

**KILLDEER PUBLIC SCHOOL BOARD
REGULAR MEETING
BOARD ROOM
WEDNESDAY, AUGUST 9, 2023, 7:00 PM**



AGENDA

1. Call to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - A. Minutes from July 19, 2023 Regular Meeting

Killdeer Public School District No. 16

Administration

Jeff Simmons, Superintendent
Karter Kleeman, HS Principal
Andrew Cook, Elem Principal
Rhonda Zastoupil, Business Manager



School Board

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

Killdeer Public School District No. 16
Regular Board Meeting
Boardroom
Wednesday, July 19, 2023 – 6:00 p.m.

Levi Bang: Present
Scott Bice: Present
April Dutchuk: Present
Larry Lundberg: Present
Kelli Schollmeyer: Present
Present: 5.

Also in attendance were Jeff Simmons, Superintendent, Rhonda Zastoupil, Business Manager, Karter Kleeman, Nick Walker, Andrew Cook, Jenni Wallace, Abbie Elkins, James Lorenz, Kaitlyn Wilz, Jana Smith, Brittany Wheeling, Meghan Moore, Cheyanne Olson and Ashlynn Helfrich.

1. Call to Order

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

2. Approval of Agenda

I move to set the written agenda and approve the consent agenda with requested changes. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Request to pull the high school principal report and activity director portions out of the consent agenda in order to allow discussion.

3. Public Comment

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

Mr. Kleeman shared the proposed changes to the high school attendance policy and student handbook.
Discussion held.

Mr. Walker shared updates to the activities handbook, noting a bullying and hazing clause will be added.

4. Consent Agenda

4.A. Minutes from June 26, 2023 Special Meeting

4.B. July Prepaid Bills

4.C. Business Manager Reports

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- 4.C.a. Financial Reports
- 4.C.b. Food Service Reports
- 4.C.c. Student Activity Reports
- 4.D. Administrator Reports

5. Unfinished Business

5.A. Consider Spring ADM Report 2022-2023

I move to approve the Spring 2023 Average Daily Membership Report. This motion, made by April Dutchuk and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

The 2023 Spring ADM Report required by NDDPI was presented.

5.B. Consider Annual DPI Transportation Report

I move to approve the District Transportation Report for 2022-2023. This motion, made by Larry Lundberg and seconded by Scott Bice, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

The 2022-2023 District Transportation Report required by NDDPI was presented.

5.C. Consider Annual Killdeer 16 Financial Report - Fiscal Year 2022-2023

I move to approve the ND School District Financial Report for 2022-2023. This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Ms. Zastoupil presented the 2022-2023 Killdeer 16 Financial Report required to be filed with the NDDPI. Highlights of the report were reviewed and discussed.

5.D. Consider Policy ACBF Medical Marijuana.

I move to adopt Policy ACBF Medical Marijuana. This is the first reading. This motion, made by Larry Lundberg and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Nay, Scott Bice: Nay, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 3, Nay: 2

Mr. Simmons shared what he learned from other school districts, along with information received from state agencies. Discussion held.

6. New Business

6.A. Organization of the Board - Election of President for FY 2023-2024

I move to cast a unanimous ballot for Levi Bang as the board chairperson for 2023 - 2024. This motion, made by April Dutchuk and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea

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Yea: 5, Nay: 0

6.B. Organization of the Board - Election of Vice-President for FY 2023-2024

I move to cast a unanimous ballot for April Dutchuk as the board vice-chairperson for 2023 - 2024. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.C. Consent Agenda (New Board)

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

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.C.a. Designate Federal Programs Administrator

1. School Food Services – Superintendent Simmons
2. Title I - Superintendent Simmons
3. Title IIA – Superintendent Simmons
4. Title III – Superintendent Simmons
5. Title IV - Superintendent Simmons
6. Title V – Superintendent Simmons
7. REAP – Superintendent Simmons
8. All Other Federal Programs – Superintendent Simmons

6.C.b. Establish Dates and Times of Regular Monthly Meetings-

Typically, 2nd Wed. at 7:00 p.m. except July is sometimes set for 3rd Wednesday due to end of calendar year and end of fiscal year bookwork. Times for Nov., Dec., Jan., and Feb. 5:30 p.m.

2023-2024 dates:

- July 19 @ 6:00 p.m.
- Aug. 9 @ 7:00 p.m.
- Sept. 13 @ 7:00 p.m.
- Oct. 11 @ 7:00 p.m.
- Nov. 8 @ 5:30 p.m.
- Dec 13 @ 5:30 p.m.
- Jan. 10 @ 5:30 p.m.
- Feb. 14 @ 5:30 p.m.
- March 13 @ 7:00 p.m.

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- April 10 @ 7:00 p.m.
- May 8 @ 7:00 p.m.
- June 12 @ 7:00 p.m.
- July 17 @ 6:00 p.m.

6.C.c. Select and Act on Depository of School Funds - Depositories for our funds include American Bank Center - Killdeer, First International Bank - Killdeer, and Union Bank – Halliday.

6.C.d. Designate a School Attorney - Rachel A. Bruner attorney Pearce Durick LLC, Bismarck ND

6.D. July Additional Bills

I move to approve the additional July bills. This motion, made by Kelli Schollmeyer and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Additional July bills were presented. Brief discussion held.

6.E. Designation of School Newspaper

I move to designate The Dickinson Press as the official school newspaper. This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Brief discussion held regarding selection of an official school newspaper.

6.F. Set Compensation for School Board Members

I move to set and approve the board compensation at \$150.00 for regular and committee meetings and \$175.00 for special and out-of-town meetings for 2023-2024. This motion, made by April Dutchuk and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.G. Establish Board Committees

Mr. Bang appointed committee members for 2023-2024, leaving them the same as the prior year.

6.H. Establish Fee Schedule for 2023-2024:

1. School Food Service Meal Charges

1. Breakfast
2. Lunch

2. Activity Tickets

3. Supply Fees

1. Ag Ed (FFA)
2. Band

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3. FACS

4. Driver's Education Course Fee
5. Athletic Season Tickets
6. Individual Admission Charge

I move to approve the fee changes based on the proposed fee schedule for 2023-2024. This motion, made by April Dutchuk and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

The proposed fee schedule was reviewed. Discussion held.

6.I. Consider Bus Routes

I move to approve nine rural bus routes for 2023-2024. This motion, made by Larry Lundberg and seconded by Scott Bice, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.J. Consider Daycare Rates

I move to set daycare rates at \$36.00 for the first child and \$19.50 for subsequent children for the 2023-2024 fiscal year and to revisit the rates prior to teacher contract issuance. This motion, made by Kelli Schollmeyer and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Discussion held. President Bang opened the floor to public comment. James Lorenz, Ashlynn Helfrich and Kaitlyn Wilz spoke.

President Bang appointed Ms. Dutchuk and Ms. Schollmeyer to a daycare handbook committee to assist Jana Smith, Daycare Director, in updating the handbook for approval at the August meeting.

6.K. Act on Lease Agreement with Saint Paul's Catholic Church for use of their parking lot

I move to approve the lease for Saint Paul's Catholic Church parking lot for 2023-2024 for \$1.00. This motion, made by Scott Bice and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.L. Consider Primary Care Services Agreement

I move to approve the primary care service agreement between Coal Country community Health Center and Killdeer Public School District as presented for the 2023-2024 school year. This motion, made by Larry Lundberg and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

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6.M. Consider the 2023-2024 Budget, Subsidiary and Levies

Ms. Zastoupil presented the Subsidiary Budget, the Preliminary Budget and the Preliminary Certificate of Levy for 2023-2024. Discussion held.

6.N. Consider 2023-2024 Activities Handbook

I move to approve the 2023-2024 Activities Handbook as presented. This motion, made by Kelli Schollmeyer and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

6.O. Consider the 2023-2024 Health & Safety School Reopening Guidelines.

I move to approve the 2023-2024 Health and Safety School Reopening Guidelines. This motion, made by April Dutchuk and seconded by Scott Bice, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 5, Nay: 0

Brief discussion held regarding requirements.

7. Other

8. Announcements

8.A. Next Regular Meeting - August 9, 2023 at 7:00 PM

9. Adjourn

The meeting adjourned at 7:46 PM.

Levi Bang, President

Rhonda Zastoupil, Business Manager

B. Prepaid August Bills

Detail Check Register

Posted; Batch Description 4 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number: 45661	Check Type: Check	Check Date: 07/26/2023	Vendor: FLINN	FLINN SCIENTIFIC	Check Total:	360.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230726	07/26/2023	HS-00662	Water to Grape Juice to Milk	01 000 000 140 1000 611	30.21	
20230726	07/26/2023	HS-00662	Balsa Bridge Construction Set	01 000 000 140 1000 611	106.43	
20230726	07/26/2023	HS-00662	Hydrogen Peroxide, Reagent, 30%, 500 mL	01 000 000 140 1000 611	34.00	
20230726	07/26/2023	HS-00662	Go Direct Motion Detector	01 000 000 140 1000 611	128.00	
20230726	07/26/2023	HS-00662	SHIPPING	01 000 000 140 1000 618	29.86	
20230726	07/26/2023	HS-00662	HAZARDOUS SHIPPING	01 000 000 140 1000 618	32.00	
V*20230726	07/26/2023	HS-00662	Water to Grape Juice to Milk	01 000 000 140 1000 611	(30.21)	
V*20230726	07/26/2023	HS-00662	Balsa Bridge Construction Set	01 000 000 140 1000 611	(106.43)	
V*20230726	07/26/2023	HS-00662	Hydrogen Peroxide, Reagent, 30%, 500 mL	01 000 000 140 1000 611	(34.00)	
V*20230726	07/26/2023	HS-00662	Go Direct Motion Detector	01 000 000 140 1000 611	(128.00)	
V*20230726	07/26/2023	HS-00662	SHIPPING	01 000 000 140 1000 618	(29.86)	
V*20230726	07/26/2023	HS-00662	HAZARDOUS SHIPPING	01 000 000 140 1000 618	(32.00)	
Check Number: 45662	Check Type: Check	Check Date: 07/26/2023	Vendor: VISA	VISA	Check Total:	3,373.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230726	07/26/2023	POELEM-01443	BOARD MEETING SUPPLIES	01 000 000 000 2310 290	26.88	
20230726	07/26/2023	POELEM-01443	ROOM FOR MR. SIMMONS AT THE BAYMONT 6.7.	01 000 000 000 2321 580	132.30	
20230726	07/26/2023	POELEM-01443	ROOM FOR SMARTLAB CONF.	01 000 000 120 1000 580	760.65	
20230726	07/26/2023	POELEM-01443	NEW TEACHER SUPPLIES-JENNY DOBITZ	01 000 000 120 1000 611	626.49	
20230726	07/26/2023	POELEM-01443	SIGNUP GENIUS	01 000 000 120 1000 611	29.99	
20230726-0001	07/26/2023	HS-00661	Air Track, 2.0 m	01 000 000 140 1000 611	959.00	
20230726-0001	07/26/2023	HS-00661	Variable Output Air Supply	01 000 000 140 1000 611	609.00	
20230726-0001	07/26/2023	HS-00661	SHIPPING	01 000 000 140 1000 618	75.00	
20230726-0002	07/26/2023	ELEM-01255	Lunch for Election workers & staff	01 000 000 000 2310 290	154.45	
Check Number: 45663	Check Type: Check	Check Date: 07/26/2023	Vendor: VISA	VISA	Check Total:	360.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230726-0003	07/26/2023	POELEM-01444	CORRECTING PO HS-00662 SUMMER SUPPLIES	01 000 000 140 1000 611	360.50	
Check Number: 45664	Check Type: Check	Check Date: 07/26/2023	Vendor: VISA	VISA	Check Total:	8,470.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230726-0004	07/26/2023	POELEM-01442	TRANSPORTATION GAS	01 000 000 000 2700 626	1,080.94	
20230726-0004	07/26/2023	POELEM-01442	DIESEL	01 000 000 000 2700 627	236.88	
20230726-0005	07/26/2023	POELEM-01441	COMFORT SUITES UNIVERSITY BRROKINGS SD S	01 000 000 310 1000 580	340.86	
20230726-0006	07/26/2023	HS-00754	Requesting to take a VISA with for the N	01 000 000 310 1000 580	88.20	
20230726-0007	07/26/2023	HS-00726	VISA use to book hotel room for the NAAE	01 000 000 310 1000 580	309.03	
20230726-0008	07/26/2023	HS-00688	Nomad 3 - Desktop CNC Mill	01 000 000 140 1000 611	2,800.00	
20230726-0008	07/26/2023	HS-00688	Nomad Endmill Starter Pack	01 000 000 140 1000 611	170.00	

Detail Check Register

Posted; Batch Description 4 Records Selected; Fund Number 01, 03

Checking Account: 1		Fund 01							
20230726-0008	07/26/2023	HS-00688	2x3" Wax Block (Qty 5)	01 000 000 140 1000 611		50.00			
20230726-0008	07/26/2023	HS-00688	2x3" Synthetic Wood (Qty 8)	01 000 000 140 1000 611		25.00			
20230726-0008	07/26/2023	HS-00688	Acrylic Sheet, 3mm (Qty 5) White	01 000 000 140 1000 611		14.00			
20230726-0008	07/26/2023	HS-00688	HDPE Sheet 3 x 5 x 1" (Qty 5)	01 000 000 140 1000 611		30.00			
20230726-0009	07/26/2023	HS-00643	"Ground Beef ""Not for Sale"" Meat / Chu	01 000 000 310 1000 611		39.21			
20230726-0009	07/26/2023	HS-00643	Ground Pork "Not for Sale" Meat / Chub	01 000 000 310 1000 611		39.21			
20230726-0009	07/26/2023	HS-00643	Pork Sausage "Not for Sale" Meat / Chub	01 000 000 310 1000 611		39.21			
20230726-0009	07/26/2023	HS-00643	Meat chub tape dispenser	01 000 000 310 1000 611		75.62			
20230726-0009	07/26/2023	HS-00643	Red Tape (180 yards, 3/8")	01 000 000 310 1000 611		11.62			
20230726-0009	07/26/2023	HS-00643	Patty Paper - Box of 1000 Sheets	01 000 000 310 1000 611		8.03			
20230726-0009	07/26/2023	HS-00643	Clear PVC Bone Guard	01 000 000 310 1000 611		166.14			
20230726-0009	07/26/2023	HS-00643	Stamped Industrial Strength Drums	01 000 000 310 1000 611		36.81			
20230726-0009	07/26/2023	HS-00643	Heavy Duty Drum Aluminum Dolly	01 000 000 310 1000 611		68.14			
20230726-0009	07/26/2023	HS-00643	Liquid Denaturant in Green or Blue	01 000 000 310 1000 611		18.51			
20230726-0009	07/26/2023	HS-00643	Bouffant Caps - Bag of 100 - Various Col	01 000 000 310 1000 611		41.70			
20230726-0009	07/26/2023	HS-00643	White Smocks / Lab Coats	01 000 000 310 1000 611		303.60			
20230726-0009	07/26/2023	HS-00643	White Smocks / Lab Coats	01 000 000 310 1000 611		338.10			
20230726-0009	07/26/2023	HS-00643	White Smocks / Lab Coats	01 000 000 310 1000 611		151.80			
20230726-0009	07/26/2023	HS-00643	UltraSource UltraGlove™ Premium Cut Resi	01 000 000 310 1000 611		50.80			
20230726-0009	07/26/2023	HS-00643	UltraSource UltraGlove™ Premium Cut Resi	01 000 000 310 1000 611		50.80			
20230726-0009	07/26/2023	HS-00643	UltraSource UltraGlove™ Premium Cut Resi	01 000 000 310 1000 611		50.80			
20230726-0009	07/26/2023	HS-00643	UltraSource UltraGlove™ Premium Cut Resi	01 000 000 310 1000 611		50.80			
20230726-0009	07/26/2023	HS-00643	UltraSource - String Knit Gloves	01 000 000 310 1000 611		39.36			
20230726-0009	07/26/2023	HS-00643	Stainless Steel Glove Dispensers	01 000 000 310 1000 611		81.12			
20230726-0009	07/26/2023	HS-00643	SHIPPING	01 000 000 310 1000 618		83.09			
20230726-0010	07/26/2023	HS-00773	UltraTotes™ Utility Tub, Safe for Food a	01 000 000 310 1000 611		35.88			
20230726-0010	07/26/2023	HS-00773	UltraTotes™ Utility Tub, Safe for Food a	01 000 000 310 1000 611		71.76			
20230726-0010	07/26/2023	HS-00773	UltraTotes® Lids	01 000 000 310 1000 611		29.88			
20230726-0010	07/26/2023	HS-00773	UltraTotes® Lids	01 000 000 310 1000 611		58.08			
20230726-0010	07/26/2023	HS-00773	Vertical Tote Dolly - From 1 to 3 Tote C	01 000 000 310 1000 611		126.38			
20230726-0010	07/26/2023	HS-00773	3 Way Sharpening System - 11.5" Width	01 000 000 310 1000 611		145.66			
20230726-0010	07/26/2023	HS-00773	SHIPPING & TAX THAT WILL BE REFUNDED	01 000 000 310 1000 618		146.13			
20230726-0011	07/26/2023	HS-00644	FoodSaver® 4800 Series 2-in-1 Automatic	01 000 000 310 1000 611		256.79			
20230726-0015	07/26/2023	HS-00802	ND ACTE Conference Registration	01 000 000 310 1000 580		75.00			
20230726-0015	07/26/2023	HS-00802	NDAAE Conference Registration	01 000 000 310 1000 580		280.28			
20230726-0017	07/26/2023	HS-00804	Requesting VISA use to register for the	01 000 000 310 1000 580		355.28			
Check Number: 45665				Check Type: Check	Check Date: 07/31/2023	Vendor: ADVBUS	ADVANCED BUSINESS METHODS	Check Total:	2,499.81
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
AR1692892	07/31/2023	POELEM-01451	COPIER SPLIT	01 000 000 110 1000 610	199.99				
AR1692892	07/31/2023	POELEM-01451	COPIER SPLIT	01 000 000 120 1000 611	1,149.91				
AR1692892	07/31/2023	POELEM-01451	COPIER SPLIT	01 000 000 130 1000 611	374.97				

Detail Check Register

Posted; Batch Description 4 Records Selected; Fund Number 01, 03

Checking Account: 1	Fund 01					
AR1692892	07/31/2023	POELEM-01451	COPIER SPLIT	01 000 000 140 1000 611		774.94
Check Number: 45666	Check Type: Check	Check Date: 07/31/2023	Vendor: AH	AH INC.	Check Total:	935.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
53065BUS	07/31/2023	POELEM-01452	REPAIRS ON BUSES 414,420	01 000 000 000 2700 673		935.00
Check Number: 45667	Check Type: Check	Check Date: 07/31/2023	Vendor: BELL SHE	SHELLY BELL	Check Total:	221.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230731	07/31/2023	ELEM-01302	Reimbursement for Carpet Shampooer	01 000 000 000 2600 611		221.52
Check Number: 45668	Check Type: Check	Check Date: 07/31/2023	Vendor: DAHLNEI	NEIL DAHLEN	Check Total:	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230731	07/31/2023	POELEM-01459	REIMBURSE FOR DOT PHYSICAL	01 000 000 000 2700 390		125.00
Check Number: 45669	Check Type: Check	Check Date: 07/31/2023	Vendor: ELITECAB	ELITE CABINETS & BUILDING SUPPLY	Check Total:	360.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2307-135174	07/31/2023	POELEM-01458	SCRAPER AND BLADE	01 000 000 000 2600 611		50.98
2307-135174	07/31/2023	POELEM-01458	NEW TRIMMER FOR HS	01 000 000 000 2600 611		309.97
Check Number: 45670	Check Type: Check	Check Date: 07/31/2023	Vendor: FORU COMM	FORUM COMMUNICATIONS COMPANY	Check Total:	279.51
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230731	07/31/2023	POELEM-01445	7/19/23 BOARD MEETING MINUTES	01 000 000 000 2500 540		279.51
Check Number: 45671	Check Type: Check	Check Date: 07/31/2023	Vendor: JUSTIN	JUST-IN- GLASS	Check Total:	861.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
17063	07/31/2023	POELEM-01449	REPLACE WINDSHIELD BUS 411	01 000 000 000 2700 673		343.08
17063	07/31/2023	POELEM-01449	REPLACE WINDSHIELD BUS 410	01 000 000 000 2700 673		518.56
Check Number: 45672	Check Type: Check	Check Date: 07/31/2023	Vendor: LARSCHR	CHRISTY LARSEN	Check Total:	135.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230731	07/31/2023	HS-00800	dinner meals	01 082 000 298 1000 300 2023		70.00
20230731	07/31/2023	HS-00800	credit reimbursement	01 082 000 298 1000 300 2023		65.00
Check Number: 45673	Check Type: Check	Check Date: 07/31/2023	Vendor: LOWRYENG	LOWRY ENGINEERING	Check Total:	6,582.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4256	07/31/2023	POELEM-01450	CIVIAL SITE DESIGN AND CONSTRUCTION DOCU	03 000 000 000 4220 435		6,582.50
Check Number: 45674	Check Type: Check	Check Date: 07/31/2023	Vendor: N DONECALL	NORTH DAKOTA ONE CALL	Check Total:	1.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2321348	07/31/2023	POELEM-01454	CALL PER NICK DUKART	01 000 000 000 2600 450		1.30
Check Number: 45675	Check Type: Check	Check Date: 07/31/2023	Vendor: NDSBA	NDSBA	Check Total:	1,250.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
669	07/31/2023	ELEM-01299	Policy services	01 000 000 000 2310 810		1,250.00

Detail Check Register

Posted; Batch Description 4 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number	Check Type	Check Date	Vendor		Check Total
45676	Check	07/31/2023	NELSON	NELSON INTERNATIONAL	443.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
R10400970601	07/31/2023	POELEM-01456	REAR AXELS/BREAKS REPLACEMENT	01 000 000 000 2700 673	404.42
X1043767901	07/31/2023	POELEM-01447	FUEL FILTER	01 000 000 000 2700 673	39.22
45677	Check	07/31/2023	QUADIENT	QUADIENT LEASING USA, INC	299.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
N10012257	07/31/2023	POELEM-01457	COVERAGE 8/2/23-11/1/23	01 000 000 000 2500 431	299.13
45678	Check	07/31/2023	ROUSEP	ROUGH RIDER SEPTIC	355.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8663	07/31/2023	POELEM-01448	CLEANED GREASE TRAPS AT ELEM	01 000 000 000 2600 450	355.00
45679	Check	07/31/2023	SCHMELMA	MALEAH SCHMELING	135.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230731	07/31/2023	POELEM-01453	TRAVEL TO MTSS CONF MEALS AND CREDIT	01 082 000 298 1000 300 2023	135.00
45680	Check	07/31/2023	STPAULS	ST. PAUL'S CATHOLIC CHURCH	1.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230731	07/31/2023	ELEM-01301	Parking Lot Lease 23-24	01 000 000 000 2500 430	1.00
45681	Check	07/31/2023	WESTHEATIN	WESTERN HEATING & AIR LLC	455.02
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
586714	07/31/2023	POELEM-01455	CHARGED WALKIN FREEZER	01 000 000 000 2600 450	455.02

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 27,145.78

C. Business Manager Reports

a. Financial Reports

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01	GENERAL FUND				
2210	CURRICULUM IMPROVEMENT				
01 000 000 000 2210 110	SALARIES	58,300.00	0.00	0.00	58,300.00
01 000 000 000 2210 210	HEALTH INSURANCE	8,640.48	0.00	0.00	8,640.48
01 000 000 000 2210 220	FICA	5,120.95	379.98	379.98	4,740.97
01 000 000 000 2210 230	TFFR	12,955.56	1,008.00	1,008.00	11,947.56
01 000 000 000 2210 300	PROFESSIONAL SERVICES	80,000.00	8,168.00	8,168.00	71,832.00
01 000 000 000 2210 430	CONTRACTS	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2210 580	TRAVEL	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2210 611	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2210 730	EQUIPMENT	500.00	0.00	0.00	500.00
01 000 000 000 2210 890	OTHER	1,200.00	0.00	0.00	1,200.00
2210	CURRICULUM IMPROVEMENT	170,216.99	9,555.98	9,555.98	160,661.01
2213	WELLNESS				
01 000 000 000 2213 110	SALARIES	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2213 220	FICA	153.00	0.00	0.00	153.00
01 000 000 000 2213 230	TFFR	444.44	0.00	0.00	444.44
01 000 000 000 2213 290	OTHER EMPLOYEE BENEFITS	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2213 580	TRAVEL	3,500.00	0.00	0.00	3,500.00
01 000 000 000 2213 611	SUPPLIES	250.00	0.00	0.00	250.00
01 000 000 000 2213 810	DUES & FEES	2,000.00	0.00	0.00	2,000.00
2213	WELLNESS	9,847.44	0.00	0.00	9,847.44
2222	LIBRARY				
01 000 000 000 2222 110	SALARIES	53,500.00	0.00	0.00	53,500.00
01 000 000 000 2222 130	SUBS/AIDES	22,275.00	0.00	0.00	22,275.00
01 000 000 000 2222 210	HEALTH INSURANCE	17,280.96	0.00	0.00	17,280.96
01 000 000 000 2222 220	FICA	7,118.78	0.00	0.00	7,118.78
01 000 000 000 2222 230	TFFR	15,288.06	0.00	0.00	15,288.06
01 000 000 000 2222 430	CONTRACTS	6,500.00	500.00	500.00	6,000.00
01 000 000 000 2222 580	TRAVEL	500.00	0.00	0.00	500.00
01 000 000 000 2222 611	SUPPLIES	4,500.00	355.33	355.33	4,144.67
01 000 000 000 2222 618	FREIGHT	250.00	0.00	0.00	250.00
01 000 000 000 2222 641	BOOKS-H.S.	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2222 642	BOOKS-ELEM	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2222 650	PERIODICALS	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2222 670	SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2222 730	EQUIPMENT	2,000.00	0.00	0.00	2,000.00
2222	LIBRARY	137,212.80	855.33	855.33	136,357.47
2310	BOARD OF EDUCATION				
01 000 000 000 2310 110	SALARIES-EARLY RETIREMENT	0.00	0.00	0.00	0.00
01 000 000 000 2310 120	SALARIES--BUSINESS MANAGER	0.00	0.00	0.00	0.00
01 000 000 000 2310 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2310 220	FICA	1,912.50	0.00	0.00	1,912.50
01 000 000 000 2310 221	ND OASIS	0.00	0.00	0.00	0.00
01 000 000 000 2310 230	TFFR & PERS	0.00	0.00	0.00	0.00
01 000 000 000 2310 250	UNEMPLOYMENT COMPENSATION	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2310 260	WORKMEN'S COMPENSATION	12,500.00	0.00	0.00	12,500.00
01 000 000 000 2310 290	OTHER EMPLOYEE BENEFITS	30,000.00	327.44	327.44	29,672.56
01 000 000 000 2310 310	BOARD SALARY	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2310 580	TRAVEL	5,000.00	56.35	56.35	4,943.65
01 000 000 000 2310 650	PERIODICALS	500.00	0.00	0.00	500.00
01 000 000 000 2310 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2310 810	DUES & FEES	25,000.00	8,889.00	8,889.00	16,111.00
01 000 000 000 2310 890	CONSOLIDATION	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	102,412.50	9,272.79	9,272.79	93,139.71
2321	SUPERINTENDENT'S OFFICE				
01 000 000 000 2321 110	SALARIES-SUPERINTENDENT	151,280.00	11,636.92	11,636.92	139,643.08
01 000 000 000 2321 120	SALARIES-SECRETARY	0.00	0.00	0.00	0.00
01 000 000 000 2321 210	HEALTH INSURANCE	20,886.96	1,740.58	1,740.58	19,146.38
01 000 000 000 2321 220	FICA	11,572.92	879.38	879.38	10,693.54
01 000 000 000 2321 230	TFFR	31,031.78	2,585.98	2,585.98	28,445.80
01 000 000 000 2321 290	OTHER EMPLOYEE BENEFITS	7,000.00	383.34	383.34	6,616.66
01 000 000 000 2321 580	TRAVEL	6,000.00	132.30	132.30	5,867.70
01 000 000 000 2321 670	SOFTWARE	500.00	0.00	0.00	500.00
01 000 000 000 2321 730	EQUIPMENT	2,500.00	1,799.00	1,799.00	701.00
01 000 000 000 2321 810	DUES & FEES	3,000.00	0.00	0.00	3,000.00
2321	SUPERINTENDENT'S OFFICE	233,771.66	19,157.50	19,157.50	214,614.16
2500	BUSINESS OFFICE				
01 000 000 000 2500 120	Salaries	250,473.45	16,848.17	16,848.17	233,625.28

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 000 2500 210	HEALTH INSURANCE	52,856.29	3,704.46	3,704.46	49,151.83
01 000 000 000 2500 220	FICA	21,606.87	1,416.65	1,416.65	20,190.22
01 000 000 000 2500 230	PERS	36,696.25	2,522.89	2,522.89	34,173.36
01 000 000 000 2500 290	OTHER EMPLOYEE BENEFITS	5,000.00	250.00	250.00	4,750.00
01 000 000 000 2500 330	PROFESSIONAL SERV - AUDITS	25,000.00	12,530.00	12,530.00	12,470.00
01 000 000 000 2500 430	CONTRACTS	3,800.00	151.92	151.92	3,648.08
01 000 000 000 2500 431	POSTAGE METER	5,000.00	299.13	299.13	4,700.87
01 000 000 000 2500 521	PROPERTY INSURANCE	55,000.00	0.00	0.00	55,000.00
01 000 000 000 2500 522	LIABILITY INSURANCE	10,000.00	0.00	0.00	10,000.00
01 000 000 000 2500 532	POSTAGE	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2500 540	LEGALS-ADS	5,000.00	488.67	488.67	4,511.33
01 000 000 000 2500 550	PRINTING & BINDING	500.00	0.00	0.00	500.00
01 000 000 000 2500 580	TRAVEL	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2500 618	FREIGHT	250.00	0.00	0.00	250.00
01 000 000 000 2500 619	SUPPLIES TO BE DIST.	200.00	0.00	0.00	200.00
01 000 000 000 2500 670	SOFTWARE	12,000.00	0.00	0.00	12,000.00
01 000 000 000 2500 690	MISC SUPPLIES	3,000.00	95.00	95.00	2,905.00
01 000 000 000 2500 730	EQUIPMENT	12,000.00	8,995.00	8,995.00	3,005.00
01 000 000 000 2500 830	INTEREST	0.00	0.00	0.00	0.00
2500 BUSINESS OFFICE		<u>504,382.86</u>	<u>47,301.89</u>	<u>47,301.89</u>	<u>457,080.97</u>
2600 M & O OF PLANT					
01 000 000 000 2600 120	SALARIES	246,653.35	21,046.20	21,046.20	225,607.15
01 000 000 000 2600 121	PART TIME SALARY	44,871.15	10,985.37	10,985.37	33,885.78
01 000 000 000 2600 210	HEALTH INSURANCE	51,842.16	6,495.00	6,495.00	45,347.16
01 000 000 000 2600 220	FICA	23,623.60	2,534.60	2,534.60	21,089.00
01 000 000 000 2600 230	PERS	44,113.01	4,661.21	4,661.21	39,451.80
01 000 000 000 2600 411	WATER/SEWER	32,000.00	3,291.04	3,291.04	28,708.96
01 000 000 000 2600 421	GARBAGE	20,000.00	1,197.00	1,197.00	18,803.00
01 000 000 000 2600 431	FIRE EXTINGUISHERS	5,000.00	925.00	925.00	4,075.00
01 000 000 000 2600 432	PEST CONTROL	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2600 433	CLOCK SYSTEM	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2600 434	HEATING SYSTEM	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2600 435	OTHER CONTRACTS	15,000.00	137.25	137.25	14,862.75
01 000 000 000 2600 441	RENTALS	0.00	0.00	0.00	0.00
01 000 000 000 2600 450	CONSTRUCTION SERVICES	100,000.00	811.32	811.32	99,188.68
01 000 000 000 2600 531	TELEPHONE	24,000.00	1,835.41	1,835.41	22,164.59
01 000 000 000 2600 611	SUPPLIES	90,000.00	12,947.70	12,947.70	77,052.30
01 000 000 000 2600 618	FREIGHT	1,000.00	892.27	892.27	107.73
01 000 000 000 2600 621	ELECTRICITY	200,000.00	16,759.05	16,759.05	183,240.95
01 000 000 000 2600 622	NATURAL GAS	150,000.00	2,501.45	2,501.45	147,498.55
01 000 000 000 2600 626	GAS-MAINTENANCE	3,000.00	0.00	0.00	3,000.00
01 000 000 000 2600 627	DIESEL	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2600 730	EQUIPMENT	30,000.00	0.00	0.00	30,000.00
2600 M & O OF PLANT		<u>1,114,103.27</u>	<u>87,019.87</u>	<u>87,019.87</u>	<u>1,027,083.40</u>
2700 TRANSPORTATION					
01 000 000 000 2700 110	SALARIES--TRANSPORTATION DIR	8,190.00	0.00	0.00	8,190.00
01 000 000 000 2700 120	SALARIES-BUS MECHANIC	0.00	0.00	0.00	0.00
01 000 000 000 2700 121	PART TIME SALARY-BUS DRIVER	224,249.29	0.00	0.00	224,249.29
01 000 000 000 2700 122	SUB SALARY	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2700 220	FICA	18,087.61	0.00	0.00	18,087.61
01 000 000 000 2700 230	PERS	12,432.60	0.00	0.00	12,432.60
01 000 000 000 2700 290	OTHER EMPLOYEE BENEFITS	500.00	50.00	50.00	450.00
01 000 000 000 2700 330	OTHER PROFESSIONAL SERVICES	5,500.00	0.00	0.00	5,500.00
01 000 000 000 2700 390	PHYSICALS	2,500.00	125.00	125.00	2,375.00
01 000 000 000 2700 431	TWO WAY RADIO	3,000.00	0.00	0.00	3,000.00
01 000 000 000 2700 432	FIRE EXTING. SERVICE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2700 519	TRANSPORTATION-FAMILY TYPE	5,500.00	0.00	0.00	5,500.00
01 000 000 000 2700 520	INSURANCE	20,000.00	0.00	0.00	20,000.00
01 000 000 000 2700 580	TRAVEL	2,500.00	91.70	91.70	2,408.30
01 000 000 000 2700 611	SUPPLIES	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2700 626	GASOLINE	3,500.00	1,080.94	1,080.94	2,419.06
01 000 000 000 2700 627	DIESEL	120,000.00	951.42	951.42	119,048.58
01 000 000 000 2700 671	OIL AND GREASE	5,000.00	0.00	0.00	5,000.00
01 000 000 000 2700 672	TIRES AND TUBES	10,000.00	0.00	0.00	10,000.00
01 000 000 000 2700 673	REPAIRS	120,000.00	1,995.12	1,995.12	118,004.88
01 000 000 000 2700 732	VEHICLE REPLACEMENT	140,000.00	0.00	0.00	140,000.00
2700 TRANSPORTATION		<u>707,959.50</u>	<u>4,294.18</u>	<u>4,294.18</u>	<u>703,665.32</u>
6300 TRANSFERS TO OTHER FUNDS					
01 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE				
01 000 000 000 6320 920	TRANSFER OF FUNDS TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS				
01 000 000 000 6330 920	TRANSFER OF FUNDS TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6350	TRANSFER TO FOOD SERVICE				
01 000 000 000 6350 920	TRANSFER OF FUNDS TO FOOD SERVICE	120,000.00	0.00	0.00	120,000.00
6350	TRANSFER TO FOOD SERVICE	120,000.00	0.00	0.00	120,000.00
6360	TRANSFER TO STUDENT ACTIVITY				
01 000 000 000 6360 920	TRANSFER OF FUNDS STUDENT ACTIVITY	0.00	0.00	0.00	0.00
6360	TRANSFER TO STUDENT ACTIVITY	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	3,099,907.02	177,457.54	177,457.54	2,922,449.48
1000	INSTRUCTION				
01 000 000 110 1000 110	SALARIES	178,010.00	0.00	0.00	178,010.00
01 000 000 110 1000 130	SUBS/AIDES	25,087.30	0.00	0.00	25,087.30
01 000 000 110 1000 210	HEALTH INSURANCE	32,110.80	0.00	0.00	32,110.80
01 000 000 110 1000 220	FICA	16,858.98	0.00	0.00	16,858.98
01 000 000 110 1000 230	TFFR	39,557.89	0.00	0.00	39,557.89
01 000 000 110 1000 290	OTHER EMPLOYEE BENEFITS	5,300.00	0.00	0.00	5,300.00
01 000 000 110 1000 430	CONTRACTS	4,000.00	0.00	0.00	4,000.00
01 000 000 110 1000 610	SUPPLIES	10,000.00	6,547.58	6,547.58	3,452.42
01 000 000 110 1000 618	FREIGHT	500.00	0.00	0.00	500.00
01 000 000 110 1000 640	BOOKS	1,000.00	0.00	0.00	1,000.00
01 000 000 110 1000 670	SOFTWARE	3,000.00	0.00	0.00	3,000.00
01 000 000 110 1000 730	EQUIPMENT	7,000.00	5,765.10	5,765.10	1,234.90
1000	INSTRUCTION	322,424.97	12,312.68	12,312.68	310,112.29
110	KINDERGARTEN	322,424.97	12,312.68	12,312.68	310,112.29
1000	INSTRUCTION				
01 000 000 120 1000 110	SALARIES	1,267,991.35	0.00	0.00	1,267,991.35
01 000 000 120 1000 130	SUBS/AIDES	125,782.30	0.00	0.00	125,782.30
01 000 000 120 1000 210	HEALTH INSURANCE	260,555.97	0.00	0.00	260,555.97
01 000 000 120 1000 220	FICA	103,743.50	0.00	0.00	103,743.50
01 000 000 120 1000 230	TFFR	285,702.81	(36.50)	(36.50)	285,739.31
01 000 000 120 1000 290	OTHER EMPLOYEE BENEFITS	5,725.00	50.00	50.00	5,675.00
01 000 000 120 1000 430	CONTRACTS	22,000.00	0.00	0.00	22,000.00
01 000 000 120 1000 560	TUITION TO LEA'S IN STATE	3,000.00	0.00	0.00	3,000.00
01 000 000 120 1000 580	TRAVEL	3,000.00	760.65	760.65	2,239.35
01 000 000 120 1000 611	SUPPLIES	75,000.00	30,585.28	30,585.28	44,414.72
01 000 000 120 1000 612	MUSIC SUPPLIES	4,000.00	0.00	0.00	4,000.00
01 000 000 120 1000 618	FREIGHT	2,000.00	428.59	428.59	1,571.41
01 000 000 120 1000 640	BOOKS	29,000.00	1,562.15	1,562.15	27,437.85
01 000 000 120 1000 670	SOFTWARE	20,000.00	0.00	0.00	20,000.00
01 000 000 120 1000 730	EQUIPMENT	20,000.00	13,451.90	13,451.90	6,548.10
01 000 000 120 1000 810	DUES & FEES	3,000.00	0.00	0.00	3,000.00
1000	INSTRUCTION	2,230,500.93	46,802.07	46,802.07	2,183,698.86
2410	OFFICE OF PRINCIPAL SERVICES				
01 000 000 120 2410 110	SALARIES	91,529.15	0.00	0.00	91,529.15
01 000 000 120 2410 120	SALARIES-SECRETARY	35,371.01	1,627.95	1,627.95	33,743.06
01 000 000 120 2410 210	HEALTH INSURANCE	29,527.32	363.68	363.68	29,163.64
01 000 000 120 2410 220	FICA	10,368.85	143.28	143.28	10,225.57
01 000 000 120 2410 230	TFFR	25,737.43	239.68	239.68	25,497.75
01 000 000 120 2410 430	CONTRACTS	500.00	0.00	0.00	500.00
01 000 000 120 2410 580	TRAVEL	1,500.00	0.00	0.00	1,500.00
01 000 000 120 2410 611	SUPPLIES	500.00	0.00	0.00	500.00
01 000 000 120 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 120 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 120 2410 730	EQUIPMENT	4,100.00	3,598.00	3,598.00	502.00
01 000 000 120 2410 810	DUES & FEES	2,200.00	0.00	0.00	2,200.00
2410	OFFICE OF PRINCIPAL SERVICES	201,633.76	5,972.59	5,972.59	195,661.17
120	ELEMENTARY	2,432,134.69	52,774.66	52,774.66	2,379,360.03
1000	INSTRUCTION				

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 130 1000 110	SALARIES	367,656.19	0.00	0.00	367,656.19
01 000 000 130 1000 130	SUBS/AIDES	21,735.00	0.00	0.00	21,735.00
01 000 000 130 1000 210	HEALTH INSURANCE	73,680.80	0.00	0.00	73,680.80
01 000 000 130 1000 220	FICA	31,242.62	0.00	0.00	31,242.62
01 000 000 130 1000 230	TFFR	81,701.38	(35.42)	(35.42)	81,736.80
01 000 000 130 1000 290	OTHER EMPLOYEE BENEFITS	2,562.50	0.00	0.00	2,562.50
01 000 000 130 1000 430	CONTRACTS	13,000.00	600.00	600.00	12,400.00
01 000 000 130 1000 580	TRAVEL	750.00	0.00	0.00	750.00
01 000 000 130 1000 611	SUPPLIES	12,000.00	4,341.10	4,341.10	7,658.90
01 000 000 130 1000 618	FREIGHT	1,500.00	1,160.19	1,160.19	339.81
01 000 000 130 1000 640	BOOKS	35,000.00	19,372.50	19,372.50	15,627.50
01 000 000 130 1000 670	SOFTWARE	5,000.00	0.00	0.00	5,000.00
01 000 000 130 1000 730	EQUIPMENT	12,000.00	0.00	0.00	12,000.00
01 000 000 130 1000 810	DUES & FEES	500.00	0.00	0.00	500.00
1000 INSTRUCTION		<u>658,328.49</u>	<u>25,438.37</u>	<u>25,438.37</u>	<u>632,890.12</u>
130 MIDDLE/JUNIOR HIGH		<u>658,328.49</u>	<u>25,438.37</u>	<u>25,438.37</u>	<u>632,890.12</u>
1000 INSTRUCTION					
01 000 000 140 1000 110	SALARIES	761,373.43	0.00	0.00	761,373.43
01 000 000 140 1000 130	SUBS/AIDES	53,470.00	0.00	0.00	53,470.00
01 000 000 140 1000 210	HEALTH INSURANCE	150,662.22	0.00	0.00	150,662.22
01 000 000 140 1000 220	FICA	65,376.11	0.00	0.00	65,376.11
01 000 000 140 1000 230	TFFR	171,416.32	(35.42)	(35.42)	171,451.74
01 000 000 140 1000 290	OTHER EMPLOYEE BENEFITS	4,062.50	50.00	50.00	4,012.50
01 000 000 140 1000 430	CONTRACTS	25,000.00	23,453.50	23,453.50	1,546.50
01 000 000 140 1000 442	RENTAL-DRIVERS ED	0.00	0.00	0.00	0.00
01 000 000 140 1000 520	DRIVER'S ED INSURANCE	200.00	0.00	0.00	200.00
01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	30,000.00	0.00	0.00	30,000.00
01 000 000 140 1000 580	TRAVEL	2,000.00	1,256.00	1,256.00	744.00
01 000 000 140 1000 611	SUPPLIES	45,000.00	14,141.24	14,141.24	30,858.76
01 000 000 140 1000 612	MUSIC SUPPLIES	7,500.00	4,475.77	4,475.77	3,024.23
01 000 000 140 1000 614	ART SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 140 1000 618	FREIGHT	2,000.00	191.61	191.61	1,808.39
01 000 000 140 1000 626	MISC DRIVERS ED SUPPLIES	2,000.00	550.92	550.92	1,449.08
01 000 000 140 1000 640	BOOKS	30,000.00	17,958.00	17,958.00	12,042.00
01 000 000 140 1000 670	SOFTWARE	20,000.00	6,523.00	6,523.00	13,477.00
01 000 000 140 1000 730	EQUIPMENT	5,000.00	0.00	0.00	5,000.00
01 000 000 140 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 733	RACTC EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 810	DUES & FEES	3,000.00	0.00	0.00	3,000.00
1000 INSTRUCTION		<u>1,378,060.58</u>	<u>68,564.62</u>	<u>68,564.62</u>	<u>1,309,495.96</u>
2410 OFFICE OF PRINCIPAL SERVICES					
01 000 000 140 2410 110	SALARIES	91,529.15	0.00	0.00	91,529.15
01 000 000 140 2410 120	SALARIES-SECRETARY	31,084.61	1,335.70	1,335.70	29,748.91
01 000 000 140 2410 210	HEALTH INSURANCE	28,663.28	290.94	290.94	28,372.34
01 000 000 140 2410 220	FICA	9,974.84	124.44	124.44	9,850.40
01 000 000 140 2410 230	TFFR/PERS	25,083.32	203.83	203.83	24,879.49
01 000 000 140 2410 430	CONTRACTS	1,000.00	0.00	0.00	1,000.00
01 000 000 140 2410 580	TRAVEL	1,500.00	0.00	0.00	1,500.00
01 000 000 140 2410 611	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 000 000 140 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 140 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 140 2410 730	EQUIPMENT	4,100.00	3,598.00	3,598.00	502.00
01 000 000 140 2410 810	DUES & FEES	2,000.00	870.00	870.00	1,130.00
2410 OFFICE OF PRINCIPAL SERVICES		<u>196,235.20</u>	<u>6,422.91</u>	<u>6,422.91</u>	<u>189,812.29</u>
140 HIGH SCHOOL		<u>1,574,295.78</u>	<u>74,987.53</u>	<u>74,987.53</u>	<u>1,499,308.25</u>
2835 HEALTH SERVICES					
01 000 000 200 2835 120	NON-CERTIFIED SALARY	27,605.21	2,244.24	2,244.24	25,360.97
01 000 000 200 2835 220	FICA	2,111.80	171.68	171.68	1,940.12
01 000 000 200 2835 230	TFFR	4,212.56	342.48	342.48	3,870.08
01 000 000 200 2835 610	SUPPLIES	3,000.00	0.00	0.00	3,000.00
01 000 000 200 2835 810	DUES & FEES	2,000.00	0.00	0.00	2,000.00
2835 HEALTH SERVICES		<u>38,929.57</u>	<u>2,758.40</u>	<u>2,758.40</u>	<u>36,171.17</u>
2900 OTHER SUPPORT SERVICES					
01 000 000 200 2900 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 200 2900 220	FICA	0.00	0.00	0.00	0.00
01 000 000 200 2900 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 200 2900 320	SUPPORT SERVICES	25,000.00	0.00	0.00	25,000.00
01 000 000 200 2900 594	FOSTER CARE	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2900	OTHER SUPPORT SERVICES	25,000.00	0.00	0.00	25,000.00
200	SPECIAL PROGRAMS	63,929.57	2,758.40	2,758.40	61,171.17
1000	INSTRUCTION				
01 000 000 205 1000 110	SALARIES - SPEC ED	0.00	0.00	0.00	0.00
01 000 000 205 1000 130	SUBS/AIDES-SPECIAL ED	21,910.81	0.00	0.00	21,910.81
01 000 000 205 1000 210	HEALTH INSURANCE	8,640.36	0.00	0.00	8,640.36
01 000 000 205 1000 220	FICA	2,337.16	0.00	0.00	2,337.16
01 000 000 205 1000 230	PERS	3,343.59	0.00	0.00	3,343.59
1000	INSTRUCTION	36,231.92	0.00	0.00	36,231.92
205	PRESCHOOL SPECIAL EDUCATION	36,231.92	0.00	0.00	36,231.92
1000	INSTRUCTION				
01 000 000 211 1000 110	SALARIES	57,200.00	0.00	0.00	57,200.00
01 000 000 211 1000 130	SUBS/AIDES	22,831.88	0.00	0.00	22,831.88
01 000 000 211 1000 210	HEALTH INSURANCE	23,470.20	0.00	0.00	23,470.20
01 000 000 211 1000 220	FICA	6,783.43	0.00	0.00	6,783.43
01 000 000 211 1000 230	TFFR/PERS	16,195.25	0.00	0.00	16,195.25
01 000 000 211 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 211 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 211 1000 611	SUPPLIES	500.00	699.00	699.00	(199.00)
01 000 000 211 1000 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 211 1000 640	BOOKS	1,000.00	0.00	0.00	1,000.00
01 000 000 211 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 211 1000 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 211 1000 810	DUES & FEES	350.00	0.00	0.00	350.00
1000	INSTRUCTION	129,430.76	699.00	699.00	128,731.76
211	EDUCABLE MENTALLY HANDICAPPED	129,430.76	699.00	699.00	128,731.76
1000	INSTRUCTION				
01 000 000 225 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 225 1000 130	SUBS/AIDES	30,100.56	0.00	0.00	30,100.56
01 000 000 225 1000 210	HEALTH INSURANCE	8,640.36	0.00	0.00	8,640.36
01 000 000 225 1000 220	FICA	2,963.68	0.00	0.00	2,963.68
01 000 000 225 1000 230	TFFR	4,593.35	0.00	0.00	4,593.35
01 000 000 225 1000 430	CONTRACTS	154,000.00	0.00	0.00	154,000.00
01 000 000 225 1000 580	TRAVEL	9,000.00	0.00	0.00	9,000.00
01 000 000 225 1000 611	SUPPLIES	2,500.00	119.58	119.58	2,380.42
01 000 000 225 1000 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 225 1000 640	BOOKS	150.00	0.00	0.00	150.00
01 000 000 225 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 225 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 225 1000 810	DUES & FEES	1,000.00	0.00	0.00	1,000.00
1000	INSTRUCTION	213,047.95	119.58	119.58	212,928.37
225	SPEECH IMPAIRED	213,047.95	119.58	119.58	212,928.37
1000	INSTRUCTION				
01 000 000 240 1000 110	SALARIES	56,000.00	0.00	0.00	56,000.00
01 000 000 240 1000 130	SUBS/AIDES	74,122.11	0.00	0.00	74,122.11
01 000 000 240 1000 210	HEALTH INSURANCE	40,750.92	0.00	0.00	40,750.92
01 000 000 240 1000 220	FICA	11,937.30	0.00	0.00	11,937.30
01 000 000 240 1000 230	TFFR	23,755.47	0.00	0.00	23,755.47
01 000 000 240 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 240 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 240 1000 611	SUPPLIES	500.00	2,097.00	2,097.00	(1,597.00)
01 000 000 240 1000 618	FREIGHT	0.00	0.00	0.00	0.00
01 000 000 240 1000 640	BOOKS	500.00	0.00	0.00	500.00
01 000 000 240 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 240 1000 730	EQUIPMENT	500.00	0.00	0.00	500.00
1000	INSTRUCTION	208,065.80	2,097.00	2,097.00	205,968.80
240	HIGH SCHOOL LD PROGRAM	208,065.80	2,097.00	2,097.00	205,968.80
1000	INSTRUCTION				
01 000 000 241 1000 110	SALARIES	110,765.00	0.00	0.00	110,765.00
01 000 000 241 1000 130	SUBS/AIDES	277,185.33	285.61	285.61	276,899.72
01 000 000 241 1000 210	HEALTH INSURANCE	129,605.64	720.04	720.04	128,885.60
01 000 000 241 1000 220	FICA	38,271.07	21.85	21.85	38,249.22
01 000 000 241 1000 230	TFFR	66,912.99	43.58	43.58	66,869.41
01 000 000 241 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 241 1000 580	TRAVEL	100.00	0.00	0.00	100.00
01 000 000 241 1000 611	SUPPLIES	1,500.00	848.12	848.12	651.88
01 000 000 241 1000 618	FREIGHT	100.00	42.64	42.64	57.36

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 241 1000 640	BOOKS	500.00	173.91	173.91	326.09
01 000 000 241 1000 670	SOFTWARE	1,800.00	0.00	0.00	1,800.00
01 000 000 241 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 241 1000 810	DUES & FEES	0.00	0.00	0.00	0.00
1000 INSTRUCTION		<u>626,740.03</u>	<u>2,135.75</u>	<u>2,135.75</u>	<u>624,604.28</u>
241 ELEMENTARY LD PROGRAM		626,740.03	2,135.75	2,135.75	624,604.28
1000 INSTRUCTION					
01 000 000 310 1000 110	SALARIES	133,434.00	11,119.50	11,119.50	122,314.50
01 000 000 310 1000 130	SUBS/AIDES	1,000.00	0.00	0.00	1,000.00
01 000 000 310 1000 210	HEALTH INSURANCE	17,280.96	1,454.72	1,454.72	15,826.24
01 000 000 310 1000 220	FICA	11,529.71	961.94	961.94	10,567.77
01 000 000 310 1000 230	TFFR	29,652.04	2,471.02	2,471.02	27,181.02
01 000 000 310 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 310 1000 580	TRAVEL	10,000.00	1,448.65	1,448.65	8,551.35
01 000 000 310 1000 611	SUPPLIES	20,000.00	5,781.02	5,781.02	14,218.98
01 000 000 310 1000 618	FREIGHT	500.00	229.22	229.22	270.78
01 000 000 310 1000 640	BOOKS	100.00	0.00	0.00	100.00
01 000 000 310 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 310 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 310 1000 731	CARL PERKINS EQUIPMENT	33,000.00	0.00	0.00	33,000.00
1000 INSTRUCTION		<u>256,496.71</u>	<u>23,466.07</u>	<u>23,466.07</u>	<u>233,030.64</u>
310 AGRICULTURE		256,496.71	23,466.07	23,466.07	233,030.64
3400 STUDENT ACTIVITIES					
01 000 000 410 3400 110	SALARIES-STUDENT ACTIVITY	71,949.75	0.00	0.00	71,949.75
01 000 000 410 3400 220	FICA	5,504.16	0.00	0.00	5,504.16
01 000 000 410 3400 230	TFFR	13,158.06	0.00	0.00	13,158.06
01 000 000 410 3400 430	CONTRACTS-REPAIRS/MAINT	0.00	0.00	0.00	0.00
01 000 000 410 3400 522	LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 000 000 410 3400 890	OTHER	3,000.00	25.00	25.00	2,975.00
3400 STUDENT ACTIVITIES		<u>93,611.97</u>	<u>25.00</u>	<u>25.00</u>	<u>93,586.97</u>
410 STUDENT ACTIVITIES		93,611.97	25.00	25.00	93,586.97
3400 STUDENT ACTIVITIES					
01 000 000 420 3400 110	SALARIES-ATHLETIC	265,409.11	1,335.70	1,335.70	264,073.41
01 000 000 420 3400 210	HEALTH INSURANCE	8,349.99	290.94	290.94	8,059.05
01 000 000 420 3400 220	FICA	20,568.19	124.44	124.44	20,443.75
01 000 000 420 3400 230	TFFR	42,577.26	203.83	203.83	42,373.43
01 000 000 420 3400 430	REPAIRS	0.00	0.00	0.00	0.00
01 000 000 420 3400 890	OTHER	45,000.00	25.00	25.00	44,975.00
3400 STUDENT ACTIVITIES		<u>381,904.55</u>	<u>1,979.91</u>	<u>1,979.91</u>	<u>379,924.64</u>
420 ATHLETICS		381,904.55	1,979.91	1,979.91	379,924.64
3300 COMMUNITY SERVICES/ADULT ED					
01 000 000 800 3300 110	PRE SCHOOL SALARIES	63,119.25	0.00	0.00	63,119.25
01 000 000 800 3300 130	PRESCHOOL SUBS/AIDES	21,910.81	0.00	0.00	21,910.81
01 000 000 800 3300 210	PRESCHOOL HEALTH INSURANCE	19,138.54	0.00	0.00	19,138.54
01 000 000 800 3300 220	PRESCHOOL FICA	7,567.34	0.00	0.00	7,567.34
01 000 000 800 3300 230	PRESCHOOL TFFR/PERS	17,370.09	0.00	0.00	17,370.09
01 000 000 800 3300 300	PRESCHOOL PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00
01 000 000 800 3300 430	PRESCHOOL CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 800 3300 580	PRESCHOOL TRAVEL	250.00	0.00	0.00	250.00
01 000 000 800 3300 611	PRESCHOOL SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 000 000 800 3300 618	PRESCHOOL FREIGHT	100.00	0.00	0.00	100.00
01 000 000 800 3300 640	PRESCHOOL BOOKS	1,200.00	0.00	0.00	1,200.00
01 000 000 800 3300 670	PRESCHOOL SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 800 3300 730	PRE SCHOOL EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 800 3300 800	PRESCHOOL Dues, Membership, Registration	200.00	0.00	0.00	200.00
3300 COMMUNITY SERVICES/ADULT ED		<u>132,856.03</u>	<u>0.00</u>	<u>0.00</u>	<u>132,856.03</u>
800 COMMUNITY SERVICES		132,856.03	0.00	0.00	132,856.03
3300 COMMUNITY SERVICES/ADULT ED					
01 000 000 890 3300 110	DAYCARE SALARIES	0.00	0.00	0.00	0.00
01 000 000 890 3300 130	DAYCARE SUBS/AIDS	161,887.25	0.00	0.00	161,887.25
01 000 000 890 3300 210	DAYCARE HEALTH INSURANCE	60,482.52	0.00	0.00	60,482.52
01 000 000 890 3300 220	DAYCARE FICA	17,011.29	0.00	0.00	17,011.29
01 000 000 890 3300 230	DAYCARE PERS	24,703.99	0.00	0.00	24,703.99
01 000 000 890 3300 290	DAYCARE OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
01 000 000 890 3300 300	DAYCARE PURCHASED SERVICES	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 890 3300 410	DAYCARE UTILITY SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 430	DAYCARE REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00
01 000 000 890 3300 450	DAYCARE CONSTRUCTION	0.00	0.00	0.00	0.00
01 000 000 890 3300 580	DAYCARE TRAVEL	0.00	0.00	0.00	0.00
01 000 000 890 3300 611	DAYCARE SUPPLIES	5,000.00	0.00	0.00	5,000.00
01 000 000 890 3300 618	DAYCARE FREIGHT	100.00	0.00	0.00	100.00
01 000 000 890 3300 640	DAYCARE BOOKS	0.00	0.00	0.00	0.00
01 000 000 890 3300 670	DAYCARE SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 890 3300 730	DAYCARE EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 890 3300 800	DAYCARE DUES, MEMBERSHIPS, REGISTRATION	500.00	0.00	0.00	500.00
3300	COMMUNITY SERVICES/ADULT ED	269,685.05	0.00	0.00	269,685.05
890	DAYCARE	269,685.05	0.00	0.00	269,685.05
3100	FOOD SERVICES				
01 000 000 910 3100 120	SALARIES	0.00	184.56	184.56	(184.56)
01 000 000 910 3100 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 910 3100 220	FICA	0.00	14.12	14.12	(14.12)
01 000 000 910 3100 230	PERS	0.00	28.16	28.16	(28.16)
01 000 000 910 3100 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 910 3100 890	OTHER	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	226.84	226.84	(226.84)
910	FOOD SERVICES	0.00	226.84	226.84	(226.84)
1000	INSTRUCTION				
01 068 000 261 1000 110 2021	SALARIES	0.00	0.00	0.00	0.00
01 068 000 261 1000 110 2023	SALARIES	95,161.16	0.00	0.00	95,161.16
01 068 000 261 1000 210 2021	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 068 000 261 1000 210 2022	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 068 000 261 1000 210 2023	HEALTH INSURANCE	19,077.72	0.00	0.00	19,077.72
01 068 000 261 1000 220 2021	FICA	0.00	0.00	0.00	0.00
01 068 000 261 1000 220 2023	FICA	7,940.83	0.00	0.00	7,940.83
01 068 000 261 1000 230 2021	TFFR	0.00	0.00	0.00	0.00
01 068 000 261 1000 230 2023	TFFR	21,146.92	0.00	0.00	21,146.92
01 068 000 261 1000 300 2021	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 068 000 261 1000 300 2022	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 068 000 261 1000 600 2021	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 068 000 261 1000 950 2021	UNOBLIGATED SETASIDES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	143,326.63	0.00	0.00	143,326.63
261	TITLE I PROGRAMS	143,326.63	0.00	0.00	143,326.63
1000	INSTRUCTION				
01 068 020 261 1000 110 2022	SALARIES	0.00	0.00	0.00	0.00
01 068 020 261 1000 210 2022	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 068 020 261 1000 220 2022	FICA	0.00	0.00	0.00	0.00
01 068 020 261 1000 230 2022	TFFR	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
261	TITLE I PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 075 000 290 1000 300	TITLE IIA PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00
01 075 000 290 1000 300 2020	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 075 000 290 1000 300 2021	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 075 000 290 1000 300 2022	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 075 000 290 1000 580 2020	TRAVEL	0.00	0.00	0.00	0.00
01 075 000 290 1000 580 2021	TRAVEL	0.00	0.00	0.00	0.00
01 075 000 290 1000 610 2020	SUPPLIES	0.00	0.00	0.00	0.00
01 075 000 290 1000 610 2021	SUPPLIES	0.00	0.00	0.00	0.00
01 075 000 290 1000 950 2020	UNOBLIGATED SETASIDES	0.00	0.00	0.00	0.00
01 075 000 290 1000 950 2021	UNOBLIGATED SETASIDES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
290	TITLE II	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 077 000 270 1000 300 0000	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 077 000 270 1000 300 2021	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 077 000 270 1000 300 2022	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 077 000 270 1000 580 2021	TRAVEL	0.00	0.00	0.00	0.00
01 077 000 270 1000 580 2022	TRAVEL	0.00	0.00	0.00	0.00
01 077 000 270 1000 600 2021	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 077 000 270 1000 600 2022	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 077 000 270 1000 734 2022	OTHER EQUIPMENT	0.00	0.00	0.00	0.00
01 077 000 270 1000 810 2021	DUES & FEES	0.00	0.00	0.00	0.00
01 077 000 270 1000 810 2022	DUES & FEES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
270	TITLE III LANGUAGE INSTRUCTION	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 078 000 285 1000 300 2022	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
285	TITLE IV STUDENT SUPPORT ACADEMIC ENRICHMENT	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 082 000 298 1000 110 2022	SALARIES	0.00	0.00	0.00	0.00
01 082 000 298 1000 220 2022	FICA	0.00	0.00	0.00	0.00
01 082 000 298 1000 230 2022	TFFR	0.00	0.00	0.00	0.00
01 082 000 298 1000 300 2022	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 082 000 298 1000 300 2023	PURCHASED SERVICES	70,046.00	2,321.04	2,321.04	67,724.96
01 082 000 298 1000 600 2022	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
1000	INSTRUCTION	70,046.00	2,321.04	2,321.04	67,724.96
298	OTHER FEDERAL PROGRAMS	70,046.00	2,321.04	2,321.04	67,724.96
1000	INSTRUCTION				
01 089 040 298 1000 730	EQUIPMENT	47,394.00	24,982.10	24,982.10	22,411.90
01 089 040 298 1000 733	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	47,394.00	24,982.10	24,982.10	22,411.90
298	OTHER FEDERAL PROGRAMS	47,394.00	24,982.10	24,982.10	22,411.90
1000	INSTRUCTION				
01 101 040 261 1000 670 2021	SOFTWARE	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
261	TITLE I PROGRAMS	0.00	0.00	0.00	0.00
2600	M & O OF PLANT				
01 104 000 000 2600 430	REPAIR & MAINTENANCE SERVICES	0.00	0.00	0.00	0.00
01 104 000 000 2600 600	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
2600	M & O OF PLANT	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 104 000 140 1000 650	SUPPLIES-TECHNOLOGY RELATED	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
140	HIGH SCHOOL	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 104 000 298 1000 600	SUPPLIES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
2700	TRANSPORTATION				
01 109 000 000 2700 121	PART TIME SALARY	0.00	0.00	0.00	0.00
01 109 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 109 000 000 2700 220	FICA	0.00	0.00	0.00	0.00
01 109 000 000 2700 230	TFFR	0.00	0.00	0.00	0.00
01 109 000 000 2700 732	VEHICLE REPLACEMENT	0.00	0.00	0.00	0.00
2700	TRANSPORTATION	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 109 000 110 1000 120	NON-CERTIFIED SALARY	0.00	0.00	0.00	0.00
01 109 000 110 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 109 000 110 1000 220	FICA	0.00	0.00	0.00	0.00
01 109 000 110 1000 230	TFFR	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
110	KINDERGARTEN	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 109 000 120 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 109 000 120 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 109 000 120 1000 220	FICA	0.00	0.00	0.00	0.00
01 109 000 120 1000 230	TFFR	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00

Expenditure Report by Function Killdeer School
 Regular; Processing Month 07/2023; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
120	ELEMENTARY	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 109 000 130 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 109 000 130 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 109 000 130 1000 220	FICA	0.00	0.00	0.00	0.00
01 109 000 130 1000 230	TFFR	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
130	MIDDLE/JUNIOR HIGH	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 109 000 140 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 109 000 140 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 109 000 140 1000 220	FICA	0.00	0.00	0.00	0.00
01 109 000 140 1000 230	TFFR	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
140	HIGH SCHOOL	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 200 000 298 1000 110	SALARIES	40,780.75	0.00	0.00	40,780.75
01 200 000 298 1000 210	HEALTH INSURANCE	6,782.78	0.00	0.00	6,782.78
01 200 000 298 1000 220	FICA	3,379.17	0.00	0.00	3,379.17
01 200 000 298 1000 230	TFFR	9,062.39	0.00	0.00	9,062.39
01 200 000 298 1000 610	SUPPLIES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	60,005.09	0.00	0.00	60,005.09
298	OTHER FEDERAL PROGRAMS	60,005.09	0.00	0.00	60,005.09
01	GENERAL FUND	10,819,863.01	403,781.47	403,781.47	10,416,081.54

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
02	SPECIAL FUND				
6300	TRANSFERS TO OTHER FUNDS				
02 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
02	SPECIAL FUND	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
03	CAPITAL PROJECTS				
2513	RECEIVING & DISBURSING FUNDS				
03 000 000 000 2513 810	DUES & FEES	0.00	0.00	0.00	0.00
2513	RECEIVING & DISBURSING FUNDS	0.00	0.00	0.00	0.00
4100	FACILITY ACQ (BUILDING/LAND)				
03 000 000 000 4100 710	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00
03 000 000 000 4100 720	BUILDING ACQUISITION	0.00	0.00	0.00	0.00
03 000 000 000 4100 721	BUILDING ACQUISITION-ATH COMPLEX	0.00	0.00	0.00	0.00
03 000 000 000 4100 730	EQUIPMENT	0.00	0.00	0.00	0.00
4100	FACILITY ACQ (BUILDING/LAND)	0.00	0.00	0.00	0.00
4210	CONSTRUCTION SERVICE (BY STAF)				
03 000 000 000 4210 610	MAINTENANCE AND FEES-STAFF HOUSING	20,000.00	0.00	0.00	20,000.00
03 000 000 000 4210 611	SUPPLIES	10,000.00	0.00	0.00	10,000.00
03 000 000 000 4210 650	SUPPLIES-TECHNOLOGY RELATED	0.00	0.00	0.00	0.00
03 000 000 000 4210 710	LAND & BLDGS-SPEC ASSESSMENT	0.00	0.00	0.00	0.00
03 000 000 000 4210 730	EQUIPMENT	20,000.00	0.00	0.00	20,000.00
03 000 000 000 4210 733	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00
4210	CONSTRUCTION SERVICE (BY STAF)	50,000.00	0.00	0.00	50,000.00
4220	CONST SERVICE (BY CONTRACTOR)				
03 000 000 000 4220 435	CONSTRUCTION SERVICES	1,643,000.00	83,807.96	83,807.96	1,559,192.04
4220	CONST SERVICE (BY CONTRACTOR)	1,643,000.00	83,807.96	83,807.96	1,559,192.04
6200	SCHOOL CONST LOAN REPAYMENTS				
03 000 000 000 6200 830	INTEREST PAYABLE	0.00	0.00	0.00	0.00
03 000 000 000 6200 910	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	1,693,000.00	83,807.96	83,807.96	1,609,192.04
6200	SCHOOL CONST LOAN REPAYMENTS				
03 161 000 000 6200 810	DUES & FEES	0.00	0.00	0.00	0.00
03 161 000 000 6200 830	INTEREST PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
03 161 000 000 6200 910	PRINCIPAL PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
03	CAPITAL PROJECTS	1,693,000.00	83,807.96	83,807.96	1,609,192.04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
04	DEBT SERVICE				
6100	DEBT SERVICE PAYMENTS				
04 000 000 000 6100 330	PROFESSIONAL SERV - AUDITS	0.00	0.00	0.00	0.00
04 000 000 000 6100 810	DUES & FEES	0.00	1,650.00	1,650.00	(1,650.00)
04 000 000 000 6100 830	INTEREST	565,162.50	0.00	0.00	565,162.50
04 000 000 000 6100 910	REDEMPTION OF PRINCIPAL	855,000.00	0.00	0.00	855,000.00
6100	DEBT SERVICE PAYMENTS	<u>1,420,162.50</u>	<u>1,650.00</u>	<u>1,650.00</u>	<u>1,418,512.50</u>
6300	TRANSFERS TO OTHER FUNDS				
04 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
000	UNDISTRIBUTED EXPENDITURES	<u>1,420,162.50</u>	<u>1,650.00</u>	<u>1,650.00</u>	<u>1,418,512.50</u>
6200	SCHOOL CONST LOAN REPAYMENTS				
04 161 000 000 6200 830	INTEREST	0.00	0.00	0.00	0.00
04 161 000 000 6200 910	REDEMPTION OF PRINCIPAL	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
000	UNDISTRIBUTED EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
04	DEBT SERVICE	<u>1,420,162.50</u>	<u>1,650.00</u>	<u>1,650.00</u>	<u>1,418,512.50</u>

Expenditure Report by Function Killdeer School
Regular; Processing Month 07/2023; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
Grand Total:		13,933,025.51	489,239.43	489,239.43	13,443,786.08

Regular; Processing Month 07/2023; Accounts to Include Accounts with
 Activity; Fund Number 01, 03, 04

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 000 1110	GENERAL-DISTRICT PROPERTY TAX	3,889,952.75	17,089.04	17,089.04	0.44	3,872,863.71
01 000 1220	TELECOMMUNICATIONS	10,000.00	0.00	0.00	0.00	10,000.00
01 000 1312	TUITION FROM ND DISTRICTS	80,000.00	0.00	0.00	0.00	80,000.00
01 000 1322	TUITION--SPECIAL ED	200,000.00	(4,129.72)	(4,129.72)	(2.06)	204,129.72
01 000 1510	INTEREST EARNED	30,000.00	18,242.42	18,242.42	60.81	11,757.58
01 000 1800	PRE SCHOOL	36,000.00	150.00	150.00	0.42	35,850.00
01 000 1801	DAYCARE	134,400.00	0.00	0.00	0.00	134,400.00
01 000 1950	OIL ROYALTY	15,000.00	493.79	493.79	3.29	14,506.21
01 000 1990	MISC INCOME	20,000.00	955.00	955.00	4.78	19,045.00
Subtotal: REVENUE FROM LOCAL SOURCES		4,415,352.75	32,800.53	32,800.53	0.74	4,382,552.22
01 000 2210	OIL & GAS PRODUCTION TAX	2,500,000.00	228,921.96	228,921.96	9.16	2,271,078.04
Subtotal: REVENUE FROM COUNTY SOURCES		2,500,000.00	228,921.96	228,921.96	9.16	2,271,078.04
01 000 3110	STATE AID	1,957,615.28	194,462.72	194,462.72	9.93	1,763,152.56
01 000 3130	TRANSPORTATION AID	192,412.50	17,950.90	17,950.90	9.33	174,461.60
01 000 3310	VOCATIONAL AID	38,000.00	0.00	0.00	0.00	38,000.00
Subtotal: REVENUE FROM STATE SOURCES		2,188,027.78	212,413.62	212,413.62	9.71	1,975,614.16
01 000 4210	TAYLOR GRAZING	500.00	457.83	457.83	91.57	42.17
01 000 4220	FLOOD CONTROL	550,000.00	46,662.60	46,662.60	8.48	503,337.40
01 000 4510	TITLE I PROGRAM AID	143,324.00	0.00	0.00	0.00	143,324.00
01 000 4517	TITLE IIA	45,271.00	0.00	0.00	0.00	45,271.00
01 000 4525	TITLE IV STUDENT SUPPORT	24,775.00	0.00	0.00	0.00	24,775.00
01 000 4526	TITLE V	0.00	0.00	0.00	0.00	0.00
01 000 4545	CARL PERKINS GRANT	33,000.00	0.00	0.00	0.00	33,000.00
01 101 4590	CHOICE READY GRANT	0.00	0.00	0.00	0.00	0.00
01 200 4590	BEST IN CLASS GRANT	60,000.00	0.00	0.00	0.00	60,000.00
01 000 4790	REAP SRSA G5	47,394.00	0.00	0.00	0.00	47,394.00
Subtotal: REVENUE FROM FEDERAL SOURCES		904,264.00	47,120.43	47,120.43	5.21	857,143.57
Fund Total:		10,007,644.53	521,256.54	521,256.54	5.21	9,486,387.99

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

Fund: 03 CAPITAL PROJECTS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 000 1161	PROPERTY TAXES	669,902.53	3,046.29	3,046.29	0.45	666,856.24
03 000 1540	RENTAL INCOME SCHOOL HOUSING	91,800.00	6,900.00	6,900.00	7.52	84,900.00
Subtotal: REVENUE FROM LOCAL SOURCES		761,702.53	9,946.29	9,946.29	1.31	751,756.24
Fund Total:		761,702.53	9,946.29	9,946.29	1.31	751,756.24

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

Fund: 04 DEBT SERVICE

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
04 000 1171	SINKING AND INTEREST #2	1,443,788.00	8,235.69	8,235.69	0.57	1,435,552.31
Subtotal: REVENUE FROM LOCAL SOURCES		1,443,788.00	8,235.69	8,235.69	0.57	1,435,552.31
Fund Total:		1,443,788.00	8,235.69	8,235.69	0.57	1,435,552.31

Revenue Summary Report

Processing Month: 07/2023

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	12,213,135.06	539,438.52	539,438.52	4.42	11,673,696.54

Balance Sheet - Combined

Period Ending: July 2023

Annual; Processing Month 07/2023; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources					
Current Assets					
101 CASH IN BANK	3,093,432.41	125,000.00	5,032,973.89	1,428,205.66	9,679,611.96
102 FLEX ACCOUNT	53,375.17	0.00	0.00	0.00	53,375.17
110 DUE FROM OTHER FUNDS	954.97	0.00	0.00	0.00	954.97
111 INVESTMENTS	1,341,409.92	525,359.88	0.00	0.00	1,866,769.80
114 INTEREST REC ON INVESTMENTS	700.00	400.00	0.00	0.00	1,100.00
121 TAXES RECEIVABLE	79,924.20	0.00	15,369.97	44,742.17	140,036.34
141 INTERGOV ACCOUNTS RECEIVABLE	51,825.44	0.00	0.00	0.00	51,825.44
153 ACCOUNTS RECEIVABLE	222,106.58	0.00	0.00	0.00	222,106.58
Current Assets	4,843,728.69	650,759.88	5,048,343.86	1,472,947.83	12,015,780.26
Total Assets and Deferred Outflows of Resources	4,843,728.69	650,759.88	5,048,343.86	1,472,947.83	12,015,780.26
Total Liabilities, Deferred Inflows of Resources, and Fund Equity					
Current Liabilities					
401 INTERFUND LOANS PAYABLE	57,447.00	0.00	1,278,033.37	0.00	1,335,480.37
402 DUE TO OTHER FUNDS	68.48	0.00	0.00	0.00	68.48
461 SALARIES-BENEFITS PAYABLE	(51,483.72)	0.00	0.00	0.00	(51,483.72)
462 PAYFLEX PAYABLE	0.00	0.00	0.00	0.00	0.00
472 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00
473 RETIREMENT PAYABLE	915.03	0.00	0.00	0.00	915.03
474 INSURANCE PAYABLE	2,880.28	0.00	0.00	0.00	2,880.28
475 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00
476 SIT PAYABLE	142,257.02	0.00	0.00	0.00	142,257.02
477 TSA PAYABLE	429.20	0.00	0.00	0.00	429.20
478 DUES PAYABLE	0.00	0.00	0.00	0.00	0.00
479 FLEX PAYABLE	53,375.17	0.00	0.00	0.00	53,375.17
481 DEFERRED REVENUES	66,339.74	0.00	12,667.54	41,162.18	120,169.46
Current Liabilities	272,228.20	0.00	1,290,700.91	41,162.18	1,604,091.29
Fund Balance					
770 UNRESERVED FUND BALANCE	4,571,500.49	650,759.88	3,757,642.95	1,431,785.65	10,411,688.97

Balance Sheet - Combined

Period Ending: July 2023

Annual; Processing Month 07/2023; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
Fund Balance	4,571,500.49	650,759.88	3,757,642.95	1,431,785.65	10,411,688.97
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	4,843,728.69	650,759.88	5,048,343.86	1,472,947.83	12,015,780.26

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2023

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
24907	BRAVERA BRAVERA	07/31/2023	INTEREST EARNED	01 000 1510	INTEREST EARNED	18,242.42
					BRAVERA BRAVERA Total:	18,242.42
24887	CONOCO CONOCO PHILLIPS	07/12/2023	OIL ROYALTIES	01 000 1950	OIL ROYALTY	212.79
					CONOCO CONOCO PHILLIPS Total:	212.79
24885	CONTINENT CONTINENTAL RESOURCES	07/12/2023	OIL ROYALTIES	01 000 1950	OIL ROYALTY	175.85
					CONTINENT CONTINENTAL RESOURCES Total:	175.85
24880	DEPTHUMAN DEPT. OF HUMAN SERVICES	07/12/2023	BIC GRANT FY2023	01 153	BEST IN CLASS GRANT	13,865.38
					DEPTHUMAN DEPT. OF HUMAN SERVICES Total:	13,865.38
24882	DEPTOFTRAN DEPARTMENT OF TRANSPORATION	07/12/2023	CURB RAMP AGREEMENT	01 000 1990	MISC INCOME	300.00
					DEPTOFTRAN DEPARTMENT OF TRANSPORATION Total:	300.00
24893	DPI DEPT OF PUBLIC INSTRUCTION	07/28/2023	TITLE I FY2023	01 153	TITLE I PROGRAM AID	8,984.92
24908	DPI DEPT OF PUBLIC INSTRUCTION	07/31/2023	AUGUST 2023 STATE AID	01 000 3110	STATE AID	194,462.72
24908	DPI DEPT OF PUBLIC INSTRUCTION	07/31/2023	AUGUST 2023 STATE AID	01 000 3130	TRANSPORTATION AID	17,950.90
					DPI DEPT OF PUBLIC INSTRUCTION Total:	221,398.54
24898	DUNNCO DUNN COUNTY AUDITOR	07/12/2023	GENERAL, BLDG, BONDS, TAYLOR GRAZING	01 000 1110	GENERAL-DISTRICT PROPERTY TAX	17,089.04
24898	DUNNCO DUNN COUNTY AUDITOR	07/12/2023	GENERAL, BLDG, BONDS, TAYLOR GRAZING	03 000 1161	PROPERTY TAXES	3,046.29
24898	DUNNCO DUNN COUNTY AUDITOR	07/12/2023	GENERAL, BLDG, BONDS, TAYLOR GRAZING	04 000 1171	SINKING AND INTEREST #2	8,235.69
24898	DUNNCO DUNN COUNTY AUDITOR	07/12/2023	GENERAL, BLDG, BONDS, TAYLOR GRAZING	01 000 4210	TAYLOR GRAZING	457.83
24897	DUNNCO DUNN COUNTY AUDITOR	07/18/2023	FLOOD CONTROL	01 000 4220	FLOOD CONTROL	46,662.60
					DUNNCO DUNN COUNTY AUDITOR Total:	75,491.45
24886	MARATHON MARATHON OIL CO	07/12/2023	OIL ROYALTIES	01 000 1950	OIL ROYALTY	105.15
					MARATHON MARATHON OIL CO Total:	105.15

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2023

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
24883	NDIRF NORTH DAKOTA INSURANCE RESERVE FUND	07/12/2023	WINDSHIELD CLAIM REIMBURSEMENT	01 000 000 000 2700 673	REPAIRS	803.64
NDIRF NORTH DAKOTA INSURANCE RESERVE FUND Total:						<u>803.64</u>
24899	PRE PRESCHOOL FEES	07/24/2023	PRESCHOOL FEES-ONLINE PMTS	01 000 1800	PRE SCHOOL	150.00
PRE PRESCHOOL FEES Total:						<u>150.00</u>
24888	RENTAL RENTAL INCOME FROM STAFF HOUSING	07/12/2023	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	3,350.00
24889	RENTAL RENTAL INCOME FROM STAFF HOUSING	07/12/2023	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	3,550.00
RENTAL RENTAL INCOME FROM STAFF HOUSING Total:						<u>6,900.00</u>
24895	SCHOOLSPEC SCHOOL SPECIALTY	07/24/2023	REFUND CREDITS	01 000 000 120 1000 611	SUPPLIES	111.72
24895	SCHOOLSPEC SCHOOL SPECIALTY	07/24/2023	REFUND CREDITS	01 000 000 140 1000 611	SUPPLIES	24.70
SCHOOLSPEC SCHOOL SPECIALTY Total:						<u>136.42</u>
24896	STATETREAS STATE TREASURER - ND	07/24/2023	OIL & GAS PRODUCTION TAX	01 000 2210	OIL & GAS PRODUCTION TAX	228,921.96
STATETREAS STATE TREASURER - ND Total:						<u>228,921.96</u>
24881	WESTRI WEST RIVER STUDENT SERVICES	07/12/2023	ADMIN FEES-AMENDED STUDENT CONTRACT	01 000 1322	TUITION--SPECIAL ED	191.44
24894	WESTRI WEST RIVER STUDENT SERVICES	07/24/2023	REIMBURSE HOME SCHOOL MATERIALS	01 000 000 140 1000 611	SUPPLIES	636.00
WESTRI WEST RIVER STUDENT SERVICES Total:						<u>827.44</u>
24884	ZASTRHO ZASTOUPIL RHONDA	07/12/2023	NICHOLAS KUNTZ-GREENHOUSE	01 000 1990	MISC INCOME	655.00
ZASTRHO ZASTOUPIL RHONDA Total:						<u>655.00</u>

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Receivable Accounts</u>	
Subtotal Revenue	543,759.68	01 101	550,004.06	01 153	(22,850.30)
Subtotal Expense	1,576.06	03 101	9,946.29	Total:	<u>(22,850.30)</u>
Subtotal General Ledger		04 101	8,235.69		

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 07/2023

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
			Total:	568,186.04		
	Account Total	545,335.74				

b. Food Service Reports

Balance Sheet

Period Ending: July 2023

Annual; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 SCHOOL FOOD SERVICES				
<u>Current Assets</u>				
05 101	CASH	35,408.55	607.50	36,016.05
	Current Assets Subtotal:	<u>35,408.55</u>	<u>607.50</u>	<u>36,016.05</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>35,408.55</u></u>	<u><u>607.50</u></u>	<u><u>36,016.05</u></u>
<u>Current Liabilities</u>				
05 402	DUE TO OTHER FUNDS	954.97	0.00	954.97
	Current Liabilities Subtotal:	<u>954.97</u>	<u>0.00</u>	<u>954.97</u>
<u>Fund Balance</u>				
05 770	UNRESERVED FUND BALANCE	34,453.58	607.50	35,061.08
	Fund Balance Subtotal:	<u>34,453.58</u>	<u>607.50</u>	<u>35,061.08</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>35,408.55</u></u>	<u><u>607.50</u></u>	<u><u>36,016.05</u></u>

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05 770			UNRESERVED FUND BALANCE			*Previous Balance					34,453.58
05 770			UNRESERVED FUND BALANCE								
05 000 1510			INTEREST EARNED								
07/31/2023	CR	24905			INTEREST EARNED	BRAVERA	0.00	69.56			
05 000 1611			STUDENT MEALS								
07/10/2023	CD	POHS-00169 20230707	3	8546	REFUND LUNCH BALANCE GRADUATED - MADDY	MARKEGARD, KRISTANNE	0.00	(2.40)			
07/10/2023	CD	POELEM-01409 20230707	3	8543	REFUND MOVED - MAKELLA	DENNISON, REBECCA	0.00	(22.00)			
07/10/2023	CD	POELEM-01408 20230707	3	8541	REFUND MOVED - EMMA, HALEY, MICHAEL, NAT	CATTOOR, MENDY	0.00	(26.15)			
07/10/2023	CD	POHS-00166 20230707	3	8542	REFUND LUNCH BALANCE GRADUATED - TREVEN	COONRADT, MARK	0.00	(6.95)			
07/10/2023	CD	POELEM-01413 20230707	3	8547	REFUND LUNCH BALANCE GRADUATED - KAIDENC	SCHNEIDER, DAWN	0.00	(31.75)			
07/10/2023	CD	POHS-00167 20230707	3	8545	REFUND LUNCH BALANCE GRADUATED - AINSLEY	HAYDEN, CAREY	0.00	(17.15)			
07/10/2023	CD	POHS-00168 20230707	3	8544	REFUND LUNCH BALANCE GRADUATED - JACK	FLEMING, ANN	0.00	(68.13)			
07/10/2023	CD	POHS-00170 20230707	3	8548	REFUND LUNCH BALANCE GRADUATED - REDSKY	STARR, HANK	0.00	(16.60)			
07/26/2023	CR	24900			STUDENT MEALS	DIAZ, KERRY M	0.00	695.16			
07/26/2023	CR	24901			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	746.40			
05 000 1620			ADULT MEALS								
07/10/2023	CD	POELEM-01408 20230707	3	8541	REFUND MOVED - MENDY	CATTOOR, MENDY	0.00	(4.00)			
07/26/2023	CR	24900			ADULT MEALS	DIAZ, KERRY M	0.00	3.20			
05 000 000 910 3100 580			TRAVEL								
07/31/2023	CD	ELEM-01290 20230731	3	8553	Supper Monday night	KERR, MARGARET L	17.50	0.00			
07/31/2023	CD	ELEM-01290 20230731	3	8553	Breakfast Tuesday morning	KERR, MARGARET L	7.00	0.00			
07/31/2023	CD	ELEM-01290 20230731	3	8553	Lunch	KERR, MARGARET L	10.50	0.00			
07/31/2023	CD	ELEM-01290 20230731	3	8553	mileage to and from Bismarck	KERR, MARGARET L	174.23	0.00			
07/31/2023	CD	ELEM-01294 20230731	3	8549	meal -supper	ARMITAGE, JAMIE	17.50	0.00			
07/31/2023	CD	ELEM-01294 20230731	3	8549	meal lunch	ARMITAGE, JAMIE	10.50	0.00			
07/31/2023	CD	ELEM-01295 20230731	3	8554	mileage for workshop in Bismarck	LARIMER, KATIE E	174.23	0.00			
07/31/2023	CD	ELEM-01295 20230731	3	8554	meal -- supper	LARIMER, KATIE E	17.50	0.00			
07/31/2023	CD	ELEM-01295 20230731	3	8554	meal lunch	LARIMER, KATIE E	10.50	0.00			
07/31/2023	CD	ELEM-01295 20230731	3	8554	meal breakfast	LARIMER, KATIE E	7.00	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
07/31/2023	CD	ELEM-01292 20230731	3	8551	Bismarck workshop ---meal supper	GUERRA, MARIA Y	17.50	0.00		
07/31/2023	CD	ELEM-01292 20230731	3	8551	Bismarck workshop--meal--- breakfast	GUERRA, MARIA Y	7.00	0.00		
07/31/2023	CD	ELEM-01292 20230731	3	8551	Bismarck workshop---meal --Lunch	GUERRA, MARIA Y	10.50	0.00		
07/31/2023	CD	ELEM-01291 20230731	3	8552	workshop in Bismarck...meal supper	JONES, THERESA MARIE	17.50	0.00		
07/31/2023	CD	ELEM-01291 20230731	3	8552	workshop in Bismarck...meal lunch	JONES, THERESA MARIE	10.50	0.00		
07/31/2023	CD	ELEM-01293 20230731	3	8550	mileage - to and from Bismarck for works	ARTHUR, STEPHANIE RENE	174.23	0.00		
07/31/2023	CD	ELEM-01293 20230731	3	8550	meal -supper	ARTHUR, STEPHANIE RENE	17.50	0.00		
07/31/2023	CD	ELEM-01293 20230731	3	8550	meal--lunch	ARTHUR, STEPHANIE RENE	10.50	0.00		
05 770					UNRESERVED FUND BALANCE	*Current Activity			607.50	
						*Ending Balance:	711.69	1,319.19	0.00	35,061.08
					Fund Total: 05		711.69	1,319.19	0.00	35,061.08

c. Student Activity Reports

Annual; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 STUDENT ACTIVITY FUND				
<u>Current Assets</u>				
06 101	CASH	419,192.19	1,997.87	421,190.06
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
	Current Assets Subtotal:	<u>419,260.67</u>	<u>1,997.87</u>	<u>421,258.54</u>
Total Assets and Deferred Outflows of Resources:		<u>419,260.67</u>	<u>1,997.87</u>	<u>421,258.54</u>

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	69.23	(441.00)	(371.77)
06 760 704	ANNUAL	3,934.10	0.00	3,934.10
06 760 705	ATHLETICS	3,741.77	(2,627.98)	1,113.79
06 760 706	CLASS OF 2021	4,113.35	0.00	4,113.35
06 760 707	BOYS BB UNIFORMS	2,245.76	0.00	2,245.76
06 760 709	CHEERLEADERS MISC.	10,964.94	(2,690.00)	8,274.94
06 760 710	CHEERLEADER UNIFORMS BB	3,720.92	0.00	3,720.92
06 760 711	BOOSTER CLUB DONATIONS	5,793.84	(5,793.84)	0.00
06 760 713	GIRLS GOLF MISC	1,010.07	0.00	1,010.07
06 760 715	HOT LUNCH DONATIONS	1,809.30	(382.91)	1,426.39
06 760 716	SAFETY PATROL	688.41	0.00	688.41
06 760 717	CHROMEBOOK REPAIR	490.00	0.00	490.00
06 760 718	CLASS OF 2023	4,251.95	(35.00)	4,216.95
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	858.85	0.00	858.85
06 760 722	DRAMA CLUB	563.76	0.00	563.76
06 760 723	ELEMENTARY POP FUND	197.45	3.00	200.45
06 760 724	FAMILY & CONSUMER SCIENCE	317.23	0.00	317.23
06 760 726	FB UNIFORMS	1,500.00	0.00	1,500.00
06 760 727	FCCLA	4,486.67	0.00	4,486.67
06 760 728	FFA	16,977.09	(737.65)	16,239.44
06 760 729	GIRLS BB UNIFORMS	3,409.00	0.00	3,409.00
06 760 730	INTEREST - CHECKING	16,198.39	769.08	16,967.47
06 760 732	KILLDEER KORNER	530.38	0.00	530.38
06 760 733	GIRLS GOLF UNIFORMS	852.00	0.00	852.00
06 760 734	LIBRARY	5,077.93	0.00	5,077.93
06 760 735	MUSIC	20,612.07	0.00	20,612.07
06 760 736	NATIONAL HONOR SOCIETY	235.42	0.00	235.42
06 760 738	ELEM STAFF BEVERAGE MACHINE	19.35	0.00	19.35
06 760 740	SCHOOL DISTRICT	221.72	0.00	221.72
06 760 741	ROBOTICS	7,277.73	0.00	7,277.73
06 760 742	STUDENT COUNCIL	5,922.04	0.00	5,922.04
06 760 743	SUNSHINE ACCOUNT-ELEM	148.47	0.00	148.47
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	148,493.29	0.00	148,493.29
06 760 745	TRACK UNIFORMS	3,368.78	0.00	3,368.78

Balance Sheet

Period Ending: July 2023

Annual; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
06 760 746	AGRICULTURE	12,628.42	0.00	12,628.42
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 748	WRESTLING UNIFORMS	(250.30)	0.00	(250.30)
06 760 749	HIGH SCHOOL MUSICAL	2,150.92	0.00	2,150.92
06 760 751	NEWSPAPER	95.76	0.00	95.76
06 760 754	PRESCHOOL	1,241.04	0.00	1,241.04
06 760 755	SUNSHINE FUND-HS	(131.60)	0.00	(131.60)
06 760 757	ELEMENTARY MUSIC	603.53	0.00	603.53
06 760 758	JEANS FOR CHARITY	7,565.25	0.00	7,565.25
06 760 759	ELEMENTARY MISCELLANEOUS	1,752.03	0.00	1,752.03
06 760 760	S.A.D.D.	1,275.82	0.00	1,275.82
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 762	ARCHERY	1,989.74	0.00	1,989.74
06 760 766	CHEERLEADER UNIFORMS FB	280.00	0.00	280.00
06 760 767	GIRLS BB MISC.	4,447.42	0.00	4,447.42
06 760 769	CLASS OF 2024	8,967.89	0.00	8,967.89
06 760 770	CLOSE UP	4,201.68	0.00	4,201.68
06 760 772	VOLLEYBALL MISC.	5,832.90	1,969.75	7,802.65
06 760 773	STEAM-ELEM.	2,386.53	0.00	2,386.53
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	1,000.00	0.00	1,000.00
06 760 776	FOOTBALL MISC.	6,054.43	(1,150.40)	4,904.03
06 760 777	BOYS GOLF MISC.	574.96	0.00	574.96
06 760 778	HS GYMNASIUM SPONSORSHIP	25,500.00	11,410.23	36,910.23
06 760 779	TRACK MISC.	2,672.47	0.00	2,672.47
06 760 781	BOYS GOLF UNIFORM	824.00	0.00	824.00
06 760 782	BOYS BB MISC.	10,535.09	(1,985.83)	8,549.26
06 760 783	WRESTLING MISC.	3,171.83	2,434.42	5,606.25
06 760 784	SPEECH	1,782.45	0.00	1,782.45
06 760 786	ART SUPPLIES	1,552.91	0.00	1,552.91
06 760 788	RALPH AND BERNIECE THOMAS SCHOLARSHIP	2,400.00	0.00	2,400.00
06 760 789	HOSA	11,223.93	1,256.00	12,479.93
06 760 790	CLASS OF 2022	3,906.87	0.00	3,906.87
06 760 791	KIDS ON THE RUN	541.86	0.00	541.86
06 760 792	DR SEUSS READING GROUP	270.00	0.00	270.00
06 760 793	IMAGINATION LIBRARY	3,148.48	0.00	3,148.48
06 760 794	COLLEGE & CAREER WEEK SCHOLARHIPS	664.00	0.00	664.00
06 760 795	KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	2,100.00	0.00	2,100.00
06 760 796	FEREBEE SCHOLARSHIP	600.00	0.00	600.00
06 760 797	SCHOOL MARQUEE	100.00	0.00	100.00
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12
Fund Balance Subtotal:		419,260.67	1,997.87	421,258.54
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		419,260.67	1,997.87	421,258.54

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
06 760 701					ACTIVITIES					69.23	
					ACTIVITIES	*Previous Balance					
06 760 701					ACTIVITIES						
06 001 600 410 3400 610					ACTIVITIES						
07/10/2023	CD	HS-00658 4402	2	33631	5 rooms for state science olympiad on 4/	RAMADA FARGO	441.00	0.00			
06 760 701					ACTIVITIES	*Current Activity				(441.00)	
						*Ending Balance:	441.00	0.00	0.00	(371.77)	
06 760 704					ANNUAL	*Previous Balance				3,934.10	
						*Ending Balance:	0.00	0.00	0.00	3,934.10	
06 760 705					ATHLETICS	*Previous Balance				3,741.77	
06 760 705					ATHLETICS						
06 005 600 410 3400 610					ATHLETICS						
07/10/2023	CD	HS-00809 20230707	2	33624	Region 7 Duesseldorf	BEULAH HIGH SCHOOL	114.70	0.00			
07/10/2023	CD	ELEM-01280 922009131	2	33625	ELEM GBB UNIFORMS	BSN SPORTS	656.16	0.00			
07/31/2023	CD	ELEM-01300 922056178	2	33637	Standard Ball Order 23/24	BSN SPORTS	1,857.12	0.00			
06 760 705					ATHLETICS	*Current Activity				(2,627.98)	
						*Ending Balance:	2,627.98	0.00	0.00	1,113.79	
06 760 706					CLASS OF 2021	*Previous Balance				4,113.35	
						*Ending Balance:	0.00	0.00	0.00	4,113.35	
06 760 707					BOYS BB UNIFORMS	*Previous Balance				2,245.76	
						*Ending Balance:	0.00	0.00	0.00	2,245.76	
06 760 709					CHEERLEADERS MISC.	*Previous Balance				10,964.94	
06 760 709					CHEERLEADERS MISC.						
06 009 600 410 3400 610					CHEERLEADERS MISC.						
07/26/2023	CD	HS-00798 20230726-0012	2	33635	Participant Price 3 day	VISA	2,628.00	0.00			
07/26/2023	CD	HS-00798 20230726-0012	2	33635	Advisor Price 3 day	VISA	62.00	0.00			
06 760 709					CHEERLEADERS MISC.	*Current Activity				(2,690.00)	
						*Ending Balance:	2,690.00	0.00	0.00	8,274.94	
06 760 710					CHEERLEADER UNIFORMS BB	*Previous Balance				3,720.92	
						*Ending Balance:	0.00	0.00	0.00	3,720.92	
06 760 711					BOOSTER CLUB DONATIONS	*Previous Balance				5,793.84	
06 760 711					BOOSTER CLUB DONATIONS						

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 011 600 410 3400 610					BOOSTER CLUB DONATIONS					
07/10/2023	CD	ELEM-01280 922009131	2	33625	ELEM GBB UNIFORMS	BSN SPORTS	5,793.84	0.00		
06 760 711					BOOSTER CLUB DONATIONS	*Current Activity			(5,793.84)	
						*Ending Balance:	<u>5,793.84</u>	<u>0.00</u>	<u>0.00</u>	
06 760 713					GIRLS GOLF MISC	*Previous Balance			1,010.07	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>1,010.07</u>	
06 760 715					HOT LUNCH DONATIONS	*Previous Balance			1,809.30	
06 760 715					HOT LUNCH DONATIONS					
06 015 600 410 3400 610					HOT LUNCH DONATIONS					
07/10/2023	CD	POELEM-01410 20230707	2	33627	PAYOFF WITH DONATIONS- MASON FOX	KILLDEER SCHOOL	382.91	0.00		
06 760 715					HOT LUNCH DONATIONS	*Current Activity			(382.91)	
						*Ending Balance:	<u>382.91</u>	<u>0.00</u>	<u>0.00</u>	
06 760 716					SAFETY PATROL	*Previous Balance			688.41	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>688.41</u>	
06 760 717					CHROMEBOOK REPAIR	*Previous Balance			490.00	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>490.00</u>	
06 760 718					CLASS OF 2023	*Previous Balance			4,251.95	
06 760 718					CLASS OF 2023					
06 018 600 410 3400 610					CLASS OF 2023					
07/31/2023	CD	POHS-00176 PC-15104	2	33639	CALSS OF 2023 POSTER	QUALITY QUICK PRINT	35.00	0.00		
06 760 718					CLASS OF 2023	*Current Activity			(35.00)	
						*Ending Balance:	<u>35.00</u>	<u>0.00</u>	<u>0.00</u>	
06 760 719					ATHLETES ASSISTANCE	*Previous Balance			594.33	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>594.33</u>	
06 760 720					CROSS COUNTRY MISC.	*Previous Balance			858.85	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>858.85</u>	
06 760 722					DRAMA CLUB	*Previous Balance			563.76	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>563.76</u>	
06 760 723					ELEMENTARY POP FUND	*Previous Balance			197.45	
06 760 723					ELEMENTARY POP FUND					
06 023 1721					ELEMENTARY POP FUND					
07/27/2023	CR	24902			Pop machine money for the elementary tea	MURPHY, ANDREW	0.00	228.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 023 600 410 3400 610					ELEMENTARY POP FUND					
07/18/2023	CD	POELEM-01429 446841	2	33634	SUPPLIES 446841	COCA COLA	225.00	0.00		
06 760 723					ELEMENTARY POP FUND	*Current Activity			3.00	
						*Ending Balance:	225.00	228.00	0.00	200.45
06 760 724					FAMILY & CONSUMER SCIENCE	*Previous Balance				317.23
						*Ending Balance:	0.00	0.00	0.00	317.23
06 760 726					FB UNIFORMS	*Previous Balance				1,500.00
						*Ending Balance:	0.00	0.00	0.00	1,500.00
06 760 727					FCCLA	*Previous Balance				4,486.67
						*Ending Balance:	0.00	0.00	0.00	4,486.67
06 760 728					FFA	*Previous Balance				16,977.09
06 760 728					FFA					
06 028 1721					FFA					
07/11/2023	CR	24879			FFA Hotel Refund for No Hot Water	LEIER, DAVID	0.00	114.75		
06 028 600 410 3400 610					FFA					
07/10/2023	CD	HS-00812 20230707	2	33626	State FFA Convention Reg. Reim.	HARDERSEN, LOGAN	160.00	0.00		
07/10/2023	CD	HS-00810 1053	2	33629	State Convention- Lost key for dorm room	ND FFA ASSOCIATION	75.00	0.00		
07/26/2023	CD	HS-00754 20230726-0006	2	33635	Requesting to take a VISA with for the N	VISA	617.40	0.00		
06 760 728					FFA	*Current Activity				(737.65)
						*Ending Balance:	852.40	114.75	0.00	16,239.44
06 760 729					GIRLS BB UNIFORMS	*Previous Balance				3,409.00
						*Ending Balance:	0.00	0.00	0.00	3,409.00
06 760 730					INTEREST - CHECKING	*Previous Balance				16,198.39
06 760 730					INTEREST - CHECKING					
06 030 1721					INTEREST - CHECKING					
07/31/2023	CR	24906			INTEREST - CHECKING	BRAVERA	0.00	769.08		
06 760 730					INTEREST - CHECKING	*Current Activity				769.08
						*Ending Balance:	0.00	769.08	0.00	16,967.47
06 760 732					KILLDEER KORNER	*Previous Balance				530.38
						*Ending Balance:	0.00	0.00	0.00	530.38
06 760 733					GIRLS GOLF UNIFORMS	*Previous Balance				852.00
						*Ending Balance:	0.00	0.00	0.00	852.00

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 734					LIBRARY	*Previous Balance				5,077.93
						*Ending Balance:	0.00	0.00	0.00	5,077.93
06 760 735					MUSIC	*Previous Balance				20,612.07
06 760 735					MUSIC					
06 035 1721					MUSIC					
07/20/2023	CR	24892			Music	DIAZ, KERRY M	0.00	2,934.89		
06 035 600 410 3400 610					MUSIC					
07/10/2023	CD	HS-00654	2	33628	Curriculum	MCGRAW HILL LLC	2,934.89	0.00		
06 760 735					MUSIC	*Current Activity				0.00
						*Ending Balance:	2,934.89	2,934.89	0.00	20,612.07
06 760 736					NATIONAL HONOR SOCIETY	*Previous Balance				235.42
						*Ending Balance:	0.00	0.00	0.00	235.42
06 760 738					ELEM STAFF BEVERAGE MACHINE	*Previous Balance				19.35
						*Ending Balance:	0.00	0.00	0.00	19.35
06 760 740					SCHOOL DISTRICT	*Previous Balance				221.72
						*Ending Balance:	0.00	0.00	0.00	221.72
06 760 741					ROBOTICS	*Previous Balance				7,277.73
						*Ending Balance:	0.00	0.00	0.00	7,277.73
06 760 742					STUDENT COUNCIL	*Previous Balance				5,922.04
						*Ending Balance:	0.00	0.00	0.00	5,922.04
06 760 743					SUNSHINE ACCOUNT-ELEM	*Previous Balance				148.47
						*Ending Balance:	0.00	0.00	0.00	148.47
06 760 744					TRACK & FOOTBALL FIELD MAINTENANCE	*Previous Balance				148,493.29
						*Ending Balance:	0.00	0.00	0.00	148,493.29
06 760 745					TRACK UNIFORMS	*Previous Balance				3,368.78
						*Ending Balance:	0.00	0.00	0.00	3,368.78
06 760 746					AGRICULTURE	*Previous Balance				12,628.42
						*Ending Balance:	0.00	0.00	0.00	12,628.42
06 760 747					VOLLEYBALL UNIFORMS	*Previous Balance				458.01
						*Ending Balance:	0.00	0.00	0.00	458.01
06 760 748					WRESTLING UNIFORMS	*Previous Balance				(250.30)
						*Ending Balance:	0.00	0.00	0.00	(250.30)

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>		<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>			
06 760 749					HIGH SCHOOL MUSICAL			2,150.92
					*Previous Balance			2,150.92
					*Ending Balance:	0.00	0.00	2,150.92
06 760 751					NEWSPAPER			95.76
					*Previous Balance			95.76
					*Ending Balance:	0.00	0.00	95.76
06 760 754					PRESCHOOL			1,241.04
					*Previous Balance			1,241.04
					*Ending Balance:	0.00	0.00	1,241.04
06 760 755					SUNSHINE FUND-HS			(131.60)
					*Previous Balance			(131.60)
					*Ending Balance:	0.00	0.00	(131.60)
06 760 757					ELEMENTARY MUSIC			603.53
					*Previous Balance			603.53
					*Ending Balance:	0.00	0.00	603.53
06 760 758					JEANS FOR CHARITY			7,565.25
					*Previous Balance			7,565.25
					*Ending Balance:	0.00	0.00	7,565.25
06 760 759					ELEMENTARY MISCELLANEOUS			1,752.03
					*Previous Balance			1,752.03
					*Ending Balance:	0.00	0.00	1,752.03
06 760 760					S.A.D.D.			1,275.82
					*Previous Balance			1,275.82
					*Ending Balance:	0.00	0.00	1,275.82
06 760 761					CROSS COUNTRY UNIFORMS			4,102.64
					*Previous Balance			4,102.64
					*Ending Balance:	0.00	0.00	4,102.64
06 760 762					ARCHERY			1,989.74
					*Previous Balance			1,989.74
					*Ending Balance:	0.00	0.00	1,989.74
06 760 766					CHEERLEADER UNIFORMS FB			280.00
					*Previous Balance			280.00
					*Ending Balance:	0.00	0.00	280.00
06 760 767					GIRLS BB MISC.			4,447.42
					*Previous Balance			4,447.42
					*Ending Balance:	0.00	0.00	4,447.42
06 760 769					CLASS OF 2024			8,967.89
					*Previous Balance			8,967.89
					*Ending Balance:	0.00	0.00	8,967.89
06 760 770					CLOSE UP			4,201.68
					*Previous Balance			4,201.68
					*Ending Balance:	0.00	0.00	4,201.68
06 760 772					VOLLEYBALL MISC.			5,832.90
					*Previous Balance			5,832.90
06 760 772					VOLLEYBALL MISC.			
06 072 1721					VOLLEYBALL MISC.			

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description								
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
07/11/2023	CR	24876			donation from Alan Asay to KHS Volleybal	ASAY, ALAN	0.00	500.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	30.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	20.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	20.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	20.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	20.00		
07/11/2023	CR	24877			Midnight Madness Money for Volleyball -	ASAY, ALAN	0.00	250.00		
07/11/2023	CR	24878			SD Camp- check from Luther	ASAY, ALAN	0.00	120.00		
07/11/2023	CR	24878			SD Camp- check from Wasem	ASAY, ALAN	0.00	120.00		
07/11/2023	CR	24878			SD Camp- check from Morlock	ASAY, ALAN	0.00	120.00		
07/11/2023	CR	24878			SD Camp- check from Kluver	ASAY, ALAN	0.00	1,090.00		
07/11/2023	CR	24878			SD Camp- cash	ASAY, ALAN	0.00	240.00		
06 072 600 410 3400 610					VOLLEYBALL MISC.					
07/18/2023	CD	POELEM-01431 20230718	2	33633	SOUTH DAKOTA CAMP REIMBURSEMENT	ASAY, ALAN	750.00	0.00		
07/20/2023	CD	POELEM-01371 3800 Void Check	2	33617	vb relief letters	FOUR SEASONS TROPHIES	(169.75)	0.00		
06 760 772					VOLLEYBALL MISC.	*Current Activity				1,969.75
						*Ending Balance:	580.25	2,550.00	0.00	7,802.65
06 760 773					STEAM-ELEM.	*Previous Balance				2,386.53
						*Ending Balance:	0.00	0.00	0.00	2,386.53
06 760 775					ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	*Previous Balance				1,000.00
						*Ending Balance:	0.00	0.00	0.00	1,000.00
06 760 776					FOOTBALL MISC.	*Previous Balance				6,054.43
06 760 776					FOOTBALL MISC.					
06 076 1721					FOOTBALL MISC.					
07/06/2023	CR	24875			Football Misc. Killdeer Cowboy Booster C	COOK, ANDREW	0.00	4,680.00		
06 076 600 410 3400 610					FOOTBALL MISC.					
07/10/2023	CD	ELEM-01240 922019342	2	33625	20 equipment bags	BSN SPORTS	315.00	0.00		
07/10/2023	CD	ELEM-01234 PC-14336	2	33630	Sign for football field	QUALITY QUICK PRINT	175.00	0.00		
07/31/2023	CD	POELEM-01446 5846001	2	33640	FOOD FOR FB CAMP	US FOODS	660.40	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
07/31/2023	CD	ELEM-01282 921937476	2	33637	Jugs Machine	BSN SPORTS	4,680.00	0.00		
06 760 776					FOOTBALL MISC.	*Current Activity				(1,150.40)
						*Ending Balance:	5,830.40	4,680.00	0.00	4,904.03
06 760 777					BOYS GOLF MISC.	*Previous Balance				574.96
						*Ending Balance:	0.00	0.00	0.00	574.96
06 760 778					HS GYMNASIUM SPONSORSHIP	*Previous Balance				25,500.00
06 760 778					HS GYMNASIUM SPONSORSHIP					
06 078 1721					HS GYMNASIUM SPONSORSHIP					
07/13/2023	CR	24890			Sponsor - Little Badlands Insurance Agen	KLEEMAN, KARTER C	0.00	500.00		
07/13/2023	CR	24890			Sponsor - Gooseneck Implement	KLEEMAN, KARTER C	0.00	1,000.00		
07/13/2023	CR	24890			Sponsor - Consolidated	KLEEMAN, KARTER C	0.00	1,000.00		
07/13/2023	CR	24890			Sponsor - Ezra Barrows Post #46 Legion -	KLEEMAN, KARTER C	0.00	8,910.23		
06 760 778					HS GYMNASIUM SPONSORSHIP	*Current Activity				11,410.23
						*Ending Balance:	0.00	11,410.23	0.00	36,910.23
06 760 779					TRACK MISC.	*Previous Balance				2,672.47
						*Ending Balance:	0.00	0.00	0.00	2,672.47
06 760 781					BOYS GOLF UNIFORM	*Previous Balance				824.00
						*Ending Balance:	0.00	0.00	0.00	824.00
06 760 782					BOYS BB MISC.	*Previous Balance				10,535.09
06 760 782					BOYS BB MISC.					
06 082 600 410 3400 610					BOYS BB MISC.					
07/26/2023	CD	HS-00675 20230726-0013	2	33635	Visa for TRAVELODGE STAY ON JUNE 16TH	VISA	788.69	0.00		
07/26/2023	CD	HS-00675 20230726-0013	2	33635	Visa for EXTENDED STAY ON JUNE 18TH	VISA	499.30	0.00		
07/26/2023	CD	HS-00805 20230726-0014	2	33635	Hotel-TRAVELODGE	VISA	697.84	0.00		
06 760 782					BOYS BB MISC.	*Current Activity				(1,985.83)
						*Ending Balance:	1,985.83	0.00	0.00	8,549.26
06 760 783					WRESTLING MISC.	*Previous Balance				3,171.83
06 760 783					WRESTLING MISC.					
06 083 1721					WRESTLING MISC.					
07/27/2023	CR	24903			3X gear HS singlets from Killdeer Wrestl	ELKINS, SEAN	0.00	2,427.00		
07/27/2023	CR	24904			camp- miller	ELKINS, SEAN	0.00	25.00		
07/27/2023	CR	24904			camp - albrecht	ELKINS, SEAN	0.00	50.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
07/27/2023	CR	24904			camp - thomas	ELKINS, SEAN	0.00	25.00			
07/27/2023	CR	24904			camp - scharf	ELKINS, SEAN	0.00	50.00			
07/27/2023	CR	24904			camp - brown	ELKINS, SEAN	0.00	25.00			
07/27/2023	CR	24904			camp - varner	ELKINS, SEAN	0.00	50.00			
07/27/2023	CR	24904			camp - fitzpatrick	ELKINS, SEAN	0.00	50.00			
07/27/2023	CR	24904			camp - olson	ELKINS, SEAN	0.00	50.00			
07/27/2023	CR	24904			camp - bang	ELKINS, SEAN	0.00	50.00			
06 083 600 410 3400 610					WRESTLING MISC.						
07/18/2023	CD	HS-00799 1KL7-DP1W-4PM3	2	33632	Wrestling signage	AMAZON CAPITAL SERVICES	45.59	0.00			
07/18/2023	CD	HS-00799 1KL7-DP1W-4PM3	2	33632	SHIPPING	AMAZON CAPITAL SERVICES	6.99	0.00			
07/26/2023	CD	HS-00822 20230726	2	33636	Camp costs	KHS WRESTLING CLUB	315.00	0.00			
06 760 783					WRESTLING MISC.	*Current Activity				2,434.42	
						*Ending Balance:	367.58	2,802.00	0.00	5,606.25	
06 760 784					SPEECH	*Previous Balance				1,782.45	
						*Ending Balance:	0.00	0.00	0.00	1,782.45	
06 760 786					ART SUPPLIES	*Previous Balance				1,552.91	
						*Ending Balance:	0.00	0.00	0.00	1,552.91	
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP	*Previous Balance				2,400.00	
						*Ending Balance:	0.00	0.00	0.00	2,400.00	
06 760 789					HOSA	*Previous Balance				11,223.93	
06 760 789					HOSA						
06 089 1721					HOSA						
07/20/2023	CR	24891			Flight and hotel for HOSA	DIAZ, KERRY M	0.00	1,256.00			
06 089 600 410 3400 610					HOSA						
07/20/2023	CD	HS-00706 20230505 Void Check	2	33539	ILC Registration fee	HOSA-FUTURE HEALTH PROFESSIONALS	(270.00)	0.00			
07/31/2023	CD	POHS-00177 99567577	2	33638	2023 ILC CONF CORRECTED	NORTH DAKOTA HOSA	270.00	0.00			
06 760 789					HOSA	*Current Activity				1,256.00	
						*Ending Balance:	0.00	1,256.00	0.00	12,479.93	
06 760 790					CLASS OF 2022	*Previous Balance				3,906.87	
						*Ending Balance:	0.00	0.00	0.00	3,906.87	
06 760 791					KIDS ON THE RUN	*Previous Balance				541.86	

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
						*Ending Balance:	0.00	0.00	0.00	541.86
06 760 792					DR SEUSS READING GROUP	*Previous Balance				270.00
						*Ending Balance:	0.00	0.00	0.00	270.00
06 760 793					IMAGINATION LIBRARY	*Previous Balance				3,148.48
						*Ending Balance:	0.00	0.00	0.00	3,148.48
06 760 794					COLLEGE & CAREER WEEK SCHOLARHIPS	*Previous Balance				664.00
						*Ending Balance:	0.00	0.00	0.00	664.00
06 760 795					KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	*Previous Balance				2,100.00
						*Ending Balance:	0.00	0.00	0.00	2,100.00
06 760 796					FEREBEE SCHOLARSHIP	*Previous Balance				600.00
						*Ending Balance:	0.00	0.00	0.00	600.00
06 760 797					SCHOOL MARQUEE	*Previous Balance				100.00
						*Ending Balance:	0.00	0.00	0.00	100.00
06 760 798					MINION MENTORING SCHOLARSHIP	*Previous Balance				344.12
						*Ending Balance:	0.00	0.00	0.00	344.12
Fund Total: 06							24,747.08	26,744.95	0.00	421,258.54

D. Administrator Reports

7/31/23

AUGUST BOARD REPORT:

Fall Activities- some are going and some will start shortly- Dates listed below.

Girls Golf-7-12- Aug 1

Football 9-12 – Aug 3

Football 7-8 – Aug 7

Volleyball 7-12- Aug 14

Cross Country 7-12 – Aug 14

Fall Cheer- 7-12 -Aug 14

School sponsored Elem sports start when school starts.

7-12 Parents Meeting was held July 24th in the High School Commons. 48 parents/families turned out

4-6 Parents meeting will be Aug 23rd at 3:30 in the gym. This will be Elem GBB and KOTR>

Twin Buttes parent meeting on July 25th was a success. Had 3 families come that couldn't make the meeting in Killdeer

** We offered CPR/First Aid recertification for our coaches** Thank you to Sarah Dutton for the organization of this.

** Numbers and projected numbers in Athletics are up in some, even in some, slightly down in some. Will know activities numbers and elementary numbers when we get started in late August**

** Power school enrollment for athletics is going very well. Thank you to all who had a hand in this. Special thanks to Janelle and Jenni for their hard work and they are the ones that take most of the phone calls on this.**

Tournament Committee meeting was held July 31st. This was the first meeting. We will meet again in Late August to finalize some details and continue to plan for our Regional Tournaments this year.

** Working with coaches to make sure all Concussion, CPR/AED training, and clinic attendance (all requirements to be a certified coach) are done before the start of the season. **

** Continuing to try to get our workers for events. We are a bit short handed for our workers but more people normally sign up as school gets closer. If you know of anyone that wants to work (tickets, score clock, score board, line judge) let me know and will send them the spread sheet**

** Brainstorming ideas to get our HS kids involved with our Elem kids more**. Will run ideas by our two principals.

Superintendent Board Report

Handbooks

A much quieter start to this year compared to last year is a nice change.

I am happy to report that all handbooks have been submitted for your review. This is the first year in my time in Killdeer that all handbooks have actually been submitted for your review.

Speaking of handbooks, thank you to Mrs. April Dutchuk, Mrs. Kelli Schollmeyer and Mrs. Jana Smith for getting the Daycare handbook and contract up to date in a short amount of time.

Proactive Approach to Behavior Management Meeting

On September 21st I have scheduled on of a couple meetings to follow to address behavior concerns. There are many resources in our area to address the mental health crisis that manifest themselves in our schools. Additionally, North Dakota is experiencing juvenile justice reform making it more difficult for our SROs and court services to function as they have traditionally. Schools need to be prepared for this shift of doing business with some of our most challenging student behaviors.

Curriculum Facilitator

Mrs. Walker has hit the ground running and has had a positive impact already by tackling the inservice schedule and getting things squared away for the first couple days of inservice. She has been on the phone talking with vendors as she researches assessment tools. There has been a significant amount of professional development that has occurred this summer and she has been leading the charge.

August 2023 Board Report

Pre – K – 38

Kinder – 45

1st – 52

2nd – 47

3rd – 48

4th – 47

5th – 45

6th – 45

Total – 367 students

We are currently preparing for in-service.

Meet the teacher will be on August 22nd from 4 pm – 6 pm.

New teacher orientation will be on August 16th.

We were able to hire one para position. We may need to add another, but we want to first ensure there is a solid need.

2023 August School Board Meeting Report

- Attendance
 - 2014-2015 Attendances
 - 214 students
 - 2015-2016 Attendances
 - 194 students
 - 2016-2017 Attendances
 - 187 Students
 - 2017-2018
 - 208 students
 - 2018-2019
 - 215 Students
 - 2019-2020
 - 250 Students
 - 2020-2021
 - 250 Students
 - 2021-2022
 - 255 Student
 - 2022-2023
 - 246 Students
 - 2023-2024
 - 268 Students
- Registration
 - Schedules were printed and sent home Tuesday, August 1
 - Pre-registration is for students to make changes, input requests and new students to register – Tuesday, August 8 – Wednesday, August 9
- Staff In-service
 - August 16 – New staff training (Klatt, Larsen, Reiss, Kukla, Hintz, Tibor and Moseley)
 - August 21-22 – All staff training

Board report 8-9-23

- The roofing project at the elementary school is complete.
- The remodel on the secure entrance at the elementary school is progressing.
- Summer cleaning projects are wrapping up.
- AH is at the High school hanging the flag in the gym this week.

Board report 8-9-23

- The roofing project at the elementary school is complete.
- The remodel on the secure entrance at the elementary school is progressing.
- Summer cleaning projects are wrapping up.
- AH is at the High school hanging the flag in the gym this week.

E. NDSBA Policy Manual Maintenance Service Agreement



POLICY MANUAL MAINTENANCE SERVICE AGREEMENT

This agreement (hereinafter the “Agreement”) is entered into by and between the North Dakota School Boards Association (hereinafter “NDSBA”) and **KILLDEER SCHOOL DISTRICT** (hereafter the “District” or “Board”) to provide policy manual maintenance services as described herein.

Annual Maintenance and Web Hosting Fee: The District shall pay to NDSBA an annual maintenance and web hosting fee of **\$1,000**. The annual maintenance fee will be automatically billed each year in July. NDSBA may increase this fee on an annual basis.

Policy Manual Maintenance Services

1. NDSBA shall provide the following maintenance services:
 - 1.1 Recommend policy updates and revisions to the District as reflected in NDSBA’s template policies by posting updates and/or revisions of NDSBA’s template policies to the Policy Services website. NDSBA shall send the District notice via email when NDSBA updates the Policy Services website.
 - 1.2 Provide for the typing and proofreading of all policies that are to be included in the policy manual. NDSBA shall perform this service only after board adoption of the policy.
 - 1.3 Following final board approval of a policy, NDSBA shall upload and publish the policy on behalf of the District provided the Board has complied with section 2.4. NDSBA shall email to the District a final copy of each new and amended policy adopted by the District’s board.
 - 1.4 Maintain a copy of the District’s policy manual at NDSBA.
 - 1.5 This service does not include any comments, suggestions, or recommendations regarding any policies customized or created by the District or any other documents or publications of the District such as administrative regulations, procedures, school manuals, faculty handbooks, student handbooks, negotiated agreements, contracts, exhibits, forms, or other school documents not specifically contained in and designated as policies of the District.
2. The District agrees to perform and/or provide the following:
 - 2.1 Maintain membership in NDSBA and in Policy Services.
 - 2.2 Designate a district employee to serve as the policy liaison to NDSBA during the performance of this Agreement.



The District Policy Services Liaison is the following:

Name: Jeff Simmons
Position: Superintendent
Phone Number: 701-764-5877
Email Address: jeff.Simmons@K12.nd.us
Mailing Address: P.O. Box 579 Killdeer, ND 58640

The policy liaison shall have authority to submit policies as described in section 1.2 to NDSBA and to request clarification on policy language developed by NDSBA. The liaison and the school board president shall receive all policy correspondence from NDSBA. Should the Board decide to name a new policy liaison at any point during the term of this Agreement, this change must be submitted to NDSBA in writing within thirty (30) days and the notice shall include the new liaison's name, position, phone number, email address, and mailing address^[LB1]. Should the district elect a new school board president, this change must be promptly submitted to NDSBA in writing and the notice shall include the new school board president's name, phone number, email address, and mailing address.

- 2.3 Pay the annual policy manual maintenance and web hosting fee. Any amount remaining unpaid more than forty-five (45) days after the invoice date may be subject to a late payment charge of 0.5% (6% per annum) or the maximum allowed by law, whichever is less.
- 2.4 Return a copy of the newly-adopted policies and/or adopted policy amendments to NDSBA within forty-five (45) days of board adoption. All changes made to policies by the Board must be clearly marked and each policy must be accompanied with board minutes confirming board adoption of the policy. NDSBA cannot service adopted policies that the District has not returned to NDSBA or adopted policies returned to NDSBA that are not accompanied by the supporting documentation required by this section.
- 2.5 Use NDSBA's policy codification system.

Other Terms & Conditions

3. The initial term of this Agreement is from July 1, 2023 to June 30, 2024. Thereafter, this Agreement shall automatically renew for successive one-year periods unless either party terminates the Agreement by providing written notice to the other party at least thirty (30) days prior to the end of the current term.
4. The District acknowledges that NDSBA's template policies and related regulations and exhibits are proprietary to NDSBA and may not be copied, posted, or distributed by the District except as specifically authorized by NDSBA. The District agrees that it will not post, or allow a third-party to post, any policy serviced by NDSBA online without the express written permission of NDSBA.



5. NDSBA may immediately terminate this Agreement due to any of the following:
 - 5.1 Failure by the District to maintain membership in NDSBA or Policy Services.
 - 5.2 Failure by the District to remit payment or perform any of its obligations outlined in paragraph 2.
6. NDSBA is an independent contractor, providing services under this Agreement in order to promote the economy and efficiency of the District's operations. Neither party shall be responsible to any third party, have authority to bind the other, or otherwise be authorized to act in any way as a representative of the other unless otherwise expressly agreed to in writing, signed by both parties hereto. Nothing in this Agreement creates or is intended to create an agency relationship or an attorney-client relationship between NDSBA or any of its staff and the District, including any protections that may be afforded along with any such relationship.
7. The Parties hereto acknowledge that they have the opportunity to consult with their legal counsel regarding the terms of this Agreement and that each has carefully read and fully understands the provisions of this Agreement and that each agrees to all of the terms and provisions herein.
8. The District shall indemnify, defend, and hold NDSBA, its officers and employees harmless from any and all claims, injuries, damages, losses or suits, including but not limited to attorney's fees, arising out of or in connection with the performance of this Agreement and/or the provision of the policy manual maintenance services, except for injuries and damages caused by the sole negligence of NDSBA. NDSBA's liability for injuries or damages to the District for any cause whatsoever, and regardless of the form of action, whether in contract or in tort (including negligence), shall be limited to the price of the services to be performed under this Agreement.
9. This Agreement shall be governed by the laws of the State of North Dakota, without giving effect to North Dakota's choice of law principles. The Parties further agree that any dispute concerning this Agreement shall be resolved in any court of competent jurisdiction situated within the state of North Dakota, Burleigh County, to which court's jurisdiction the Parties submit themselves. No party hereto shall assert any challenge to such venue or assert a defense of forum non conveniens.
10. This Agreement constitutes the entire agreement between the parties in relation to this subject matter and supersedes any and all prior understandings and agreements, oral or written, relating hereto. Any amendment to this Agreement must be in writing, approved by each of the parties, and executed by an authorized person.
11. The Parties agree that this Agreement may be executed in counterparts, which shall together constitute one and the same instrument. The signature of the duly authorized representative of the District indicates that this Agreement has been ratified by their governing board.



Dated this 9th day of August, 2023

**NORTH DAKOTA SCHOOL
BOARDS ASSOCIATION, INC.**

Executive Director

KILLDEER SCHOOL DISTRICT

Board President

Rhonda Zastempil

Business Manager

5. Unfinished Business

A. Consider Policy ACBF Medical Marijuana

NOTICE

This is a policy template only. This template must be compared to your existing policy on this topic. If your board wants to adopt the template in its entirety, it must make a motion to rescind its existing policy on this topic first and only then adopt the template (adoption requires two readings). If your board wishes to only adopt portions of this template, copy those portions to your existing policy and make a motion to amend (amendments require two readings).

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MEDICAL MARIJUANA**Definitions**

This policy defines the following:

- *Cannabinoid concentrate* means a concentrate or extract obtained by separating cannabinoids from marijuana by a mechanical, chemical, or other process.
- *Cardholder* means a qualifying patient, designated caregiver, or compassion center agent who has been issued and possesses a valid registry identification card.
- *Debilitating medical condition* means one of the following:
 - a. Cancer;
 - b. Positive status for human immunodeficiency virus;
 - c. Acquired Immune Deficiency Syndrome (AIDS);
 - d. Decompensated cirrhosis caused by hepatitis C;
 - e. Amyotrophic lateral sclerosis;
 - f. Post-traumatic stress disorder;
 - g. Agitation of Alzheimer's disease or related dementia;
 - h. Crohn's disease;
 - i. Fibromyalgia;
 - j. Spinal stenosis or chronic back pain, including neuropathy or damage to the nervous tissue of the spinal cord with objective neurological indication of intractable spasticity;
 - k. Glaucoma;
 - l. Epilepsy;
 - m. Anorexia nervosa;
 - n. Bulimia nervosa;
 - o. Anxiety disorder;
 - p. Tourette syndrome;
 - q. Ehlers-Danlos syndrome;
 - r. Endometriosis;
 - s. Interstitial cystitis;
 - t. Neuropathy;
 - u. Migraine;
 - v. Rheumatoid arthritis;
 - w. Autism spectrum disorder;

- x. A brain injury;
 - y. A terminal illness; or
 - z. A chronic or debilitating disease or medical condition or treatment for such disease or medical condition that produces one or more of the following:
 - i. Cachexia or wasting syndrome;
 - ii. Severe debilitating pain that has not responded to previously prescribed medication or surgical measures for more than three months or for which other treatment options produced serious side effects;
 - iii. Intractable nausea;
 - iv. Seizures; or
 - v. Severe and persistent muscle spasms, including those characteristic of multiple sclerosis.
- *Designated caregiver* means an individual who agrees to manage the well-being of a registered qualifying patient with respect to the qualifying patient's medical use of marijuana.
 - *Medical cannabinoid product* is as defined in NDCC 19-24.1-01(24).
 - *Medical marijuana* product means a cannabinoid concentrate or a medical cannabinoid product.
 - *Minor* means an individual under the age of nineteen.
 - *Pediatric medical marijuana* means a medical marijuana product containing cannabidiol which may not contain a maximum concentration or amount of tetrahydrocannabinol of more than six percent.
 - *Possession* means:
 - a. Actual physical possession of the alcohol or drug while on school property;
 - b. Use or consumption of the alcohol or drug while on school property; or
 - c. In the student's locker, car, handbag, backpack, or other belongings while on school property.
 - *Qualifying patient* means an individual who has been diagnosed by a health care provider as having a debilitating medical condition.
 - *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.
 - *Use* means that a student or employee is reasonably known to have ingested, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance while on school property.

Prohibitions

Although possession and use of marijuana for certain debilitating medical conditions is permitted in North Dakota, the ~~[Name of DistrKilldeer Publiciet]~~ School Board recognizes that the possession and use of marijuana remains illegal under federal law. In an effort to maintain a drug-free workplace and compliance with state and federal laws, the Board prohibits the possession, administration, and use of medical marijuana while on school property. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and district policy concerning the administration of medications to students (see Policy ACBD, School Medication Program).

The District shall not refuse to enroll or discriminate against any student solely on the basis of such student's status as a qualifying patient or use of medical marijuana pursuant to North Dakota law.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person's or employee's status as a qualifying patient, cardholder, or designated caregiver. However, the Board retains its ability to prohibit the possession and/or use of medical marijuana during work hours and its ability to discipline an employee or student for being under the influence of medical marijuana during work hours and while on school property.

Disciplinary Consequences

The District shall notify employees and students of the district's policies and procedures regarding the prohibition of controlled substances and drug possession and usage while on school property. A student or employee who violates district policies may be subject to disciplinary action, up to and including suspension and/or expulsion for students or suspension and/or termination for staff. The District may notify law enforcement agencies regarding a student's or staff member's violation of this policy.

The employee must notify their supervisor of their conviction under any criminal drug statute for a violation occurring on school property or while performing work for the District, no later than five calendar days after such a conviction. The District may inform the appropriate licensing authority of such a conviction.

The protections provided to qualifying patients, both adult and minors, utilizing medical marijuana prescribed in state statute, do not apply if the qualifying patient uses or possesses marijuana while on school property or in violation of applicable law.

Confidentiality

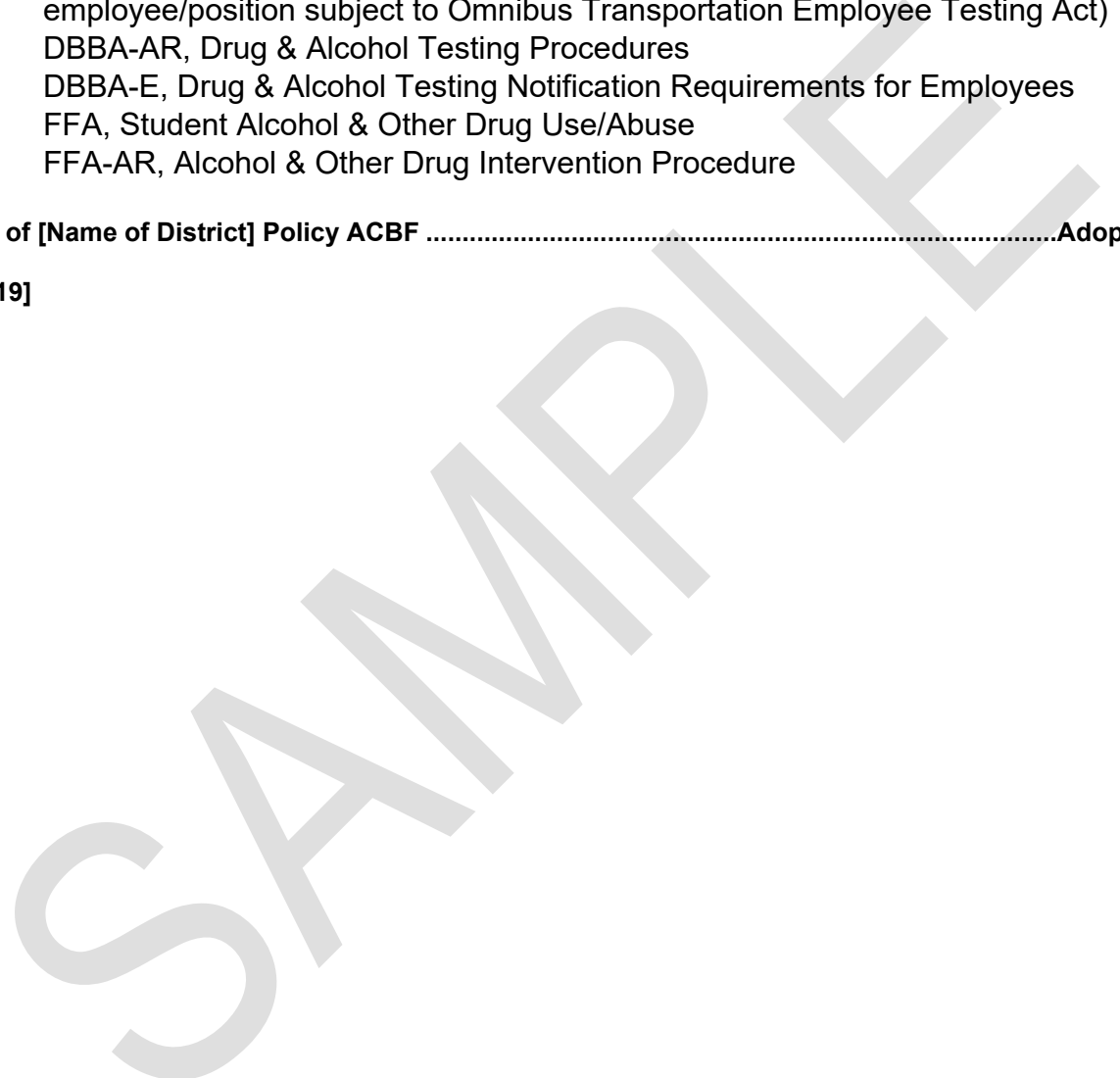
Cardholder status for a student or employee is confidential and may not be requested or required by the district. Only upon a cardholder's written request to the Department of Health may the Department confirm the cardholder's status as a registered qualifying patient or registered designated caregiver to a school. 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.

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

- ACBD, School Medication Program
- DEAA, Drug & Alcohol Free Workplace
- DEAA-AR, Procedure if Harmful Chemical Use is Suspected
- DEAA-E, Record of Observable Behavior
- DBBA, Drug & Alcohol Testing Program for Employees (relates to employee/position subject to Omnibus Transportation Employee Testing Act)
- DBBA-AR, Drug & Alcohol Testing Procedures
- DBBA-E, Drug & Alcohol Testing Notification Requirements for Employees
- FFA, Student Alcohol & Other Drug Use/Abuse
- FFA-AR, Alcohol & Other Drug Intervention Procedure

End of [Name of District] Policy ACBFAdopted:

[07/19]



6. New Business

- A. Discuss enclosed bus parking. Ben Murphy will present options for the school board to consider.
- B. Consider Additional August Bills

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number:	Check Type:	Check Date:	Vendor:	AMAZON CAPITAL SERVICES	Check Total:
45682	Check	08/08/2023	AMAZONCAP		2,191.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	PLANETARY PURPLE	01 000 000 120 1000 611	17.19
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	VENUS VIOLET	01 000 000 120 1000 611	16.64
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	CELESTIAL BLUE	01 000 000 120 1000 611	31.84
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	ORANGE	01 000 000 120 1000 611	54.63
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	LUNAR BLUE	01 000 000 120 1000 611	16.49
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	ULTRA RED	01 000 000 120 1000 611	17.49
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	ROCKET RED	01 000 000 120 1000 611	18.11
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	ORCHID	01 000 000 120 1000 611	23.96
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	BLUE BLISS	01 000 000 120 1000 611	19.71
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	PULSAR PINK	01 000 000 120 1000 611	37.60
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	GREEN	01 000 000 120 1000 611	30.00
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	PINK	01 000 000 120 1000 611	25.58
1JKJ-CP1K-9RJD	08/08/2023	ELEM-01199	BLUE	01 000 000 120 1000 611	44.37
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Twistable Crayons 8 colors/set, total 12	01 000 000 110 1000 610	43.04
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	20 pack LED glasses	01 000 000 110 1000 610	21.99
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Bedwina Plush Puppy dog (pack of 12) 6"	01 000 000 110 1000 610	54.64
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Teacher created reources push and pop bu	01 000 000 110 1000 610	29.97
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	plastic clipboards set of 6 assorted col	01 000 000 110 1000 610	56.64
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Scribbles 10 pack magnetic dry erase boa	01 000 000 110 1000 610	66.98
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Twistable Crayons	01 000 000 110 1000 610	71.91
1LFL-KMHC-14P4	08/08/2023	ELEM-01248	Twistable Crayons	01 000 000 110 1000 610	27.12
1V4W-FHLD-XHYG	08/08/2023	ELEM-01254	Halco 109428 F32T8/865/ECO F32 T8 Bulb 6	01 000 000 000 2600 611	509.32
1V4W-FHLD-XHYG	08/08/2023	ELEM-01254	Air Tire 10" x 3.5" Pneumatic Wheel For	01 000 000 000 2600 611	34.13
1X61-6DJY-MX9W	08/08/2023	2023-0045	ORGANIZERS, MAILBOXES, STING LIGHTS	01 000 000 120 1000 611	462.82
1XF1-RNYJ-1GRX	08/08/2023	HS-00806	office supplies split	01 000 000 130 1000 611	137.65
1XF1-RNYJ-1GRX	08/08/2023	HS-00806	office supplies split	01 000 000 140 1000 611	321.19
Check Number: 45683	Check Type: Check	Check Date: 08/08/2023	Vendor: BREWSTA	STACY BREW	Check Total: 50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	POELEM-01482	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2500 290	50.00
Check Number: 45684	Check Type: Check	Check Date: 08/08/2023	Vendor: CDWG	CDW GOVERNMENT	Check Total: 68.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
KN69142	08/08/2023	2023-0046	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	20.69
KN69142	08/08/2023	2023-0046	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	48.28
Check Number: 45685	Check Type: Check	Check Date: 08/08/2023	Vendor: CENTRALMEC	CENTRAL MECHANICAL INC	Check Total: 3,149.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
18435	08/08/2023	POELEM-01490	REPLACES AND PULLED BOILER SYSTEM BA3 TO	03 000 000 000 4220 435	3,149.16

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
Check Number: 45686	Check Type: Check	Check Date: 08/08/2023	Vendor: CONSOLTEL	CONSOLIDATED TELECOM INC	Check Total:	1,322.57	
20230808	08/08/2023	POELEM-01477	JUNE 2023 PHONE BILL	01 000 000 000 2600 531	1,322.57		
Check Number: 45687	Check Type: Check	Check Date: 08/08/2023	Vendor: COOKAND	ANDREW COOK	Check Total:	50.00	
20230808	08/08/2023	POELEM-01480	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 120 1000 290	50.00		
Check Number: 45688	Check Type: Check	Check Date: 08/08/2023	Vendor: DAHLNEI	NEIL DAHLEN	Check Total:	141.70	
20230808	08/08/2023	POELEM-01475	2 RT TO DICKINSON	01 000 000 000 2700 580	91.70		
20230808-0001	08/08/2023	POELEM-01487	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2700 290	50.00		
Check Number: 45689	Check Type: Check	Check Date: 08/08/2023	Vendor: DIAZKER	KERRY DIAZ	Check Total:	50.00	
20230808	08/08/2023	POELEM-01481	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2500 290	50.00		
Check Number: 45690	Check Type: Check	Check Date: 08/08/2023	Vendor: DUKANIC	NICK DUKART	Check Total:	50.00	
20230808	08/08/2023	POELEM-01486	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2600 531	50.00		
Check Number: 45691	Check Type: Check	Check Date: 08/08/2023	Vendor: ELITECAB	ELITE CABINETS & BUILDING SUPPLY	Check Total:	112.93	
2308-135720	08/08/2023	POELEM-01471	KEYS FOR LOCKER PADDLE LOCKES	01 000 000 000 2600 450	24.95		
2308-135720	08/08/2023	POELEM-01471	BRIGHT WHITE PAINT	03 000 000 000 4210 610	87.98		
Check Number: 45692	Check Type: Check	Check Date: 08/08/2023	Vendor: FERGUS	FERGUSON ENTERPRISES INC #1657	Check Total:	1,096.76	
0256186	08/08/2023	POELEM-01470	BOOST PUMP FOR UNIT 306	03 000 000 000 4210 610	1,096.76		
Check Number: 45693	Check Type: Check	Check Date: 08/08/2023	Vendor: GIESER	GIESER PLUMBING & HEATING, LLC	Check Total:	3,110.98	
2520	08/08/2023	POELEM-01496	REPIPE DRAIN LINE AT ELEM SCHOOL	03 000 000 000 4220 435	3,110.98		
Check Number: 45694	Check Type: Check	Check Date: 08/08/2023	Vendor: HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	Check Total:	382.93	
03P6542	08/08/2023	POELEM-01469	LOWER ENTRANCE DOOR STORM GLASS	01 000 000 000 2700 673	382.93		
Check Number: 45695	Check Type: Check	Check Date: 08/08/2023	Vendor: HINRICHS	HINRICHS SUPER VALU	Check Total:	14.99	
20230808	08/08/2023	POELEM-01463	STAFF COFFEE	01 000 000 000 2310 290	14.99		
Check Number: 45696	Check Type: Check	Check Date: 08/08/2023	Vendor: HUBERT	HUBERT COMPANY	Check Total:	472.13	
221246	08/08/2023	2023-0047	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	141.64		
221246	08/08/2023	2023-0047	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	330.49		

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
45697	Check	08/08/2023	ICON	ICON ARCHITECTURAL GROUP	8,043.25
20232002618	08/08/2023	POELEM-01466	ARCHITECT AND ENGINEERING CONSULTANT ON	03 000 000 000 4220 435	8,043.25
45698	Check	08/08/2023	JEPSJAN	JANELL JEPSON	50.00
20230808	08/08/2023	POELEM-01483	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2500 290	50.00
45699	Check	08/08/2023	JOHNERI	ERIK JOHNSON	371.53
20230808	08/08/2023	POHS-00179	CTE TRAVEL REIMBURSEMENT - JULY 2023	01 000 000 310 1000 580	371.53
45700	Check	08/08/2023	KLEEKAR	KARTER KLEEMAN	50.00
20230808	08/08/2023	POELEM-01479	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 140 1000 290	50.00
45701	Check	08/08/2023	LEIEDAV	DAVID LEIER	712.95
20230808	08/08/2023	HS-00820	Meat Processing Establishment License	01 000 000 310 1000 611	25.00
20230808-0001	08/08/2023	POHS-00178	CTE TRAVEL REIMBURSEMENT - JULY 2023	01 000 000 310 1000 580	687.95
45702	Check	08/08/2023	LOWRYENG	LOWRY ENGINEERING	506.25
20230808	08/08/2023	POELEM-01474	HPS PARKING LOT EXPANSION	03 000 000 000 4220 435	506.25
45703	Check	08/08/2023	MDU	MONTANA DAKOTA UTILITIES CO.	10,156.33
20230808	08/08/2023	POELEM-01464	ELEC ATHLETIC FIELD	01 000 000 000 2600 621	72.63
20230808	08/08/2023	POELEM-01464	ELEC HEATER PLUGINS	01 000 000 000 2600 621	17.19
20230808	08/08/2023	POELEM-01464	ELEC PORTABLES	01 000 000 000 2600 621	448.18
20230808	08/08/2023	POELEM-01464	ELEC 338 HOVDEN DR	01 000 000 000 2600 621	70.66
20230808	08/08/2023	POELEM-01464	ELEC 101 HIGH ST NW	01 000 000 000 2600 621	9,017.64
20230808	08/08/2023	POELEM-01464	GAS 101 HIGH ST NW	01 000 000 000 2600 622	530.03
45704	Check	08/08/2023	MENARDSDIC	MENARDS DICKINSON	96.17
32959	08/08/2023	POELEM-01492	SCRAPER BLADES, FOAM BRUSH, ROLLERS, PAI	01 000 000 000 2600 611	96.17
45705	Check	08/08/2023	MJDALSINCO	M.J. DALSIN CO. OF ND., INC.	62,155.00
2301-1	08/08/2023	POELEM-01491	LABOR AND MATERIAL TO DATE FOR ELEM ROOF	03 000 000 000 4220 435	62,155.00

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number	Check Type	Check Date	Vendor	MIKE MOSELEY	Check Total
45706	Check	08/08/2023	MOSEMIKE	MIKE MOSELEY	1,709.85
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	ELEM-01311	REIMBURSE OFFICER MOSELEY FOR CLASSROOM	01 000 000 110 1000 610	136.79
20230808	08/08/2023	ELEM-01311	REIMBURSE OFFICER MOSELEY FOR CLASSROOM	01 000 000 120 1000 611	786.53
20230808	08/08/2023	ELEM-01311	REIMBURSE OFFICER MOSELEY FOR CLASSROOM	01 000 000 130 1000 611	256.48
20230808	08/08/2023	ELEM-01311	REIMBURSE OFFICER MOSELEY FOR CLASSROOM	01 000 000 140 1000 611	530.05
45707	Check	08/08/2023	NDWORKFOR	WORKFORCE SAFETY & INSURANCE	10,437.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	POELEM-01460	PREMIUM(7/1/22-6/30/23)	01 000 000 000 2310 260	1,993.54
20230808	08/08/2023	POELEM-01460	PREMIUM(7/1/23-6/30/24)	01 000 000 000 2310 260	18,030.13
20230808	08/08/2023	POELEM-01460	DIVIDEND(7/1/23-6/30/24)	01 000 000 000 2310 260	(9,585.87)
45708	Check	08/08/2023	NUVENTO	NUVENTO	161.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NUV_220686	08/08/2023	POELEM-01495	EDUHEALTH VER 3 - AUG 2023	01 000 000 200 2835 810	161.25
45709	Check	08/08/2023	OTIS	OTIS ELEVATOR COMPANY	1,818.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
100401255173	08/08/2023	POELEM-01465	MAINT SERVICE 8/10/23-7/31/24 FOR HS ELE	01 000 000 000 2600 435	1,818.99
45710	Check	08/08/2023	PATHREA	PATHWAYS TO READING, INC	2,877.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3193	08/08/2023	ELEM-01210	Small Group Kinder manuals	01 000 000 000 2210 611	100.00
3193	08/08/2023	ELEM-01210	Small Group 1st grade manuals	01 000 000 000 2210 611	100.00
3193	08/08/2023	ELEM-01210	Small Group 2nd grade Manuals	01 000 000 000 2210 611	60.00
3193	08/08/2023	ELEM-01210	Intervention manuals	01 000 000 000 2210 611	60.00
3193	08/08/2023	ELEM-01210	Kinder Large Group Manual	01 000 000 000 2210 611	135.00
3193	08/08/2023	ELEM-01210	1st Grade Large Group Manual	01 000 000 000 2210 611	60.00
3193	08/08/2023	ELEM-01210	2nd Grade Large Group Manual	01 000 000 000 2210 611	54.00
3193	08/08/2023	ELEM-01210	Kinder Dive Into Reading	01 000 000 000 2210 611	450.00
3193	08/08/2023	ELEM-01210	1st Dive into Reading	01 000 000 000 2210 611	450.00
3193	08/08/2023	ELEM-01210	2nd Dive into Reading	01 000 000 000 2210 611	540.00
3193	08/08/2023	ELEM-01210	Kinder Book Sets	01 000 000 000 2210 611	225.00
3193	08/08/2023	ELEM-01210	1st Book sets	01 000 000 000 2210 611	225.00
3193	08/08/2023	ELEM-01210	2nd Grade Snap Cards	01 000 000 000 2210 611	43.50
3193	08/08/2023	ELEM-01210	SHIPPING	01 000 000 000 2210 611	375.00
45711	Check	08/08/2023	PRAIRIEAU	PRAIRIE AUTO PARTS	44.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1		Fund 01				
20230808	08/08/2023	POELEM-01462	POWER V-BELT	01 000 000 000 2600 611	44.72	
Check Number: 45712	Check Type: Check	Check Date: 08/08/2023	Vendor: QUEENCITY1	QUEEN CITY UPHOLSTERY, INC	Check Total: 326.03	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
12266	08/08/2023	POELEM-01473	REPAIR SEATS IN BUS 415	01 000 000 000 2700 673	326.03	
Check Number: 45713	Check Type: Check	Check Date: 08/08/2023	Vendor: REALLY	REALLY GOOD STUFF, LLC	Check Total: 113.60	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8257765	08/08/2023	2023-0051	BOHO PRIVACY SHIELDS	01 000 000 120 1000 611	113.60	
Check Number: 45714	Check Type: Check	Check Date: 08/08/2023	Vendor: ROUGH1	ROUGH RIDER EDUCATION SERVICES PROGRAM	Check Total: 1,500.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1084	08/08/2023	POELEM-01467	2023-24 ANNUAL MEMBERSHIP	01 000 000 000 2210 430	1,500.00	
Check Number: 45715	Check Type: Check	Check Date: 08/08/2023	Vendor: SAXMOTOR	SAX MOTOR CO	Check Total: 4,847.08	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
37777	08/08/2023	POELEM-01476	CHANGE GASKETS AND CHECK ENGIN LIGHT ON	01 000 000 000 2700 673	4,847.08	
Check Number: 45716	Check Type: Check	Check Date: 08/08/2023	Vendor: SCHOOL	SCHOOL SPECIALTY, LLC	Check Total: 1,531.24	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
208132525434	08/08/2023	2023-0052	DRY ERASE MARKERS, CLEANER, SHARPIES	01 000 000 120 1000 611	72.71	
208132530854	08/08/2023	POELEM-01461	OFFICIALS CLIPBOARDS FROM 2023-0012	01 000 000 120 1000 611	37.60	
308104311635	08/08/2023	2023-0050	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	426.28	
308104311635	08/08/2023	2023-0050	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	994.65	
Check Number: 45717	Check Type: Check	Check Date: 08/08/2023	Vendor: SHERWIN	SHERWIN-WILLIAMS CO.	Check Total: 1,213.87	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0113-9	08/08/2023	POELEM-01493	PAINT FOR 338 HOVDEN DR	03 000 000 000 4210 610	963.59	
0113-9	08/08/2023	POELEM-01493	CREDIT	03 000 000 000 4210 610	(57.27)	
0146-9	08/08/2023	POELEM-01494	MAINT PAINT	01 000 000 000 2600 611	307.55	
Check Number: 45718	Check Type: Check	Check Date: 08/08/2023	Vendor: SIMMJEF	JEFF SIMMONS	Check Total: 50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230808	08/08/2023	POELEM-01478	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2321 290	50.00	
Check Number: 45719	Check Type: Check	Check Date: 08/08/2023	Vendor: TMS	TIME MANAGEMENT SYSTEMS INC	Check Total: 70.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
291743	08/08/2023	POELEM-01489	ATTENDANCE CONTRACT FOR JULY 2023	01 000 000 000 2500 430	70.84	
Check Number: 45720	Check Type: Check	Check Date: 08/08/2023	Vendor: WALKKNICK	NICHOLAS WALKER	Check Total: 50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20230808	08/08/2023	POELEM-01488	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 410 3400 890	25.00	
20230808	08/08/2023	POELEM-01488	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 420 3400 890	25.00	

Detail Check Register

Unposted; Batch Description CKS 8.8.23-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number	Check Type	Check Date	Vendor	Vendor Name	Check Total
45721	Check	08/08/2023	WALLAJEN	JENNI WALLACE	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	POELEM-01484	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2500 290	50.00
45722	Check	08/08/2023	WESTCHOICE	WESTERN CHOICE COOPERATIVE	839.07
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	POELEM-01497	VOLTAGE DETECTOR, PUSH BROOM, FOAM BRUSH	01 000 000 000 2600 611	340.46
20230808	08/08/2023	POELEM-01497	MAINT. GAS	01 000 000 000 2600 626	66.74
20230808	08/08/2023	POELEM-01497	MAINT DIESEL	01 000 000 000 2600 627	134.33
20230808	08/08/2023	POELEM-01497	CABLE TIES, LAUNDRY BASKET, BRUSHES	01 000 000 310 1000 611	181.87
20230808-0001	08/08/2023	POELEM-01498	GAS	01 000 000 000 2700 626	19.73
20230808-0001	08/08/2023	POELEM-01498	DIESEL	01 000 000 000 2700 627	95.94
45723	Check	08/08/2023	ZASTRHO	RHONDA ZASTOUPIL	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20230808	08/08/2023	POELEM-01485	CELL PHONE REIMBURSEMENT - AUG 2023	01 000 000 000 2500 290	50.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 122,097.45

C. Act on Pledge of Securities Report for July 2023



INTEGRITY
DISCIPLINE
DILIGENCE
TRUST
AGILITY

July 21, 2023

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

Dear Rhonda:

At their monthly meeting held on July 20, 2023, the Board of Directors of The Union Bank approved the following pledges to cover deposits of the Killdeer Public School.

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

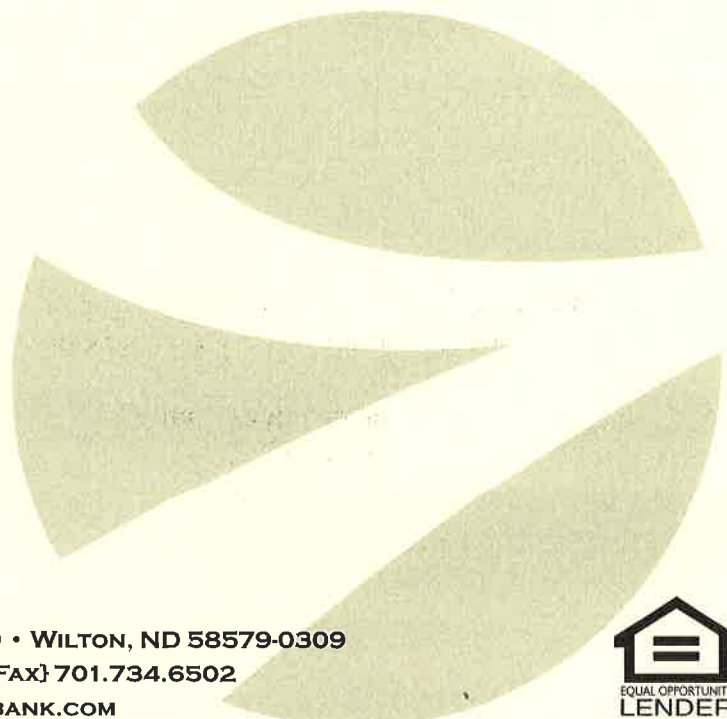
Please note that all demand deposit accounts have up to \$250,000 in FDIC insurance. In addition, up to \$250,000 in the aggregate for all time and savings deposits are also FDIC insured under the FDIC Deposit Insurance Regulation 330.14 - public unit accounts.

On July 1, 2023, the demand deposit balance was \$0.00 and the certificate of deposit/savings balance was \$391,323.74.

Sincerely,

Wade Elder
Chief Executive Officer

WEE/lmn



110 DAKOTA AVENUE • PO Box 309 • WILTON, ND 58579-0309

[PHONE] 701.734.6316 • [FAX] 701.734.6502

WWW.THEUNIONBANK.COM





BRAVERA

July 28, 2023

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

Rhonda:

This letter is to certify that at a meeting of the Bravera Bank Board of Directors on July 26, 2023 the pledge of securities to Killdeer Public School District was approved.

The approval of the pledged securities will be reflected in the July 26, 2023 minutes of the Board of Directors. The following information was reviewed as of June 30, 2023.

Deposits	\$13,311,726
Required Pledges	\$14,352,581
Par Value Pledged	\$22,773,752
Market Value as of June	\$20,755,015

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

Sincerely,

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

Pledged By Location

08/07/2023
8:57:06AM

FIRST INTL. BANK & TRUST - FARGO, ND

FROM 07/01/2023 TO 07/31/2023

Code Receipt#	FAS 115	CUSIP Trade #	Description Maturity	Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged Original Face	Pledged Par Value	Pledged Book Value	Pledged Market Value
KILLDEER PUBLIC SCHOOL (KPSC)											
BND	SALE	077149MN9 116	BEEVILLE TEX INDPT SCH DIST 08/15/2033		4.000		755,000.00 100.00%	755,000.00	755,000.00	789,420.50	761,213.65
TOTAL KILLDEER PUBLIC SCHOOL (KPSC)								755,000.00	755,000.00	789,420.50	761,213.65

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

D. Consider Teacher and Ancillary Staff Handbooks

2023-2024

Master Contract and Teacher Handbook

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FOREWORD

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

The manner in which 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

Levi Bang - President
Scott Bice
Kelly Schollmeyer
April Dutchuk – Vice President
Larry Lundberg

School Calendar

2023-2024 School Event Calendar

August 2023						
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		

August - 7 Day	
3	Football Starts
7	Girls Golf Starts
14	Volleyball & Cross Country Starts
21 & 22	Teacher In Service
23	First Day of School

September 2023						
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

September - 19 Days	
4	Labor Day
18	Teacher Inservice
27	Early Out (Dismissal at 1:30)

October 2023						
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				

October - 20 Days	
4 & 11	P/T Conferences
18	End of Quarter 1 (39 Days)
19 & 20	NDEA Conference (No School)
25	Early Out - Dismissal at 1:30pm

November 2023						
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		

November - 19 Days	
6	Wrestling Starts
10	Veterans Day Observed
13	Girls Basketball Starts
23 & 24	Thanksgiving Break
27	Boys Basketball Starts
29	Early Out - Dismissal at 1:30PM

December 2023						
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						

December - 15 Days	
21	End of Quarter 2 - (41 Days)
22	Christmas Vacation Starts
School Resumes January 2nd	
24	Christmas Eve
25	Christmas Day
31	New Year's Eve

January 2024						
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			

January - 20 Days	
1	New Year's Day
3	School Resumes
15	Teacher In-Service
Martin Luther King Jr. Day - No School	
31	Early Out - Dismissal at 1:30

February 2024						
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		

February - 19 Days	
16	In Lieu of Day (No School)
19	President's Day/Storm Day
21&28	P/T Conferences
26	Track Starts
28	Early Out - Dismissal at 1:30

March 2024						
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						

March - 19 Days	
14	End of Quarter 3 (49 Days)
15	Storm Day - No School
29	Good Friday - No school
31	Easter Sunday

April 2024						
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				

April - 20 Days	
1	Easter Monday
8	Boys Golf Starts
24	Early Out - Dismissal at 1:30
26	In Lieu of Day - No School

May 2024						
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	

May - 17 Days	
23	Last Day of School
23	End of Quarter 4 (47 Days)
26	Graduation
27	Memorial Day

Denotes Restricted days for PTO
175 Student Contact days, 3 mandated vacati

KILLDEER PUBLIC SCHOOL DISTRICT #16
MASTER CONTRACT – May 2021
FOR FISCAL YEAR 2021-2022

BARGAINING FOR A ONE-YEAR NEGOTIATED AGREEMENT: The negotiated agreement ratified this May 2021 shall be a one-year negotiated agreement for the fiscal year 2021-2022. (N.A. May 2021)

SALARY INCREASE:

The Base Salary for the 2021-2022 fiscal year shall be \$45,500 B.S.; 47,700 M.S.; and 49,900 Ph.D. The increase in base will be \$500 per year for 1 year. (N.A. May 2021)

A \$1,400 one-time incentive bonus will be paid to teachers. The members of KEA and the School Board expressly agree that the incentive bonus will not be listed on the individual teacher's contract (and/or no continuing contract right to any compensation a teacher receives). It is also understood that this bonus is not submitted to TFFR. (N.A. May 2021)

MASTER DEGREE PAYMENT: Master's degree shall be paid at base plus \$2,200.00. (Language clarification, no change in amount). (N.A. May 2013)

PhD DEGREE PAYMENT: Doctoral degree shall be paid at base plus \$4,400.00. (N.A. May 2013)

ANNUAL EXPERIENCE INCREMENT: Increment amount for veteran teaching staff will be \$700. (N.A. May 2015)

CONTRACT LANGUAGE: The contract language shall read 184 days or equivalent thereof. (N.A. June 2011)

CREDIT FOR YEARS OF PREVIOUS TEACHING EXPERIENCE: ALL licensed staff (new teachers entering the Killdeer system and existing veteran Killdeer staff) 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 2008)

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:

FICA (SOCIAL SECURITY/MEDICARE). The teacher will pay 7.65% of his/her current contracted salary toward Social Security/Medicare Tax (FICA) and the School District will pay a matching 7.65% of the teachers' salary to FICA.

TFFR – The following rates will go into effect July 1, 2014 for Teacher's Fund for Retirement. Employer contribution rates are 12.75%. Member contribution rates increase from 11.75%. Killdeer School District will pay 7.75% of the member contribution; the member will pay 4%. (N.A. April 2014)

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

PTO Buy Back (N.A. May 2021)

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 PTO 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 major breaks. Staff are allowed to use one extended PTO usage, up to 3.5 days consecutive. 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.

PERSONAL PTO SICK LEAVE Bank may be used for the following reasons: (N.A. May 2021)

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. (N.A. May 2021)
5. Under extreme circumstances, emergency leave may be granted by administration for bereavement providing all sick and personal days are used prior to the request.

BUYBACK PROVISIONS: (N.A. May 2021)

1. Buyback Provisions – PTO must be bought back at the beginning of a school term. The school district will buy back PTO, at two-thirds day's salary at current base pay (see #1) – 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 PTO 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 PTO to the sick leave bank. Sick leave bank formula and contribution clauses remain unchanged.

SICK LEAVE BANK: (N.A. May 2021)

1. Each teaching staff member will give one day of his/her PTO 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. (N.A. May 2021)

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 PTO before he/she can begin using the bank. (N.A. May 2021)

EMERGENCY LEAVE:

1. 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. (N.A. May 1999)

FAMILY/MEDICAL LEAVE:

Will follow Federal Statute.

- a. Information on family medical leave will be included in teacher's introductory packets and will be given to all other teachers in a one-time disbursement.

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](#)

Unless otherwise covered by the negotiated agreement, absence from work for participation in professional organizations activities shall require board approval. Staff members who accept association offices and/or duties which will require absence from school or which will encroach upon time spent on regular district assignments shall seek board approval. Mileage for board approved professional organization activities shall be paid in accordance with policy DCAD.

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.

CERTIFIED STAFF PAY POLICY:

Certified staff will be paid on the 10th and 25th of each month. (Board Policy)

***CLASS SIZE:**

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

CONTRACTS:

Teacher contracts will be more specifically worded:

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

COACHING CONTRACTS:

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

EDUCATION REIMBURSEMENT:

Teachers will be reimbursed for undergraduate or graduate hours required and earned during a five-year renewal period of their teaching certificates. Hours must be acceptable for credential renewal. Reimbursement will be at current ND state tuition rate up to graduate tuition rates. 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 by Oct. 1. Payment will be made to the teacher by Dec. 1. (Board Policy)

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 [AAC-BRI](#) 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 teacher who uses their daily prep period to sub shall be compensated at 1/7th of 1 day's pay at base. (N.A. June 2003)

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 a day's pay. (N.A. July 2007)

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 fulfil 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 (FCCLA, 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)

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.

Professional Dress and Appearance

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

Contracted Workday

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

Preparation and Execution of Daily Work

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

Professional Leave

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

Qualifications/Certification

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

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

Specific Duties and Responsibilities

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

Teacher Evaluation

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

Student Supervision

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

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

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

Requests for review of teacher files will be granted in accordance with the North Dakota Open Record Laws. In order 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. Request to review the file is to be made in writing.
3. The Superintendent will set the time for review as soon as is reasonably possible.
4. The file will be reviewed in the superintendent’s office or a place designated by the superintendent.
5. The superintendent or his/her designee will be present when the file is reviewed.
6. The person whose file is being reviewed will be notified in advance of the review and has the option of being present during the review.

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 letter and resume must accompany applications.
 - Applications should be emailed to the business manager as well as the superintendent, secondary principal and/or elementary principal, as per application instructions.

- All applications will be stored on the district email, as well as, printed and kept on file with the business office.

Confidential Information

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

Reporting Child Abuse/Neglect

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

School Resource Officer (SRO)

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

Emergency Operations Plan (EOP) and Emergency Supplies

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

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

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

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

Teacher Meetings

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

Parent/Teacher Conferences

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

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

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

Intercom Use

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

Central Office Personnel

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

Copy Machine Usage and Procedure

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

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

Copyrighted Materials [Policy – ABCA](#)

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

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

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

- **Education**

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

- **Monitoring Use**

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have expectations of privacy when

using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

- **Prohibitions**

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

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

Email

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

Mailboxes

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

Security System Policy - ACDB

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

Master Activity Calendar and Schedule

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

Official Logo

The following logo is the official, school board approved, logo of Killdeer Public School. The silhouette logo is the only bucking horse logo that is to be used on school purchased clothing, equipment, jerseys, warm-ups, and facilities. The official logo can be found on the “Cowboy Server” under the file name,

Official Cowboy Silhouette Logo. The logo is available for everyone to use at their own free will. The only way this silhouette may be manipulated is to add a border, change the color, change the fill, change the direction, add backgrounds, etc., but the original silhouette must remain.



Request Forms

All requests for leave must be submitted in Web Link; 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 member fills out a requisition and submits the 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.

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 tax payer dollars to ensure they are being spent in the manner in which they were intended. Sometimes urgent/emergency situations may occur that may justify superseding this process. Poor planning is not considered an emergency.

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

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

School Cancellation Procedure

The primary means of communicating to parents and staff of school cancelation will be through the

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

Student Teaching Training Program

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

Teacher Checkout

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

Lockers

Each teacher will be provided a locker, if possible.

Textbooks

The textbooks are numbered and the number of the books issued is to be inserted by the name of the student in the teacher's lesson plan book at the beginning of each term. Please secure all textbooks that have not been issued to students. A requisition with all missing textbooks (used amazon.com price) will be turned in at the end of the school year to building principals in order 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 Ag Instructor. Immediate clean-up and return of equipment is the responsibility of the person or group using the facility or equipment at the requested time.

Week-Time Family Activities

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

Extra-Curricular Activities

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

Special Days

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

If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out-of-town trips are being taken, a "Parent Permit Slip" needs to 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.

District Policy

WELLNESS PLAN Please refer to Policy [ABEA](#). Advisors for the 2023-2024 school year are Cheyanne Olson and Skyler Niebuhr.

NONDISCRIMINATION POLICY [AAC](#)

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

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

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

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

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

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

For purposes of this policy:

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

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

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

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

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

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

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

School Volunteer Program [Policy KAAB](#)

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

Killdeer Public Schools Volunteer Agreement

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

Volunteer Screening

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

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

Adjudication

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

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

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

Final Applicant Rights

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

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

Volunteer Signature: _____ **Date:** _____

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

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

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

Request to Transport Students in Private Vehicle

Employee Name: _____

School Activity/Event: _____

Date of Event: _____

Location of Event: _____

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

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

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

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

KILLDEER PUBLIC SCHOOL
ANCILLARY HANDBOOK



JULY 2023

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

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, national origin, age, handicap, marriage, disability or by reason of receiving any public assistance.

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.

SUBSTANCE ABUSE

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

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

SEXUAL HARASSMENT

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

PAYROLL PERIODS

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

IN-DISTRICT MEETINGS AND IN-SERVICE

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

EMPLOYEE RECORDS

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

FRINGE BENEFITS ELIGIBILITY [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. Medical Reimbursement Account
3. Dependent Care Account

PROBATIONARY 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 probationary 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 file in the Superintendent's office. This file in the Superintendent's 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 considered to be an 8-hour day.

WORKER'S COMPENSATION

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

on the WSI website or the following link:

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

ANCILLARY PAY SCHEDULE

The starting wage for an ancillary employee and a route bus driver will be based on the approved Ancillary Personnel Salary Schedule (Appendix F). Additional information regarding bus drivers please see Appendix A.

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

SUBSTITUTE

All ancillary employees shall report to their immediate supervisor as soon as it is known that they will not be able to work due to illness or for any other reason. The supervisor will contact and notify the substitute when one should be required. The pay for a substitute will be based on the approved Ancillary Staff Categories and Wage Scale 2023-2024. The district will pay the salary on the 10th and 25th of each month. An employee that substitutes in a different department will get their current rate of pay.

HIRING GUIDELINES

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

TRANSFER GUIDELINES

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

NEPOTISM

Guidelines for Nepotism will be set in accordance with the School Board policy [DBAA – Recruitment, Hiring, and 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

		LENGTH OF CONTRACT	
SICK LEAVE		12 Month	9 Month
Max per Year for Self and Immediate Family	Days	10	5
Accumulate to	Days	90	30
PERSONAL DAYS			
*personal days cannot be accumulated	Days	3	3
VACATION			
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
Memorial Day		Yes	No
Independence Day		Yes	No
Labor Day		Yes	Yes
Veteran's Day		Yes	Yes
Thanksgiving Day		Yes	Yes
Christmas Day		Yes	Yes
VIRTUAL LEARNING DAYS		Yes	Yes
SNOW 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. 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 or daughter.

- 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 be to 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. Vacation cannot exceed eight hours a day. Approval of time off requests to be at the discretion of the supervisor. Vacation days are not allowed to rollover. Vacation and personal days must be used to meet the 30 hours per week work requirement before any unpaid leave requests will be approved.
- 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 to work will receive three hours of compensation if they were scheduled to work that day.
- In the event an employee is able to make it to work on a Virtual Learning Day, they will be compensated as normal for hours worked.
- SNOW DAYS** In the event school is cancelled and is considered a snow day to be made up at a later date, full-time 12 month employees that cannot make it in to work will receive three hours of compensation if they were scheduled to work that day.
- Full-time 9-month employees do not qualify for snow day pay, as school will be made up at a later date, therefore wages will be made up at that later date.

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

HEALTH INSURANCE

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

MATERNITY LEAVE

Each ancillary employee will be granted maternity leave in accordance with the Family Medical Leave Act. 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 physicians as directed by the immediate supervisor. 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.

ANCILLARY PROFESSIONAL TRAINING

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

HANDBOOK REVIEW

The changes made in this handbook during the review done in the summer of 2023 will take effect on July 1, 2023. This ancillary handbook will be reviewed annually by the Killdeer Board of Education.

THE KILLDEER PUBLIC SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, and SEX OR HANDICAP IN ITS EDUCATIONAL PROGRAMS/ACTIVITIES AND EMPLOYMENT POLICIES/PRACTICES.

APPENDIX A

BUS DRIVER GUIDELINES

1. Pay route drivers a monthly salary based on a 175-day schedule.
2. School district will pay for physicals and driving tests that substitute drivers need to get in order to drive.
3. Meals for drivers will be paid for when we pay for the coaches and students meals. Most of the time when they stop for meals, the coaches and the driver's meals are given to them free for feeding the students. If the drivers do not receive a promotional meal driver's meals will be reimbursed at state rate.
4. Payment for activity trips will begin when they get the bus from the bus barn until they park the bus for the day.
5. Activity trips are subject to all taxes and deductions.
6. Bus drivers that keep their bus at their residence may be eligible for a Plug-In Reimbursement.

APPENDIX B

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

AAC

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 regrading to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.

- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

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

Complaint Filing Procedure

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

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

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

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

Policy Training and Dissemination

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

Grievance Coordinators

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

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination and of all

complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

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

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

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

Training

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

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

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

Complementary Documents

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint

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

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

APPENDIX C

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE AAC-BR

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:

4. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment;
5. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
6. Ages of the parties involved;
7. Relationship between the parties involved;
8. Severity of the conduct;
9. How often the conduct occurred, if applicable; and
10. 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

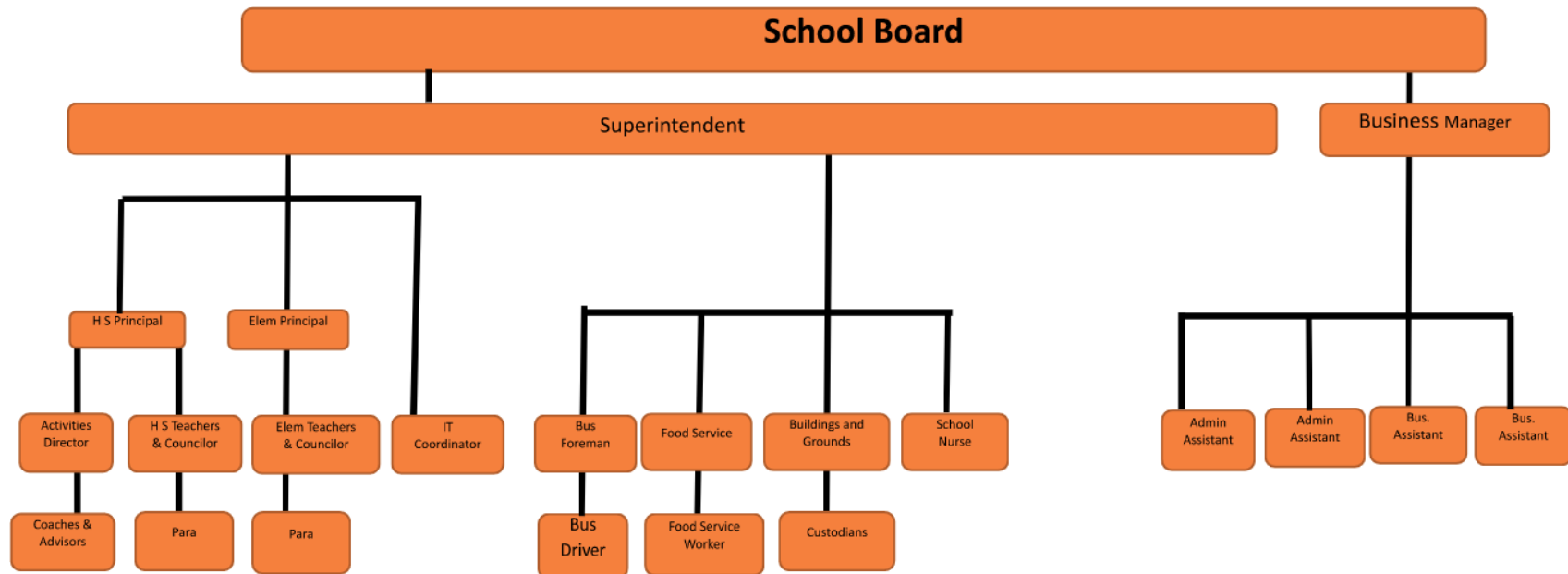
Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

End of Killdeer School District #16 Board Reg. AAC-BR1Amended: 01/13/21

APPENDIX D

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

Descriptor Code: DEAA

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:
 - l. Actual physical possession of the drug or alcohol while on school property;
 - m. Use or consumption of the drug or alcohol while on school property;
 - n. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
 - o. 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 DEAAAmended: 04/08/20

APPENDIX F

Miscellaneous Pay Rates	2023-2024
Daily Sub Rate	\$162.00
Hourly Sub Rate	\$23.00
Long-Term Daily Sub Rate (starts with day 11, when over 10 consecutive days in same classroom)	\$254.89
Training Hourly Rate-Certified	\$24.00
Resource Room Hourly Rate	\$29.00
Summer School Non Certified Hourly Rate	\$30.00
Summer School & Drivers Ed Certified Hourly Rate	\$31.00
Activity Bus Driver Hourly Rate	\$18.00+25% Coach/Teacher/Driver

E. Consider the Elementary and Secondary Student Handbooks

WELCOME

Welcome! On behalf of faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of the Killdeer Jr/Sr High School system. We anticipate your involvement and cooperation in making this year successful.

This handbook has been compiled to provide information and answers to some of the questions students and parents may have concerning our school. It contains information concerning our school and its policies. Each student is required to read the handbook. This will serve to avoid misunderstanding as well as provide general information all students should be aware of.

It is not our intent, nor is it possible to make rules and regulations to cover all situations. Students are expected to use common sense and a proper regard for others at all times.

In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 764-5877 or e-mail at karter.kleeman1@k12.nd.us and arrange a conference if the need arises.

I would also like to inform you, as parents, that under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of the teaching staff in our building. This information will be given to you by contacting our district administrator's office or myself.

HAVE A SUCCESSFUL AND PROSPEROUS SCHOOL YEAR!

Karter Kleeman
Jr/Sr High Principal

MISSION STATEMENT

The Mission at Killdeer Public School is to ensure students acquire the knowledge, attitude, ethics, and skills needed to become productive citizens in our society.

Vision

The Vision at Killdeer Public School is "Knowledge for a Lifetime".

PHILOSOPHY AND GENERAL OBJECTIVES

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioural developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. To help each student to achieve his or her emotional, social, physical, and intellectual development.
2. To cause each student and faculty member to develop skills, and knowledge commensurate with his or her goals, responsibilities, and opportunities in life.
3. To provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

We recognize that the school district has only partial responsibility for the education and development of its students; that we must work with the individuals involved, their families, and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

2023 – 2024 Killdeer High School Staff

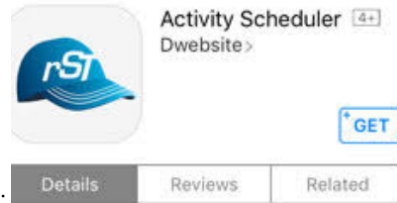
Abrahamson, John	English
Avalos, Jonathan	SRO
Berg, Jason	Business/Computers
Conrad, Taylor	Physical Education
Dobitz, Lou	Math
Elkins, Sean	Social Studies
Griffiths, Lacey	Office Administrator
Harris, Janis	Social Studies
Hintz, Ben	Science
Horgheshimer, Nathan	SPED
Housel, Mike	Band/Choir Director
Jepson, Jeremy	Science
Johnson, Eric	Ag Education
Klatt, Macinda	FACS
Kleeman, Karter	JH/HS Principal
Kukla, Pam	English
Larsen, Chris	SPED
Leier, David	Ag Education
Moseley, Melissa	Para
Murphy, Andy	Social Studies
Olson, Courtney	Para
Pruitt, Greg	ITV/Online Courses Coordinator
Reiss, Bridgette	English
Rohde, Annette	Para
Schmidt, Holly	PE/Career Advisor
Thomas, Ashlen	Para
Thormahlen, Kylee	Nurse
Tibor, Desirae	Math
Walker, Nick	AD, Physical Education
Wallace, Jenni	Office Administrator
West, Jeff	Science
Wheeling, Brittany	Library Media Specialist
Wilz, Brady	Business Education
Zastoupil, Mark	Math
Pruitt, Greg	ITV/Online Courses Coordinator

2023-2024 KILLDEER SCHOOL CALENDAR

Sport Schedule

All sport schedules can be found at the school's website: www.killdeer.k12.nd.us/, under "Activities" and then "Calendar." Schedules can also be found at the rSchool Today app. Directions on how to download the free app is list below:

Go to App store
Search: "rschool today"



Download the Activity Scheduler App:

Once downloaded open the app

Choose North Dakota

Search: "Killdeer High School" (there are multiple Killdeers listed, but only one is "Killdeer High School", this is the one that you want.

Done

Grade Reporting Periods

Several times throughout the school year report cards will be sent home in the mail during the below dates. Students and parents are reminded that grades can be checked online at any time through PowerSchool. If you need help accessing your PowerSchool account contact the main office.

Semester 1

Midterm Report Cards – **October 19**

Semester 1 Report Cards – **December 21**

Semester 2

Midterm Report Cards – **March 16**

Semester 2 Report Cards – **May 25**

GRADING SYSTEM

Academic Load: Each regularly enrolled student shall register for and shall carry a minimum of six periods of work in Killdeer High School each semester.

A	= 4.00 and is in the 94 to 100 range
A-	= 3.60 and is in the 92 to 93 range
B+	= 3.40 and is in the 86 to 91 range
B	= 3.00 and is in the 83 to 85 range
C+	= 2.40 and is in the 77 to 82 range
C	= 2.00 and is in the 74 to 76 range
D+	= 1.40 and is in the 68 to 73 range
D	= 1.00 and is in the 65 to 67 range
F	= .00 and is in the 0 to 64 range

Incompletes must be made up within two weeks after a nine week period is finished or a failing grade will be given.

HONOR ROLL

The Killdeer High School has adapted a system of two Honor Rolls. The "A" Honor Roll will consist of a grade point from 3.60 to 4.00. The "B" Honor Roll will consist a grade point from 3.00 to 3.59. Students will not qualify for the Honor Roll if a student receives a grade lower than a C- at the end of the nine week period. Graduation requirements for high honors will be a 3.6-4.0 cumulative GPA from their freshman year through the third quarter of their senior year. Likewise, honors will be a 3.0-3.59 GPA from their freshman year through the third quarter of their senior year.

REQUIRED CREDITS FOR EACH GRADE

9th Grade – 0 credits
10th Grade – 5 credits
11th Grade – 10 credits
12th Grade – 15 credits

*Credits need to be obtained before the beginning of each school year. These numbers are guidelines and administration has final approval of a student's assigned grade level.

GRADUATION REQUIREMENTS

High school graduation - Diploma requirements (NDCC 15.1-21-02.1.),

A student must have successfully completed the following twenty-two units of high school coursework.

1. Four units of English language arts from a sequence that includes literature, and composition;
2. Three units of mathematics; (Pre-Algebra is not included in these three units)
3. Three units of science, including:
 - a. One unit of physical science;
 - b. One unit of biology; and
 - c. One unit of any other science; or
 - d. Two one-half units of any other science;
4. Three units of social studies, including:
 - a. One unit of United States history;
 - b. One-half unit of United States government and one-half unit of economics; or
 - c. One unit of problems of democracy; and
 - d. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or
 - a. One-half unit of physical education and one-half unit of health;
6. Three units of:
 - a. Foreign languages;
 - b. Native American languages;
 - c. Fine arts; or
 - d. Career and technical education courses; and
7. Any five additional units.

SECTION 16. Section 15.1-21-02.3 of the North Dakota Century Code is created and enacted as follows:

15.1-21-02.3. Optional high school curriculum - Requirements. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counsellor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, and composition;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Two units of:
 - a. Foreign languages;
 - b. Native American languages;

- c. Fine arts; or
 - d. Career and technical education courses; and
7. Any seven additional units.

JUNIOR HIGH CREDITS

Students in grades seven and eight should pass a minimum of five credits per year to advance to the next grade level. If students do not pass the minimum amount of credits, it will be recommended to take credit recovery classes which can be taken online through the high school or through NDCDE.org. ~~at the student's own expense during the summer.~~ These courses must be finished before the beginning of the following school year. Failing grades may also lead to the recommendation for remedial classes.

College Visits

Juniors and Seniors will be granted 2 college visit days and 2 job shadow days during each school year, which will not affect credit loss or test status. Sophomores will be granted 2 days ~~to use towards a college visit or~~ job shadow days during each school year, which will not affect credit loss or test status. All college visits and job shadows need to be scheduled through the career advisor for verification purposes before the absence occurs.

School-Sponsored Absences

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Administration may waive this rule when deemed appropriate.

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school-sponsored absence.

Any student wishing to receive a school-sponsored absence for being a spectator at a regional or state competition must remain in good academic standing in their classes. The student will not be granted a school sponsored absence if they are failing any classes or are on the deficiency list for the current deficiency period.

INDEPENDENT STUDY

Students are allowed to sign up for an independent study course if they are enrolled in a minimum of six credits per semester from Killdeer Public School. Students that are not enrolled in a minimum of six credits per semester will not be eligible to participate in any school sponsored activity. Exceptions will be allowed for credit recovery for graduation. Students will be responsible for the required material.

DROP - ADD CLASSES

Students will be allowed to add or drop a class within three (3) days at the beginning of each semester. If a student drops a class after the three days, the principal and the classroom teacher will determine credit and/or grades for the class. The high school principal may waive this requirement on a case-by-case basis.

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a school year. Dates and times are determined by the administration and then the principal will send out the information. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

EXTRA-CURRICULAR BUS TRAVEL

Students participating in school-sponsored activities must ride the bus to and from the event. If a parent/guardian requests not to have a child ride the bus to or from an event, the parent/guardian must sign a release form from the supervisor at the event. Prior contact and written permission must be made with the administration if a parent/guardian cannot sign at an event and requests not to have the child ride the bus.

CONDUCT AT ATHLETIC/EXTRA-CURRICULAR EVENTS

The Killdeer School, student groups and community are judged by the conduct of everyone who attends a game. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

1. Students are expected to stand and be courteous during the school songs for both teams.
2. Students are to face the flag, remove any head gear/wear and stand at attention during the national anthem.

3. Be a good fan. Sit down and watch the game. At music concerts or speaking presentations, sit down and listen. Visiting and moving around will not be allowed, for it is very disruptive for both the performers and other observers.
4. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most of the spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment.
5. Desire to win, but to win fairly.
6. Always back our team - win or lose.
7. Never jeer or make fun of the other team or a member of our own team.
8. All cheers are to be of a positive nature towards our team. Negative cheers, chants, etc., have no place at high school competitions.
9. Don't throw things at anyone. Do not throw things at all in the school building or playing field. Stay in your place and watch the game. Do not run back or forth, or in and out while the game is in progress. During football games, the south end of the stadium and the lawn south of the school is off limits to playing any sort of game or activity.
10. Do not scuffle, wrestle or play anywhere in the building or on the field.
11. Always follow the yells and cheers of the cheerleaders. No artificial noisemakers are allowed at any event.
12. Be quiet when either team is attempting free throws.
13. Do not hang around the gym or field after the game is over. Students should not be on the gym floor with street shoes.

Students, who will not follow the above-mentioned guidelines, will be sent home and may be barred from attending future after-school events. Please cooperate with us so this does not have to happen.

ABSENTEEISM

The Killdeer School Board recognizes that class attendance and participation are important parts of the educational development of a student, and that grading of a student based on test results alone may not serve to properly motivate a student to educational excellence nor be a proper indication of the skill which the student has achieved in any particular course. Class attendance is an indication of effort and effort is a trait worthy of development by the educational process. The course in which a student is enrolled must have been attended a sufficient number of times to ensure class participation and knowledge of the subject matter is obtained in class before the student can be passed to the next grade level.

Therefore, the following policy is established:

1. Parents or guardians are to call 764-5877 by 9:00 a.m. on the day the student is absent to notify the office of the absence. If a call is not made, the student must bring a note to the principal or main office signed by the parent or guardian explaining the absence. If a note or call is not made, the absence will be unexcused.
2. Students returning to school after being absent must report to the main office to sign in. Students may have two days for every day missed to make up schoolwork.
3. A student will be allowed ten (10) absences per class per semester. Any absence beyond that number will mean a loss of credit for the class.
4. The **ONLY absences** that will not be used for calculating the attendance record are:
 - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, FCCLA, academic field trips, and other deemed co-curricular.
 - b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). The Attendance Board may review any extended bereavement
 - c. Subpoenas to appear in court or court - ordered, out of district placements for special services.
 - d. Illness or hospitalization verified by a doctor's statement.
 - e. Medical and dental appointments **verified by a doctor's statement.**
 - f. Out of school suspension.
5. Absences, which will be counted in the ten (10) day limit, will include such areas as: family trips, workdays, vacations, visiting friends or relatives, hair, or photography appointments, hunting, **court appearances**, or any others not mentioned which are unacceptable to the Attendance Board.
6. After five (5) absences, a letter will be sent to the parent or guardian indicating the severity of the situation and explaining in detail the alternatives for non-compliance. It is the student/parent's responsibility to maintain an update on unexcused absences from this point. **The counselor or career advisor will then meet with the student to go over attendance policy and consequences, address possible reasons for excessive absences, a plan will be made with the student move forward, and a ca will be made home to parents.**
7. After going over the tenth (10th) unexcused absence, the student will have credit withheld. Students may make up excessive absences by putting in time at the school outside of regular scheduled day. **Each supervised hour put in outside of a regular school hours, completing appropriate school related activities, will make up two absent periods. Activities include: completing school work supervised by a school staff member or community service activities supervised by a school staff member. Any other activities must be approved by school administration before the time is counted toward**

credit recovery. Each hour put in outside of regular school hours will make up two absent period. Attendance Consequence tracking sheets can be requested from the main office.

8. Any decision to withhold credit can be appealed to the school board at the next regular school board meeting. The school board can reject, grant, or put stipulations on the appeal. If stipulations are violated, a loss of credit will result.

PERIOD BY PERIOD ATTENDANCE AND TARDIES

Attendance will be period by period at Killdeer Jr./Sr. High School. The following guidelines will be used to determine absentees:

1. Students are required to be in class a minimum of 30 minutes without being counted absent for the class period. A note stating appropriate reason for early leave or late arrival must accompany the student for him/her to not be counted absent. A student that is in class for more than 30 minutes but less than 53 minutes will be counted tardy.
2. Students missing ten class periods per semester will lose credit for that class. In an effort to make up for missed time, a student may request to make up the days as follows: 2 periods = 1 hour **completing school work or other approved school related activities.** Absentee make-up slips can be obtained by the building principal. Students have until the end of **the school year each semester** to make up time.
3. **Students will only be allowed to make up 10 recovered hours each semester for each course. Any absences over the assigned amount will result in loss of credit.**
4. A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. Exceptions to this rule may be made by the administration prior to the absences.

DEFICIENCIES

Deficiencies will be checked and reported every week of each semester. Any student whose current class grade is lower than a "C-" shall receive a deficiency. Teachers will report the deficiencies to the principal. Deficiency reports will be forwarded to parents or guardians by the principal's office periodically and all grades can be viewed at any time on PowerSchool.

ATTENDANCE INCENTIVE POLICY

The purpose of the attendance policy is to encourage attendance. At the beginning of each semester, all students are expected to take all of their final exams. The final exam schedule each semester is considered part of the regular school calendar. Final exam days should not be considered vacation days. Through the course of an individual semester, a student may earn an attendance incentive exemption from each final exam based on the following criteria:

1. Not more than two excused absences per class period (including medical excuses)
2. Students will receive an additional incentive day if they attend Parent/Teacher Conferences. One day will be rewarded each semester in congruence with each Parent/Teacher Conference.
3. No more than two tardies per class period
4. No unexcused absences
5. Students will not receive an attendance incentive exemption from a class they are failing.
6. Detention from a class will eliminate the student from consideration for an attendance incentive exemption in that class.
7. Suspensions from school or extra-curricular activities for any reason will eliminate the student from consideration for an attendance incentive exemption.
8. An exempt student may elect to take the semester test to improve their final grade.
9. Advanced Placement and ITV teachers may require a final test provided they notify students.

ITV Course Requirements

1. Students cannot have a failing grade in the year prior to the current school year that would like to request an ITV course.
2. Students must have at least a 2.5 GPA or higher to enrol in an ITV course.
3. Students must have at least a 3.0 GPA or higher to enrol in a Dual Credit ITV course.

BEHAVIORIAL EXPECTATIONS

Expectations: Students in the Killdeer Public Schools shall demonstrate good citizenship according to the guidelines listed below:

1. Demonstrate Commitment – Students are expected to attend school regularly and take the initiative to actively pursue opportunities available within the school environment (Curricular and Co-Curricular)
2. Cooperate with other people – Students are expected to be polite, treat people with respect, acknowledge and respect people, deal with disagreements maturely and encourage others to do their best.
3. Manage themselves – Students are expected to do what is right. In order to be self-directed, learners, students must remember that they are accountable to their decisions.
4. Respect the Rights and Property of Others – Students are expected to exhibit behaviour that ensures the safety and well-being of everyone in the Killdeer Public School system. The property of the school district and others is to be respected.

DISCIPLINARY OFFENSES

1. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Junior/Senior High School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
2. The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first time” offender.
3. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.
4. Any infractions that occur over a period of time when a student leaves the school, but has not been properly checked out by a parent/guardian will be penalized when they return to the school.
5. All disciplinary actions are will be carried out at a level of building principal discretion.
6. All suspensions will result in a suspension from all activities, sports, and any other school functions. 3 weeks for Level II infractions and 6 weeks for Level III infractions.

Level I – 1st offense - 1 hour detention; 2nd offense - 2 hour detention

1. Class disruption
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school
5. Not using proper procedure when checking out of school
6. Minor vandalism of school property
7. Unexcused absence
8. Cheating
9. Use of personal technology during class hours without prior classroom teacher permission (results in loss of device for the remainder of the school day along with appropriate level of discipline)
 - a) 1st Offense Warning/Confiscation
 - b) 2nd Offense Detention
10. 3 unexcused tardies in a semester
11. Dress Code Violation:
 - a) 1st Offense Warning/Alteration
 - b) 2nd Offense Detention
12. Bullying
 - a) 1st Offense Warning
 - b) 2nd Offense Detention
13. Any other minor infraction as determined by the administration

Level II – 1 or more days in school suspension and/or out of school suspension

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher’s authority (insubordination)
5. Third offense of Level I
6. Any other moderately severe infraction as determined by the administration

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT

considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level III – 3 or more days in school suspension and/or out of school suspension

1. Physically assaulting a school employee.
2. Causing major physical harm to another student or school employee.
3. Deliberate action that can endanger the life, health, or safety of another student. (Physically attacking another student)
4. Possession of weapon on school grounds (other than a firearm).
5. 2nd offense of Level II
6. Any other severe infraction as determined by the administration.
7. Use/possession of tobacco in school, on the school premises, or at a school related function.
8. Use/possession of electronic nicotine delivery systems (ENDS) in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
10. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
11. Major vandalism
12. Students will be referred for attendance at Sunrise Youth Bureau at parent's expense. Successful attendance/completion of the Sunrise program may reduce disciplinary action. Unsuccessful completion of the Sunrise program may warrant further consequences under school policy.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV – EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the administration.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

1. Notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing.
2. Notification of civil authorities.

NOTE: Parents will be notified via telephone, as well as, with a follow-up letter for levels two, three, and four of this policy.

When an infraction elevates to a wilful disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

DETENTION

1. Students who are assigned detention will notify parents/guardians.
2. The principal and teacher will determine appropriate detention action.
3. Students who misbehave during detention will be subject to level two disciplinary action.
4. Students must serve detention when assigned. If a student fails to report for detention, the time will be doubled. If a student fails to report for a detention that was doubled, the student will be subject to level two disciplinary action.
5. When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

BULLYING POLICY

Definitions

NDCC 15.1-19-17:

1. "Bullying" means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
 - i. Places the student in actual and reasonable fear of:
 1. Harm; or
 2. Damage to property of the student; and
 - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

For the purposes of this policy:

1. Bullying is defined as conduct prescribed in NDCC 15.1-19-17 (listed above). The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
3. School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
4. School-sanctioned activity is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and

- e. The District has officially recognized through board action as a school-sanctioned activity.
- 5. School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
 - a. School staff include all employees of the Killdeer School District, school volunteers, and sponsors of school sanctioned activities.
 - b. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class (ND 14-02.4-01) whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Disciplinary consequences in accordance with the Disciplinary Offenses Policy established by the district.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counselling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

(ADOPTED MAY 9, 2012)

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

General Prohibitions

The Killdeer Public 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 and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or 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.

Definitions

1. Disability is defined in accordance with NDCC 14-02.4-02 (5).
2. Discrimination is defined in accordance with NDCC 14-02.4-02 (6).
3. Employee is defined in accordance with NDCC 14-02.4-02 (7).
4. Harassment is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.
5. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
 - b. It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
6. Sexual harassment examples may include, but are not limited to:
 - 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 a person's sexual orientation

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

Policy Training and Dissemination

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

Non-discrimination Coordinator

The Board designates the school counselor as the Title IX and Non-discrimination Coordinator. S/he can be contacted at: Killdeer School, PO Box 579, Killdeer, ND 58640.

POLICY ADOPTED: 6/13/2012

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints about Personnel and Student Grievance Policy.

Retaliation Prohibited

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

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

Informal Complaint Procedure

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with an immediate supervisor, principal, school counsellor, Superintendent, or Title IX Coordinator.
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

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

Formal Grievance Procedure

1. Filing a Complaint:
 - a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the principal, Superintendent, or Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.
 - b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.
 - c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.
 - d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.
2. Investigation Process:
 - a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.
 - b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.
 - c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.
 - d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.
 - e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.
3. Investigation Report: After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:
 4. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination
 5. Whether behaviour meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
 6. Ages of the parties involved
 7. Relationship between the parties involved
 8. Severity of the conduct
 9. How often the conduct occurred, if applicable
10. How the District resolved similar complaints, if any, in the past
 - a. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.
 - b. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding, however, nothing shall prevent the parties from seeking redress through state and/or federal law.
 - c. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

TEXTBOOK/LIBRARY BOOK RETURN

Students will receive/check out various books throughout the year from different classes and can be checked out through the library. Once these books are given/checked out to student they are his/her responsibility. If students damage or do not return books that have been checked out to them, they will be accountable for replacing them. A record of books will be kept of

missing and damaged books from year to year. The students who refuse to replace damaged books at a used price will not be allowed to check out library books or textbooks until the school is compensated for their loss.

ELIGIBILITY

Students participating in the North Dakota High School Activities Association sponsored activities or activities coached by a school employee will follow the eligibility rules and regulations set forth by the Activities Association. In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extra-curricular activities until the next deficiency list is reported. All half-credit classes will be considered as a grade for eligibility purposes. An exemption to the ineligibility rule is when a class activity requires a grade for a particular activity (example: pep band is a requirement for a band grade.) All decisions by the principal will be final. A preliminary eligibility list will be sent out to teachers and coaches at the beginning of every week and an ineligibility list will be distributed weekly on Wednesdays. Late work will be accepted up until the end of the day on Tuesdays unless other arrangements have been made with a teacher prior to the eligibility list coming out. **The ineligibility list will be updated every week on Wednesday.**

EXTRA-CURRICULAR PARTICIPATION POLICIES

CODE OF CONDUCT:

Any Student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees or any other delinquent act in violation of the law which may have direct and immediate effects on the discipline or general welfare of the school inside or outside of the school, shall be subject to suspension from extra-curricular activities and all other school activities which involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc., but does not include graduation). However, suspension from graduation exercises shall not be included.

1. All students attending school in the Killdeer School District No. 16 shall be covered by the Code of Conduct Policy.
2. Following due process procedures, the principal shall conduct an investigation and hearing and report his/her findings to the committee, as defined below, prior to any suspension being administered.
3. The Code of Conduct will be in effect for the entire calendar year.
4. The suspension will be determined by a committee consisting of the building principal, the head coaches of any sport or any teacher/advisor for any extra-curricular activity in which the student is currently participating (for example: band, choir, drama, FFA, etc.)
5. Students have the right to appeal the decision upwards in the chain of command. An appeal of the committee's determinations must be made in writing within three working days to the superintendent of schools, whose final decision may be appealed to the Killdeer School Board within three working days of the superintendent's decision. This appeal will be heard at the next regularly scheduled board meeting.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements:

1. Coach: This term shall include those assigned coaching duties, assistant coaching duties [**and the athletic director**] except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
2. Health care provider: In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
3. Official: The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
4. Parent is defined to include biological parent or legal guardians.
5. School-sanctioned athletic activity is a sport that:
 - a. Is not part of the district's curricular or extracurricular program;
 - a. Is established by a sponsor to serve in the absence of a district program;
6. Receives district support in multiple ways (i.e., not school facility use alone);

7. Requires participating students to regularly practice or train **and** compete.
8. The District has officially recognized through board action as a school-sanctioned activity;
 - a. The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
9. School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.
- 10.

CONCUSSION MANAGEMENT PROGRAM

Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported

Removal

1. An official shall remove from competition and a student's coach or athletic trainer shall remove from practice, training, or competition a student:
 - a. That reports any sign or symptom of a concussion;
 - b. That exhibits any sign or symptom of a concussion; or
 - c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

Examination

2. A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.
3. **When to Call for Emergency Assistance***
4. If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.
 5. The athlete lost consciousness or has a decreasing level of consciousness;
 6. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
 7. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
 8. The athlete's respiration is decreasing or irregular;
 9. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
 10. The athlete exhibits seizure symptoms/activity.

Transportation when Emergency Assistance is NOT Activated

11. Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

Return to Play Requirements

12. A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

Training

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implemented (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions. The Superintendent [or athletic director] shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

EXTRA-CURRICULAR UNIFORM/EQUIPMENT COLLECTION POLICY

All athletes and/or parents of athletes will be required to sign an acknowledgement of receipt of athletic equipment/uniform at the time of issuance. The record of this acknowledgement will be maintained by coaches.

If equipment and uniforms are not returned within 2 weeks of the end of season, the coach will send/issue a written reminder with an additional two week period for return of equipment/uniform. The athlete will not be issued equipment/uniform for another sport until equipment/uniform is obtained or restitution is made for a previous season, nor will he/she be permitted to participate in any sanctioned NDHSAA events for the school until the equipment/uniform issue is resolved. Uncollected equipment and/or payment for equipment may result in the school pursuing the collection matter in small claims court.

If equipment, uniform, and collection methods are unsuccessful, the District may withhold cumulative record information as allowed by law when requested by the student for post-secondary pursuits.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behaviour. In addition, the Board has established the following extracurricular participation requirements.

Academic Eligibility

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 64% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester. The District will comply with NDHSAA rules concerning academic eligibility including timelines for computation of grades. All half credit classes will be considered as a grade for eligibility purposes.

In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extracurricular activities until the next deficiency list is reported. The ineligibility list will be updated according to eligibility periods determined by administration. All ineligible students will be reported to their parents or guardians by the principal's office. All decisions by the principal will be final.

An exemption to the academic ineligibility rule is when a class activity requires a grade for a particular activity (example: pep band is a requirement for a Band grade.)

Attendance Requirement

A student must attend school for the last three periods of a school day prior to a performance to participate in school-related or extracurricular activity. Exceptions to this rule may be made by the administration.

Other Rules of Participation

Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions.

Any student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees, violation of school policy, or any other delinquent act in violation of the law, which may have direct and immediate effects on the discipline of a welfare of the school inside or outside of the school, shall be subject to suspension from extracurricular activities and all other school activities that involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc.,) However, suspension from graduation exercises shall not be included unless deemed appropriate by the Superintendent.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

If the school receives a standard notification(s) from law enforcement agencies that a student has violated the alcohol, drugs, or tobacco provision under law during the summer (including multiple infractions), that student shall be declared ineligible for six weeks beginning the first date of a fall sports. ~~or the first day of school if the student is not in a sport.~~ If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Administration of Suspensions

1. Any student who receives a six week suspension in the spring of the year shall serve the entire suspension.
2. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for that sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.
3. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term. If there is a school related summer activity, credit shall be given for days in which the student was not allowed to participate.
4. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sports season.
5. Students not involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of the fall term.
6. If any student is in the process of serving an eighteen week suspension when school ends in the spring, he/she will be required to serve a minimum suspension of six weeks. If the six week minimum was not met in the spring of the year the days necessary to serve a minimum six week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of 1-4 above.

Reporting

Any patron wishing to report a violation of the NDHSAA rules concerning drugs, alcohol, or tobacco is required to fill out and return the reporting form available in the school office. School administration shall then conduct an investigation. The outcome of the investigation shall be considered part of the student's educational record and consequently confidential.

Practice and Travel while Suspended

Students who are under suspension are encouraged to practice with their respective teams. Suspended students will not be allowed to travel with the team.

Students who have an ITV class that is dual credit, the college requires you to be in class for **3 periods** a week, but the high school requires you to be in class for **5 periods** a week. This means if you pass your dual credit class you will get college credits, but you will not receive high school credits for this class if you go over the allowed **10 absence** days a semester.

LOCKERS

Each student will be assigned a locker. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused, leaned against while open, slammed, etc. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having it. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. If an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker.

PHYSICAL EDUCATION AND ATHLETIC LOCKERS

Lockers are provided for those students that would like to store their physical education and or athletic equipment at the school. If a lock is not on a locker, a lock can be checked out from the Athletic Director. A five dollar deposit is required at the time of check out. The deposit will be returned when the lock is turned in at the end of the season. It is recommended that valuable items not be left at the school. The school is not responsible for items taken from the lockers and for items left outside the locker.

WELLNESS PLAN

All students in grades K-12, including students with disabilities, special health care needs, and in alternate educational settings, may receive daily physical education (the equivalent of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students) for the entire school year. A qualified physical education/elementary classroom teacher shall teach all physical education. Student involvement in other physical activity such as interscholastic or intramural sports may not be substituted for meeting the physical education requirement.

Beverages allowed in the junior and senior high are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low fat or fat free milk(flavoured or unflavoured) and sport drinks. Beverages not allowed are soft drinks, iced tea, fruit based drinks that contain less than 100% real fruit juice, and beverages containing caffeine. Drinks not allowed will be discarded. Continued infractions will be dealt with through the discipline policy.

All students in grades K-12, including students with disabilities, special health care needs, and in alternate educational settings, may receive daily physical education (the equivalent of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students) for the entire school year. A qualified physical education/elementary classroom teacher shall teach all physical education. Student involvement in other physical activity such as interscholastic or intramural sports may not be substituted for meeting the physical education requirement.

Beverages allowed in the high school during school hours are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low fat or fat free milk(flavoured or unflavoured) and sport drinks. Beverages not sold or distributed during school hours are soft drinks, iced tea, fruit based drinks that contain less than 100% real fruit juice, and beverages containing caffeine. Refer to KHS Lunch and Snack Guidelines at the end of the handbook for guidance. All beverages need to be in a closed container. No drinks from a can or disposable cup will be allowed.

Continued infractions will be dealt with through the discipline policy.

PERMIT TO LEAVE THE BUILDING

Students who find it necessary to leave the building during school hours must have parental permission. Students in grades 7-10 must be picked up/signed out by a parent or designated non-student adult. Students in grades 11-12 can be dismissed by parents over the phone and can take siblings with them. Students must check out of the main office. Students who leave the building without permission will be referred to the discipline section of the handbook. Students desiring to attend school functions must come at the time set for the function or shortly thereafter. The doors will be locked within one-half hour after the time set for the function to begin. Students will not be admitted thereafter. Students may be dismissed from school by a parent over the phone if there is no intent to return (sick, doctor appointment, etc.)

STUDENT PARKING

Students are allowed to park in the South parking lot of the school. Vehicles need to be parked appropriately between visible line. Any vehicle that is deemed to be parked inappropriately may be towed at the student's expense.

PASSES

An electronic version of passes will be utilized for the 2022-2023 school year. The students will also utilize their calendar on Office 365 email to track their assignments and due dates.

TELEPHONE USAGE

1. Outgoing Calls - Students needing to use a phone must get authorization (phone pass) from the principal during school hours (8:25-3:15). This also includes noon hour. Students may use the phone in the hallway before school or after school without a pass.
2. Incoming Calls - Students will not be called out of class or study hall to receive a call unless there is an emergency.

NOON RECESS

Students in grades 7-10 are expected to be in the building during noon recess and report to designated areas during assigned times. Students in grades 7-10 may only leave the building with a physical present parent/guardian. Students in grade 11-12 may leave the building for lunch/noon hour during their designated time. This time is a privileged and not a right. Students may lose this their leaving the building privilege if deemed necessary by administration. If a student rides the bus to school, at no time are they allowed to leave the school property in grades 7-10.

WEDNESDAY NIGHT ACTIVITIES

Wednesday has been set aside as "Family Night". The Killdeer High School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunities for the churches to carry on their programs without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m.

SUNDAY PRACTICES AND SCHOOL ACTIVITIES

Generally, no Sunday practices or meetings will be held for any activity. In extenuating circumstances exceptions may be granted by the superintendent because of non-school scheduling difficulties, where meetings, rehearsals, gatherings, travel, and/or practices are deemed to be essential to the success of programs. Sundays will be reserved for family activities. No games or performances at any level shall be allowed on Sundays.

DRESS CODE

The administration shall have the prerogative of removing a student from school if the student's appearance is judged to be a distraction to the learning process or detrimental to the image of the Killdeer High School. Some initial guidelines include: Tank –top straps need to be at least two fingers wide. Skirts, shorts, dresses must be finger length plus an additional inch below the finger tips. Holes in pants and shorts cannot be above finger length. Students will not be permitted to wear clothing displaying liquor, drugs, tobacco, sexual slogans, halter or spaghetti tops, or obscenity during school or at any school sponsored activity. Shirts may not be worn that have cut of sleeves or slits down the sides. Caps or headwear of any kind must be taken off from 8:20-3:15. Hoods are not to be worn at any time in school. Bandannas are not to be worn at any time during school hours unless they are for a school related celebration such as homecoming. Leggings should be accompanied with some coverage (dress, skirt, long shirt, etc.) that goes past fingertip length. Tops must go past the waste band of bottoms when hands are at the student's side or an undershirt must be worn that goes past the waste band of the student's side. Students will be asked to change with personal available clothing or school issued clothing.

BACKPACKS

Backpacks and other bags will may be worn into the school, but will not be allowed in individual classrooms. Backpacks and other bags must be kept in lockers for safety reasons.

STUDY HALL RULES

1. The instructor may permit students who are not on the "no-privilege list" to leave the study hall for the following reasons:
 - a. To go to the library
 - b. To see another teacher, who has given the student a pre-signed pass.
 - c. To go lavatory (only one person of each sex at a time).
 - d. To see the principal or guidance counsellor -- must have pass from study hall teacher.
 - e. There are no other reasons to be leaving study hall, except for emergencies or special situations.

*The key word in the study hall is STUDY. Therefore, students are to remain quiet and establish a decorum, which will provide a time and place to do school work.

HALLWAYS

Keep to the right in passing to your next class. Hallway floors must be kept free of books, duffel bags, etc.

STUDY HABITS

Students should condition themselves to doing as much of their regular schoolwork in school as they can. Homework will be necessary, and a regular time set aside each day, at home, to do school work. Success in school is in direct relation to the

amount of time spent on schoolwork at a regular time set aside for study. It is generally accepted that an average of at least two hours a day of homework is appropriate for high school students.

STUDENT USE OF PERSONAL TECHNOLOGY

Definitions

For the purposes of this policy:

1. Inappropriate content is defined as content that:
 - a. Violates a district student conduct policy;
 - b. Attacks ethnicity, race, religion, or other legally protected status;
 - c. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
 - d. Is obscene or pornographic as defined by community standards;
 - e. Is reasonably forecasted to materially or substantially disrupt the educational environment;
 - f. Poses a direct threat to the physical safety of the school population.
 - g. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
2. Personal technology is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:
 - a. Has the capability to connect to one or more networks including, but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth.
 - b. Has a digital camera and/or video recording device.
 - c. Has a microphone.
 - d. Has data storage capability.
 - e. Has an operating system and/or the capability of running software, apps, and/or electronic games.
3. School day is defined as beginning at 7:55 a.m. and ending at 3:45 p.m.
4. School property is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.

Prohibitions

The Killdeer School District prohibits students from using personal technology as follows:

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

Classroom Use

Elementary classroom teachers may prohibit use of personal technology in the classroom. Middle and high school classroom teachers will prohibit use of personal technology in the classroom and may grant special permission for a student to use his/her device within their classroom for parent/guardian contact.

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

1. Comply with this and other student conduct policies;

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

Use During the School Day Outside Classroom

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

Middle school and high school students are prohibited from using personal technology during study periods, but have permission to use devices during lunch period in the cafeteria.

Disciplinary Consequences & Confiscation

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

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

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

Searches of Personal Technology

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

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

Exceptions

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

Emergencies

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

STUDENT RECORD COLLECTION

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data academic work completed, level of achievement (grades, standardized achievement test scores),

attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counsellor ratings or observations and verified reports of serious or recurrent behavior patterns.

GUIDANCE SERVICES

Students are urged to consult the counsellor for any problems they may have; either personal, or school related. Consult the counsellor concerning subjects you should take, senior responsibilities for college, and vocational choices.

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not extend their hands, arms, or their head through the bus window.
7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall not open or close the bus windows without the permission of the driver.
9. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversations must stop until the bus has crossed the track.
10. Students shall be courteous to the driver, to fellow students, and to passers-by.
11. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit the right to ride the bus.
12. There shall be no chewing of gum or sunflower seeds in the bus at any time.
13. On extra-curricular trips, the chaperones shall be primarily responsible for the conduct of the students on the bus.
14. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
15. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
16. Coats, headgear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather season.

Bus Discipline Offenses

The information provided on this form will be used to document behavioral issues of students while being transported by District authorized transportation. The rules and actions are intended to assist in the safe operation of District buses and for student safety.

Level 1 Disciplinary Action – Student will be given a warning, referral form will be written, and the form will be sent to the parent. A second infraction of the same manner in the future or an additional level one infraction on the same day may result in a suspension of riding privileges for 5 school days. Repeat level one infractions at any time will be elevated to Level Two Disciplinary Action.

Level 1 offenses

1. Not remaining properly seated in the bus seat, includes laying on the bus seat, and arms and legs in the bus aisle
2. Chanting, shouting, or screaming
3. Unauthorized food on the bus
4. Not following the directives of the driver
5. Not crossing in front of the bus when being loaded or off-loaded
6. Unauthorized opening of windows
7. Extending body parts out of windows
8. Unauthorized off-loading at other than the regular bus stop without parent permission
9. Not keeping appendages to yourself including unwanted touching and/or grabbing other passengers
10. Not having proper seasonal clothing in their possession
11. Inappropriate behavior
12. Use of profane language
13. Minor disruptions
14. Minor vandalism (e.g. writing on bus seats)
15. Minor disruptions with electronic devices.

Level 2 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent may call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 5 or more school days.

Level 2 offenses

1. Fighting – elevated verbal or physical
2. Stealing
3. Openly defying the bus drivers authority including verbal defiance
4. Behaviors that cause the bus driver to conduct an emergency stop of the bus to get students under control
5. Deliberate expulsion of body fluids/mucous toward another student
6. Major vandalism such as tearing of bus seats, breaking a window, etc.
7. Harassment and or sexual harassment (additional ramifications based on District Policy and student handbooks will be enforced)
8. Inappropriate use of electronic devices, including cyber bullying, inappropriate video gaming, viewing of unauthorized sites by a minor, mass texting, screen flashing and/or screen light disruptions (driver distraction), photography (even “selfies” may create a FERPA issue with other students
9. Repeat Level I infractions

Level 3 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent will call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 10 or more school days. Repeat level three infractions at any time will result in a suspension of student riding privileges for 30 or more school days.

Level 3 offenses

1. Physical assault of a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon (other than a firearm – State Law results in expulsion)
5. Any other severe infraction as determined by the administration
6. Deliberate inappropriate use of electronic devices as defined in Level Two
7. Illegally using, possessing, distributing, or under the influence of tobacco, alcohol, or drugs
8. Repeat Level II infractions

Additional Bus Information

1. Drivers are authorized to return to school with all riders to offload student(s) that are Level 3 offenders if they are a shorter distance to the school than the first route stop. Parents will be notified about the route situation and be given an approximate route time based on the situation. Parents/Guardians of the student offender will be called to pick up their child at the school.
2. Electronic devices may be used at the peril of the student which means loss, theft, and/or breakage will be the burden of the student/family. The driver may temporarily confiscate the electronic device for Level 2 or Level 3 offenses and will return the device when the student departs the bus. The driver will inform school administration if they suspect the student has viewed inappropriate sites as a minor.
3. Bus video recordings (if available) may be used to reference student actions requiring referral.
4. Suspension of riding privileges will be for all forms of District provided transportation including extracurricular travel, field trips, etc. during the time of suspension

DISPENSING MEDICATION POLICY

School personnel are not to dispense, prescription or non-prescription, medication to students.

The principal is to be notified by parent or guardian if student needs to take any medication. This notification will include a written statement from the parent or guardian. This note will become part of the student’s records.

Parents or guardians should make arrangements to administer medication at appropriate times. The parent or other responsible adult approved by the parent could do this.

Students of appropriate ages may take their medication under the watchful eye of school personnel.

Students will be allowed to leave the school grounds in order to have necessary medication administered by parent or other.

Under unique or special circumstances, the school administration may waive this policy for a period of time, not to exceed five school days. For periods of time longer than five days, the Killdeer School Board must consent to a waiver.

STUDENT ILLNESS

If a student becomes ill during school, the student needs to call a parent or guardian for permission to leave the school. If a parent or guardian cannot be contacted, the student will be placed in an area that will make the student as comfortable as possible until a parent or guardian is contacted.

STORM POLICY

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. Announcements will be made over the Honeywell Announcement System and through the radio stations. (Stations KDIX, KFYZ, KLTC, KQCD, Prairie Public and KEYZ)

INTERNET NETWORK ACCEPTABLE USE & ONLINE ETIQUETTE POLICY

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of SENDIT and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to SENDIT and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, re-posting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

1. Installing any software that requires the use of a make file without prior consent of a system administrator.
2. Possessing a copy of the system password file or any portion thereof.
3. Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
4. Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
5. "Lending" your account to another user. NO sharing passwords.
6. Planning or conducting any illegal activities through the Killdeer Public School's network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia).
7. Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
8. Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise.
9. No chain letters (either creating or passing on).
10. Sending mass mailings to more than 10 people at a time.

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend accounts or reduce/eliminate your accesses if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

STUDENT ALCOHOL AND OTHER DRUG/ABUSE POLICY

Philosophy

The Killdeer School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.

2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school, at a school-sponsored activity, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

Prohibited Substances

1. Alcohol, powdered alcohol, or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs.
3. Any glue, aerosol paint, or any other chemical substance used for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

1. The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.
2. The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board and not excessively intrusive in light of the age and sex of the student.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment. ¹When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention

CARRYING WEAPONS

Definitions

1. Firearm is defined in accordance with 18 U.S.C. 921.
2. 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 the District, and the site of any school-sponsored event or activity.
3. Weapon includes, but is not limited to:
 - a. Any dangerous weapon as defined by NDCC 62.1-01-01
 - b. Any device designed to stun through use of voltage whether through direct contact or through a projectile
 - c. Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate
 - d. Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others
 - e. Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual

Prohibitions

No student will knowingly possess, handle, carry, or transmit any firearm or weapon on school property.

Disciplinary

Consequences Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's student conduct and suspension/expulsion policy.

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Non-applicable Provisions

This policy does not apply to students enrolled and participating in a school sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

Use of Animals for Educational Purposes

Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals (e.g., a field trip) shall submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent including but not limited to:

Criteria for Granting or Denying Interaction with or Use of an Animal

1. The principal shall deny all requests that would allow direct contact with poisonous and/or unvaccinated animals, reptiles, or insects.
2. The principal shall deny requests for which there is not an executable and/or comprehensive plan for the animal's care, supervision, sanitation, and/or control.
3. The principal shall consider whether there are any known animal-related allergies among students who will/may be exposed and whether reasonable accommodations can be made.

Use of Service Animals by the Disabled

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is out of control;
3. The animal's presence has fundamentally altered the educational program.

Animal Related Injuries

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

COMPLAINTS ABOUT NON-COACHING PERSONNEL POLICY

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

1. Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.
2. Every effort should be made to resolve any issue that arises between patron(s) and a staff member through a conference between the patron and the staff member as soon as possible.
3. In the event that an agreement is not reached in the conference, complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:
 - a. Document and investigate the complaint;
 - b. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate;
 - c. If complaint is validated (following either step a. or step b.), documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case; and
 - d. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.
4. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.
5. Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure.
6. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

COACHING COMPLAINTS

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

1. Every effort should be made to resolve any issue that arises between parents and coaches through a conference between the parent(s) and the coaches as soon as possible after the incident that causes concern.
2. In the event that agreement is not reached in the conference, the concerned parent(s)/guardian(s) shall meet with the athletic director, and the coach, within seven school days, after the incident in an attempt to resolve those differences.
3. If an agreement is not reached by the conclusion of the second meeting, the parent(s)/guardian(s) shall meet with the superintendent, coach, and athletic director within seven school days after the second meeting for final resolution.
4. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

DISTRIBUTION & POSTING OF NONCURRICULAR MATERIAL IN SCHOOL

This prohibition applies to paid advertising of commercial products/services and direct solicitations in school buildings, on school grounds, and on district property.

The Board allows distribution of noncurricular material, which receives the prior approval of the Superintendent or Board and may be distributed in a manner delineated by the Superintendent.

Groups or individuals that attempt to compel or coerce a student into accepting noncurricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, and to those which is consistent with the district's mission statement This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

ADOPTED: MAY 9, 2012

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

Public Participation

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for public comment on the agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the President.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the Chairman waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Chairman may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

Complaints

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic governed by a complaint policy if the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks.

Questions and Comments by Board and District Administrator

[Board members and the district administrator may question a speaker or make comments in response to the speaker's remarks.]

-OR-

[The Chairman or an appropriate member of the administration will answer all pertinent questions verbally or in writing at a later time. There will be no dialogue between board members and the public at board meetings except to clarify the nature of questions or comments.]

Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members [and the Superintendent] except as the Chairman requests information.

ADOPTED 8/10/2011

OPEN ENROLMENT POLICY

1. Open enrolment applications received by the deadline in NDCC 15.1-31 will be acted upon by the Killdeer School District #16 School Board at a regular or special meeting after March 1st but not later than April 1st. All applications will be reviewed and acted upon in the same chronological order as they were received by the school districts of residence.
2. Open enrolment Applications (deadline waiver) must be filed with the local superintendent within fourteen days of establishing residency in a district.
3. When the District receives notice that a non-resident student has requested admission to the District through an open enrolment application, the Board shall not consider or act upon this request until the following conditions are met:
 - a. The Superintendent receives sufficient documentation to determine the non-resident student's educational placement. Sufficient documentation shall be determined by the Killdeer Public Schools Superintendent and may include, but not be limited to, educational records sent from the district of residence or placement testing.
 - b. The Superintendent is able to determine if admission of the student would create overcrowding.
 - c. The Superintendent has made such other determinations as may be deemed necessary in submitting a recommendation to the Board about the advisability of approving the open enrolment application.
4. The Board has received and considered the Superintendent's recommendation.
5. The Superintendent may allow the conditional attendance of students requesting open enrolment if a favourable recommendation will be made to the School board with final determination based on School Board Action
 - a. Criteria for acceptance or rejection shall be based upon the capacity of a program, class, grade level, or school building
 - b. Local policy will be developed to determine what shall constitute capacity of each of the above not later than January 31 of the year preceding the year for which those capacities shall be in effect.
 - c. This district will not deny an application on the basis of previous academic achievement, participation in extracurricular activities, disabilities (except as listed below), or English language proficiency.
 - d. This district will not give or offer to give remuneration or directly or indirectly exert influence upon the student or the student's family in order to encourage participation in the open enrolment program for the purpose of having the student participate in varsity athletic activities.
 - e. The district reserves the right for the administration to determine the class schedule for students who are accepted under this policy.
 - f. The business manager or designee will notify the parent or guardian and the resident district of the acceptance or rejection of an application within five days of the date on which action was taken. Legal Ref:NDCC Ch. 15.1-31.

Open Enrolment

Open Enrolment Policy Caps

GRADE LEVELS OPEN ENROLMENT CAP

1. K-3 38
2. 4-12 46
3. Special Education:
 - a. Because of the size of the program that exists in the Killdeer Public School, the following caps shall be in place for the programs as they are listed for Open Enrolment purposes.
 - i. Autism (grades 9-12) 1
 - ii. Autism (other grade levels) 0
 - iii. Hearing Impaired (light - all grade levels) unlimited
 - iv. Hearing Impaired (severe - all grade levels) 0
 - v. Visually Impaired (light - all grade levels) unlimited
 - vi. Visually impaired (severe - all grade levels) 0
 - vii. Orthopedically Impaired (light - all grade levels) unlimited
 - viii. Orthopedically impaired (severe - all grade levels) 0
 - ix. Intellectual Disability (grades 9-12) 3
 - x. Intellectual Disability (all other grades) 0
 - xi. Other Health Impaired (light - all grade levels) unlimited
 - xii. Other Health impaired (severe - all grade levels) 0
 - xiii. Learning Disabilities (light - all grade levels) unlimited
 - xiv. Learning Disabilities (severe - all grade levels) 0
 - xv. Emotionally Disturbed (light - all grade levels) unlimited
 - xvi. Emotionally Disturbed (severe - all grade levels) 0
 - xvii. Speech/Language (light - all grade levels) unlimited
 - xviii. Speech/Language (severe - all grade levels) 0
 - xix. Traumatic Brain Injury (light - all grade levels) unlimited
 - xx. Traumatic Brain Injury (severe - all grade levels) 0
 - xxi. Deaf-Blind (light - all grade levels) unlimited
 - xxii. Deaf-Blind (severe - all grade levels) 0
 - xxiii. Deafness (light - all grade levels) unlimited
 - xxiv. Deafness (severe - all grade levels) 0
 - xxv. Multiple Disabilities (light - all grade levels) unlimited
 - xxvi. Multiple Disabilities (severe - all grade levels) 0

ADOPTED 01/11/2012

FERPA POLICY

1. Policy: The Killdeer School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Education Rights and Protection Act 99.7)
2. Procedure: The notice will be included in a student handbook disseminated to all students and parents at the beginning of each school year. Students transferring into the district during the school year will be given a handbook on the day of enrolment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.
3. Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students will be informed of the student records policy of the Killdeer School District.
 - a. Parents or adult student (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.
 - b. If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading, or otherwise violates privacy or other rights, the record may be amended. If the office determines that the information is not inaccurate, misleading, or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

- c. While FERPA rights transfer to the student when he or she reaches the age of 18 (and are termed "eligible students"), the Killdeer Public School Board recognizes the importance of communications between the school and student's parents. In order to maintain communications with parents and remain compliant with FERPA statutes, Killdeer Public School and its agents may disclose education records to the parents of an eligible student who is dependent for income tax purposes. If an eligible student can prove that he/she is emancipated and is no longer dependent on his/her parents for financial support then the eligible student retains all rights and privileges under FERPA.
- d. Record information will not be revealed to persons or agencies without the written consent of parents. None-the less, it is the policy of this district to forward school records without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parental consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.
- e. Also, federal law permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parents. The district identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, date of attendance, diplomas and awards received, and most recent previous school attended.
- f. If you do not want this information released, please contact the school principal at Killdeer within five (5) school days from the start of school.

Section 504 and Dispute Resolution Policy

For purposes of identification, evaluation, or educational placement of a child under Section 504, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with West River Special Education Unit. Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure (AAC-BR) or through state or federal law.

Complementary Documents:

- AAC. Non-discrimination & Anti-Harassment Policy
- AAC-BR1, Discrimination & Harassment Grievance Procedure
- FDE, Education of Special Education/Disabled Students

NONDISCRIMINATION POLICY

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School, Counsellor Courtney Smith: PO Box 579: Killdeer, ND 58640. Telephone number 764-5877.

DISCLAIMER STATEMENT

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Killdeer School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Killdeer School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the Killdeer School District to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Killdeer Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within five school days from the date this notification is received. Killdeer Public School has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Grade level
6. Most recent school attended
7. Name
8. Participation in officially recognized activities and sports
9. Photograph
10. School email address
11. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
12. Telephone listing
13. Weight and height of members of athletic teams

Request to Withhold Directory Information for the 2020-2021 School Year:

- c Please do not release **any** directory information. (See definition above)
- c Please do not release the following **part or parts** of directory information: (check all that apply)
- Name
 - Telephone
 - Photograph
 - c Other (specify): _____
- c Please do not release directory information to:
- Military Recruiters
 - Colleges & Universities
 - Other (specify): _____

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

KHS Snack & Lunch Guidelines

Protein (Lunch)

There are many options that are appropriate for students to bring to school for lunch including leftover from dinner at home the night before. We are trying to avoid students bringing a large bag of chips and an energy drink to school for lunch. Below are some common options for lunch, but there are many other options. These foods need to be eaten in the commons area during lunch time.

- Cheese Sandwich
- Cheese & Crackers
- PB & Jelly Sandwich
- Turkey Sandwich
- Pasta
- Chicken & Rice

Starch (Lunch & Snacks)

Snacks are allowed in some teacher's classrooms. Students need to be respectful of the teachers that do not allow snacks in their rooms for various reasons. You will notice that students need to bring snacks in appropriate sizes and quantities. We want to avoid large bags and boxes in classrooms, backpacks and lockers. Bring a snack for the day.

- Bag of chips (snack size)
- Bag of crackers (snack size)
- Graham crackers
- Fruits
- Bag of pretzels (snack size)
- Granola bar
- Popcorn (snack size)
- Vegetables

Dessert (Lunch)

The same guidelines apply for dessert type snacks as the starch snacks above.

- Fruit snack (snack size)
- Granola bar
- Cookies (snack size)
- Yogurt cup/snack
- Applesauce (snack size)
- Raisins (snack size)

Drink (Lunch & Snacks)

Below are some appropriate drinks for the school. Student are also allowed to carry a covered/screw on water bottle with them (Metal or Plastic). Coffee cups will not be allowed along with any pop can type containers. Avoid any drinks that are high in sugar or caffeine.

- Water
- Milk
- Fruit Juice 20 oz.
- Gatorade 20 oz. or smaller
- Powerade 20 oz. or smaller
- Any drink sold in the school vending machines 20 oz. or smaller

****Students may still bring snacks in for celebration/class project days. These snacks and events need to be planned out with classroom teacher prior to the event.***

2023-2024 Killdeer Elementary Handbook



Principal Andrew Cook
KPS | KILLDEER, ND

Welcome

Dear Parents/Guardians and Students,

Welcome to Killdeer Elementary School! We are excited to start another new school year. We have many new faces at our school this year. We hope you and your student(s) have a positive educational learning experience this coming year.

This handbook has been especially prepared to help answer questions students and parents may have concerning the rules, policies, discipline, procedures, activities and general information needed for the successful daily operation of Killdeer Elementary School. We hope it is helpful to you and answers some of the questions you may have. Please review the important information provided in this handbook with your student(s). If you should have any questions or concerns about the handbook or other information please contact us at the school at 764-5877 or by e-mail at killdeer.school@k12.nd.us. Please remember that our school day begins at 8:25 and continues to 3:15. It is important that your child be in school before 8:25 or they will be marked tardy.

Regular attendance during the elementary school years sets up a good pattern for your child's entire school career. Show your child/ren that school comes first by trying to keep days off to a minimum. Try to schedule routine doctor and dentist appointments for after school or on days when there is no school scheduled.

We want all students to be challenged and reach their fullest potential. It becomes our responsibility to help them develop those skills and attitudes, which will assist them in becoming life long learners and responsible citizens. A cooperative effort between home and school is vital in the educational development of all children. The stronger this relationship becomes, the greater the chances are of a child being successful. We will be making efforts throughout the school year to keep in contact with you and inform you of your child's progress and activities. Please feel free to contact us if you have any questions about your child's/children's progress. We would also love to hear from you if you have some time to spend at the school helping us meet the needs of all of our students.

You will have the opportunity to follow your child's progress online through our "PowerSchool" grading system. All parents of students in grades 2-6 will be given a password to access this information. Students in grades 5 & 6 will be given a password so they too may access their progress throughout the year.

As parents, under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of teaching staff in our building. This information will be given to you by contacting our district administrator's office.

Let's all work together to have a marvelous year at Killdeer Elementary School!

Andrew Cook, Elementary Principal

Killdeer Public Schools Mission Statement

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

Philosophy and Objectives

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. to help each student and faculty member to achieve his or her emotional, social, physical and intellectual development.
2. to cause each student and faculty member to develop skills and knowledge commensurate with his or her goals, responsibilities and opportunities in life.
3. to provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

Objectives stemming from this philosophy and purpose are:

1. to provide a curriculum designed to enable us to achieve the desired development.
2. to employ and retain staff members who are qualified and subscribe to the idea of total individual development.
3. to provide facilities, equipment, organization and administrative support to enhance the desired educational process.

We recognize that the school district has only partial responsibility for the education and development of its students. We must work with the individuals involved, their families and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

Killdeer Elementary Belief Statement

We, the staff and students of Killdeer Elementary, believe we should strive to:

- Respect Others
- Show Pride In Others And Ourselves
- Challenge Ourselves To Do Our Personal Best
- Be Safe
- Involve Our Parents And Community
- Encourage Life Long Learning

General Information – arranged in alphabetical order

Absentees

All students are still encouraged to come to school when healthy and able and parents are encouraged to bring their child to parent/teacher conferences.

According to school policy, all schoolwork will be made up regardless of the reason for the absence.

Absences for extended family trips, unless deemed a family emergency, shall be considered unexcused.

Absentee Calls

The safety of our students is very important. Therefore, we ask that when students are absent from school for any reason that a parent or guardian calls the school by 9:00 AM or sends a note with a sibling to report the absence. If the school does not receive a call by 9:00 AM, a representative of the school will call your home or place of business to verify the child's absence. We are reluctant to call parents at work, so we ask that parents call the school's central office at 764-5877 by 9:00 AM.

Absentees/Tardies

A student arriving before 10:10 - Tardy

A student arriving after 10:10 - 1/2 Day Absent

A student leaving before 1:55 - 1/2 Day Absent

A student leaving after 1:55 - Full Day Attendance

Absentees/Tardies are documented daily by homeroom teacher and building principal.

Accidents and First Aid

In the event of an accident on the school premises, the adult in charge will render first aid. If the injury is thought to be serious in nature, parents will be notified immediately and the individual will be taken to the nearest medical clinic or hospital for immediate treatment. Accident reports will be filled out by the adult in charge and housed in the main office as reference to the incident.

Addiction Education

This District will teach about drugs and alcohol in the curriculum, make available to students information about drugs and alcohol counselling and rehabilitation programs available to students. The District will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with the community Chemical Health Committee when one becomes available.) This education program will also include providing an information service for referral to counselling and/or treatment so that students may seek and get counselling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counselling./ Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Substances

Alcohol or any alcoholic beverage; Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code Section 801, et.seq..Including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid.

3. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no doze" pills, cough medicine and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with authorized policy.

4. Any tobacco products included but not limited to: vapes, cigarettes, tobacco toothpicks, chewing tobacco, etc.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy-Administering Medicine to Students, which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

Violation

1. Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.
2. Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or student involved, the principal may have the student removed from the school-by-school or law enforcement personnel.

Policy Implementation

A copy of this policy is posted online. In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Forms will also be provided that parents will be required to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Forms will be maintained in the main office.

Animals In The Classroom

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

Use of Animals for Educational Purposes

Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals (e.g., a field trip) shall submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent including but not limited to:

Criteria for Granting or Denying Interaction with or Use of an Animal

1. The principal shall deny all requests that would allow direct contact with poisonous and/or unvaccinated animals, reptiles, or insects.
2. The principal shall deny requests for which there is not an executable and/or comprehensive plan for the animal's care, supervision, sanitation, and/or control.
3. The principal shall consider whether there are any known animal-related allergies among students who will/may be exposed and whether reasonable accommodations can be made.

Use of Service Animals by the Disabled

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is out of control;
3. The animal's presence has fundamentally altered the educational program.

Animal Related Injuries

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

ADOPTED 3/12/2014

Bicycles

Students who ride bikes to school should use and obey all bike and traffic rules. Parents should go over the traffic rules with their child and determine whether their child is able to safely ride a bike to school. Keep in mind that there is a great deal of traffic around the school. Students must park their bikes in the designated bike area as soon as they arrive at school. Bikes will remain parked for the duration of the day. The school is not responsible for damaged or stolen bicycles during the school day.

Birthday Parties/Invitations

Students may bring birthday treats if they so desire to share with their classmates. We would ask parents to refrain from sending invitations to school with their child for distribution, unless all of the girls and boys in your child's class are receiving invitations. In the perspective of the child not receiving an invitation, it causes a lot of hurt feelings.

Bullying and Harassment

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. The Sponsors of the activity have agreed to comply with this policy; and
 - e. District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
 - a. *School staff* includes all employees of the **Killdeer School District**.
 - b. *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

4. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

5. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously.
 - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 - c. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or

2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class (ND 14-02.4-01) whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of

this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Disciplinary consequences in accordance with the Disciplinary Offenses Policy established by the district.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counselling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

Change of Address/Phone

It is extremely important that every student maintains an up-to-date address and parent working telephone number record at the school office. Notify the school immediately if there is a change of address or telephone number during the school year.

Cell phone Policy

Pursuant to District Policy- FFI

- Personal technology is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:

1. Is a cell phone
2. Has a digital camera and/or video recording device.
3. Has a microphone.
4. Has data storage capability.
5. Has an operating system and/or the capability of running software, apps, and/or electronic games.
6. Has the capability to connect to one or more networks including, but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth.

- School day is defined as beginning at 7:45 a.m. and ending at 3:45 p.m.

1. Consequences will be administered when inappropriate activity with personal technology occurs outside the school day if the activity substantially disrupts the orderly operation of the school.

- School property is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.

Prohibitions

The Killdeer School District prohibits students from using personal technology as follows:

- Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event.
- Students are prohibited from using personal technology to photograph or video record any person during the school day. School activities are an extension of the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the “exceptions” section of this policy.
- Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events/activities.
- Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored

events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy on school property and at school sponsored events/activities.

- Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored activity.
- Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on district property and during school activities.
- To ensure safety and efficiency, students are prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to, recess and lunch.

Classroom Use

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

Teachers may alternatively establish rules related to use of personal technology in the classroom. These rules shall:

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

Use During the School Day Outside Classroom

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

Searches of Personal Technology

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

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, s/he shall contact law enforcement. Under no

circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

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

Disciplinary Consequences & Confiscation

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

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

- The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement and the Superintendent and retain the device until further directed by law enforcement or the Superintendent.
- If the confiscated item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession.
- Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.
- Elementary Handbook Personal Technology Consequences
 - Level I (lunch Detention)
- Failing to put Personal Technology away when asked.
- Having Personal Technology out after an initial direction from the teacher asked the student to put it away. Teachers will not be expected to ask routinely.
 - Level II (1 day of ISS for first level II offense, 1 day OSS fro second Level II offense)
- Three or more Level I violations.
- Having a phone out in a bathroom or locker room.
- Becoming confrontational and insubordinate when asked to put the personal technology away or when being asked to give the personal technology to staff.
 - Level III (Three plus days of OSS and a disciplinary hearing with the Principal and Superintendent)
- Three or more Level II violations.
- Videoing, taking pictures, or presenting inappropriate content in a locker room or bathroom.

- Transmitting inappropriate material while on school grounds.
- Transmitting of any inappropriate material involving another student who attends our school or has ties to our school or community.
 - Level IV (OSS pending expulsion hearing)
- Any second Level III violation.
- Any use of Personal Technology that is felonious.

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

Checking Students Out of School Early

Children are expected to remain at school throughout the school day unless a school official receives a note, telephone call or personal request. Parents arriving to pick up children before dismissal are required to stop at the school office and sign the “CHECK-OUT sheet”. Please do not go directly to the classroom. The secretary or principal will notify the classroom teacher via intercom requesting they release that/those children at that time. Students will NOT be allowed to leave school with anyone (including relatives) other than the parent unless WRITTEN, prior notice/permission is given to school officials. This can be indicated at the beginning of the school year on the “Student Emergency Form” or each time someone new is picking up your child. Parents of children going to a day care facility after school are asked to simply indicate which day care provider will be picking up your child or if they are to walk to that facility after school on the comment section of the “Student Emergency Form” which will be sent home with all students the first day of school.

Complaints about Personnel

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interest of promoting better educational opportunities for children, the following policy has been adopted.

Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Document and investigate the complaint.
2. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
3. If complaint is validated (following either step 1 or 2) documentation is to be prepared and placed in the employee’s personnel file; promptly notify the employee if such is the case.
4. Provide a response to the complainant within fifteen (15) days of receipt of the complaint. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Computers

The Killdeer Public School has a quality computer system. Such a system is very costly and proper care is required at all times. Students are given the opportunity and are encouraged to use the various computers and explore the host of software and CD programs made available. Computers are located at various sites throughout the school building (classrooms, labs). Rules set forth by the classroom teachers and computer technologist must be followed and adhered to or computer privileges will be terminated.

Concussion Management

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements.

- **Coach:** This term shall include those assigned coaching duties, assistant coaching duties, and the athletic director except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
- **Health care provider:** In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
- **Official:** The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
- **Parent** is defined to include biological parent or legal guardians.
- **School-sanctioned athletic activity** is a sport that:
 - A. Is not part of the district's curricular or extracurricular program;
 - B. Is established by a sponsor to serve in the absence of a district program;
 - C. Receives district support in multiple ways (i.e., not school facility use alone);
 - D. Requires participating students to regularly practice or train **and** compete.
 - E. The District has officially recognized through board action as a school-sanctioned activity;

The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- **School-sponsored athletic activity** is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.

The concussion management program shall contain all components required by law. It shall be placed in an administrative regulation and should be published in student and staff handbooks.

Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported**1. Removal**

An official shall remove from competition and a student's coach or athletic trainer shall remove from practice, training, or competition a student:

- a. That reports any sign or symptom of a concussion;
- b. That exhibits any sign or symptom of a concussion; or
- c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

2. Examination

A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.

When to Call for Emergency Assistance*

If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.

- The athlete lost consciousness or has a decreasing level of consciousness;
- The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
- The athlete's respiration is decreasing or irregular;
- The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- The athlete exhibits seizure symptoms/activity.

Transportation when Emergency Assistance is NOT Activated

Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or

designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

3. Return to Play Requirements

A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

Training

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implement (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions.¹ The Superintendent or athletic director shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school.

Conduct at Athletic/Extra-Curricular Events

The Killdeer School, student groups and community are judged by the conduct of everyone who attends an event. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

- Respect the American flag and the National Anthem.
- Contesting schools shall each have an authorized faculty representative present who shall be responsible for his/her school's participants, students, and fans throughout the contest.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the facility if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name-calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators. Any discriminatory slur will result in immediate removal from the facility.
- Any attendee ejected from a NDHSAA tournament venue will be banned from the venue(s) for the remainder of the event.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs and flags, which do not obstruct the view of others, are permitted provided they are in good taste. Signs or other similar items contest/tournament officials deem to be in poor taste will be removed. Message or "white" boards are prohibited. The carrying of flags around the playing surface is NOT allowed.

- Artificial noisemakers of any kind (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed at any indoor events, including outdoor sports played at indoor venues. Exception – Megaphones appropriately used by cheerleaders are permitted if allowed by contest officials.
- Laser lights or any other lights deemed distracting to participants are strictly prohibited.
- Confetti is banned at all NDHSAA tournament venues. Tournament staff is instructed to confiscate such articles at the door.
- Objects shall not be thrown into the stands at any NDHSAA tournament venue.
- The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited for any persons at NDHSAA tournament venues.
- Tobacco, vape products or other prohibited substances of any kind are not allowed.
- All students K-6 must be accompanied by a parent/guardian when at activities. Please do not leave children unattended in the commons, bathrooms, walking track or hallways.

Students who will not follow the above mentioned guidelines, will be asked to leave or will be sent home, referred to building principal the following school day or may be barred from attending future after-school events. Please cooperate with us so this does not have to happen.

Contagious Diseases

Any child having any contagious or infectious disease shall be sent home from school and shall not be readmitted except in accordance with the regulations of the local board of health. An example and the procedure followed would be when a student has an active case of head lice (NITS). Should a case be reported and identified, the infested student and his/her belongings will be isolated from the classroom and sent home as soon as the parent is notified. If it is deemed necessary, exposure letters will be sent out to the entire classroom where infestation has been found, informing parents of incubation time and signs and symptoms to watch for in their own children. Classroom and even school wide screenings would be in order if it were deemed necessary. Infested children will not be readmitted to school until their hair is completely free of nits, checked by a nurse and have a readmission note signed by the nurse. All contagious or infectious diseases should be reported to the county health department. Any person having knowledge of a communicable disease should report the disease to the health department. Illnesses of an unusual nature are to be reported to the local medical authorities.

Counseling/Guidance Services

Counseling services shall be available to the students for the purpose of enhancing the teaching-learning process. Teachers, parents or the students themselves may make referrals. If referrals are made by school personnel, a permission sheet will be sent home and must be returned with the parent's signature prior to the child/children being seen by our school counselor.

Discrimination & Harassment Grievance Procedure

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints about Personnel and Student Grievance Policy.

Retaliation Prohibited

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

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

Informal Complaint Procedure

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with an immediate supervisor, principal, school counselor, Superintendent, or Title IX Coordinator.
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

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

Formal Grievance Procedure

1. Filing a Complaint:

a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the principal, Superintendent, or Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.

b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.

c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.

d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

2. Investigation Process:

a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.

b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.

c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.

d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.

e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

3. Investigation Report:

a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:

- i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination
- ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
- iii. Ages of the parties involved
- iv. Relationship between the parties involved
- v. Severity of the conduct
- vi. How often the conduct occurred, if applicable
- vii. How the District resolved similar complaints, if any, in the past

b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding, however, nothing shall prevent the parties from seeking redress through state and/or federal law.

d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

Disciplinary Offenses

A. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Elementary School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.

B. The "step" system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender.

C. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.

	<u>INFRACTIONS:</u>	<u>PENALTIES</u>
Level I	1st offense - 2nd offense -	1-2 days lunch detention 5 days lunch detention
	<ol style="list-style-type: none"> 1. Class disruption 2. Inappropriate hall behavior 3. Leaving class without permission 4. Use of profane language in school 5. Not using proper procedure when checking out of school 6. Minor vandalism of school property 7. Unexcused absence 8. Cheating 9. Any other minor infraction as determined by the administration 	
Level II	1 or more days in and/or out of school suspension	
	<ol style="list-style-type: none"> 1. Fighting 2. Stealing 3. Talking to a staff employee in a disrespectful manner 4. Openly defying teacher’s authority (insubordination) 5. Third offense of Level I 6. Any other moderately severe infraction as determined by the administration 	

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought the expense will be the responsibility of the student or student’s parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District’s Student Disciplinary Policies as determined by administration

Level III	3 or more days in and/or out of school suspension	
	<ol style="list-style-type: none"> 1. Physically assaulting a school employee. 2. Causing major physical harm to another student or school employee 3. Deliberate action that can endanger the life, health, or safety of another student 4. Possession of weapon on school grounds (other than a firearm). 5. 2nd offense of Level II 6. Any other severe infraction as determined by the administration 	

7. Use of tobacco in school, on the school premises, or at a school related function.
8. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
10. Major vandalism

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL

HARASSMENT considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV

EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the Administration.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL

HARASSMENT considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

- a. notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing
- b. notification of civil authorities

NOTE: Parents will be notified via telephone as well as with a follow-up letter for levels two, three, and four of this policy.

When an infraction elevates to a willful disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

Disclaimer Statement

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

Dispensing Medicine to Students

The Killdeer Public Schools' nurse/authorized staff may assist in the dispensing of prescribed and non-prescribed medicines during school hours on a very limited basis and only upon approval of the parents and the family physician. Prescription and non-prescription medications (aspirin/Tylenol, cough and allergy medication) to be given internally at school must be accompanied with a "Prescription Authorization" form which has been signed by the child's parent. Prescription medications will be housed in the principal's office.

Distribution & Posting of Noncurricular Material in School

This prohibition applies to paid advertising of commercial products/services and direct solicitations in school buildings, on school grounds, and on district property.

The Board allows distribution of noncurricular material, which receives the prior approval of the Superintendent or Board and may be distributed in a manner delineated by the Superintendent. Groups or individuals that attempt to compel or coerce a student into accepting noncurricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, and to those which is consistent with the district's mission statement. This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

ADOPTED: MAY 9, 2012

Dress Code

Students are encouraged to dress in a neat, clean manner that reflects pride in themselves and their school. We rely on parents' good judgment as to what students should wear. Generally, students should wear clothes, which are safe, do not disturb or distract other students and are appropriate for learning. Students will not be permitted to wear clothing displaying liquor, drugs, tobacco, sexual slogans or obscenity during school or at any school sponsored activity. Proper shoes for physical education are required. Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school. Students will not be allowed to wear hats in the building, during school hours, unless it is a designated "Hat Day".

Emergency Situation Procedures

The safety of your child is one of our greatest concerns. The school has regular drills to teach pupils to respond calmly in the event of an emergency. Detailed fire escape plans are posted inside each classroom and reviewed at the onset of the school year with the students. Each class has an escape route to an outside area a safe distance from the building. Once outside, each teacher must be able to account for each student in his/her classroom. During tornado drills each classroom goes to a designated area within the school building. All children are to sit with hands covering their heads, which rests on their knees. Students must remain under their teacher's supervision at all times.

504

For purposes of identification, evaluation or educational placement of a child under Section 504 of the Rehabilitation Act, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with the District designee. Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure.

FERPA Policy

A. Policy: The Killdeer School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Education Rights and Protection Act 99.7)

B. Procedure: Students transferring into the district during the school year will be given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.

C. Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students will be informed of the student records policy of the Killdeer School District.

1. Parents, or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

2. If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading, or otherwise violates privacy or other rights, the record may be amended. If the office determines that the information is not inaccurate, misleading, or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

3. While FERPA rights transfer to the student when he or she reaches the age of 18 (and are termed "eligible students"), the Killdeer Public School Board recognizes the importance of communications between the school and student's parents.

Adopted 5-12-04

D. Record information will not be revealed to persons or agencies without the written consent of parents. None-the less, it is the policy of this district to forward school records without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parental consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.

E. Also, federal law permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parents. The district identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, date of attendance, diplomas and awards received, and most recent previous school attended.

FERPA

If you do not want this information released, please contact the school principal at Killdeer Public School, PO Box 579, Killdeer, ND 58640, Telephone Number 764-5877, within five school days from date this notification is received.

Adoptions: October 12, 1992

Individual/Group Pictures

The Killdeer School has contracted the services of a professional to photograph the students (individually/group) annually in the fall. Individual and group pictures are available for purchase at a reasonable price. Dates, times and cost are sent home annually with all the students. Please note from the information being sent home, that both group and individual pictures will be take the same day. Preschool age children are welcome to have their pictures taken from 7:30 - 8:30 a.m.

Gum, Candy & Pop

Students will not be allowed to have gum, pop, candy, sunflower seeds or other foods in the school building, their lockers, or on the playground. The PowerAde machine, refrigerator, and microwave in the teacher's lounge are off limits unless permission has been granted by classroom teachers. The refrigerator and

microwave in the school lunchroom is also off limits for student's cold lunch use. Class time shall not be used to heat up student meals with classroom microwaves.

Hallway Artwork, Signs, Bulletin Boards, Pictures, etc.

Any student/teacher artwork, signs, bulletin boards, pictures decorations, etc. shall be respected. Students are to visually observe such materials only. The tearing down, marking, drawing, coloring or dismembering of any item that hangs in the hallway is a discipline infraction and will be dealt with accordingly. Treat and care for other people's property the way you would want your personal property cared for.

Homework

Homework is assigned to help students become self-reliant and self-directed. Assignments will be clear and specific in nature for all students. The school's instructional staff will determine reasonable amounts of homework at various grade levels.

Illness in School

If it is necessary to send your child home because of illness, we will make certain that someone is home or that your child is left with someone responsible. If no one is home during school hours, the school should be notified at the beginning of the year as to where your child should go if he/she becomes ill. Emergency forms will be sent home at the beginning of each school year. These forms will be updated yearly and kept on file in our main office. If your child is ill before school, please keep him/her at home as we do not want other children exposed to illnesses unnecessarily. Please don't send a child with a fever to school.

Immunization

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school or senior high school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parent or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. Blank certificates are available at the Dunn County Health Office and the medical clinics. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic (locally and/or regionally) from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, could be excluded from school until danger of the epidemic is over. The school nurse, along with elementary administration does a review of these records on a yearly basis. If anyone has any questions or concerns regarding immunizations, contacting the Dunn County Health Nurse is an excellent resource.

Internet Network Acceptable Use & Online Etiquette Policy

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of EduTech, Google and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to EduTech, Google and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, riposting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or include the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

- Installing any software that requires the use of a make file without prior consent of a system administrator.
- Possessing a copy of the system password file or any portion thereof.
- Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
- Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
- “Lending” your account to another user. NO sharing passwords.
- Planning or conducting any illegal activities through the Killdeer Public School’s network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia). Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
- Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise. No chain letters (either creating or passing on).

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend your account or lower/eliminate your access if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

Kindergarten

The Killdeer Public School will operate a five day full time kindergarten program. Students will attend school Monday through Friday. Children entering kindergarten must be five years of age by August 1 of the entering year. A birth certificate or other satisfactory proof of age is required of all kindergarten entry students. A certificate of immunization must be completed before entrance to kindergarten.

Library Books/Videos/Materials

Students who lose library books or materials or return materials damaged beyond repair must pay for the loss designated by the librarian. Final report cards may be held at the school until the book is returned or paid for. If a student finds the book, a refund for the exact amount he/she paid for the loss will be granted. The Library staff may assign consequences for those students who do not return materials when due.

Library Media Center

Our school media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio-visual materials and computers/software that our library media center contains. In order to maintain an adequate and current collection, students, teachers and parents must cooperate to see that materials are returned in good condition.

Lockers

Each student will be assigned a locker. Nothing is to be glued or stuck on the inside or the outside of the lockers (Example. stickers). Tape is allowed. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused - leaned against while open, slammed, etc. If students misuse or damage their lockers, they will be responsible for any damages and will lose the privilege of having it. Students are not allowed to put personal combination locks on their lockers. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is “in loco parentis” to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration.

Lost and Found

Items found at school are placed in our lost and found closet. We encourage you to have your child's name on lunch boxes, notebooks, book bags, jackets, personal items, etc. If items are lost at school, we encourage you to check in the lost and found box. The school cannot be responsible for valuable materials and toys brought to school by students. Also, these materials can be disruptive to classroom instruction. Unless a teacher sends a written note home requesting such materials be brought to school, they are not permitted.

Lunch

Lunch will be served each full school day. These lunches are offered at a reasonable price. Students may either purchase their lunches at school or bring their lunches from home. Since a closed noon hour policy exists at the elementary level, no students will be dismissed at lunch time to go home or uptown to eat. All lunches are to be eaten in the cafeteria. Soft drinks (pop/soda) and junk food are not allowed in the lunchroom. Refrigeration is not available for student use. Family meal tickets may be purchased at the main office and are expected to be purchased on a cash basis. No excessive charging will be allowed. Students will be given notification (tally slips) when their lunch tickets have expired. The main office personnel have a price listing. A monthly menu is published and forwarded to each classroom teacher as well as in the school newsletter, so students know in advance what the school noon meal will be for a given day. Each school year, through the National School Lunch Program, a free and reduced price meal program is available for children in a family if the total income of a family does not exceed a certain dollar amount. If you feel that you can qualify for this program, please make personal contact with the Superintendent of the Killdeer Public Schools for completing the necessary application information. This information is of strictly confidential and student names qualifying for free and reduced meals are not released to anyone other than the central office personnel (superintendent, business manager). All lunch bills need to be paid in full before the end of each school year.

Lyceums & Other School Assemblies

Our school through Dakota Assemblies Inc sponsors the lyceum assembly program service. These programs are a comprehensive part of the total education experience provided to our student body. The "Changing Program" is incorporated into the health program and provides information about the physical and emotional changes children are or will be experiencing during puberty (Grades 4-6). This program is offered through the school nurse. Other types of assembly programs are scheduled on a variety of subjects and will be announced throughout the school year.

Making Change

Students should refrain from going to the main office on a regular basis and asking office personnel to make change for them for whatever reason. These people are very busy and have many important responsibilities to complete each day.

Milk Program

The Killdeer Elementary School recognizes the importance of milk and such a program will be in effect again this year. All children in grades K-3 may participate in the program if they so wish. Milk (one carton per student) will be served once each school day (milk break) to any student in grades K-3 at no charge.

Non-discrimination Policy

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School Superintendent; PO Box 579; Killdeer, ND 58640. The telephone number is 764-5877.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a school year at the end of the first and mid-term of the third nine weeks period. Dates and times are determined by the administration and the information will be sent out by classroom teachers. All elementary conferences are scheduled through Sign-up Genius. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

Participation/Eligibility in Extra-Curricular Events

The Killdeer Elementary School recognizes and supports participation by all students in the extra-curricular activities made available throughout the school year. Good academic standing and good behavior/attitude status are recognized and supported as well. Students who have deficiencies in these areas will not be allowed to participate in such activities for that given day or week. The homeroom teacher and coach will monitor student progress on a weekly basis. If progress is apparent, such a student will be given the opportunity to participate in the next upcoming scheduled event, given that both teacher/s and coach are in agreement. Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions. Medical physicals are required prior to students' participation in athletic sports. Good athletes demonstrate not only good athletic skills but are model citizens.

Permission to Leave the School Grounds

Parent requests, granting their child permission to leave the school premises during school hours are discouraged. However, in extreme cases parents may need an errand or task completed where their child needs to go uptown (Student haircuts during school hours are not considered extreme cases). This will be allowed only when the principal receives a signed and dated permission slip from the parent, stating the reason for the child to leave the school grounds. The principal or office will inform the classroom teacher.

Physical Education

School law requires physical education for students. Proper athletic footwear is required. For safety purposes a secure, non-slip, non-marking tennis shoe is required. The shoes must be clean. It is asked that students have a pair of tennis shoes just for gym that can be kept in school for that purpose only. For any reason a student is not to participate in physical education class, a note signed by the parent needs to be sent to the physical education teacher. A doctor must sign extended excuses and/or a personal conference with parent and P.E. teacher must take place.

Recess

It is important for children to go outside and get some fresh air during the school day. We like each student to have 10-20 minutes of outside activity per recess period each day. If the weather conditions are extremely cold, with an extreme wind chill factor, (life-threatening) students will not be allowed outside. Recess activities will be held within the classrooms and/or gym areas. Students will NOT be allowed to stay in during recess times unless the teacher grants permission. A signed parental slip stating their child should refrain from outside activity will be viewed and acted on, on an individual basis. In the event of frequent or excessive amounts of time being spent indoors, a doctor's excuse may be asked for by the building principal. Morning and afternoon recess will be a 15-20-minute time period and noon will be

approximately 20-25 minutes. All students on the playground have a right to a safe and pleasant recess. All recess periods are under adult/teacher supervision.

Report Cards/Deficiencies/Grading

Report cards are issued at the close of each nine-week grading period, four times each school year. Any student whose current subject grade is lower than a C- average shall receive a deficiency. Teachers will report the deficiencies to the principal. Parents will be notified via telephone or note if your child is deficient in any academic area.

Rights of Custodial/Noncustodial Parents

Without a court order showing sole custodianship (which includes educational records) the school will treat both the custodial and noncustodial parent in the same manner with reference to viewing and receiving educational records or information. Non-custodial parents are asked to contact the school to request which record they would like to have access to. If a court order is in place and restrictions apply to a noncustodial parent, school officials must be made aware of such circumstances and a copy of the restrictions should be on file at the main office.

Response to Intervention (RtI)

The Killdeer Elementary School has developed and adopted RtI. This program allows for homeroom teachers to receive input, suggestions, feedback, various instructional techniques/strategies, etc. from other teachers and or the Student Performance Strategist regarding a student they have concerns about. Parents will be contacted prior to any RtI meeting concerning your child. Parents will also be kept informed as to what interventions will be tried in the classroom by your child's classroom teacher or strategist. If a referral and further testing is the general consensus of the team, involvement by parents, the Killdeer School's Learning Disabilities personnel, Counselor, and/or West River Special Ed. Unit will be required.

Rules

We expect high standards of conduct and behavior at Killdeer Elementary School. Good discipline in the school is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship and academic growth. Without good discipline, students cannot realize their own potential. Good discipline in the classroom consists of behavior which encourages active, cooperative participation by each student and is reinforced daily by classroom teachers.

Hallway Rules/Conduct Inside the Building

Students inside the building will conduct themselves in a quiet, orderly manner so as not to disturb other classes. The following guidelines will help maintain a good educational environment.

1. Students must walk at all times in the hallways and up the stairs in single file keeping to the right.
2. Students are to be respectful, and courteous to everyone you meet.
3. Use only acceptable behavior.
4. Boots lined up next to lockers.
5. Spare shoes are to be kept in the lockers.
6. Book bags, books and papers are to be kept in the locker, not in the hallways.
7. Students are not to loiter around the halls.
8. Students are not to go to other classes during class time unless prior permission has been granted.
9. Students are to speak quietly while in the halls.
10. Lavatories will be kept clean and everyone will use them in the proper manner.
11. Students will not loiter in the lavatories.
12. If any litter is on the floor, please pick it up and dispose of it properly.
13. Remove any caps, hats, head wear while in the building.

Lunch Room Rules

1. All food is to be eaten in the lunchroom.
2. Students will sit and eat at tables assigned.
3. No pop/soda or junk food will be allowed.
4. There will be no food exchange among students.
5. Students must eat all of their food before going back for seconds.
6. Eat and visit quietly.
7. Use proper table manners.
8. Tables must be left free of waste materials (clean up your area).
9. Put things in the trash, don't throw them. Make sure utensils and bowls are not thrown away.
10. All students will stay seated until dismissed

Playground Rules

1. Standing is not allowed on the zip line.
2. Food, drinks and candy are not allowed on the playground.
3. Throwing snow is not allowed. Do not carry snow or ice around the playground; building snow forts or snow people is acceptable when made in a safe manner.
4. Remain seated facing forward when going down the slides, do not go down head first. Use the steps to go up the slide; do not run up the slide. Go down the slide one at a time. No snow, ice, rocks, toy cars, debris or other objects on the slides.
5. When the bell rings or whistle blows, line up immediately with no pushing, shoving or other disturbance.
6. Proper clothing shall be worn during inclement weather. Boots, hats, gloves, snow boots and snow pants are required. Dress appropriately for the weather.
7. Climbing on top of the playground structure or jumping from the top is not allowed.
8. When playing sporting games, no tackling of any kind will be permitted and good sportsmanship is required.
9. 4th-6th grade is not allowed on the preschool playset area.
10. Swings will be used in a sitting position; do not stand. Swing in back and forth movement, not side to side or twisting chain. Do not jump out of the swing. One person per swing.
11. All playground equipment will be used as it is intended.
12. Play guns, knives, weapons, objects deemed dangerous will not be permitted on the playground.
13. Inappropriate language will not be tolerated.
14. Equipment not permitted on the playground: skateboards, rollerblades, baseballs, bikes, tennis balls, and racquetballs.
15. Personal toys or playing cards of any kind are not permitted during recess.
16. Line time or wall time may be assessed as a consequence of not following the rules.

School Bus Riding Regulations

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator. Students who are not courteous while riding the bus or refuse to obey the riding rules, will forfeit the right to ride the bus.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not open or close the bus windows or extend their hands, arms, or their head through the bus window.
7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall keep the bus clean and refrain from damaging it. The student shall pay for damages.
9. There shall be no chewing of gum or sunflower seeds in the bus at any time.

10. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
11. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
12. Coats, head gear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather seasons.

School Day

Grades K-6.....8:25 AM - 3:15 PM

We prefer that students not arrive at school before 7:45. However, we know that it is necessary for some students to arrive before this time. If your child/ren needs to be on the school premises before 8:10; parents are to notify the building principal or homeroom teacher and permission must be granted. Unless the weather is inclement, all students will be expected to go outside from 8:10-8:25 where supervision will be provided. There will NOT be any adult/ teacher supervision before 8:00. Dismissal for all students will be 3:15 and buses will depart from the school at 3:20. Students must go home immediately per arrangements made with their parents. Students are not to be around the school building or using the telephone after school unless for a specific purpose and under the direction/supervision of a teacher.

School Property and Equipment

There is to be no writing, marking, graffiti or carving on school property or equipment. All school property must be used in its intended way to prevent damage. Students must exercise care when using any equipment. Any student causing damage or destruction of school property and/or equipment will be held liable in such that they could be held responsible to pay full restitution (replacement cost) for such damage and/or destruction.

School Visitation

We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. For the protection of the students and staff, all non-students are to report to the central office upon entering the building and state their business. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or teacher may be disruptive to the learning environment. Students (relatives/friends) from other schools are not permitted to visit class with your child unless the classroom teacher and/or principal have granted prior approval. These visitors are subject to the same rules as regular students and they will be asked to leave if they do not abide by them. Preschool age children are to be accompanied by their parent/s or an adult at all times.

Vision/Hearing Checks

The Dunn County Health Unit provides annual vision checks for various grades. Results are sent home with students for parent review. If such a check reveals a potential problem, the Dunn County Health Nurse will contact parents or a recheck will be provided. Hearing checks are also provided by the Killdeer Public School. Anyone wishing to have their child's hearing checked should call the school's speech clinician and set up an appointment.

Severe Weather Procedures/School Cancellation/Early Dismissal

When a sudden storm breaks during a school day or if an act of God occurs, it may be necessary to dismiss early. Rural (bus) students need to have a storm family address within the city limits of Killdeer in event that they cannot be driven home via bus. This address needs to be forwarded to the main office at the beginning of the school year. To help us, please discuss with your child the procedures they should follow; where they should go and who will be responsible for them should we need to dismiss early. The safety of the children is our utmost concern at these times and with your cooperation we will take every precaution we can to ensure that the children get home safely.

Special Days

Elementary school parties are scheduled to observe Halloween, Christmas and Valentine's Day. These pupil social experiences are held at the end of a teacher/administration designated day. Individual classes and their teachers plan treats and activities. If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out of town trips are made, a "Parent Permit Slip" will be sent home with your child for you to authorize their participation in these events. If parents choose to not allow their child to attend a field trip, the classroom teacher must be notified in advance. The school is not responsible for students not attending scheduled field trips and students will be considered absent on that given day. School transportation, with chaperones, is provided for these activities. Some events may require a dress code (Ex. music festivals). Students are to follow the rules and guidelines set forth by their supervisor. Let's have pride in our school and ourselves and demonstrate good acts of behavior, citizenship and attitude.

Special Education of Exceptional Children

Children in need of special education services will begin receiving educational services at age 3 as mandated by state and federal law.

Early Admission Program - The early admission program is designed to identify and admit only children who are gifted in mental development and who are well adjusted socially and emotionally as well as in physical development. A battery of tests, interviews and observations must be given and/or provided in order for an individual to be accepted in the early admission program. Additional information and guidelines about this program are available at the Elementary Principal's office or West River Special Education Unit in Dickinson.

Special Services

The Killdeer Public School provides services to students who have special needs. Services provided are:

1. Title I Services (Math & Reading)
2. Speech and Language Services
3. IDEA
4. EL Services
5. Counseling Services
6. Psychological Testing and Assessment
7. Preschool Handicapped (Ages 3-6)
8. Occupational/Physical Therapy In conjunction with the special education services provided by Killdeer Public School, West River Special Educational Unit of Dickinson also provides assistance and support.

Storm Policy

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. In the event that school has been cancelled, staff and students will be informed via the Honeywell instant alert system. Teachers will not allow students to use the school phone unless permission has been granted by the building principal. It is imperative that phone lines are kept open during this time.

Student Placements

Classroom student assignments for the next school year are determined by the principal given the recommendations from the exiting teachers based on the following criteria at the closure of the previous school year:

- * Reasonable balance of boys and girls.
- * Equal number of students per teacher.
- * Requests by previous teachers to splits students because of behavior conditions, learning/teaching style, compatibility, (student/student, student/teacher) friendships among peers, etc. It is very difficult to accept requests for or against individual teachers based on a personal preference of the student, parent or teacher. Much time and effort is put forth and many aspects are taken into considerations for each and

every student when classroom/student placements are determined. Personal parent requests shall be handled on an individual basis and must be submitted by May 1st. Requests that would be considered must be valid and receive support from both the exiting teacher/s and principal. Any requests that are made after this time must be done in writing and sent to the principal for consideration. Student/parent notification and a welcome from the new teacher will take place before upcoming school year via mail. Students/parents are asked not call the school during the summer months to ask the office personnel about grade assignments. Grade placements will be posted by the first week of August unless extenuating circumstances do not allow us to do so.

Student Record Collection

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counselor ratings or observations and verified reports of serious or recurrent behavior patterns.

Testing Program

Annual mandated testing for students in Grades 3 - 6 are administered using the NDSA testing instrument. These achievement/aptitude tests are a complete assessment system that evaluates students' academic achievement. It accurately assesses performance in Reading, Writing, and Mathematics, as well as Science in 4th grade with items carefully crafted to assess application of complex interrelated thinking processes. Students in grades K-6 will also participate in NWEA testing in the areas of Reading, Math and Language Arts in the fall, winter and spring of each school year. Parents can be given test results within a 72-hour time frame from the testing time frame being closed. Students in grades K-3 will also participate in DIBELS assessments. This is a pre-reading/early literacy assessment program. Students in grades 4-6 will be assessed using the STAR reading and math tests.

Textbooks

The school provides textbooks for student use. Students are responsible for the condition of their books and will have to pay for lost or damaged books at the rate of the new price of the book.

Theft of Property

Such an act is of serious nature. The taking of someone's possessions will not be tolerated and is considered illegal. When such an act is committed; severe and even possibly embarrassing consequences will be levied. Parent notification will be in order and in some instances even local law officials could be called upon.

Wellness Policy

In efforts to ensure the over-all well-being of its students, both now and in the future, the Killdeer Public School District has adopted the a wellness policy. The primary goal of nutrition education, which may be defined as any set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well-being (ADA 1996) is to influence students' eating behaviors.

Administrators, staff and extra-curricular groups shall ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal programs.

School personnel shall practice consistency of nutrition messages throughout the curriculum and environment.

Killdeer Public School may provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

The primary goal for Killdeer Public School’s physical activity component is to provide opportunities for every student to develop the knowledge and skills for lifelong physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short-and-long-term benefits of a physically active and healthy lifestyle.

All Killdeer Elementary school students may have at least 20 minutes per day of supervised recess of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, verbally, and through the provision of space and equipment.

The District may provide parents a list of foods that meet the district’s snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

The Killdeer Public School District is committed to support this Wellness Plan to fund the program needed to be effective.

Winter Weather Dress Apparel

Parents should check to see that their child is dressed properly for the ND winter weather conditions when they come to school. During cold weather, heavy winter jackets, scarves, caps, mittens, overshoes, and snow pants are vital, necessary and required. This is especially true for those children riding the buses.

50° to 30°	COAT
29° to 20°	COAT + GLOVES + HAT
19° to -4°	COAT + GLOVES + HAT + SNOW PANTS + BOOTS
Feels like -5°	WE STAY INSIDE FOR RECESS – PLEASE STILL BRING ALL WINTER WEATHER GEAR
Snow/Mud on the Ground	SNOWBOOTS

Withdrawal or Transfer, Release of Records

Should it become necessary to withdraw your child from school before the end of the term, notify both the classroom teacher and building principal of your intent as soon as possible so that the appropriate action can be taken to provide your child with the easiest possible adjustment to his/her new school. A student’s educational history will not be released to any agency other than to educational institutions to which the student is transferring, unless permission is granted by completing a request form.

F. Consider the Daycare Handbook for 2023-2024

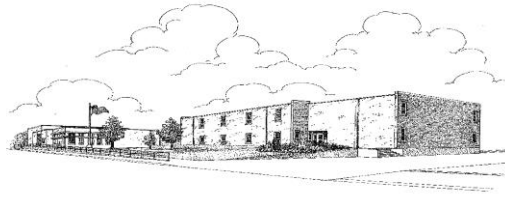
Administration

Jeff Simmons; Superintendent
Karter Kleeman; H.S. Principal
Andrew Cook; Elem. Principal
Rhonda Zastoupil; Business Manager

Killdeer Public School

District No. 16

PO Box 579
101 High St. NW
Killdeer, ND 58640



www.killdeer.k12.nd.us/

Phone: (701)764.5877

Fax: (701) 764.5648

Email: killdeer.school@k12.nd.us

Board of Directors

Pamla Kukla - President,
Levi Bang, Scott Bice,
Larry Lundberg, April Dutchuk

Little Cowboys Learning Center Child Care Contract for Services

This agreement is between the Little Cowboys Learning Center and the parents listed below. This agreement is effective for the 2022-2023 school year.

Parents' Names: _____

Mailing Address: _____

Phone Number: _____

KPS Employee 2022-2023 Fees:

- \$36.00/day for the first child
- \$19.50/day for every subsequent child

Non-KPS Employee 2022-2023 Fees:

- \$40.00/day/child

Please list the child information in the tables below. *Please note: Fees will be accessed for reserved daycare spots whether the child/children attend(s) that day or not.*

Child #1 Name:		Age:	
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Child #1 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #1: _____

The mission at Killdeer Public School is to ensure students acquire the knowledge, attitude, ethics, and skills needed to become productive citizens in our society.

Child #2 Name:		Age:	
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Child #2 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #2: _____

Child #3 Name:		Age:	
-----------------------	--	-------------	--

Child #3 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #3: _____

Child #4 Name:		Age:	
-----------------------	--	-------------	--

Child #4 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #4: _____

Total weekly fees for all enrolled children: _____

I agree to promptly notify the child care provider of any changes to the above information. I understand that I am fully responsible for the terms of this agreement and for prompt payment of daycare fees.

Parent Signature: _____ Date: _____

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 Cowboy's Learning Center recognizes the importance of play in the learning process for young children. Play is the basis for learning in our programs. LCLC works to empower children, promote individuality, and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, and emotional achievements, preparing them for their future educational needs.

Each child brings to Little Cowboy's Learning Center a history of life experience and cultural heritage. Partnerships between families and the Center are essential to the growth and development of the individual child. We strive to create and promote these strong partnerships with families and create a sense of community that is thoughtful, warm and compassionate.

Mission Statement

To provide child-centered, play-based learning experiences for young children in a safe and nurturing environment.

Disclaimer

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission, access to, or treatment in the childcare program and activities.

Open-door Policy

Little Cowboy's Learning Center carries an open-door policy. You may stop by at any time to observe your child, unless there is a court order in place; then access would be restricted. Just remember that visitors have an impact on your child's behavior, and they may "act up" while you are here. Also, if your child is having separation problems, a visit may make it difficult for your child when you leave again.

Communication

A verbal or written report will be given to all parents at the time of pickup to let you know about your child's day. If you need to call or text LCLC, and we do not answer, please remember that your child is at the top of our priorities, and we will return missed calls as soon as time allows.

*A conference can be scheduled at any time by either provider or parent.

Waiver

Little Cowboy's Learning Center reserves the right to make policy or financial changes at any time when it is in the best interest of the learning center and does not compromise the quality of the children's care. Any changes will be given a two-week notice.

Insurance

Little Cowboys Learning Center has and is required to carry liability insurance.

Hours of Operation

Little Cowboy's Learning Center hours of operation will be from 7:30 A.M. to 4:30 P.M., Monday through Friday. Please respect our time and have your child(ren) picked up by closing time. If you are late, it will be a ~~\$5.00 per minute charge (beyond 5:00 P.M.)~~ **\$30.00 per half hour, per child charge (beyond 4:30). Unless prior arrangements are made with the Director or on-duty Supervisor.**

Staff

Little Cowboys Learning Center will not employ any individual who has pled guilty to or pled no contest to: homicide, assaults-threats-coercion, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, facilitating prostitution, child procurement (abuse and neglect), sexual performances by children, or any other offense not listed above that has been determined to be not sufficiently rehabilitated. Little Cowboys Learning Center follows the guidelines set by the State of North Dakota.

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;
 - b. Shall be individuals of good physical, cognitive, social, and emotional health and shall use mature judgement when making decisions impacting the quality of care;
 - c. Shall verify completion of a department approved basic childcare course within the first three months of employment;
 - d. Shall certify the staff members own annual successful completion of the department approved training related to childcare;
 - e. Shall not place a child in an environment that would be harmful or dangerous to the child's physical, cognitive, social, or emotional health;
2. Receive a two-day, on-site orientation to the childcare program during the first week of employment. The orientation must address the following:
 - a. Emergency health, fire, and safety procedures for the daycare;
 - b. The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children and staff members;
 - c. Any special health or nutrition problems of the children assigned to the staff member;;
 - d. Any special needs of the children assigned to the staff member;
 - e. The planned program of activities at the daycare;
 - f. Rules and policies of the Little Cowboys Learning Center; and
 - g. Child abuse and neglect reporting laws;
3. Ensure safe care for children under supervision.

All employees are required to pass a background check prior to working at Little Cowboys Learning Center. All staff members are given an employee handbook and are expected to abide by the rules set forth by Little Cowboys Learning Center. All staff members are CPR and First Aid certified.

Enrollment

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission, access to, or treatment in the childcare program and activities.

We would love to give you a tour of our facility before your child starts at either of the centers 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
- Proof of Birth Certificate
- Immunization Record
- SIDS Infant form (if younger than 12 months)
- Signed Contract
- **Signed Receipt of Handbook**

If your child has a care plan due to an allergy or health problem, this must be submitted on or before the first day of daycare, along with a written doctor's note.

All records are kept confidential. If information needs to be updated at any other time, please notify the Director in writing.

Rates/Payments/Refunds

Please understand that you have a set schedule for your child(ren) to attend Little Cowboy's Learning Center, and you are asked to pay \$36 per day for the first child, and \$19.50 for every subsequent child **for KPS Employees and \$40.00 per day per child for non-KPS Employees**. For Children that attend preschool it is \$19.50 per child for each day they attend preschool. ~~Payments are due on Friday for the following week.~~ **Prepayment for two weeks is due prior to your Child's first day. You will be invoiced every two weeks thereafter, as prepay for the following two weeks. Little Cowboy's Learning Center has the right to refuse daycare services to anyone who has not prepaid by the prior Friday. Please note: the youngest child attending Little Cowboy's Learning Center will be the full rate child. Snow days will be credited on the next billing cycle.** Please see attached Childcare contract.

No Payment Scheduled school days off and snow days

*If rate increases need to be made, families will be notified in a timely matter of at least four weeks prior to taking effect.

*Checks, online payments, and cash will be the accepted methods of payment. The checks need to be made out to KPS. If one returned check takes place, a cashier check will be required. Any returned check will have a fee of \$35.

*Payments must be received ~~by 5:30 p.m. each Friday~~ **within seven (7) days of invoice date**. If payment is not made by the deadline, a \$10 daily fee will be added to your charges. **Any invoices 30 days or more past due will be subject to small claims, unless a payment plan has been agreed upon, in writing and signed by the Parent(s)/Guardian(s) and the Director or KPS Business Manager.**

*In the event of an illness or absence on Friday, payments will be due when your child returns.

*We are open based on the KPS calendar. This includes Teacher Inservices.

*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 \$36/day and \$19.50 for every subsequent child. **The drop-in fee for non-KPS Employees is \$40/day per Child.** There is no guarantee that space will be available for your child. You must call ahead to check for availability. All enrollment forms must be submitted

on or before the first day. Drop-ins must complete all necessary paperwork as mentioned under the **Enrollment** section of this Little Cowboy's Learning Center handbook.

Trial Period

There is a 2-week trial period during which time either you or Little Cowboys Learning Center may terminate childcare services without advance notice.

Termination Policies

Little Cowboys Learning Center reserves the right to terminate care in circumstances of non-payment of tuition that is 4 weeks behind payment schedule. Notices will be provided in writing of late tuition.

Little Cowboys Learning Center also reserves the right to terminate care, immediately and without notice, in instances of inappropriate behavior on the part of a child or parent/guardian. Please refer to the section regarding behavior and discipline.

If you wish to terminate your childcare services, after the 2-week trial period, a 2-week notice must be given, in writing, by the terminating party. You will be charged for up to two weeks from the day of your written notice.

Arrivals and Departures

Little Cowboy's Learning Center is responsible for your child once they are dropped off and until they are picked up. Do not just leave without being acknowledged. Please call if your child will be 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.

*We will not release your child to anyone not listed on the enrollment form, and without prior approval from the parents. Children are not allowed to walk unsupervised to their parents/guardians classroom or office without an approved adult. You need to let us know if someone other than you will be picking your child up from LCLC, and they must have a picture I.D. with them.

In the event of an early closure by KPS, Little Cowboy's Learning Center will follow KPS policy. Child(ren) must be picked up within 30 minutes of early closure to avoid the implements late fees as stated in this Little Cowboy's Learning Center handbook under **Hours of Operation**.

Alternate Care

In the event that Little Cowboy's Learning Center is closed (for some sort of emergency or unforeseen situation), it will be your responsibility to find alternate care. You need to have an alternate plan for your child if they are too ill to attend.

*If KPS experiences a school closure due to weather or unforeseeable circumstance, we will be closed.

Maternity Leave/Extended Leave

To maintain a place for your child(ren) with Little Cowboy's Learning Center, you are responsible to continue to pay for your spot at the contacted rate throughout maternity leave or an extended leave.

Confidentiality

All the above information will be kept confidential and will only be released to the authorized person such as but not limited to: The State Licensor, Police Department, Health and Social Services, and All Providers working for Little Cowboys Learning Center.

The privacy of all families at Little Cowboys Learning Center is very important to us. We ask that all parents refrain from discussing concerns and complaints with other families, especially with the use of other children's names. While you are at the daycare, you may also hear information about children or see a family interaction. We ask that you respect the privacy of other families, and we will expect them to respect your privacy. Please do not share pictures of your child's daycare mates online without permission from their parents.

Emergencies and Evacuation Procedures

In case of emergency, parents or their designees will be notified as soon as possible. Our first priority is to redirect or relocate for the safety of the children and staff.

Scratches and scrapes are inevitable when children play. These minor injuries will be treated with clean water and a bandage. In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact a parent/guardian, unless doing so endangers the child's life. In that case, necessary steps will be taken by putting the child's safety first (including calling the ambulance, a family doctor, or poison control). If for any reason we are unable to contact a parent/guardian, we will call the emergency contact number given at the time of enrollment. It is very important and the responsibility of the parent/guardian to ensure that all the information we have on file is current and correct at all times.

First aid kits are available in all the rooms. Fire extinguishers are located throughout the building.

Nutrition

Food for the children in the learning center is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Monthly menus will be posted and sent home (same as KPS).

Two meals and two snacks will be provided to your child while at LCLC. **If your child has allergies, please put this on the enrollment form and bring substitute meals if required.**

Eating Schedule

- *Breakfast is served between 8:00 a.m. and 8:20 a.m.
- *Morning snack is served at 10:00 a.m.
- *Lunch is served at 11:30 a.m.
- *Afternoon snack is served at 2:30 p.m.

Nap/Rest Time

It is required that all children under the age of 5 have a rest/nap time. The child may bring a small blanket, stuffed animal, and /or pacifier from home for nap time.

- *Any child under 18 months will be provided a pack n play and fitted sheet. Please see SIDS attachment.
- *Any child over 18 months will be provided a cot and fitted sheet.

Schedule

The daily schedule will be posted, and it is subject to change from day to day depending on the best interest of the children and based on projected weather conditions. If you have any concerns

about your child participating in any scheduled activity, please feel free to contact any LCLC teacher.

Learning Programs

Beginners-Ages 6 weeks-18 months: Every day is tailored to each child's own unique developmental needs and interests. For the older toddlers, short periods of structure provide opportunities to explore art materials, enjoy group stories, and unravel the mysteries of numbers, colors, and shapes. Most importantly, we use these experiences to help them develop into happy, independent, and secure children.

*Your child under two years old will receive a daily report that will include feedings/times, diapers, and a comment section. Also, if your child is getting low on supplies, we will make sure to give you advance notice.

Preschool-Ages 18 months, 3, 4, and 5 years old: Children in preschool are grouped based upon their age and/or achievement level, and they move at their own speed based upon their own unique skills and abilities. They benefit from a wider variety of choice, allows extra freedom to explore and more complex challenges to solve. Each morning after breakfast, we will start with attendance activities, and then we will introduce our theme related activities. They will also learn to use art materials creatively, safely, and neatly. The children will participate in active physical games.

Health and Safety

If a child is ill, please keep them at home in order to prevent the spreads of disease. Common colds with clear runny noses do NOT require exclusion from daycare unless the child is too ill to participate fully (including outdoor activities). However, light green runny noses and constant coughing will require that the child be excluded from the daycare until they are better. Our goal is to maintain a happy, healthy environment for all the children and staff.

- If your child feels too ill to participate fully and would potentially require more one on one time from the staff, due to illness, please keep your child home.
- If a child becomes sick at daycare, the parent/guardian will be notified so that they can pick the child up from the daycare within 1 hour. If parent cannot be reached, we will call the emergency contacts listed on the child's registration form

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from our center until:

A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at our daycare OR the symptoms have subsided for 24 hours without the aid of symptom masking drugs; i.e. ibuprofen, acetaminophen, etc.

- Vomiting: Child may return 24 hours after last incidence of vomiting.
- Diarrhea: two or more episodes of diarrhea increasing, coming out of the diaper, causing dehydration, or contains blood or mucus. Child may return 24 hours after last incident.
- Influenza: until fever free for 24 hours without taking fever reducing medication.
- Pink eye or conjunctivitis: with green or yellow discharge or matter until 24 hours have passed since first treated.
- Hand, foot, and mouth disease: unless lesions are seeping, and/or drooling uncontrollably.
- Scabies: until treatment has been completed.
- Lice/Nits: until there are no nits present and the lice have been treated.
- Strep throat: until 24 hours after prescription treatment.

- Fever of 101.00 degrees or greater: child must remain home until 24 hours fever free without fever reducing medicine.
- Chickenpox: until the 6th day of rash or sooner if all lesions are crusted and dried.
- Impetigo: until 24 hours after prescription treatment, as long as lesions are covered.
- Pertussis (Whooping cough): until 5 days of antibiotic treatment.
- Mumps: until 5 days after the onset of parotid gland swelling.
- Active tuberculosis: until a health care provider gives written permission stating that the child is on appropriate therapy and can attend daycare.
- Hepatitis A virus: until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles: until 4 days after onset of rash.
- Rubella: until 7 days after onset of rash.
- Methicillin-resistant Staphylococcus aureus (MRSA): if lesions cannot be covered, if a child is running a fever, or if the child cannot participate in activities.
- Rash with fever or rash with behavior changes.
- Ringworm: child may return once rash has improved with treatment of if clothing covers the rash.
- Any child who feels too ill to participate.
- Any child who can't stop crying or is excessively irritable.
- Any child who has difficulty breathing, is wheezing, or is coughing excessively.
- Any child with a bad stomachache.

Please use good judgement when making the decision to bring your child to Little Cowboys Learning Center. If your child is sick and lethargic, not only it is difficult for them to be away from you (their main source of comfort) but bringing them to daycare continues the spread of illness in other children. We appreciate your cooperation in this matter. Little Cowboys Learning Center will override any health care provider's order to return if necessary.

Handwashing Policy

Staff members and children shall wash their hands, according to recommendations by the federal centers for disease control and prevention, before preparing or serving meals, after diapering, after using toilet facilities, and after any other procedure that may involve contact with bodily fluids.

Health Policies

Parents/Guardians will be notified of communicable diseases that are present or have been present in the daycare. As a licensed daycare, we are required to notify the North Dakota Department of Health of certain infectious diseases.

Immunization Policy

All children must have verification that they have received all immunizations appropriate for the child's age, as prescribed by the state department of health, or have on file a document stating that the child is medically exempt from immunizations based on religious, philosophical, or moral beliefs. Children are required to be up to date with their immunizations and parents are expected to provide their child's immunization record.

It is recommended that unimmunized children be excluded from daycare if a vaccine-preventable disease occurs at the program for the duration of the possible exposure.

Medications, Lotions, and Sprays

Written permission from the parent is required before medication can be dispensed to a child. Prescription medication or over the counter medications may be administered by the Little Cowboys Learning Center Director or supervisor, 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 you child. You are responsible for providing your child's own sunscreen or bug spray. Please label it with your child's name on it.

Personal Belongings

Please label personal belongings with your child's name.

Please dress your child in comfortable, weather appropriate, washable clothing that will enable them to participate freely in the activities each day.

Some activities are messy and we will protect clothing as much as possible, but please take this into consideration when dressing your child for their busy day.

Please mark all outerwear with your child's first and last name and check the lost and found box regularly for misplaced clothing articles.

We ask that the following is provided for each child on their first day and is resupplied as necessary:

- An extra set of clothing that is appropriate for the current season and size.
- For infants: diapers, wipes, diaper cream, teething medicine, blanket, pacifiers, bottles, breastmilk, and/or formula, and sunscreen and bug spray if applicable.
- For toddlers: diapers, wipes, diaper cream, water bottle extra clothes, blanket for naptime, and sunscreen and bug spray if applicable.
- For potty training children: extra clothes, water bottle, blanket and pillow for rest time, and sunscreen and bug spray if applicable.

Toilet Training

Toilet training needs to be a cooperative effort between home and daycare. When a child shows interest or readiness, the staff will work with the parents to establish a routine. Staff welcome your comments and questions, and may ask many themselves, as they work with you to help your child transition out of diapers. If your child has had two accidents during the day while wearing underwear, they will be placed back in a pull-up, due to health and safety concerns.

Discipline and Guidelines

At Little Cowboys Learning Center, preferred behavior techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of possible problems, redirection, and use of direct and logical consequences. Children may be separated from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff.

Behavior Management

by making directions explicit, stating reasonable rules clearly and firmly, and adhering to them from the beginning. Our first method for avoiding discipline problems is to keep the children interested and engaged. A child feels more secure when caregivers keep him/her within acceptable limits. Redirection, problem solving, and role modeling techniques are used to help a child learn self-control and conflict

resolution. You are welcome to inquire about your child's behavior at any time and we encourage this discussion with your child's caregiver. Appropriate behavior will be acknowledged and appreciated. Inappropriate behavior will be quietly addressed as soon as it is observed.

A seven-step behavior process will be utilized at Little Cowboys Learning Center. All staff is expected to follow this process:

1. Redirect
2. Warn
3. Time Out
4. Time apart
5. Removal from group
6. Safety Plan/Action Plan
7. Possible Withdrawal

If unruly behavior continues, parents/guardians will be informed so that we can work together to find the best way to improve the child's behavior. A parent/guardian meeting will be set up with your children's caregiver and Director or Supervisor. If none of the above steps results in improvement, Little Cowboys Learning Center reserves the right to terminate daycare services.

According to state law, a child may not be:

- Subjected to physical harm, fear, or humiliation
- Isolated in a locked room or closet
- Punished for lapses in toilet training
- Force fed or coerced to eat, unless medically prescribed and administered under a medical provider's care

And a staff member may not:

- Use verbal abuse or make derogatory remarks about a child, or a child's family, race or religion when addressing the child or in the presence of a child
- Use profane, threatening, unduly loud, or abusive language in the presence of a child
- Use deprivation of meals or snacks as a form of discipline or punishment
- Kick, slap, punch, spank, shake, pinch, bite, roughly handle, strike, mechanically restrain, or physically maltreat a child
- Force a child to ingest substances that would cause pain or discomfort, for example, placing soap in a child's mouth to deter the child from biting other children
- Withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation

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 daycares and learning centers are mandated to turn in any suspicious or visual signs of abuse and neglect. Also, if you feel any abuse or neglect is being conducted by the care providers, you may contact the Child Protective Services at 1(833) 958-3500.

Grievance

If you have a concern or question with any of the children or staff you may call the Director of Little Cowboy's Learning Center (Jana Smith) at (701) 590-4576 or the superintendent of the Killdeer Public School at (701) 764-5877. You may also call our licenser Janinne Paulson at (701) 339-5673 or her email is jpaulson@nd.gov.

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 back yard (fenced in area), and safely go across the street to the school to meet with parents.

*In case of a disaster, we will immediately evacuate the building and seek safety at the football field of the Killdeer Public School. If the school is not accessible, we will seek shelter at the High Plains Community Center. If shelter outside the Killdeer community is needed, we will seek shelter at the Dunn County Emergency Services.

Taxes

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

Killdeer Public School District

Administration

Jeff Simmons, Superintendent
Karter Kleeman, HS Principal
Andrew Cook, Elem Principal
Rhonda Zastoupil, Business



Cowboys

School Board

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

Little Cowboys Learning Center Child Care Contract for Services

This agreement is between the Little Cowboys Learning Center and the parents listed below. This agreement is effective for the 2022-2024 school year.

Parents' Names: _____

Mailing Address: _____

Phone Number: _____

KPS Employee 2023-2024 Fees:

- \$36.00/day for the first child
- \$19.50/day for every subsequent child

Non-KPS Employee 2023-2024 Fees:

- \$40.00/day/child

Please list the child information in the tables below. *Please note: Fees will be accessed for reserved daycare spots whether the child/children attend(s) that day or not.*

Child #1 Name:		Age:	
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Child #1 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #1: _____

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Cowboys

Child #2 Name:		Age:	
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Child #2 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #2: _____

Child #3 Name:		Age:	
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Child #3 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #3: _____

Child #4 Name:		Age:	
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Cowboys

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President
Larry Lundberg, Member
Scott Bice, Member

Child #4 Schedule: (Check the days of the week you request a daycare spot to be reserved)

	AM Only	PM Only	All Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Fees/Week for Child #4: _____

Total weekly fees for all enrolled children: _____

I agree to promptly notify the child care provider of any changes to the above information. I understand that I am fully responsible for the terms of this agreement and for prompt payment of daycare fees.

Parent Signature: _____ Date: _____

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 Cowboy's Learning Center recognizes the importance of play in the learning process for young children. Play is the basis for learning in our programs. LCLC works to empower children, promote individuality, and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, and emotional achievements, preparing them for their future educational needs.

Each child brings to Little Cowboy's Learning Center a history of life experience and cultural heritage. Partnerships between families and the Center are essential to the growth and development of the individual child. We strive to create and promote these strong partnerships with families and create a sense of community that is thoughtful, warm and compassionate.

Mission Statement

To provide child-centered, play-based learning experiences for young children in a safe and nurturing environment.

Disclaimer

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission, access to, or treatment in the childcare program and activities.

Open-door Policy

Little Cowboy's Learning Center carries an open-door policy. You may stop by at any time to observe your child, unless there is a court order in place; then access would be restricted. Just remember that visitors have an impact on your child's behavior, and they may "act up" while you are here. Also, if your child is having separation problems, a visit may make it difficult for your child when you leave again.

Communication

A verbal or written report will be given to all parents at the time of pickup to let you know about your child's day. If you need to call or text LCLC, and we do not answer, please remember that your child is at the top of our priorities, and we will return missed calls as soon as time allows.

*A conference can be scheduled at any time by either provider or parent.

Waiver

Little Cowboy's Learning Center reserves the right to make policy or financial changes at any time when it is in the best interest of the learning center and does not compromise the quality of the children's care. Any changes will be given a two-week notice.

Insurance

Little Cowboys Learning Center has and is required to carry liability insurance.

Hours of Operation

Little Cowboy's Learning Center hours of operation will be from 7:30 A.M. to 4:30 P.M., Monday through Friday. Please respect our time and have your child(ren) picked up by closing time. If you are late, it will be a \$30.00 per half hour, per child charge (beyond 4:30), unless prior arrangements are made with the Director or on-duty Supervisor.

Staff

Little Cowboys Learning Center will not employ any individual who has pled guilty to or pled no contest to: homicide, assaults-threats-coercion, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, facilitating prostitution, child procurement (abuse and neglect), sexual performances by children, or any other offense not listed above that has been determined to be not sufficiently rehabilitated. Little Cowboys Learning Center follows the guidelines set by the State of North Dakota.

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;
 - b. Shall be individuals of good physical, cognitive, social, and emotional health and shall use mature judgement when making decisions impacting the quality of care;
 - c. Shall verify completion of a department approved basic childcare course within the first three months of employment;
 - d. Shall certify the staff members own annual successful completion of the department approved training related to childcare;
 - e. Shall not place a child in an environment that would be harmful or dangerous to the child's physical, cognitive, social, or emotional health;
2. Receive a two-day, on-site orientation to the childcare program during the first week of employment. The orientation must address the following:
 - a. Emergency health, fire, and safety procedures for the daycare;
 - b. The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children and staff members;
 - c. Any special health or nutrition problems of the children assigned to the staff member;;
 - d. Any special needs of the children assigned to the staff member;
 - e. The planned program of activities at the daycare;
 - f. Rules and policies of the Little Cowboys Learning Center; and
 - g. Child abuse and neglect reporting laws;
3. Ensure safe care for children under supervision.

All employees are required to pass a background check prior to working at Little Cowboys Learning Center. All staff members are given an employee handbook and are expected to abide by the rules set forth by Little Cowboys Learning Center. All staff members are CPR and First Aid certified.

Enrollment

Little Cowboys Learning Center accepts children from birth through 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission, access to, or treatment in the childcare program and activities.

We would love to give you a tour of our facility before your child starts at either of the centers 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
- Proof of Birth Certificate
- Immunization Record
- SIDS Infant form (if younger than 12 months)
- Signed Contract
- Signed Receipt of Handbook

If your child has a care plan due to an allergy or health problem, this must be submitted on or before the first day of daycare, along with a written doctor's note.

All records are kept confidential. If information needs to be updated at any other time, please notify the Director in writing.

Rates/Payments/Refunds

Please understand that you have a set schedule for your child(ren) to attend Little Cowboy's Learning Center, and you are asked to pay \$36 per day for the first child, and \$19.50 for every subsequent child for KPS Employees and \$40.00 per day per child for non-KPS Employees. For Children that attend preschool it is \$19.50 per child for each day they attend preschool. Prepayment for two weeks is due prior to your child's first day. You will be invoiced every two weeks thereafter, as prepay for the following two weeks. Little Cowboy's Learning Center has the right to refuse daycare services to anyone who has not prepaid by the prior Friday. Please note: the youngest child attending Little Cowboy's Learning Center will be the full rate child. Snow days will be credited on the next billing cycle. Please see attached Childcare contract.

No Payment Scheduled school days off and snow days

*If rate increases need to be made, families will be notified in a timely matter of at least four weeks prior to taking effect.

*Checks, online payments, and cash will be the accepted methods of payment. The checks need to be made out to KPS. If one returned check takes place, a cashier check will be required. Any returned check will have a fee of \$35.

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Confidentiality

All the above information will be kept confidential and will only be released to the authorized person such as but not limited to: The State Licensor, Police Department, Health and Social Services, and All Providers working for Little Cowboys Learning Center.

The privacy of all families at Little Cowboys Learning Center is very important to us. We ask that all parents refrain from discussing concerns and complaints with other families, especially with the use of other children's names. While you are at the daycare, you may also hear information about children or see a family interaction. We ask that you respect the privacy of other families, and we will expect them to respect your privacy. Please do not share pictures of your child's daycare mates online without permission from their parents.

Emergencies and Evacuation Procedures

In case of emergency, parents or their designees will be notified as soon as possible. Our first priority is to redirect or relocate for the safety of the children and staff.

Scratches and scrapes are inevitable when children play. These minor injuries will be treated with clean water and a bandage. In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact a parent/guardian, unless doing so endangers the child's life. In that case, necessary steps will be taken by putting the child's safety first (including calling the ambulance, a family doctor, or poison control). If for any reason we are unable to contact a parent/guardian, we will call the emergency contact number given at the time of enrollment. It is very important and the responsibility of the parent/guardian to ensure that all the information we have on file is current and correct at all times.

First aid kits are available in all the rooms. Fire extinguishers are located throughout the building.

Nutrition

Food for the children in the learning center is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Monthly menus will be posted and sent home (same as KPS).

Two meals and two snacks will be provided to your child while at LCLC. **If your child has allergies, please put this on the enrollment form and bring substitute meals if required.**

Eating Schedule

- *Breakfast is served between 8:00 a.m. and 8:20 a.m.
- *Morning snack is served at 10:00 a.m.
- *Lunch is served at 11:30 a.m.
- *Afternoon snack is served at 2:30 p.m.

Nap/Rest Time

It is required that all children under the age of 5 have a rest/nap time. The child may bring a small blanket, stuffed animal, and /or pacifier from home for nap time.

- *Any child under 18 months will be provided a pack n play and fitted sheet. Please see SIDS attachment.
- *Any child over 18 months will be provided a cot and fitted sheet.

Schedule

The daily schedule will be posted, and it is subject to change from day to day depending on the best interest of the children and based on projected weather conditions. If you have any concerns

about your child participating in any scheduled activity, please feel free to contact any LCLC teacher.

Learning Programs

Beginners-Ages 6 weeks-18 months: Every day is tailored to each child's own unique developmental needs and interests. For the older toddlers, short periods of structure provide opportunities to explore art materials, enjoy group stories, and unravel the mysteries of numbers, colors, and shapes. Most importantly, we use these experiences to help them develop into happy, independent, and secure children.

*Your child under two years old will receive a daily report that will include feedings/times, diapers, and a comment section. Also, if your child is getting low on supplies, we will make sure to give you advance notice.

Preschool-Ages 18 months, 3, 4, and 5 years old: Children in preschool are grouped based upon their age and/or achievement level, and they move at their own speed based upon their own unique skills and abilities. They benefit from a wider variety of choice, allows extra freedom to explore and more complex challenges to solve. Each morning after breakfast, we will start with attendance activities, and then we will introduce our theme related activities. They will also learn to use art materials creatively, safely, and neatly. The children will participate in active physical games.

Health and Safety

If a child is ill, please keep them at home in order to prevent the spreads of disease. Common colds with clear runny noses do NOT require exclusion from daycare unless the child is too ill to participate fully (including outdoor activities). However, light green runny noses and constant coughing will require that the child be excluded from the daycare until they are better. Our goal is to maintain a happy, healthy environment for all the children and staff.

- If your child feels too ill to participate fully and would potentially require more one on one time from the staff, due to illness, please keep your child home.
- If a child becomes sick at daycare, the parent/guardian will be notified so that they can pick the child up from the daycare within 1 hour. If parent cannot be reached, we will call the emergency contacts listed on the child's registration form

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from our center until:

A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at our daycare OR the symptoms have subsided for 24 hours without the aid of symptom masking drugs; i.e. ibuprofen, acetaminophen, etc.

- Vomiting: Child may return 24 hours after last incidence of vomiting.
- Diarrhea: two or more episodes of diarrhea increasing, coming out of the diaper, causing dehydration, or contains blood or mucus. Child may return 24 hours after last incident.
- Influenza: until fever free for 24 hours without taking fever reducing medication.
- Pink eye or conjunctivitis: with green or yellow discharge or matter until 24 hours have passed since first treated.
- Hand, foot, and mouth disease: unless lesions are seeping, and/or drooling uncontrollably.
- Scabies: until treatment has been completed.
- Lice/Nits: until there are no nits present and the lice have been treated.
- Strep throat: until 24 hours after prescription treatment.

- Fever of 101.00 degrees or greater: child must remain home until 24 hours fever free without fever reducing medicine.
- Chickenpox: until the 6th day of rash or sooner if all lesions are crusted and dried.
- Impetigo: until 24 hours after prescription treatment, as long as lesions are covered.
- Pertussis (Whooping cough): until 5 days of antibiotic treatment.
- Mumps: until 5 days after the onset of parotid gland swelling.
- Active tuberculosis: until a health care provider gives written permission stating that the child is on appropriate therapy and can attend daycare.
- Hepatitis A virus: until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles: until 4 days after onset of rash.
- Rubella: until 7 days after onset of rash.
- Methicillin-resistant Staphylococcus aureus (MRSA): if lesions cannot be covered, if a child is running a fever, or if the child cannot participate in activities.
- Rash with fever or rash with behavior changes.
- Ringworm: child may return once rash has improved with treatment of if clothing covers the rash.
- Any child who feels too ill to participate.
- Any child who can't stop crying or is excessively irritable.
- Any child who has difficulty breathing, is wheezing, or is coughing excessively.
- Any child with a bad stomachache.

Please use good judgement when making the decision to bring your child to Little Cowboys Learning Center. If your child is sick and lethargic, not only it is difficult for them to be away from you (their main source of comfort) but bringing them to daycare continues the spread of illness in other children. We appreciate your cooperation in this matter. Little Cowboys Learning Center will override any health care provider's order to return if necessary.

Handwashing Policy

Staff members and children shall wash their hands, according to recommendations by the federal centers for disease control and prevention, before preparing or serving meals, after diapering, after using toilet facilities, and after any other procedure that may involve contact with bodily fluids.

Health Policies

Parents/Guardians will be notified of communicable diseases that are present or have been present in the daycare. As a licensed daycare, we are required to notify the North Dakota Department of Health of certain infectious diseases.

Immunization Policy

All children must have verification that they have received all immunizations appropriate for the child's age, as prescribed by the state department of health, or have on file a document stating that the child is medically exempt from immunizations based on religious, philosophical, or moral beliefs. Children are required to be up to date with their immunizations and parents are expected to provide their child's immunization record.

It is recommended that unimmunized children be excluded from daycare if a vaccine-preventable disease occurs at the program for the duration of the possible exposure.

Medications, Lotions, and Sprays

Written permission from the parent is required before medication can be dispensed to a child. Prescription medication or over the counter medications may be administered by the Little Cowboys Learning Center Director or supervisor, 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 you child. You are responsible for providing your child's own sunscreen or bug spray. Please label it with your child's name on it.

Personal Belongings

Please label personal belongings with your child's name.

Please dress your child in comfortable, weather appropriate, washable clothing that will enable them to participate freely in the activities each day.

Some activities are messy and we will protect clothing as much as possible, but please take this into consideration when dressing your child for their busy day.

Please mark all outerwear with your child's first and last name and check the lost and found box regularly for misplaced clothing articles.

We ask that the following is provided for each child on their first day and is resupplied as necessary:

- An extra set of clothing that is appropriate for the current season and size.
- For infants: diapers, wipes, diaper cream, teething medicine, blanket, pacifiers, bottles, breastmilk, and/or formula, and sunscreen and bug spray if applicable.
- For toddlers: diapers, wipes, diaper cream, water bottle extra clothes, blanket for naptime, and sunscreen and bug spray if applicable.
- For potty training children: extra clothes, water bottle, blanket and pillow for rest time, and sunscreen and bug spray if applicable.

Toilet Training

Toilet training needs to be a cooperative effort between home and daycare. When a child shows interest or readiness, the staff will work with the parents to establish a routine. Staff welcome your comments and questions, and may ask many themselves, as they work with you to help your child transition out of diapers. If your child has had two accidents during the day while wearing underwear, they will be placed back in a pull-up, due to health and safety concerns.

Discipline and Guidelines

At Little Cowboys Learning Center, preferred behavior techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of possible problems, redirection, and use of direct and logical consequences. Children may be separated from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff.

Behavior Management

by making directions explicit, stating reasonable rules clearly and firmly, and adhering to them from the beginning. Our first method for avoiding discipline problems is to keep the children interested and engaged. A child feels more secure when caregivers keep him/her within acceptable limits. Redirection, problem solving, and role modeling techniques are used to help a child learn self-control and conflict

resolution. You are welcome to inquire about your child's behavior at any time and we encourage this discussion with your child's caregiver. Appropriate behavior will be acknowledged and appreciated. Inappropriate behavior will be quietly addressed as soon as it is observed.

A seven-step behavior process will be utilized at Little Cowboys Learning Center. All staff is expected to follow this process:

1. Redirect
2. Warn
3. Time Out
4. Time apart
5. Removal from group
6. Safety Plan/Action Plan
7. Possible Withdrawal

If unruly behavior continues, parents/guardians will be informed so that we can work together to find the best way to improve the child's behavior. A parent/guardian meeting will be set up with your children's caregiver and Director or Supervisor. If none of the above steps results in improvement, Little Cowboys Learning Center reserves the right to terminate daycare services.

According to state law, a child may not be:

- Subjected to physical harm, fear, or humiliation
- Isolated in a locked room or closet
- Punished for lapses in toilet training
- Force fed or coerced to eat, unless medically prescribed and administered under a medical provider's care

And a staff member may not:

- Use verbal abuse or make derogatory remarks about a child, or a child's family, race or religion when addressing the child or in the presence of a child
- Use profane, threatening, unduly loud, or abusive language in the presence of a child
- Use deprivation of meals or snacks as a form of discipline or punishment
- Kick, slap, punch, spank, shake, pinch, bite, roughly handle, strike, mechanically restrain, or physically maltreat a child
- Force a child to ingest substances that would cause pain or discomfort, for example, placing soap in a child's mouth to deter the child from biting other children
- Withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation

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 daycares and learning centers are mandated to turn in any suspicious or visual signs of abuse and neglect. Also, if you feel any abuse or neglect is being conducted by the care providers, you may contact the Child Protective Services at 1(833) 958-3500.

Grievance

If you have a concern or question with any of the children or staff you may call the Director of Little Cowboy's Learning Center (Jana Smith) at (701) 590-4576 or the superintendent of the Killdeer Public School at (701) 764-5877. You may also call our licenser Janinne Paulson at (701) 339-5673 or her email is jpaulson@nd.gov.

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 back yard (fenced in area), and safely go across the street to the school to meet with parents.

*In case of a disaster, we will immediately evacuate the building and seek safety at the football field of the Killdeer Public School. If the school is not accessible, we will seek shelter at the High Plains Community Center. If shelter outside the Killdeer community is needed, we will seek shelter at the Dunn County Emergency Services.

Taxes

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

G. Consider the Consolidated Application for Federal Funds 2023-2024

Killdeer Public School District No. 16

Administration

Jeff Simmons, Superintendent
Karter Kleeman, HS Principal
Andrew Cook, Elem Principal
Rhonda Zastoupil, Business Manager



School Board

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

2023-2024 Consolidated Application

Annually the Killdeer School District conducts a school board Strategic Planning session. During the Strategic Planning session three areas are evaluated and re-evaluated. The three areas are: 1. Long Range Financial Plan, 2. Facilities and 3. Curriculum and Instruction. “Smart Goals” were used that are time bond and revisited from the previous year’s strategic planning session. The 2022-2023 goals were/are regularly revisited throughout the course of the academic school year. The 2023-2024 goals will be revisited at the School Board Strategic Planning session slated for late October of the 2023-2024 school year. NWEA, Acadience assessments is regularly reviewed during staff meetings and at least quarterly at school board meetings.

Killdeer’s Cognia Accreditation process was completed at the end of the 2021-2022 school year. The Cognia plan is visited throughout the course of the school year as we strive to meet the areas recommended for improvement.

A new Curriculum Facilitator was hired for the 2023-2024 school year. The purpose of the position will to meet the components of this portion of the consolidated application: Consultation, Equity and Evaluation of our academic progress K-12. We have purchased Fastbridge as our method of gathering assessment data to evaluate our Multi-Tiered System of Supports (MTSS). The district has selected Fastbridge as the universal screener to identify student outcomes and identify similar learning deficiencies to more effectively and efficiently meet the needs of disadvantaged students. By using this feature, we are able to use strategies of MTSS such as walk to learn strategies to use the expertise of teachers and better meet the needs of students. The district will employ a train the trainer strategy to teach teachers how to use Fastbridge as the year progresses.

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34408 - Killdeer Public School #16 2023-2024

Application Details

Funding Opportunity:	33861-Consolidated Application 2023-2024
Funding Opportunity Due Date:	Jun 30, 2023 11:59 PM
Program Area:	Federal Title Programs
Status:	Submitted
Stage:	Pre-Application
Initial Submit Date:	May 5, 2023 11:00 AM
Initially Submitted By:	Jeff Simmons
Last Submit Date:	May 31, 2023 11:36 AM
Last Submitted By:	Jeff Simmons

Contact Information

Primary Contact Information

Name:	Mr. Jeff A Simmons <small>Salutation First Name Middle Name Last Name</small>
Title:	Superintendent
Email*:	Jeff.Simmons@k12.nd.us
Address*:	306 Hovden Dr. PO Box 624 Killdeer North Dakota 58640 <small>City State/Province Postal Code/Zip</small>
Phone*:	605-490-0856 Ext. Phone ###-###-####
Fax:	###-###-####

Organization Information

Name*:	Killdeer Public School District #16
Organization Type*:	Public LEA
Tax Id:	
Organization Website:	http://www.killdeer.k12.nd.us/
Address*:	PO Box 579 Killdeer North Dakota 58640-____ <small>City State/Province Postal Code/Zip</small>

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Larry Lundberg, Member
Scott Bice, Member
Kelli Schollmeyer, Member

Phone*: (701) 764-5877 Ext. ###-###-####
Fax: (701) 764-5877 ###-###-####
SAM.gov Entity ID: NQQDQKGGKS16
SAM.gov Name: Killdeer School District 16
SAM.gov Expiration Date: 10/17/2023

23-24 Intent to Apply, Assurances, and Certifications

Intent to Apply, Assurances, and Certifications

Title I

Title I Intent to Apply*: Yes

By accepting federal funds, our district agrees to all of the General Assurances outlined in the Every Student Succeeds Act (ESSA) and the specific assurances applicable to the Title I program.

The board-approved Title I authorized representative certifies that he/she has read and understands the assurances contained in this document and the School District complies with these assurances.

Title I Assurances (◆1112), most notably the following criteria:

- Parent's Right to Know ? 1) Individual school building administrators must notify parents of all students that they may request information regarding the professional qualifications of instructional staff in their buildings; and if the school receives a request, it must provide parents with this information; and 2) schools must notify parents if students are taught for four consecutive weeks by a teacher who is authorized to teach in ND, but is currently teaching under an emergency or provisional license, or is taking coursework to meet licensing requirements. ◆1112(e)
- Title I Policies ? Title I programs must comply with the Dispute Resolution Policy, Parent and Family Engagement Policies, and School-Parent Compact. These Policies must be updated annually, establish the district's expectations and objectives for meaningful parent and family involvement, and describe how it will involve parents and families in jointly developing the plan and integrating effective strategies.
- Will ensure that migratory children and formerly migratory children who are eligible to receive services are selected to receive such services on the same basis as other children who are selected to receive services. ◆1112(c)(1).
- Collaborate with the State or local welfare agency to designate a foster care liaison, develop and implement written procedures governing transportation to maintain foster children in their school of origin when in their best interest. ◆1112(c)(5)(A-B).
- Will, if funds are used to provide early childhood development services to low-income children below the age of compulsory school attendance, comply with the performance standards established under Section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)). ◆1112(c)(7).
- Will, regardless of whether it operates a Title I preschool program, carry out the coordination of activities with Head Start agencies or other early learning programs that serve children who will attend schools of the district; this coordination must include a systematic procedure for receiving records, communication regarding early childhood programs, consultation with stakeholders, professional development, and collaboration with Head Start agencies. (◆1119)

Jeff Simmons	Superintendent	05/05/2023
Title I Authorized Representative Signature	Position	Date
jeff.simmons@k12.nd.us	701-764-5877	
Email	Phone	

Schoolwide Comingling

Please select each program that you will be comingling into one budget. (When comingling funds, schoolwide programs DO NOT have to track how each program's dollars are spent; instead, the school would combine all the dollars into one account to be used for all schoolwide program operations. All federal funds used to support the schoolwide plan should be put into one account at the local site. Federal funds should not go into the general fund, as schools will still need to submit financial reports tracking the expenditure of the federal funds as a whole.)

Schoolwide Comingling: NA, Title I Part A - Improving the Academic Achievement of the Disadvantaged

Within the schoolwide plan, schools must identify how the intent and purpose of the program meets schoolwide goals and activities.

Title II, Part A ? Supporting Effective Instruction

The intent and purpose of the program is to prepare, train, and recruit high-quality teachers, principals, or other school leaders by supporting professional development using evidence-based strategies in the following areas:

- To increase student achievement consistent with the challenging state academic standards.
- To improve the quality and effectiveness of teachers, principals, and other school leaders.
- To increase the number of teachers, principals and other school leaders who are effective in improving student academic achievement in schools.
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders through strategies such as improving teacher

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Killdeer Public School District No. 16

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and principal quality grounded on evidence-based research and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.

Provide a description of how the school will meet the intent and purpose of Title II:

Title II Intent and Purpose:

N/A

Title IV, Part A ? Student Support and Academic Enrichment Grants

The intent and purpose of the program is to coordinate and integrate the program through strategies and activities to support one of the three areas:

- Providing students with a well-rounded education (e.g. STEM, arts, civics, AP, health, and physical education)
- Supporting safe and healthy students (e.g., school mental health, drug and violence prevention, training on trauma-informed practices, health, and physical education)
- Supporting the effective use of technology (e.g., professional development, blended learning, technology devices)

Provide a description of how the school will meet the intent and purpose of Title IV:

Title IV Intent and Purpose:

N/A

Participation in Transfer Flexibility

Programs the District will Transfer From	Programs the District will Transfer To	Estimated Transfer Amount
Title II Part A	Transfer Title V	\$45,271.00
Title IV Part A	Transfer Title V	\$24,775.00

Title II

Title II Intent to Apply*: Yes-Transfer

Title III

Title III Intent to Apply (All districts must complete).

Yes if selecting "Yes", the district signifies its intent to accept Title III funds as an individual district or with a consortium. Continue to other questions below.
 If selecting "No", then no other questions need to be completed.

Are you the fiscal agent for a Title III grant?

No

If no, do you currently participate in or do you wish to participate in a Title III consortium/co-op? If selecting "Yes", continue to other questions below. If selecting "No", then no other questions need to be completed.

Yes

If yes, with which Title III consortium/co-op do you currently participate, or do you wish to participate?

RESP-Belfield

By accepting federal funds, our district agrees to all of the General Assurances outlined in the Every Student Succeeds Act (ESSA) and the specific assurances applicable to the Title III program.

The board-approved Title III authorized representative certifies that he/she has read and understands the assurances contained in this document and the School District complies with these assurances.

Title III Assurances (3115). The district assures it will:

- Use the funds to provide an effective language instruction educational program to increase the English language proficiency of English learners (Title III, 3115(c)(1)(A-B));
- Use the funds to provide effective professional development for classroom teachers, principals and other school leaders, administrators, and other school or community-based organizational personnel (Title III, 3115(c)(2)(A-D));
- Use the funds to provide and implement effective parent, family, and community engagement activities (Title III, 3115(c)(3)(A));

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- d. Implement the statewide entrance and exit criteria and procedures (ND State ESSA Plan, Title III, §3113(b)(2));
- e. Ensure all ELs annually participate in the ND ELP Assessment (Title III, §3116(b)(2)(A), Title III, §3113(b)(3)(B), and Title I, §1111(b)(2)(G)(i));
- f. Evaluate the English language development program effectiveness and student progress (Title III, §3113(b)(8)(A,B));
- g. Ensure all teachers in any Title III language instruction educational program for English learners are fluent in English including having written and oral communications skills (Title III, §3116(c))

Jeff Simmons	Superintendent
Title III Authorized Representative Signature	Position
jeff.simmons@k12.nd.us	701-764-5877
Email	Phone

Title IV

Title IV Intent to Apply: Yes-Transfer

Title IV Waiver Options

The district is requesting a waiver under the Education Flexibility Partnership for the following federal program(s) and statutory requirement(s):

Title IV Spending Requirements:

Title IV 15% Technology Cap:

Explain what you want to do and how a waiver will help you achieve measurable goals that are linked to state and/or local assessments for each school year.
Explain how the waiver's overall intent fits into the school and district improvement plans.

Rationale:

Explain how both the specific population of students and all other students will be affected by the waiver. Describe how you will ensure that students at risk are benefiting from the waiver.

Impact:

Explain how you will annually monitor the effect of the waiver on student learning. Provide the major indicators of student learning and educational performance that you will use.

Assessment:

Nonpublic School Equitable Services and Participating Nonpublic Schools

Name of Private School	Grade Span (Check all that apply)	Program Participation (Check all that apply)
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No Data for Table

H. Consider revised KPS Fee Schedule for 2023-2024

KPS Fee Schedule - 2023-2024

<u>Breakfast Tickets</u>	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year
Grades K-12	\$ 2.25	\$ 45.00	\$ 225.00	\$ 393.75
Adult	\$ 2.85	\$ 57.00	\$ 285.00	\$ 498.75
Second Milk/Juice	\$ 0.60			
Second Meal (if available)	No charge			

<u>Lunch Tickets</u>	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year
Grades K-6	\$ 3.25	\$ 65.00	\$ 325.00	\$ 568.75
Grades 7-12	\$ 3.35	\$ 67.00	\$ 335.00	\$ 586.25
Adult	\$ 4.25	\$ 85.00	\$ 425.00	\$ 743.75
Second Milk/Juice	\$ 0.60			
Second Meal (if available)	No charge			

Snack Milk (Pre-K - Gr 3) District covers charge

Supplies Fees

Ag Ed (Gr 9-12)	\$56.00
Band Instrument	\$82.00
FACS (Gr 9-12)	\$56.00

Drivers Education

Course Fee	\$205.00
Repeat Course Fee	\$380.00

Student Activity Tickets

Grades 1-6	\$70.00
Grades 7-12	\$80.00

Athletic Season Tickets

	Adult	Husband/Wife
All Seasons	\$80.00	\$140.00

Individual Admission Charges

Adults	\$7.00
Grades 1-12	\$5.00
JH Activities - Adults	\$5.00
JH Activities - Students	\$3.00
Senior Citizen - Age 60	\$5.00
JH Activities - Senior Citizen - Age 60	\$2.00

KPS Fees Schedule - 2022-2023

Breakfast Tickets

	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year
Grades K-12	\$ 2.10	\$ 42.00	\$ 210.00	\$ 367.50
Adult	\$ 2.70	\$ 54.00	\$ 270.00	\$ 472.50
Second Milk/Juice	\$ 0.50			
Second Meal (if available)	No charge			

Lunch Tickets

	Price Per Meal	Price for 20 Meals	Price for 100 Meals	Price for Full Year
Grades K-6	\$ 3.05	\$ 61.00	\$ 305.00	\$ 533.75
Grades 7-12	\$ 3.15	\$ 63.00	\$ 315.00	\$ 551.25
Adult	\$ 4.00	\$ 80.00	\$ 400.00	\$ 700.00
Second Milk/Juice	\$ 0.50			
Second Meal (if available)	No charge			

Snack Milk (Pre-K - Gr 3)

District covers charge

Supplies Fees

Ag Ed (Gr 9-12)	\$55.00
Band Instrument	\$81.00
Art (Gr 9-12)	\$55.00

Drivers Education

Course Fee	\$200.00
Repeat Course Fee	\$375.00

Activity Tickets

Grades 1-6	\$70.00
Grades 7-12	\$80.00

Athletic Season Tickets

	Adult	Husband/Wife
All Seasons	\$70.00	\$120.00

Individual Admission Charges

Adults	\$6.00
Grades 1-12	\$4.00
JH Activities - Adults	\$3.00
JH Activities - Students	\$2.00
Senior Citizen - Age 60	\$5.00
JH Activities - Senior Citizen - Age 60	\$2.00

KPS Fees Schedule - 2021-2022

	Approved 15-16	Approved 15-16	Approved 16-17	Approved 16-17	Approved 17-18	Approved 18-19	Approved 18-19	Approved 19-20	Approved 19-20	Approved 20-21	Approved 20-21	Approved 21-22	Approved 21-22
Breakfast Tickets													
Grades K-12	\$1.85 Per Meal	20 Meals - \$37.00	\$1.95 Per Meal	20 Meals - \$39.00	\$2.00 Per Meal	20 Meals - \$40.00	\$2.00 Per Meal	20 Meals - \$40.00	\$2.05 Per Meal	20 Meals - \$41.00	\$2.05 Per Meal	20 Meals - \$41.00	\$2.05 Per Meal
Adult	\$2.45 Per Meal	20 Meals - \$49.00	\$2.55 Per Meal	20 Meals - \$51.00	\$2.60 Per Meal	20 Meals - \$52.00	\$2.60 Per Meal	20 Meals - \$52.00	\$2.65 per meal	20 Meals - \$53.00	\$2.65 per meal	20 Meals - \$53.00	\$2.65 per meal
Lunch Tickets													
Grades K-6	\$2.65 Per Meal	20 Meals - \$53.00	\$2.80 Per Meal	20 Meals - \$56.00	\$2.90 Per Meal	20 Meals - \$58.00	\$2.95 Per Meal	20 Meals - \$59.00	\$3.00 Per Meal	20 Meals - \$60.00	\$3.00 Per Meal	20 Meals - \$60.00	\$3.00 Per Meal
Grades 7-12	\$2.75 Per Meal	20 Meals - \$55.00	\$2.90 Per Meal	20 Meals - \$58.00	\$3.00 Per Meal	20 Meals - \$60.00	\$3.05 Per Meal	20 Meals - \$61.00	\$3.10 Per Meal	20 Meals - \$62.00	\$3.10 Per Meal	20 Meals - \$62.00	\$3.10 Per Meal
Adult	\$3.45 Per Meal	20 Meals - \$69.00	\$3.60 Per Meal	20 Meals - \$72.00	\$3.70 Per Meal	20 Meals - \$74.00	\$3.75 Per Meal	20 Meals - \$75.00	\$3.80 Per Meal	20 meals - \$76.00	\$3.80 Per Meal	20 meals - \$76.00	\$3.80 Per Meal
Breakfast - Yearly (113 Days)													
Grades K-12	\$463.75		\$341.25		\$350.00		\$350.00		\$358.75		\$358.75		\$358.75
Adult	\$603.75		\$446.25		\$455.00		\$455.00		\$463.75		\$463.75		\$463.75
Lunch - Yearly (175 Days)													
Grades K-6	\$463.75		\$490.00		\$507.50		\$516.25		\$525.00		\$525.00		\$525.00
Grades 7-12	\$481.25		\$507.50		\$525.00		\$533.75		\$542.50		\$542.50		\$542.50
Adult	\$603.75		\$630.00		\$647.50		\$656.25		\$665.00		\$665.00		\$665.00
Activity Tickets													
Grades 1-6	\$50.00		\$65.00		\$70.00		\$70.00		\$70.00		\$70.00		\$70.00
Grades 7-12	\$60.00		\$75.00		\$80.00		\$80.00		\$80.00		\$80.00		\$80.00
Supplies Fees													
Vo Ag	\$45.00		\$50.00		\$55.00		\$55.00		\$55.00		\$55.00		\$55.00
Band Instrument	\$72.00		\$81.00		\$81.00		\$81.00		\$81.00		\$81.00		\$81.00
Art	\$45.00		\$50.00		\$55.00		\$55.00		\$55.00		\$55.00		\$55.00
Drivers Education													
Course Fee	\$100.00	Board action	\$150.00	Board action	\$165.00		\$175.00		\$175.00		\$200.00		\$200.00
Repeat Course Fee	\$250.00	March 2016	\$300.00	March 2016	\$330.00		\$350.00		\$350.00		\$375.00		\$375.00
Athletic Season Tickets													
All Seasons	\$100.00		Adult \$60.00	Husband/Wife \$100	1 Husband/Wife \$100	Adult \$65.00	Husband/Wife \$110	Adult \$65.00	Husband/Wife \$110	Adult \$65.00	Husband/Wife \$110	Adult \$65.00	Husband/Wife \$110
Individual Admission Charges													
Adults	\$6.00		\$6.00	28 "HOME ACTIVITIES" \$168.00	\$6.00	28 "HOME ACTIVITIES" \$168.00	\$6.00	28 "HOME ACTIVITIES" \$168.00	\$6.00	28 "HOME ACTIVITIES" \$168.00	\$6.00	28 "HOME ACTIVITIES" \$168.00	\$6.00
Grades 1-12	\$4.00		\$4.00	\$112.00	\$4.00	\$112.00	\$4.00	\$112.00	\$4.00	\$112.00	\$4.00	\$112.00	\$4.00
JH Activities - Adults	\$3.00		\$3.00		\$3.00		\$3.00		\$3.00		\$3.00		\$3.00
JH Activities - Students	\$2.00		\$2.00		\$2.00		\$2.00		\$2.00		\$2.00		\$2.00
Senior Citizen - Age 60					\$5.00		\$5.00		\$5.00		\$5.00		\$5.00
JH Activities - Senior Citizen - Age 60					\$2.00		\$2.00		\$2.00		\$2.00		\$2.00

KPS Fees Schedule - Proposed 20

Breakfast Tickets

	Approved 18-19	Approved 18-19
Grades K-12	\$2.00 Per Meal	20 Meals - \$40.00
Adult	\$2.60 Per Meal	20 Meals - \$52.00

Lunch Tickets

Grades K-6	\$2.90 Per Meal	20 Meals - \$58.00
Grades 7-12	\$3.00 Per Meal	20 Meals - \$60.00
Adult	\$3.70 Per Meal	20 Meals - \$74.00

Breakfast - Yearly (175 Days)

Grades K-12	\$350.00
Adult	\$455.00

Lunch - Yearly (175 Days)

Grades K-6	\$507.50
Grades 7-12	\$525.00
Adult	\$647.50

Activity Tickets

Grades 1-6	\$70.00
Grades 7-12	\$80.00

Supplies Fees

Vo Ag 8	\$30.00
All Other Vo Ag	\$55.00
Band Instrument	\$81.00
Art	\$55.00

Drivers Education

Course Fee	\$165.00
Repeat Course Fee	\$330.00

Athletic Season Tickets

	Adult	Husband/Wife
All Seasons	\$65.00	\$110

Individual Admission Cl

		28 "HOME ACTIVITIES"
Adults	\$6.00	\$168.00
Grades 1-12	\$4.00	\$112.00
JH Activities - Adults	\$3.00	

KPS Fees Schedule - Proposed 2019-2020

Breakfast Tickets	Approved 17-18	Approved 17-18	Approved 18-19	Approved 18-19
Grades K-12	\$1.95 Per Meal	20 Meals - \$39.00	\$2.00 Per Meal	20 Meals - \$40.00
Adult	\$2.55 Per Meal	20 Meals - \$51.00	\$2.60 Per Meal	20 Meals - \$52.00

Lunch Tickets	Approved 17-18	Approved 17-18	Approved 18-19	Approved 18-19
Grades K-6	\$2.85 Per Meal	20 Meals - \$57.00	\$2.90 Per Meal	20 Meals - \$58.00
Grades 7-12	\$2.95 Per Meal	20 Meals - \$59.00	\$3.00 Per Meal	20 Meals - \$60.00
Adult	\$3.65 Per Meal	20 Meals - \$73.00	\$3.70 Per Meal	20 Meals - \$74.00

Breakfast - Yearly (175 Days)

Grades K-12	\$341.25	\$350.00
Adult	\$446.25	\$455.00

Lunch - Yearly (175 Days)

Grades K-6	\$498.75	\$507.50
Grades 7-12	\$516.25	\$525.00
Adult	\$638.75	\$647.50

Activity Tickets

Grades 1-6	\$65.00	\$70.00
Grades 7-12	\$75.00	\$80.00

Supplies Fees

Vo Ag 8	\$25.00	\$30.00
All Other Vo Ag	\$50.00	\$55.00
Band Instrument	\$81.00	\$81.00
Art	\$55.00	\$55.00

Drivers Education

Course Fee	\$150.00	\$165.00
Repeat Course Fee	\$300.00	\$330.00

Athletic Season Tickets

	Adult	Husband/Wife	Adult	Husband/Wife
All Seasons	\$60.00	\$100	\$65.00	\$110

Individual Admission C

		28 "HOME ACTIVITIES"		28 "HOME ACTIVITIES"
Adults	\$6.00	\$168.00	\$6.00	\$168.00
Grades 1-12	\$4.00	\$112.00	\$4.00	\$112.00
JH Activities - Adults	\$3.00		\$3.00	

KPS Fees Schedule Proposed 2015-2016

<u>Breakfast Tickets</u>	Approved 15-16	Approved 15-16	Proposed 16-17	Proposed 16-17	
Grades K-12	\$1.85 Per Meal	20 Meals - \$37.00	\$1.90 Per Meal	20 Meals - \$38.00	1.95
Adult	\$2.45 Per Meal	20 Meals - \$49.00	\$2.50 Per Meal	20 Meals - \$50.00	2.55
<u>Lunch Tickets</u>					
Grades K-6	\$2.65 Per Meal	20 Meals - \$53.00	\$2.75 Per Meal	20 Meals - \$55.00	\$2.80
Grades 7-12	\$2.75 Per Meal	20 Meals - \$55.00	\$2.85 Per Meal	20 Meals - \$57.00	\$2.90
Adult	\$3.45 Per Meal	20 Meals - \$69.00	\$3.55 Per Meal	20 Meals - \$71.00	\$3.60
<u>Lunch - Yearly (175 Days)</u>					
Grades K-6	\$463.75		\$481.25		
Grades 7-12	\$481.25		\$498.75		
Adult	\$603.75		\$621.75		
<u>Activity Tickets</u>					
Grades 1-6	\$50.00		\$60.00		65
Grades 7-12	\$60.00		\$70.00		75
<u>Supplies Fees</u>					
Vo Ag 8	\$25.00		\$25.00		
All Other Vo Ag	\$45.00		\$50.00		
Band Instrument	\$72.00		\$81.00		
Art	\$45.00		\$50.00		
<u>Drivers Education</u>					
Course Fee	\$100.00	Board action March	\$150.00		
Repeat Course Fee	\$250.00	2016	\$300.00		
<u>Athletic Season Tickets</u>					
All Seasons	\$100.00		Adult \$60.00	Husband/Wife \$100	125
Boys' Basketball	\$36.00		\$36.00	8 home games	44
Girls' Basketball	\$36.00		\$36.00	8 home games	44
Football	\$18.00		\$18.00	4 home games	22
Volleyball	\$30.00		\$30.00	5 home matches	35
Wrestling				1 or 2 home matches	
<u>Individual Admission Charges</u>					
Adults	\$6.00		\$6.00	28 "HOME ACTIVITIES" \$168.00	7
Grades 1-12	\$4.00		\$4.00	\$112.00	5
JH Activities - Adults	\$3.00		\$3.00		4

KPS Fees Schedule Proposed 2015-2016

Breakfast Tickets	Approved 15-16	Approved 15-16	Proposed 16-17	Proposed 16-17
Grades K-12	\$1.85 Per Meal	20 Meals - \$37.00	\$1.90 Per Meal	20 Meals - \$38.00
Adult	\$2.45 Per Meal	20 Meals - \$49.00	\$2.50 Per Meal	20 Meals - \$50.00

Lunch Tickets	Approved 15-16	Approved 15-16	Proposed 16-17	Proposed 16-17
Grades K-6	\$2.65 Per Meal	20 Meals - \$53.00	\$2.75 Per Meal	20 Meals - \$55.00
Grades 7-12	\$2.75 Per Meal	20 Meals - \$55.00	\$2.85 Per Meal	20 Meals - \$57.00
Adult	\$3.45 Per Meal	20 Meals - \$69.00	\$3.55 Per Meal	20 Meals - \$71.00

Lunch - Yearly (175 Days)

Grades K-6	\$463.75	\$481.25
Grades 7-12	\$481.25	\$498.75
Adult	\$603.75	\$621.75

Activity Tickets

Grades 1-6	\$50.00	\$60.00
Grades 7-12	\$60.00	\$70.00

Supplies Fees

Vo Ag 8	\$25.00	\$25.00
All Other Vo Ag	\$45.00	\$50.00
Band Instrument	\$72.00	\$81.00
Art	\$45.00	\$50.00

Drivers Education

Course Fee	\$100.00	Board action March 2016	\$150.00
Repeat Course Fee	\$250.00		\$300.00

Athletic Season Tickets

All Seasons	\$100.00	\$100.00	
Boys' Basketball	\$36.00	\$36.00	8 home games
Girls' Basketball	\$36.00	\$36.00	8 home games
Football	\$18.00	\$18.00	4 home games
Volleyball	\$30.00	\$30.00	5 home matches
Wrestling			1 or 2 home matches

Individual Admission Charges

Adults	\$6.00	\$6.00	28 "HOME ACTIVITIES"
Grades 1-12	\$4.00	\$4.00	\$168.00
JH Activities - Adults	\$3.00	\$3.00	\$112.00

KPS Fees Schedule Proposed 2014 - 2015

Breakfast Tickets	Approved 13 - 14	Approved 13 - 14	Proposed 14 - 15	Proposed 14 - 15
Grades K-12	\$1.50 Per Meal	20 Meals - \$30.00	\$1.60 Per Meal	20 Meals - \$32.00
Adult	\$2.00 Per Meal	20 Meals - \$40.00	\$2.20 Per Meal	20 Meals - \$42.00

Lunch Tickets				
Grades K-6	\$2.20 Per Meal	20 Meals - \$44.00	\$2.40 Per Meal	20 Meals - \$48.00
Grades 7-12	\$2.30 Per Meal	20 Meals - \$46.00	\$2.50 Per Meal	20 Meals - \$50.00
Adult	\$3.00 Per Meal	20 Meals - \$60.00	\$3.20 Per Meal	20 Meals - \$64.00

Lunch - Yearly (175 Days)

Grades K-6	\$385.00	\$420.00
Grades 7-12	\$402.50	\$437.50
Adult	\$525.00	\$560.00

Activity Tickets

Grades 1-6	\$40.00	\$45.00
Grades 7-12	\$50.00	\$55.00

Supplies Fees

Vo Ag 8	\$20.00	\$25.00
All Other Vo Ag	\$40.00	\$45.00
Creative Foods	\$40.00	N/A
Band Instrument	\$63.00	\$63.00
Art	\$0.00	\$35.00

Drivers Education

Course Fee	\$100.00	\$100.00
Repeat Course Fee	\$250.00	\$250.00

Athletic Season Tickets

All Seasons	\$100.00	\$100.00
Boys' Basketball	\$36.00	8 home games \$36.00
Girls' Basketball	\$36.00	8 home games \$36.00
Football	\$18.00	4 home games \$18.00
Volleyball	\$30.00	7 home matches \$30.00
Wrestling		1 home match?

Individual Admission Charges

Adults	\$6.00	\$6.00	28 "HOME ACTIVITIES"
Grades 1-12	\$4.00	\$4.00	\$168.00
JH Activities - Adults	\$3.00	\$3.00	\$112.00

I. Consider Bus Bids on a 77-Passenger Bus

Public School Bus Specifications:

BUS CHASSIS SPECIFICATIONS:

1. Diesel powered, hydraulic brakes, automatic transmission, Conventional 77 seated 71 passenger's school bus.
2. Engine:
 - a. CUM ISB 260 HP min. or comparable
 - b. Fuel/Water Separator
 - c. Low Oil Pressure & High-Water Temperature-Warning Light & Buzzer
 - d. Engine must be of design to meet Federal Emissions standards
 - e. Rapid Warm-up
 - f. Exhaust to exit rear of bus through bumper
 - g. 660 lb.-ft torque minimum
3. Air Cleaner:
 - a. Heavy Duty Type W/Pre-Cleaner
 - b. Restriction Indicator required
4. Alternator:
 - a. 210-amp min.
5. Amp Meter:
 - a. Hour Meter
6. Battery:
 - a. 12 volt-(2) batteries-1,900 CCA total minimum
 - b. Heavy Duty Starter
 - c. mounted battery box w/nylon rollers

7. Brakes:
 - a. Front & Rear Hydraulic (w/traction control)
 - b. Switch on dash for Mud & Snow traction control

8. Bumper:
 - a. .25-Inch-Thick Heavy Duty Front Bumper
 - b. Rear Bumper-Iron phosphate plus sealer, epoxy powder primer & polyester powder topcoat

9. Electrical:
 - a. Chassis Wiring Color & Number Coded
 - b. Dual Electric Horns
 - c. Halogen Headlights
 - d. Daytime Running Lights

10. Engine Heater:
 - a. Block Type-1,000 Watt/120 Volt with Y-cord for option to install pan heater.

11. Front Axle:
 - a. 10,000 lb. Front Axle Min.
 - b. Front Taper leaf Springs

12. Fuel Tank:
 - a. 100-gallon minimum mounted rear between frame rails

13. Governor:
 - a. Chassis must have Speed Limit Governor

14. Gross Vehicle Weight Rate:
 - a. 29,800 min.

15. Hood:

- a. Easy tilt 3 Piece Fiberglass Hood, W/Replaceable Grill
16. Power Steering:
 - a. Tilt Steering Column
 - b. Cruise Control
 17. Radiator:
 - a. Winter Front
 - b. Visible coolant check with minus 20
 - c. Electronic controlled Fan with Temp Control
 18. Rear Axle:
 - a. Ratio (Geared to 75 MPH)
 - b. 19,800 Rear Axle minimum
 19. Tires:
 - a. Radial 11R 22.5" Mud & Snow Rear
 - b. Front & Rear Highway Tire
 - c. Continental, Michelin or Goodyear
 20. Tow Hooks:
 - a. Front & Rear
 21. Transmission:
 - a. Allison 2500 Automatic
 - b. Synthetic lubricant
 - c. 7-year unlimited miles warranty
 22. Warranty:
 - a. 5 Year 100,000 Mileage Engine Warranty
 - b. 3-year 50,000 miles body warranty part & labor

c. Statement of Drive Train Warranty

23. Wheelbase:
 - a. 276" W/B Minimum or appropriate to body length

24. Wheels:
 - a. Painted Steel 22.5 10 stud Type
 - b. Hub Piloted Flanged Nut
 - c. Front Bearing Oil Seals W/Inspection Windows

Bidder is to attach manufacturer's literature describing the body on which has been submitted. Bidder certifies that the general specifications comply with State & National Minimum Standards.

Bus Body Specifications:

1. Capacity:
 - a. 77 seated 71 passengers
 - b. Minimum 78" Headroom

2. Seating:
 - a. School bus high back
 - b. Maximum seat spacing 29" min.
 - c. Prevail Fire block Upholstery
 - d. Color to be Blue or Gray
 - e. Seats to be BTI style retrofit able
 - f. No exposed sharp edges
 - g. Pre-punched seat rails
 - h. Tooled stamped components
 - i. Corrosion resistant legs & fasteners

3. Body Bow & Body specifications:
 - a. from floor line to floor line
 - b. side sheets 16 gauge riveted
 - c. 14-gauge body bows

- d. sealed on top rub rails-one-piece full length
- e. extra rub rails wrap around rear
- f. Colorado construction body bows-extra strength
- g. Rub Rails to be full length & one piece, no splicing and painted black, 14 Gauge

4. Dome Light:

- a. Separate Switches for Driver's, Passenger and Rear Dome Lights, all LED

5. Door:

- a. Electric or Manual actuated entrance door
- b. Outward Opening Entrance Door W/36" clear opening w/vandal lock & 3 hinged
- c. Entrance Step to be full 36" width on all steps
- d. Emergency door to have hidden hinge
- e. Grab handle on entrance

6. Driver's Seat:

- a. Deluxe High Back Driver's Seat W/Cloth inserts & lumbar support
- b. Arm Rest-RH side
- c. 3-point Blaze Orange Driver's Seat Belt w/adjustment
- d. Self-contained National 2000 air ride suspension

7. Exhaust:

- a. Horizontal after treatment devise, exhaust to exit out right-side frame-mounted, includes horizontal tail pipe through rear bumper, temperature control devise

8. Exterior Paint:
 - a. Baked Polyurethane yellow
 - b. Rub Rails-black
 - c. Reflective taping on rear & sides to state & federal specs

9. Fans:
 - a. windshield defroster
 - b. (2) Auxiliary 6" fans w/2 speed motors

10. Floor:
 - a. 5/8" Exterior Marine Grade Plywood Floor
 - b. Blue or Gray colored to match seats
 - c. One piece flooring, including isle-no open seems
 - d. Step Tread to be Pebble tread with white nose & non-metal backing

11. Fuel:
 - a. Fuel Filler Door
 - b. Fuel Sending Inspection Plate

12. Handle Throttle:
 - a. Electronic
 - b. Cruise Control

13. Heaters:
 - a. LH Midship & LH Heater- 84,500 BTU minimum
 - b. RH 84,500 BTU Mid-ship

- c. Right Front step well HTR- 50,000 BTU minimum
- d. Driver's 90,000 BTU
- e. Webasto 45,000 BTU Aux. Heater w/timer mounted in box

14. Booster self-priming Circulating Heater Pump

15. Insulation:

- a. Insulation 1.5" Roof/Sides & Bow Cavities minimum

16. Lettering on Sides:

- a. 6" Vinyl lettering
- b. School Name
- c. DOT Approved lettering inside & Out

17. Master Switch:

- a. Master Disconnect Switch, Key Operated

18. Mirrors:

- a. Heated Remote controlled Open-View Rear View Outside Mirrors
- b. Cross view heated
- c. 10" x 30" Interior Mirror

19. Mud Flaps:

- a. Front Mud Flaps
- b. Rear Mud Flaps
- c. Rear fender flares

20. Noise Reduction Package:

- a. Complete Package- All Ceiling Panels Front to Rear

- b. Driver's Area
- c. Step-well area

21. Radio:

- a. AM/FM/USB input w/PA & Microphone
- b. 6 speakers minimum

22. Roof Vent/Hatch:

- a. 2 Transpec 1900 Economy Roof Vents/Hatch
- b. Reflective taping around roof hatches

23. Safety Equipment:

- a. First Aid Kit- 24 unit
- b. Biohazard Kit
- c. Fire Extinguisher- 5 lb.
- d. Back-up Alarm
- e. Triangle reflective kit
- f. Strobe Light mount on roof rear of bus

25. Storm Glass:

- a. Entrance Door
- b. 1st aft each side
- c. Driver's side window

26. Switch Panel:

- a. Master Disconnect Switch to be Key operated
27. Tow Hooks:
- a. 2 each Front & Rear
28. Undercoating:
- a. Entire body to be undercoated
29. Warning Lights:
- a. 7" Stop, Tail Light & back-up
 - b. Directional Lights- Cowl & Mid ship Between Rub Rails
 - c. All lights to be LED
30. Warranty:
- a. 5 Year 100,000 Miles on Engine
 - b. Statement of Vendor- Body & Chassis
31. Windows:
- a. Large drip rail over passenger windows
 - b. Kick-out Windows- 1 per side min.
 - c. 6" x 30" Transparent Visor and Mirror
 - d. 28% Tinted Side Windows
32. Windshield:
- a. 73% Windshield Tint
 - b. 3-piece flat glass
33. Windshield Wipers:

- a. Heavy Duty Wet Arm Wipers overlapping automotive style
-
34. Wiring:
 - a. Step Light Wired to entrance door
 - b. Wiring Diagram
 - c. Color & Number Coded
 - d. 6 gauge feed Wire- Chassis to Body
 - e. 12 volt Power Source- DC Outlet

 35. Delivery:
 - a. Bus to be delivered to school
 - b. Certificate of Origin/Title must be delivered within one month after delivery of bus

 36. As Built Wiring Diagrams either on paper or CD

Bidder is to attach manufacturer's literature describing the body on which bid has been submitted. Bidder certifies that the general specifications comply with State and National Minimum Standards for School Buses.

7. Other
8. Announcements:
 1. Back-to-School Picnic - Monday August 21, 2023 4:00 - 6:00 PM at the High School
 2. Next Regular Meeting - September 13, 2023 at 7:00 PM
 3. Budget Hearing - September 25, 2023 at 7:00 PM
9. Adjourn