint, and that physical restraint shall only be used with extreme caution in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

School personnel shall only administer a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, dangerous behavior. When physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint.

Additionally, this policy shall not be construed to preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, dangerous behavior.

Definitions

For the purposes of this policy:

- *Dangerous behavior* is violent, disturbed, or depressed behavior which may immediately result, or has resulted, in harm to that person or other persons or behavior that has or may immediately result in extensive or extreme damage to property.
- *Chemical restraint* is medication used to control behavior or restrict freedom of movement that is not a standard treatment for the student's medical or psychological condition.
- *Mechanical restraint* is any device or object used to restrict or limit a student's body movement or any normal function of any portion of his/her body to prevent or manage dangerous behavior. Mechanical restraints are prohibited in affiliated school districts. Mechanical restraints do not include devices used by trained school personnel or by a student him/herself for approved therapeutic or safety purposes for which devices were designed and, if applicable, prescribed.

- *Physical restraint* is the use of physical intervention intended to hold a student immobile or limit a student's movement by using body contact as the only source of restraint to deescalate dangerous behavior or used as part of a parent-approved plan such as, but not limited to, a behavioral intervention plan (BIP), Individualized Education Program (IEP), or Section 504 Plan. This definition excludes physical prompts and physically escorting a student so long as the physical prompt/escort does not render a student immobile.
- *Behavioral intervention strategies* shall not be construed to mean a name- brand method of identifying and assessing students potentially in need of a behavioral intervention plan. Under this policy, behavioral intervention strategies is defined as methods used to identify students who exhibited past incidents of dangerous behavior or exhibit the potential likelihood to engage in such behavior. Each school shall determine the appropriate scope and method of conducting an assessment for implementation of behavioral intervention strategies under this policy.
- *Seclusion* is placing a student in a room or limited space alone to deescalate dangerous behavior or as part of a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan except for the presence of a staff monitor who shall monitor the student directly in the space or immediately outside it. This definition excludes disciplinary sanctions designed to penalize students by separating them from the student population (such as, but not limited to, detention and in-school suspension), and alternative placement (which is often used to separate the student from the student population for safety reasons).
- *Timeout* (calming area, Safe zone), is a behavior intervention strategy that occurs when the ability of a student to receive normal reinforcement in the environment is restricted. Timeout may be inclusionary (where the student remains in sight and sound of others in the classroom) or exclusionary (where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving). Timeouts are not a form of seclusion.

Behavioral Intervention Strategies

To minimize the need for physical restraint or seclusion to respond to dangerous behavior, the District shall use positive behavioral intervention strategies to the extent possible. To implement behavioral intervention strategies the District should at least take the following steps:

- Identify students in need of behavioral intervention strategies because of past incident(s) of dangerous behavior or the potential to engage in such behavior in the future; and
- Train staff on identifying the need for behavioral intervention strategies and on implementing these interventions once established; and
- Develop a behavioral intervention plan (BIP) for identified students. This plan should at least identify antecedents that cause the student to engage in dangerous behavior, include procedures for diminishing or removing such environmental factors, list interventions that will be used to maintain appropriate behavior and

respond to inappropriate behavior, and contain an overview of self-regulating techniques on which the student will be trained; and

- I. Involve parents in the development of the BIP and receive their consent on the document. In the case of students with mental or physical disabilities, behavior intervention strategies, if necessary, should be addressed in the student's IEP or Section 504 Plan.

Prohibitions

The West River affiliated school districts prohibit district employees, contractors, volunteers, and other individuals serving or working in any capacity for the District (hereafter district staff) from use of any form of restraint and/or seclusion on students except when the following conditions are met and then only in compliance with an emergency: An emergency means the use of physical restraint or seclusion to control violent, disturbed, or depressed behavior which may immediately result, or has resulted, in harm to that person or other persons or to control behavior that has or may immediately result in extreme or extensive damage to property. Restraint or seclusion may also be used when authorized by a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan.

The District further prohibits district staff from the following:

- Using restraint and seclusion interventions simultaneously except when necessary, temporary measure (e.g., to evacuate a classroom, restrain a secluded student who is exhibiting self-destructive behavior).
- Using restraint or seclusion to discipline a student.
- Using restraint or seclusion as a behavioral intervention when:
 - e. Behavior does not pose an immediate risk of harm or has not resulted in harm to the student or others,
 - f. Behavior does not pose an immediate risk of extensive or extreme damage to property,
 - g. Or when not authorized by a parent-approved plan such as, but not limited to, BIP, IEP, or Section 504 Plan.
- b. Using mechanical restraints.
- c. Using chemical restraints.
- d. Using a physical restraint or seclusion technique that restricts breathing or ability to communicate.
- e. Using a restraint or seclusion technique that will knowingly cause harm to a child. An exception to this provision may be warranted if a district staff member is attempting to obtain possession of a weapon or other dangerous object within the control of a student, is attempting to stop a physical altercation between the student and another individual, or is acting in self-defense and inadvertently causes harm to the student in the process. Administration shall investigate anytime a student was harmed during restraint or seclusion to determine the appropriateness of the intervention technique under the circumstances.

- f. Using physical restraint or seclusion for longer than when the dangerous behavior has subsided or longer than prescribed by the parent-approved plan.

Determining Appropriate Interventions when Need for Physical Restraint or Seclusion is Foreseeable

When the District identifies a foreseeable need for physical restraint or seclusion, it shall determine the appropriate physical restraint or seclusion intervention based on at least the following criteria:

- Behavior at issue.
- Age of the child.
- Whether a proposed intervention would violate restraint or seclusion interventions prohibited by policy. Such interventions shall not be used.
- The child's safety needs.
- Terms of the child's BIP, IEP, and/or Section 504 Plan.
- Whether staff have received appropriate training in the intervention proposed.
- Number of staff needed to administer the intervention. At a minimum, two staff members should be on hand when physical restraint or seclusion is used""one to witness implementation of interventions.
- Whether a staff member will be available to continually monitor a student who is restrained or placed in seclusion. The District requires continuous monitoring of a student placed in seclusion.
- If seclusion is the recommended intervention, whether the school has a seclusion area free from any objects that the child could use to harm him/herself. If the District does not have such a room or area, alternative interventions must be used.
- Whether the proposed interventions have been reviewed and approved by a qualified licensed or education specialist such as, but not limited to, a therapist, an individual certified in special education, or psychologist. The District recommends receiving this approval to ensure that proposed physical restraint or seclusion intervention does not substantially depart from accepted professional judgment, practice, or standards.
- A review of physical restraint or seclusion interventions used to respond to the child in the past. Any interventions that were ineffective should be modified using the above criteria.
- Whether parents have authorized the proposed physical restraint or seclusion intervention. Such authorization is required and should be documented in a BIP, IEP, or Section 504 Plan.

Determining Appropriate Interventions when Need for Physical Restraint or Seclusion is Unforeseeable

When a student engages in unforeseen dangerous behavior (i.e., dangerous behavior not covered by the BIP, IEP, or Section 504 Plan), trained staff members shall implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy, should respond in at least a team of two, should consider the age of the child and his/her needs when determining the appropriate intervention

method, and shall take necessary measures to ensure the safety of the student including continuously monitoring a student placed in restraint or seclusion. Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy.

Student engagement in unforeseen dangerous behavior shall be reviewed by a team convened by the building principal to review the circumstances surrounding the incident and determine the need for a BIP, IEP, or Section 504 Plan.

Staff Training

The District shall provide training to appropriate staff in physical restraint and seclusion and shall make available a copy of this policy to district staff. Only trained staff members should implement physical restraint or seclusion interventions.

If a trained staff member is unavailable in a situation necessitating use of restraint or seclusion as defined by this policy, the untrained staff member should contact a trained staff member to seek assistance. If the urgency of the situation prohibits contacting a trained staff member for assistance, the untrained staff member shall implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy and in the BIP/IEP/ Section 504 Plan (if the staff member is aware of the contents of such plan, if such plan exists). Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy. The building principal shall ensure that the staff member is debriefed after the incident and arrange for the staff member to receive training on physical restraint and seclusion if deemed appropriate.

Whenever any student is placed in seclusion or is restrained, the intervening staff member shall contact the building principal or designee as soon as practical. The building principal or designee shall determine if the seclusion or restraint is necessary and compliant with this policy; determine the appropriate duration of the physical restraint or seclusion, not to exceed the length of the school day; and shall at least issue his/her decision in writing.

Anytime restraint or seclusion is used, the school staff member administering the intervention should document it using the district's restraint or seclusion reporting form and submit it to administration as soon as practical. An administrator or designee shall attempt to contact the student's parent as soon as practical to inform him/her of the restraint or seclusion intervention used. If parents cannot be reached, the administrator should document a description of his/her notification attempts.

This notification requirement may only be waived if the parent agreed in writing to this waiver in the student's BIP, IEP, or Section 504 Plan and if the restraint or seclusion intervention used was part of the student's BIP, IEP, or Section 504 Plan.

School administration shall monitor the number and content of restraint and seclusion reporting forms received. If restraint or seclusion is repeatedly used, used multiple times within the same classroom, or used multiple times by the same individual, the District shall review the student's BIP/IEP/Section 504 Plan to determine the effectiveness of current intervention strategies and shall assess any implicated staff member's need for more training.

Policy Violations

District staff who violate this policy may be subject to disciplinary action up to and including termination in accordance with law, district policy, and, if applicable, the negotiated agreement.

KAAB - SCHOOL VOLUNTEER PROGRAM

The District may operate a volunteer program. The program should be designed and implemented in a safety-conscious manner but should 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
_____ Activities Director Name Printed	_____ Activities Director Signature	_____ Date

KILLDEER ACTIVITIES JOB DESCRIPTIONS



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):			

- 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			
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.

Activities and Responsibilities for Prom Advisor:

- 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.

Activities and Responsibilities for Junior Class Advisor:

- 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

This activity was moved to a coaching position and is no longer included with activities. This was as per the negotiated agreement 2026.

Name of Activity	Cheerleading Fall
Level	C
Time of Year: August to March	
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. Skills and certifications: • Knowledge of basic first aid • Current CPR certification • Stunt and Safety Certified (this is a must have in order to stunt) 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.	

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): 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

This activity was moved to a coaching position and is no longer included with activities. ~~This was a~~As per the negotiated agreement 2026.

Name of Activity	Cheerleading Winter
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Level	C
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Time of Year: August to March

- 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.

Skills and certifications:

- Knowledge of basic first aid

- Current CPR certification

- Stunt and Safety Certified (this is a must have in order to stunt)

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.

Activities Job Description

Name of Activity	Close Up
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Level	C
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Time of Year: All year

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):		
<u>What It Is</u> 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. <u>Competition</u> 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. <u>Meetings, Practices, Etc.</u> 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		
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): 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): August: 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. September: 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. October – January: 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 February: 1. Meet with students to review competition scores (these are emailed a few days after the competition) 2. Send out “Thank Yous” 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): 1. Get rule books from national Science Olympiad website 2. Hold informational/interest meeting in December 3. Get in touch with DSU science department to find out date and events held 4. Make teams in early January and have students pick events 5. Register teams with state and with regional location 6. Pay state registration fee 7. Help students prepare for their events 8. Attend regional competition 9. 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		
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:		
• 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 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. 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. a. Encourage students to attend functions open to them and supervise them during attendance. - Facilitate fund-raising activities and supervise • This list includes several tasks and responsibilities often performed by HOSA chapter advisors. 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		
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.' 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. • 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): 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 - 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)		
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):		
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):		
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		
1. Organize Homecoming Royalty and coronation ceremony. a. Ballots and voting b. Decorating c. Plan and direct the ceremony. d. Clean up after 2. Graduation Director 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- 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 – <i>FIRST</i> 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: - 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) - Assist with conducting informational/interest meetings toward the end of August.			
September: - Assist with conducting informational/Interest meetings. - Assist with meeting/s with students to go over competition logistics, practices and fundraising ideas. - Assist with informational meetings with parents. - Assist with Fundraising			
October – January: - Assist with practices to build missions and robot, program robot, practice on game field with robot and constructing of Innovation presentation. - Assist with the designing and ordering of shirts before competition.			
February: - Assist with the meeting with students to review competition scores (these are emailed a few days after the competition) - 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): 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): 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. Examples: Spirit store for Homecoming(Fall) Hot Cocoa Smencils 4. The student council will determine where the money that is collected will go. (School or community) 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.		

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): 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): 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): 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): 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 meetings 5. Coordinate 2 Community Service Projects with NHS – Thanksgiving Baskets & Holiday Gifts to families in need. 6. Order Graduation Cords for NHS Members		

End Document

6. Consider Ancillary Handbook for 2026-2027

KILLDEER PUBLIC SCHOOL ANCILLARY HANDBOOK



2026-2027

Contents

EMPLOYMENT INFORMATION	4
EQUAL EMPLOYMENT OPPORTUNITY	4
DRUG FREE WORKPLACE.....	4
TOBACCO FREE.....	4
SUBSTANCE ABUSE.....	5
SEXUAL HARASSMENT	5
PAYROLL PERIODS	5
IN-DISTRICT MEETINGS AND IN-SERVICE	5
EMPLOYEE RECORDS.....	5
FRINGE BENEFITS ELIGIBILITY.....	5
Refer to District Policy DCAB-BR-2	5
SECTION 125 PLAN	6
INTRODUCTORY PERIOD OF EMPLOYMENT	6
EVALUATION POLICY	6
EMPLOYMENT TERMINATION	6
WORKER’S COMPENSATION	7
ANCILLARY PAY SCHEDULE.....	7
SUBSTITUTE	7
HIRING GUIDELINES.....	8
TRANSFER GUIDELINES	8
NEPOTISM.....	8
ANCILLARY LEAVES.....	9
ADDITIONAL INFORMATION	9
HEALTH INSURANCE	11
MATERNITY LEAVE.....	11
JURY/LEGISLATIVE DUTY	11
PHYSICAL EXAMINATIONS	11
DUTY-FREE LUNCH.....	11

PAID SCHOOL LUNCH:.....	12
ANCILLARY PROFESSIONAL TRAINING.....	12
HANDBOOK REVIEW.....	12
APPENDIX A – BUS DRIVER GUIDELINES.....	12
APPENDIX B – NONDISCRIMINATION & ANTI-HARRASSMENT POLICY AAC.....	13
APPENDIX C – DISCRIMINATION AND HARRASSMENT GRIEVANCE PROCEDURE AAC-BR1	18
APPENDIX D – ORGANIZATIONAL CHART	23
APPENDIX E – DRUG & ALCOHOL FREE WORKPLACE POLICY DEAA.....	24
APPENDIX F – MISCELLANEOUS PAY RATES	27

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. Pay periods run from the first of the month through the 15th, paid out on the 25th and from the 16th of the month through the end of the month, paid out on the 10th. 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/WSI/ofroi/OFroiGeneral.aspx>

ANCILLARY PAY SCHEDULE

Ancillary staff wages are determined by the Ancillary Staff Categories & Wage Scale. This wage scale is approved 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 employee 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 hourly pay for an ancillary substitute will be based on the approved Ancillary Staff Categories and Wage Scale 2026-2027 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 as defined in Appendix F (Effective 1-1-24 per Board action 1-10-24) Ancillary staff that hold a ND teacher's license or substitute license that clock in to the time clock system for their normal ancillary position and are later asked to substitute teach in another area should clock out of the time clock system and sign into the substitute teacher book in the front office. Long-term substitute teacher pay only applies when the substitute teacher is covering for the regular classroom teacher and only starts with day 11 when over 10 consecutive days in the same classroom.

An ancillary employee that substitutes for an equal position in a different department will get their current hourly rate of pay. Examples of this include:

- Elementary kitchen employee subbing for HS kitchen employee
- Elementary custodian subbing for HS custodian
- Paraprofessional moving to another classroom for the day as a paraprofessional, in the same school or different school
- Office staff covering in the office of another school

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

Employee must work a minimum of 30 hours per week to be eligible. A day is defined as average hours worked per day. Credit will be based on the work schedule approved by the immediate supervisor. Ancillary staff does not have the option to sell back sick leave.

When the use of sick leave becomes necessary, it will be reported to and approved by the immediate supervisor.

Sick leave may be used for personal illness and medical appointments for themselves or their immediate family (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.). Additional family members may be included upon Superintendent approval.

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 (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.). Additional family members may be included upon Superintendent approval.

Sick leave may be used for bereavement days for husband, wife, son, daughter or parents. Up to 2 days per year may be used for any bereavement absence, regardless of relationship of the deceased, and regardless of sick leave remaining, as long as the employee has sick leave available.

PAID TIME OFF	All full-time ancillary personnel will receive three days per year of personal leave which will be non-accumulative.
HOLIDAY PAY	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.
VACATION	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. Credit will be based on the work schedule approved by the immediate supervisor. 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.
VIRTUAL LEARNING DAYS	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 12-month and 9-month employees that cannot make it into work will receive three hours of compensation if they were scheduled to work that day. In the event an employee can 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 into 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 can make it to work on a Snow Day, they will be compensated as normal for hours worked.

The Superintendent and Business Manager are allowed to make exceptions to benefit hours resulting from Virtual Learning Days and Snow Days based on individual and/or department circumstances.

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.

Beginning January 1, 2026, the health insurance benefit for 12-month employees will be as follows:

The Family Health Insurance Benefit to be paid by the District is 71% of a family annual premium. Single insurance benefit is 100% of a single annual premium. An equivalent amount of a single plan as a cash option is available if the employee declines insurance coverage. (Board approved 8-13-25)

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. The employee shall notify the Business Office in a timely manner so the hours can be added to the employee's timecard in the appropriate pay period.

HANDBOOK REVIEW

The changes made in this handbook during the review completed in the summer of 2026 will take effect on July 1, 2026. 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 152-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 school 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 trip pay is subject to all payroll 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 them 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

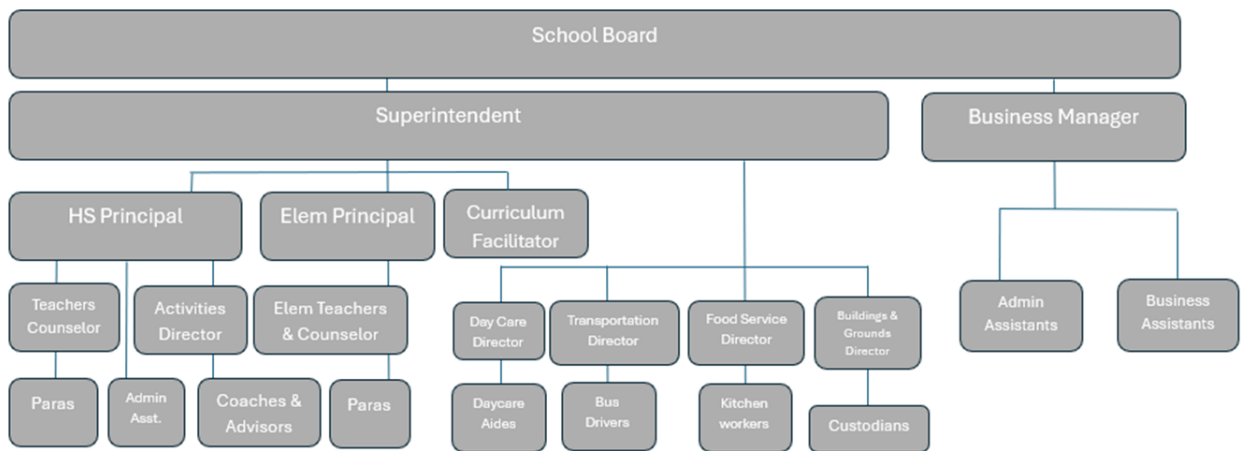
Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

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

APPENDIX D – ORGANIZATIONAL CHART

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.



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		2026-2027
Daily Substitute Teacher Rate		\$180.00
Hourly Substitute Teacher Rate		\$24.00
Long-Term Daily Substitute Teacher Rate (starts with day 11, when over 10 consecutive days in same classroom working as the classroom teacher)		\$299.12
Hourly Training/Meeting Rate-Certified Teachers (outside of contract day)		\$28.00
Resource Room Hourly Rate - Certified Teachers (outside of contract day)		\$31.00
Summer School Non-Certified Hourly Rate		\$30.00
Summer School & Drivers Ed Certified Teacher Hourly Rate		\$34.00
Activity Bus Driver Hourly Rate - With CDL		\$22.00+25% Coach/Teacher/Driver
Activity Bus Driver Hourly Rate - Without CDL		\$21.00+25% Coach/Teacher/Driver

END OF DOCUMENT

KILLDEER PUBLIC SCHOOL ANCILLARY HANDBOOK



JULY 20252026-2027

Contents

EMPLOYMENT INFORMATION	4
EQUAL EMPLOYMENT OPPORTUNITY	4
DRUG FREE WORKPLACE.....	4
TOBACCO FREE	4
SUBSTANCE ABUSE.....	5
SEXUAL HARASSMENT.....	5
PAYROLL PERIODS.....	5
IN-DISTRICT MEETINGS AND IN-SERVICE	5
EMPLOYEE RECORDS.....	5
FRINGE BENEFITS ELIGIBILITY	5
Refer to District Policy DCAB-BR-2	5
SECTION 125 PLAN	6
INTRODUCTORY PERIOD OF EMPLOYMENT.....	6
EVALUATION POLICY.....	6
EMPLOYMENT TERMINATION.....	6
WORKER'S COMPENSATION	7
ANCILLARY PAY SCHEDULE	7
SUBSTITUTE	7
HIRING GUIDELINES	8
TRANSFER GUIDELINES.....	8
NEPOTISM.....	8
ANCILLARY LEAVES.....	8
ADDITIONAL INFORMATION	9
HEALTH INSURANCE	10
MATERNITY LEAVE	11
JURY/LEGISLATIVE DUTY.....	11
PHYSICAL EXAMINATIONS.....	11
DUTY-FREE LUNCH.....	11
PAID SCHOOL LUNCH:.....	11
ANCILLARY PROFESSIONAL TRAINING.....	11

HANDBOOK REVIEW	11
APPENDIX A – BUS DRIVER GUIDELINES	12
APPENDIX B – NONDISCRIMINATION & ANTI-HARRASSMENT POLICY AAC	12
APPENDIX C – DISCRIMINATION AND HARRASSMENT GRIEVANCE PROCEDURE AAC-BR1	18
APPENDIX D – ORGANIZATIONAL CHART	23
APPENDIX E – DRUG & ALCOHOL FREE WORKPLACE POLICY DEAA	24
APPENDIX F – MISCELLANEOUS PAY RATES.....	27

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. Pay periods run from the first of the month through the 15th, paid out on the 25th and from the 16th of the month through the end of the month, paid out on the 10th. 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>
<https://www.workforcesafety.com/WSI/ofroi/OFroiGeneral.aspx>

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 ~~hourly~~ pay for an ~~ancillary~~ substitute will be based on the approved Ancillary Staff Categories and Wage Scale ~~2025-2026~~~~2026-2027~~ 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 ~~as defined in Appendix F.~~ (Effective 1-1-24 per Board action 1-10-24) ~~Ancillary staff that hold a ND teacher's license or substitute license that clock in to the time clock system for their normal ancillary position and are later asked to substitute teach in another area should clock out of the time clock system and sign into the substitute teacher book in the front office. Long-term substitute teacher pay only applies when the substitute teacher is covering for the regular classroom teacher and only starts with day 11 when over 10 consecutive days in the same classroom. The district will pay the salary on the 10th and 25th of each month.~~

An ~~ancillary~~ employee that substitutes ~~in for an equal position in~~ a different department will get their current ~~hourly~~ rate of pay. ~~Examples of this include:~~

- ~~Elementary kitchen employee subbing for HS kitchen employee~~
- ~~Elementary custodian subbing for HS custodian~~
- ~~Paraprofessional moving to another classroom for the day as a paraprofessional, in the same school or different school~~
- ~~Office staff covering in the office of another school~~

Commented [RZ1]: Adding new language to further clarify per discussion with April Dutchuk.

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

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. Credit will be based on the work schedule approved by the immediate supervisor.~~ Ancillary staff does not have the option to sell back sick leave.

When the use of sick leave becomes necessary, it will be reported to and approved by the immediate supervisor.

Sick leave may be used for personal illness and medical appointments for themselves or their immediate family (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.). Additional family members may be included upon Superintendent approval.

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 (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.). Additional family members may be included upon Superintendent approval.

Sick leave may be used for bereavement days for husband, wife, son, daughter or parents. Up to 2 days per year may be used for any bereavement absence, regardless of relationship of the deceased, and regardless of sick leave remaining, as long as the employee has sick leave available.

Commented [RZ2]: Should this change due to longer days with a 4-Day Week?

Commented [RZ3]: Adding this statement to align with with what is allowed in the teacher Negotiated Agreement.

PAID TIME OFF	All full-time ancillary personnel will receive three days per year of personal leave which will be non-accumulative.
HOLIDAY PAY	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.
VACATION	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. <u>Vacation cannot exceed eight hours a day. Credit will be based on the work schedule approved by the immediate supervisor.</u> 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.
VIRTUAL LEARNING DAYS	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 12-month and 9-month employees that cannot make it in-tointo work will receive three hours of compensation if they were scheduled to work that day. In the event an employee is able tocan 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-tointo 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 tocan make it to work on a Snow Day, they will be compensated as normal for hours worked. <u>The Superintendent and Business Manager are allowed to make exceptions to benefit hours resulting from Virtual Learning Days and Snow Days based on individual and/or department circumstances.</u>

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.

Beginning January 1, 2026, the health insurance benefit for 12-month employees will be as follows:

The Family Health Insurance Benefit to be paid by the District is 71% of a family annual premium. Single insurance benefit is 100% of a single annual premium. An equivalent amount of a single

plan as a cash option is available if the employee declines insurance coverage. (Board approved 8-13-25)

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. The employee shall notify the Business Office in a timely manner so the hours can be added to the employee's timecard in the appropriate pay period.

HANDBOOK REVIEW

The changes made in this handbook during the review ~~done-completed~~ in the summer of 2025~~6~~ will take effect on July 1, 2025~~6~~. 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~~152-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~~school 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 ~~pay are~~is subject to all payroll 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

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

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

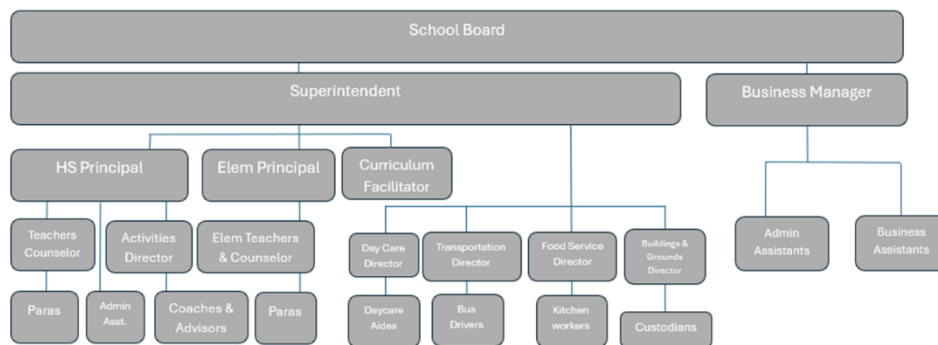
Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

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

APPENDIX D – ORGANIZATIONAL CHART

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.



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

Miscellaneous Pay Rates	2026-2027
Daily Substitute Teacher Rate	\$180.00
Hourly Substitute Teacher Rate	\$24.00
Long-Term Daily Substitute Teacher Rate (starts with day 11, when over 10 consecutive days in same classroom working as the classroom teacher)	\$299.12
Hourly Training/Meeting Rate-Certified Teachers (outside of contract day)	\$28.00
Resource Room Hourly Rate - Certified Teachers (outside of contract day)	\$31.00
Summer School Non-Certified Hourly Rate	\$30.00
Summer School & Drivers Ed Certified Teacher Hourly Rate	\$34.00
Activity Bus Driver Hourly Rate - With CDL	\$22.00+25% Coach/Teacher/Driver
Activity Bus Driver Hourly Rate - Without CDL	\$21.00+25% Coach/Teacher/Driver

END OF DOCUMENT

7. Consider the Daycare Handbook for 2026-2027

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.

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 Cowboys 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 Cowboys Learning Center hours of operation will be from 7:30 A.M. to 4:30 P.M., Monday through Thursday. We will also be open the first Friday of every month from 7:30 A.M. to 4:30 P.M. when there is scheduled school. 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/half hour, per child charge (beyond 4:30), unless prior arrangements are made with the Director or staff that are watching the children.

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 the 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 nutritional 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 Cowboys Learning Center, and you are asked to pay \$41/day for 0-17 months, \$39/day for 18 months and up and \$22.50/day for every subsequent child for KPS Employees and \$42/day per child for non-KPS Employees. For children that attend preschool it is \$22.50/child for each day they attend preschool. Prepayment for two weeks is due prior to our 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 Cowboys 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 payments are 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 \$41/day for 0-17 months, \$39/day for 18 months and up and \$22.50/day for every subsequent child. The drop-in fee for non-KPS employees is \$42/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 Cowboys 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 Cowboys 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 Cowboys 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 Cowboys Learning Center handbook under **Hours of Operation**.

Alternate Care

In the event that Little Cowboys 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 Cowboys 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 staff 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, 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 an 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 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 8:30 a.m.
- Morning snacks are served at 10:00 a.m.
- Lunch is served in 2 groups, first one is at 11:00 a.m. and second one is at 11:30 a.m.
- Afternoon snacks are 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 Play
10:30-11:00: Free Play
11:00-11:30: Baby Room's Lunch Time
11:30-12:00: Toddler and Big Kid's Room Lunch Time
12:00: Get Ready for Quiet Time
12:00-2:00: Quiet Time
2:00-2:30: Snack Time
2:30-3:00: 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 independent, and secure children.

- Your child under two years old will receive daily reports that will include feedings/time, 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 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 our 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 daycare 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:** Children may return 24 hours after the 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 treatment.
- **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 100.4 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 over and dried.
- **Impetigo:** until 24 hours after prescription treatment.
- **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 and can attend daycare.
- **Hepatitis A Virus:** until 1 week after onset of illness, jaundice, or as directed by the health department when immune globin 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.
- **Ringworm:** child may return once rash has improved with treatment or if clothing covers the rash.
- Any child who feels too ill to participate.

- Rash with fever or rash with behavior changes.
- 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 is it 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 another 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 and Human Services, 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 the North Dakota Department of Health and Human Services.

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 24 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.

- For minor injury, first aid will be administered. For serious injury, call 911 and contact the parent or guardian. For burns-actions include cooling the burn, pain relief, and protecting the wound from further damage. For ingestion of poison, call Poison Control.
- If there is an emergency, I will call 911 then contact you immediately. For non-life threatening injuries, you will be notified. An incident report form is required within 24 hours of the incident Parent/guardian will sign report and receive a copy.
- 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 door 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 the Killdeer High School. If shelter outside the Killdeer community is needed, we will seek shelter at the Dunn County Emergency Services in Manning. 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 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 the 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 our 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 child's caregiver and the Director. If none of the above steps result 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 an object in a child's mouth to deter the child from biting other children.
- Withhold activity 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 Cowboys 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 Emily Dolinar at (701) 690-1495.

Taxes

A W-10 form will be given to you no later than January 31st of each year.

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 side of a credit card. Do not use a needle or tweezers. Wash the area with soap and water. Apply a cold compress. If the child has a severe allergic reaction, call 911. If the child has a severe allergic reaction, call 911. If the child has a severe allergic reaction, call 911.



Animals 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 the child positioned at, or slightly below, the level of the heart. Try to identify the snake, if you can do so safely.

BURNS AND SCALDS

General Treatment First stop the burning process by removing the child from contact with hot water or a hot object (for example, tar). If clothing is burning, smother flames and coat 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 any 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. An electrical burn needs 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.

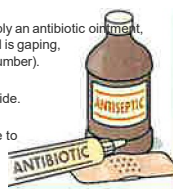
Cuts Wash small cuts with water until clean. Use direct pressure with a clean cloth to stop bleeding. Apply an antibiotic ointment, then cover the cut with a clean bandage. Call the pediatrician for large and/or deep cuts, or if the wound is gaping, because stitches should be placed without delay. For 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 topical 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 level of overactivity. Take the child's temperature to see if he has a fever. Most pediatricians consider any thermometer reading above 100.4°F (38.0°C) a sign of a fever. However, the way the child is feeling 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 (38.0°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. Aspirin has been linked with Reye syndrome, a serious disease that affects the liver and brain.

FAINTING

Lay 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 when seeking 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.

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
- Clumsiness 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

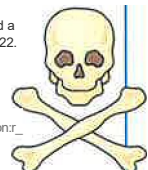
If the child has been exposed to or ingested a poison, call the Poison Center at 800/222-1222.

Swallowed Poisons Any nonfood substance is a potential poison. Call the Poison Center immediately. Do not induce vomiting. Do not give the child anything to eat or drink.

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 adds, 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.



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 _____
 AMBULANCE _____
 EMERGENCY DEPARTMENT _____
 FIRE _____
 POLICE _____

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, **DO NOT** do any of the following. Depending on the infant's condition, call 911 or the pediatrician for further advice.

1 FIVE BACK BLOWS



ALTERNATING

2 FIVE CHEST THRUSTS



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; assess pulse before starting CPR.)

INFANT CPR (Cardiopulmonary Resuscitation)

To be used when the infant is unconscious or when breathing stops.

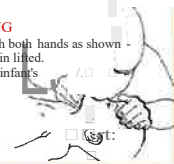
1 OPEN AIRWAY

Look for movement of the chest and abdomen. 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, **DO NOT** pull it out. Do not try a finger sweep if the object is in the mouth.



2 RESCUE BREATHING

Position head and chin with both hands as shown: head gently tilted back, chin lifted. Seal your mouth over the infant's mouth and nose. Blow gently, enough air to make the 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

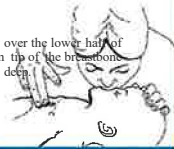
- Place your ear next to the infant's mouth and look, listen, and feel for **normal breathing or coughing**.
- Look for **body movement**.

If you cannot see, hear, or feel signs of normal breathing, coughing, or movement, start



4 CHEST COMPRESSIONS

- Place 2 fingers or one hand over the lower half of the chest. Avoid the bottom tip of the breastbone.
- Compress chest **1/2** to **1** inch.
- Alternate 5 compressions with 1 breath.
- Compress chest 100



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. Call 911 or the pediatrician for further advice.

CONSCIOUS

FIVE QUICK INWARD AND UPWARD THRUSTS just above the navel and well below the bottom tip of the breastbone and rib cage (modified Heimlich maneuver).



If the child becomes unconscious, begin 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 and abdomen.
- Listen for sounds of breathing.
- Look for a foreign object in the mouth. If you can see an object in the child's mouth, **DO NOT** pull it out. Do not try a finger sweep if the object is in the mouth.

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.



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.

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:

- **Remove an airway obstruction.**
- Continue steps 1, 2, and 2A until the object is retrieved or rescue efforts cease.

Be sure someone calls 911 as soon as possible, and by 1 minute after starting rescue efforts.

This information is for informational purposes only. It is not intended to be used as a substitute for professional medical advice. Always consult your healthcare provider for more information. ©2011 American Heart Association. All rights reserved.

*For children 8 years 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 aid course or CPR course in your community.

Turn Over for First Aid Instructions

HE0008 (Rev3/04)
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