

**KILLDEER PUBLIC SCHOOL BOARD
SPECIAL MEETING
BOARD ROOM
MONDAY, MAY 19, 2025, 3:30 PM**



AGENDA

1. Call to Order
2. Approval of Agenda
3. Consider Negotiated Agreement FYE 2026 and 2027

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

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

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

SALARY INCREASE:

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

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

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

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

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

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

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

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

(N.A. May 2025 Language Clarification)

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

OTHER BENEFITS:

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

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

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

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

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

1. Illness of teacher
2. Hospitalization of immediate family. (Husband, Wife, Son, or Daughter)
3. Outpatient surgery of immediate family, (Husband, Wife, Son, or Daughter)
4. Child Care /Adult Family Care – A limit of 6 days of accumulated sick leave per year may be used for either child care (18 years and younger) or adult family care. Adult family care may be used to provide care to an adult member of immediate family (husband, wife, son, daughter, or parents). Combined days of childcare sick leave and adult family care cannot exceed 6 days of accumulative sick days.
5. Bereavement of immediate family members (Husband, Wife, Son, Daughter or Parents). Up to 2 days may be used for any bereavement absence, regardless of relationship of the deceased, and regardless of PTO remaining, as long as the teacher has sick leave available.

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

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

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

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

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

EMERGENCY LEAVE:

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

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

OUTSIDE PROFESSIONAL LEAVE:

Refer to Professional Organizational Leave, Policy DDDD.

SABBATICAL LEAVE: An employee may request a leave of absence for professional growth or restoration of health. Request for either leave may not exceed one school year and must be submitted in writing for board approval. A request for leave for restoration of health must also include a written statement by a medical doctor to the effect that such leave is necessary for health purposes, stating the length of time such leave of absence is necessary. Leave under the health restoration revision may be granted for a period of time consistent with the medical doctor's statement but not to exceed twelve (12) months. The duration of the health restoration leave shall be specified in the grant of leave and the Board shall not, in any event, be required to permit the teacher to return to his or her employment prior to the date designated in the grant of health restoration leave.

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

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

LEGISLATIVE LEAVE:

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

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

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

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

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

CONTRACTS: Teacher contracts will be more specifically worded:

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

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

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

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

GRIEVANCE PROCEDURE: (See policy DGAA to provide a step by step procedure that guarantees the right of due process.) A grievance is an allegation of personal loss, injury or inconvenience because of a violation, misinterpretation, or misapplication of the negotiated agreement or teacher's individual contract. A grievance must be initiated within 30 days. A teacher may be accompanied by a representative of his/her choosing. A teacher with a grievance shall first discuss it with his/her immediate supervisor. If no resolution, a formal process will be initiated in the following steps. The teacher will prepare a written statement. The supervisor will respond with a written answer. The teacher

may then present to the superintendent. A written response by the superintendent will be presented to the teacher. Grievances against any administrative personnel or any grievance that involves family members of administrative personnel (i.e. nepotism) may come before the Board for review.

MILEAGE:

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

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

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

ELEMENTARY CLASS SPLIT:

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

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

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

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

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

STAFF PRACTICUM'S POLICY:

1. Although the Killdeer School District, its Board, and the Administration are supportive of continuing education and providing staff opportunities for that purpose, it will be the policy of the district to limit professional practicum's to those areas for which the staff member is under contract.
2. Exceptions may be granted to this policy by the board in the event that:
 - a. Time assignment or requirement of the practicum is for the staff members' one period (50 minute) prep time only; and/or
 - b. The Staff member requests in writing a voluntary reduction in contract status to allow for the lost contract time, and a suitable (as determined by the administration) substitute is available to fill the released time of the practicum participant.

- c. Staff members wishing to fulfill a practicum requirement in their contracted areas must receive written approval of their immediate supervisor and superintendent. (Board Policy 12/9/98)

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

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

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

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

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

-(N.A. May 2008)

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

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

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

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

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

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

Levi Bang, School Board President

Erik Johnson, KEA Lead Negotiator

END OF CONTRACT

KILLDEER PUBLIC SCHOOL DISTRICT #16
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SABBATICAL LEAVE: An employee may request a leave of absence for professional growth or restoration of health. Request for either leave may not exceed one school year and must be submitted in writing for board approval. A request for leave for restoration of health must also include a written statement by a medical doctor to the effect that such leave is necessary for health purposes, stating the length of time such leave of absence is necessary. Leave under the health restoration revision may be granted for a period of time consistent with the medical doctor's statement but not to exceed twelve (12) months. The duration of the health restoration leave shall be specified in the grant of leave and the Board shall not, in any event, be required to permit the teacher to return to his or her employment prior to the date designated in the grant of health restoration leave.

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

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

LEGISLATIVE LEAVE:

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

Any person who has had a legislative leave may take unpaid leave for legislative duties in the succeeding year, in which case the district will provide a substitute. The employee is responsible for the organization and coordination of their regular school responsibilities. No request for leave will be

necessary when such activity does not interfere with the performance of the employee's duties. (N.A. May 2000)

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

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

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

CONTRACTS: Teacher contracts will be more specifically worded:

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

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

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

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

GRIEVANCE PROCEDURE: (See policy DGAA to provide a step by step procedure that guarantees the right of due process.) A grievance is an allegation of personal loss, injury or inconvenience because of a violation, misinterpretation, or misapplication of the negotiated agreement or teacher's individual contract. A grievance must be initiated within 30 days. A teacher may be accompanied by a

representative of his/her choosing. A teacher with a grievance shall first discuss it with his/her immediate supervisor. If no resolution, a formal process will be initiated in the following steps. The teacher will prepare a written statement. The supervisor will respond with a written answer. The teacher may then present to the superintendent. A written response by the superintendent will be presented to the teacher. Grievances against any administrative personnel or any grievance that involves family members of administrative personnel (i.e. nepotism) may come before the Board for review.

MILEAGE:

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

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

ADDITION TO THE PREPARATION PERIOD POLICY: Subject to prior Administration and Board approval, each teacher who uses his/her daily preparation period to teach an approved class shall be compensated at 1/6th of ~~a his/her day's pay~~ daily rate. (N.A. ~~July 2007~~ May 2025 Language Clarification)

ELEMENTARY CLASS SPLIT: ~~Any elementary teacher who absorbs a split, full-day classroom shall be compensated at 1/2 the current daily substitute pay.~~

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

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

Definition: Classroom is defined as a group of students in one room taught by one teacher.

(N.A. ~~April 2024~~ May 2025)

COMPENSATION FOR EARLY-CAREER TEACHER MENTORING: (N.A. May 2025)

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

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

STAFF PRACTICUM'S POLICY:

1. Although the Killdeer School District, its Board, and the Administration are supportive of continuing education and providing staff opportunities for that purpose, it will be the policy of the district to limit professional practicum's to those areas for which the staff member is under contract.
2. Exceptions may be granted to this policy by the board in the event that:
 - a. Time assignment or requirement of the practicum is for the staff members' one period (50 minute) prep time only; and/or
 - b. The Staff member requests in writing a voluntary reduction in contract status to allow for the lost contract time, and a suitable (as determined by the administration) substitute is available to fill the released time of the practicum participant.
 - c. Staff members wishing to fulfill a practicum requirement in their contracted areas must receive written approval of their immediate supervisor and superintendent. (Board Policy 12/9/98)

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

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

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

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

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

-(N.A. May 2008)

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

As an incentive to retain highly-qualified, certified teachers, the Board shall make available to each teacher who is at least 50 years of age and has served the District for twenty (20) years (service time to the District need not be consecutive), a retention bonus. The retention bonus may be paid for up to three (3) consecutive years based on teacher performance, staffing needs of the District, and financial considerations of the District. The retention bonus shall be calculated using the total number of years the teacher has served the Killdeer District as a certified staff member and multiplying that number by ~~\$175.00~~235.00 (e.g. ~~teacher has taught~~ incertified staff member has served the Killdeer District for twenty-two (22) years X ~~\$175.00~~235.00 = ~~\$3,850.00~~5,170.00.) In the second year of eligibility for a retention bonus, the number of years of service shall increase by one, i.e. using the illustration above; the example teacher would have twenty-three (23) years of experience and would be eligible for a retention bonus of ~~\$4,025.00~~5,405.00 for that year. In the third year of eligibility for a retention bonus, the number of years of service shall increase by one, i.e. using the illustration example above; the example teacher would have twenty-four (24) years of experience and would be eligible for a retention bonus of ~~\$4,200.00~~5,640.00 for that year. Any service time acquired in another District shall not be used in calculating the value of the retention bonus. The bonus shall be paid out as "salary dollars" and shall be subject to taxes and retirement according to statute. The retention bonus may be paid in equal installments according to Board Policy or in one (1) lump sum payment at the end of the contract period/year.

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

~~The Killdeer Public School board shall make available a minimum of three (3) Master Teacher positions per year subject to administration's recommendation and Board approval and shall make these positions a part of the Extracurricular Salary Schedule. These positions shall be subject to the contract language in the Master Agreement between the Killdeer Public School Board and the Killdeer Education Association (KEA) and applicable North Dakota Law. An exception to the Master Agreement language shall be that any and all teachers that are offered a contract, as a Master Teacher, shall start on experience step zero (0). The Master Teacher contracts shall be available to any teacher that has served the District at any level (K-12) for a period of twenty (20) years (service time to the District need not be consecutive), and are recommended by the administration and approved by the School Board. The duties/job description of the Master Teacher shall include teacher mentoring, student mentoring, school improvement team leader, class advisor, school wide scholarship committee membership, and additional duties as assigned by administration. The base salary for the Master Teacher contract shall be 1,200.00. A teacher may only serve in the capacity of a Master Teacher for a period of not more than three (3) years total in their tenure at Killdeer Public School. Tenure is defined as total years of service in the Killdeer Public School District.~~

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

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

Levi Bang, School Board President

Erik Johnson, KEA Lead Negotiator

END OF CONTRACT

4. Consider Extra-Curricular Agreement 2025-2026

Killdeer Public School

Extra-Curricular Agreement

2025-2026



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Definitions & Terms

1. The following list of sports have been approved by the Killdeer Public School Board: Football (Varsity, Junior Varsity, Junior High), Girls and Boys Basketball (Varsity, Junior Varsity, Junior High and Elementary), Girls and Boys Track (Varsity, Junior Varsity and Junior High), Boys and Girls Cross Country, Kids on the Run, Boys and Girls Golf, Volleyball (Varsity, Junior Varsity, Junior High and Elementary), Wrestling (Varsity, Junior Varsity, Junior High), and Weightlifting. All of these sports are considered “**Athletics**” and will be referred to as such in this agreement.
2. The following list of extracurricular activities have been approved by the Killdeer Public School Board: High School Music, Elementary Music, FFA (Head and Assistant), FBLA, FCCLA, HOSA, Speech, Drama/High School Musical (Head and Assistant), Close-up (Head and Assistant), SADD, Student Council, Elementary Student Council, Cheerleading (Fall and Winter), Prom (junior class advisor), Senior Class Advisor, High School Newspaper, Yearbook/Annual, Science Olympiad, Robotics, Math Counts, Spelling Bee coordinator, Acalympics (High school and Jr. High), Advanced Ed/Tech/Cognia, English Learner, Science Fair, National Honor Society, and Safety Patrol. All of these extracurricular activities are considered “**Activities**” and will be referred to as such in this agreement.
3. Both Athletics and Activity salaries will be calculated using the teacher master agreement base number for the ensuing year.
4. The Superintendent will have discretion on the following items for **Activities**:
 - a. The Superintendent may split an activity advisor position upon mutual agreement with the advisors involved and the superintendent.
 - b. When splitting an Advisor position, one advisor shall be designated as head Advisor for the purpose decision making when carrying out the groups functions.
 - c. An advisor position can be split any percentage that is mutually agreeable between the advisors. Example: the position could be split 50%/50%, 60%/40%, 80%/20%. Etc.
 - d. For computation of this split, first calculate the pay for each advisor as 100% at their appropriate level of experience, then multiply that amount by the percentage of their split. (Example. Two advisors desire to split a level C activity. Advisor 1 has 3 years of experience, their 100% pay would be their level pay, Advisor 2 has 1 year of experience their level pay. The advisors agree to a 50%/50% split. Then Advisor 1 would be paid 50% of their level pay, Advisor 2 would be paid 50% of their level pay.
5. No experience is transferable between athletics and activities. This applies to both new hires and existing employees.
6. Any additions, deletions, or changes in levels from the list need to be completed through the negotiation process between the Killdeer School Board and the Killdeer Education Association.
7. An **activities** advisor may request a level change through the Killdeer Education Association and the Negotiations process.

Athletic Pay Scale

Extracurricular Base = \$49,850 (N.A. May 2025)

YOE	Varsity Head Coach		YOE	High School Assistant		YOE	Junior High/Elementary	
20+	14.50%	\$7,228.25	20+	11.75%	\$5,857.38	20+	9.00%	\$4,486.50
15-19	13.75%	\$6,854.38	15-19	11.00%	\$5,483.50	15-19	8.25%	\$4,112.63
12, 13, 14	13.00%	\$6,480.50	12, 13, 14	10.25%	\$5,109.63	12, 13, 14	7.50%	\$3,738.75
9, 10, 11	12.25%	\$6,106.63	9, 10, 11	9.50%	\$4,735.75	9, 10, 11	6.75%	\$3,364.88
6, 7, 8	11.50%	\$5,732.75	6, 7, 8	8.75%	\$4,361.88	6, 7, 8	6.00%	\$2,991.00
3, 4, 5	10.75%	\$5,358.88	3, 4, 5	8.00%	\$3,988.00	3, 4, 5	5.25%	\$2,617.13
0, 1, 2	10.00%	\$4,985.00	0, 1, 2	7.25%	\$3,614.13	0, 1, 2	4.50%	\$2,243.25

Athletic Coaching Positions

Boys Basketball

Varsity Head Coach
 High School Assistant- 2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Girls Basketball

Varsity Head Coach
 High School Assistant- 2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Football

Varsity Head Coach
 High School Assistant- 4
 Junior High-2

Volleyball

Varsity Head Coach
 High School Assistant-2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Track & Field

Varsity Head Coach- 2
 (Boys HC & Girls HC)
 High School Assistant- 3
 Junior High-2

Golf

Varsity Head Coach-2 (Boys HC & Girls HC)
 High School Assistant-2

Cross Country

Varsity Head Coach
 High School Assistant-1
 Elementary (Kids on the Run)-2

Wrestling

Varsity Head Coach-2 (Boys HC & Girls HC)
 High School Assistant-2
 Junior High – 1

Weights Coach

Coach (High School Assistant)

Kildeer Public School District #16
Master Agreement
ATHLETICS

Type of Experience: Coaching experience must be a contracted position in a sport sanctioned by a state or national association under the discretion of administration (Superintendent and Activities Director).

Pay Scale: All incoming and returning coaches will fall within the appropriate pay scale according to their coaching level.

Coaching Clarifications: Junior High and Elementary coaches will be recognized equally on the pay scale. Weights coach will be recognized as a High School Assistant on the pay scale.

Number of Positions: Administration (Superintendent and Activities Director), pending School Board approval, has discretion to increase or decrease coaching positions to a sport if participation numbers require it. Positions will be reevaluated annually, with regards to participation numbers. (N.A. 2016)

Contracts Length: All athletic coaching contracts are 1 year contracts. All contracts must be signed prior to the first practice.

Proportioned Contract Positions: In the event a sport is able to field 3 teams with only 2 coaches available, those 2 coaches may split the salary of the 3rd position. The percentage split of the entry level base salary must be agreed upon by coaches and approved by the Superintendent, pending School Board approval.

Payment Options: All coaches have 2 payment options. Option 1: Full salary after the conclusion of a season. Option 2: ½ salary at midpoint of a season, ½ salary after the conclusion of a season.

Activity Report: All athletic coaches shall submit an end of activity report and evaluation prior to the end of season payment.

Athletic Advancement: If greater than 25% of students involved in varsity athletics advance, \$150 will be paid to the Head Coach and \$100 to the Assistant Coach. If 25% or less of the students involved in varsity athletics advance, \$100 will be paid to the Head Coach and \$75 to the Assistant Coach. (N.A. 2016)

Gender Specific Sports: A coach moving from a girls coaching position to a boys coaching position in the same sport may bring in full years of experience, within the experience schedule and vice versa.

Out of District Experience: A coach new to the Kildeer school district may bring in all prior contracted years of experience in a sport in accordance with our experience schedule. Documentation of prior contracted experience must be in file prior to the end of season evaluation.

Total Years: Any lapse in consecutive years of coaching will not be counted against a coach. Total years of experience will be counted.

Experience Options: A coach has 2 options for experience: 1 – a coach may bring in all years of experience in the sport they plan on coaching, 2 – a coach may bring a total of 5 years of experience in all sports other than the one they plan on coaching. Coaches may not use both same sport experience and different sport experience for their contract, they must use one or the other.

Experience Schedule:

1. An assistant coach at the High School level may bring in all years of experience, as an assistant, to become an assistant coach of the same sport in our district.
2. An assistant coach at the High School level may bring in all years of experience, as an assistant, to become a head coach of the same sport in our district.
3. A Junior High or Elementary coach may bring in half of their years of experience, as a Junior High or Elementary coach, to become a High School assistant or head coach of the same sport in our district. All half numbered years of experience are rounded down.
4. A High School assistant or head coach may bring in all years of experience, as a High School assistant or head coach, to become a Junior High or Elementary coach of the same sport in our district.
5. Any coach with years of experience in a different sport, may bring in a maximum of 5 years of experience to coach a new sport in our district.
6. Returning coaches/activity advisors will retain their 2014-2015 years of experience plus one for the 2015-2016 contract year.

Examples

Athletic Advancement: The initial level of advancement begins when a team or members of the team advance to a contest of the post-season beyond which members of the most local league for that sport automatically qualify. In most sports we offer (football is currently the only exception), to reach the first level of the post-season is guaranteed of every team. Since it is guaranteed, it wouldn't be appropriate to reward that level with additional pay as that point in the season can be factored into regular season pay, even though it is a post-season event.

To earn additional post-season pay successive to the initial level of advancement, the definition of advancement shall be as follows for each respective sport: Football; each round of the state playoffs will be considered one advancement. Boys Basketball, Girls Basketball, Wrestling, and Volleyball; each tournament beyond the initial level of advancement shall be considered one advancement. Cross Country, Golf, and Track and Field; each meet beyond the initial level of advancement will be considered one advancement. (N.A. 2016)

Type of Experience- A coach who has experience as an American Legion baseball coach may bring in those years of experience. A coach who has experience as a Lacrosse coach in Minnesota may bring in those years of experience. A coach that has experience as an optimist basketball coach may not bring in those years of experience. Examples of valid associations include but are not limited to the following- NDHSAA, American Legion, NCAA, NAIA, MSHL.

Proportioned Contract Positions- We have A, B, and C basketball teams; we only have a head coach and assistant coach available. The head coach and assistant coach may split the C squad coaching entry level base salary as approved (example- head coach gets 25%, assistant coach gets 75%).

Gender Specific Sports- A girls' basketball coach may bring in all years of experience to be a boys basketball coach. A boy's track & field coach may bring in all years of experience to be a girls' track & field coach, within our experience schedule. A boy's cross country coach may not bring in same sport experience to be a girls track and field coach.

Out of District Experience- A boys' basketball head coach with 23 years of experience in another district, may bring in all 23 years of experience to coach basketball in our district.

Experience Options- A coach has 10 years of HS FB coaching experience, 8 years HS BB coaching experience, and 6 years HS Golf coaching experience. This coach plans on coaching golf. Coach has the option of taking a total of 5 years of experience in FB & BB or they may take their same sport experience in golf which is 6 years. They may not use both to total 11 years.

Experience Schedule-

Assistant Coach-Head Coach: full years of experience in that sport
 Assistant Coach-Junior High Coach: full years of experience in that sport
 Junior High Coach-Assistant Coach: ½ years of experience in that sport, rounded down
 Junior High Coach-Head Coach: ½ years of experience in that sport, rounded down
 Junior High Coach-Junior High Coach: full years of experience in that sport
 Head Coach-Head Coach: full years of experience in that sport
 Head Coach-Assistant Coach: full years of experience in that sport
 Head Coach-Junior High Coach: full years of experience in that sport

*If a coach with 7 years of JH FB coaching experience is contracted to be a Head FB coach, they will bring in 3.5 years of experience. Since this is a half number it is rounded down to 3 years.

Activities Pay Scale

Extracurricular Base Number = \$49,850

YOE	Level A		YOE	Level B		YOE	Level C		Level D		Level E	
20+	13.75%	\$6,854.38	20+	11.00%	\$5,483.50	20+	7.00%	\$3,489.50	5.50%	\$2,741.75	1.00%	\$498.50
15-19	13.00%	\$6,480.50	15-19	10.25%	\$5,109.63	15-19	6.50%	\$3,240.25	5.00%	\$2,492.50		
12, 13, 14	12.25%	\$6,106.63	12, 13, 14	9.50%	\$4,735.75	12, 13, 14	6.00%	\$2,991.00	4.50%	\$2,243.25		
9, 10, 11	11.50%	\$5,732.75	9, 10, 11	8.75%	\$4,361.88	9, 10, 11	5.50%	\$2,741.75	4.00%	\$1,994.00		
6, 7, 8	10.75%	\$5,358.88	6, 7, 8	8.00%	\$3,988.00	6, 7, 8	5.00%	\$2,492.50	3.50%	\$1,744.75		
3, 4, 5	10.00%	\$4,985.00	3, 4, 5	7.25%	\$3,614.13	3, 4, 5	4.50%	\$2,243.25	3.00%	\$1,495.50		
0, 1, 2	9.25%	\$4,611.13	0, 1, 2	6.50%	\$3,240.25	0, 1, 2	4.00%	\$1,994.00	2.50%	\$1,246.25		

Activity Positions and Levels

Level A

HS Music
FFA (2 Co-Advisors)

Level B

Junior Class/Prom (Head)
Junior Class/Prom
Junior Class/Prom
English Learner (EL) Coordinator (Not hired when the English Learner (EL) Coordinator position is filled by a full-time certified staff member)
School Accreditation Coordinator (Not hired when the Curriculum Facilitator position is filled by a full-time certified staff member)

Level C

Cheerleading (Fall)
Cheerleading (Winter)
Drama/Musical
Speech
Yearbook/Annual
Science Olympiad
Robotics
FBLA
FCCLA
HOSA
SADD
Close Up
Lego League (Head)

Level D

Student Council
Elementary Student Council
Elementary Music
Close Up Assistant
Drama/Musical Assistant
Senior Class Advisor
Speech Assistant
Newspaper
Lego League Assistant
Safety Patrol

Level E

Marketplace
Science Fair
Math Counts
Spelling Bee Coordinator
Acalympics
National Honor Society

Killdeer Public School District #16
Master Agreement
Extracurricular Activities

Type of Experience: Extracurricular experience must be in a contracted position under the discretion of administration (Superintendent and Activities Director).

Contract Length: All extracurricular activity contracts are 1 year contracts. All contracts must be signed prior to the first practice/meeting.

Activity Report: All activity advisors shall submit an end of activity report and evaluation prior to receiving compensation for activity.

Experience Schedule:

1. High School Music experience shall transfer all years of experience to Elementary Music and vice versa.
2. Student Council experience shall transfer all years of experience to Elementary Student Council and vice versa.
3. Transfer of experience between activities cannot exceed 5 years.
4. Returning coaches/activity advisors will retain their 2014-2015 years of experience plus one for the 2015-2016 contract year.

Out of District Experience:

1. All years of experience shall transfer into the Killdeer Public School system if in the exact same activity. (i.e. FFA to FFA, Cheerleading to Cheerleading, Music to Music)
2. Transfer of experience to a different activity can be brought in to the Killdeer Public School system but cannot exceed 5 years.
3. All transferred in experience must be within another school system and must be verified by the administration (Superintendent or Activities Director).

Total Years: Any lapse in consecutive years of advising an activity will not be counted against an advisor. Total years of experience will be counted.

Head of Activity: In the case of multiple Junior class /prom advisor positions filled or if an advisor contract is split, one of the advisors must be designated as "head" for purposes of final decision making.

Experience Options: An advisor has 2 options for experience: 1 – an advisor may bring in all years of experience in an activity within the same activity, 2 - an advisor may bring a total of 5 years of experience in from a different activity. Advisors may not use both same activity experience and different activity experience for their contract, they must use one or the other.

Levi Bang, School Board President

Erik Johnson, KEA Lead Negotiator

End of Agreement

Killdeer Public School

Extra-Curricular Agreement

~~2024-2025~~ 2025-2026



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Definitions & Terms

1. The following list of sports have been approved by the Killdeer Public School Board: Football (Varsity, Junior Varsity, Junior High), Girls and Boys Basketball (Varsity, Junior Varsity, Junior High and Elementary), Girls and Boys Track (Varsity, Junior Varsity and Junior High), Boys and Girls Cross Country, Kids on the Run, Boys and Girls Golf, Volleyball (Varsity, Junior Varsity, Junior High and Elementary), Wrestling (Varsity, Junior Varsity, Junior High), and Weightlifting. All of these sports are considered “**Athletics**” and will be referred to as such in this agreement.
2. The following list of extracurricular activities have been approved by the Killdeer Public School Board: High School Music, Elementary Music, FFA (Head and Assistant), FBLA, FCCLA, HOSA, Speech, Drama/High School Musical (Head and Assistant), Close-up (Head and Assistant), SADD, Student Council, Elementary Student Council, Cheerleading (Fall and Winter), Prom (junior class advisor), Senior Class Advisor, High School Newspaper, Yearbook/Annual, Science Olympiad, Robotics, Math Counts, Spelling Bee coordinator, Acalympics (High school and Jr. High), Advanced Ed/Tech/Cognia, English Learner, Science Fair, National Honor Society, and Safety Patrol. All of these extracurricular activities are considered “**Activities**” and will be referred to as such in this agreement.
3. Both Athletics and Activity salaries will be calculated using the teacher master agreement base number for the ensuing year.
4. The Superintendent will have discretion on the following items for **Activities**:
 - a. The Superintendent may split an activity advisor position upon mutual agreement with the advisors involved and the superintendent.
 - b. When splitting an Advisor position, one advisor shall be designated as head Advisor for the purpose decision making when carrying out the groups functions.
 - c. An advisor position can be split any percentage that is mutually agreeable between the advisors. Example: the position could be split 50%/50%, 60%/40%, 80%/20%. Etc.
 - d. For computation of this split, first calculate the pay for each advisor as 100% at their appropriate level of experience, then multiply that amount by the percentage of their split. (Example. Two advisors desire to split a level C activity. Advisor 1 has 3 years of experience, their 100% pay would be their level pay, Advisor 2 has 1 year of experience their level pay. The advisors agree to a 50%/50% split. Then Advisor 1 would be paid 50% of their level pay, Advisor 2 would be paid 50% of their level pay.
5. No experience is transferable between athletics and activities. This applies to both new hires and existing employees.
6. Any additions, deletions, or changes in levels from the list need to be completed through the negotiation process between the Killdeer School Board and the Killdeer Education Association.
7. An **activities** advisor may request a level change through the Killdeer Education Association and the Negotiations process.

Athletic Pay Scale

Extracurricular Base = \$48,65049,850 (N.A. 2024May 2025)

YOE	Varsity Head Coach		YOE	High School Assistant		YOE	Junior High/Elementary	
20+	14.50%	\$7,054.25	20+	11.75%	\$5,716.38	20+	9.00%	\$4,378.50
15-19	13.75%	\$6,689.38	15-19	11.00%	\$5,351.50	15-19	8.25%	\$4,013.63
12, 13, 14	13.00%	\$6,324.50	12, 13, 14	10.25%	\$4,986.63	12, 13, 14	7.50%	\$3,648.75
9, 10, 11	12.25%	\$5,959.63	9, 10, 11	9.50%	\$4,621.75	9, 10, 11	6.75%	\$3,283.88
6, 7, 8	11.50%	\$5,594.75	6, 7, 8	8.75%	\$4,256.88	6, 7, 8	6.00%	\$2,919.00
3, 4, 5	10.75%	\$5,229.88	3, 4, 5	8.00%	\$3,892.00	3, 4, 5	5.25%	\$2,554.13
0, 1, 2	10.00%	\$4,865.00	0, 1, 2	7.25%	\$3,527.13	0, 1, 2	4.50%	\$2,189.25

YOE	Varsity Head Coach		YOE	High School Assistant		YOE	Junior High/Elementary	
<u>20+</u>	<u>14.50%</u>	<u>\$7,228.25</u>	<u>20+</u>	<u>11.75%</u>	<u>\$5,857.38</u>	<u>20+</u>	<u>9.00%</u>	<u>\$4,486.50</u>
<u>15-19</u>	<u>13.75%</u>	<u>\$6,854.38</u>	<u>15-19</u>	<u>11.00%</u>	<u>\$5,483.50</u>	<u>15-19</u>	<u>8.25%</u>	<u>\$4,112.63</u>
<u>12, 13, 14</u>	<u>13.00%</u>	<u>\$6,480.50</u>	<u>12, 13, 14</u>	<u>10.25%</u>	<u>\$5,109.63</u>	<u>12, 13, 14</u>	<u>7.50%</u>	<u>\$3,738.75</u>
<u>9, 10, 11</u>	<u>12.25%</u>	<u>\$6,106.63</u>	<u>9, 10, 11</u>	<u>9.50%</u>	<u>\$4,735.75</u>	<u>9, 10, 11</u>	<u>6.75%</u>	<u>\$3,364.88</u>
<u>6, 7, 8</u>	<u>11.50%</u>	<u>\$5,732.75</u>	<u>6, 7, 8</u>	<u>8.75%</u>	<u>\$4,361.88</u>	<u>6, 7, 8</u>	<u>6.00%</u>	<u>\$2,991.00</u>
<u>3, 4, 5</u>	<u>10.75%</u>	<u>\$5,358.88</u>	<u>3, 4, 5</u>	<u>8.00%</u>	<u>\$3,988.00</u>	<u>3, 4, 5</u>	<u>5.25%</u>	<u>\$2,617.13</u>
<u>0, 1, 2</u>	<u>10.00%</u>	<u>\$4,985.00</u>	<u>0, 1, 2</u>	<u>7.25%</u>	<u>\$3,614.13</u>	<u>0, 1, 2</u>	<u>4.50%</u>	<u>\$2,243.25</u>

Athletic Coaching Positions

Boys Basketball

Varsity Head Coach
 High School Assistant- 2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Girls Basketball

Varsity Head Coach
 High School Assistant- 2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Football

Varsity Head Coach
 High School Assistant- 4
 Junior High-2

Volleyball

Varsity Head Coach
 High School Assistant-2
 (Junior Varsity & C Squad)
 Junior High-2
 Elementary-3

Track & Field

Varsity Head Coach- 2
 (Boys HC & Girls HC)
 High School Assistant- 3
 Junior High-2

Golf

Varsity Head Coach-2 (Boys HC & Girls HC)
 High School Assistant-2

Cross Country

Varsity Head Coach
 High School Assistant-1
 Elementary (Kids on the Run)-2

Wrestling

Varsity Head Coach-2 (Boys HC & Girls HC)
 High School Assistant-2
 Junior High – 1

Weights Coach

Coach (High School Assistant)

Kildeer Public School District #16
Master Agreement
ATHLETICS

Type of Experience: Coaching experience must be a contracted position in a sport sanctioned by a state or national association under the discretion of administration (Superintendent and Activities Director).

Pay Scale: All incoming and returning coaches will fall within the appropriate pay scale according to their coaching level.

Coaching Clarifications: Junior High and Elementary coaches will be recognized equally on the pay scale. Weight coach will be recognized as a High School Assistant on the pay scale.

Number of Positions: Administration (Superintendent and Activities Director), pending School Board approval, has discretion to increase or decrease coaching positions to a sport if participation numbers require it. Positions will be reevaluated annually, with regards to participation numbers. (N.A. 2016)

Contracts Length: All athletic coaching contracts are 1 year contracts. All contracts must be signed prior to the first practice.

Proportioned Contract Positions: In the event a sport is able to field 3 teams with only 2 coaches available, those 2 coaches may split the salary of the 3rd position. The percentage split of the entry level base salary must be agreed upon by coaches and approved by the Superintendent, pending School Board approval.

Payment Options: All coaches have 2 payment options. Option 1: Full salary after the conclusion of a season. Option 2: ½ salary at midpoint of a season, ½ salary after the conclusion of a season.

Activity Report: All athletic coaches shall submit an end of activity report and evaluation prior to the end of season payment.

Athletic Advancement: If greater than 25% of students involved in varsity athletics advance, \$150 will be paid to the Head Coach and \$100 to the Assistant Coach. If 25% or less of the students involved in varsity athletics advance, \$100 will be paid to the Head Coach and \$75 to the Assistant Coach. (N.A. 2016)

Gender Specific Sports: A coach moving from a girls coaching position to a boys coaching position in the same sport may bring in full years of experience, within the experience schedule and vice versa.

Out of District Experience: A coach new to the Killdeer school district may bring in all prior contracted years of experience in a sport in accordance with our experience schedule. Documentation of prior contracted experience must be in file prior to the end of season evaluation.

Total Years: Any lapse in consecutive years of coaching will not be counted against a coach. Total years of experience will be counted.

Experience Options: A coach has 2 options for experience: 1 – a coach may bring in all years of experience in the sport they plan on coaching, 2 – a coach may bring a total of 5 years of experience in all sports other than the one they plan on coaching. Coaches may not use both same sport experience and different sport experience for their contract, they must use one or the other.

Experience Schedule:

1. An assistant coach at the High School level may bring in all years of experience, as an assistant, to become an assistant coach of the same sport in our district.
2. An assistant coach at the High School level may bring in all years of experience, as an assistant, to become a head coach of the same sport in our district.
3. A Junior High or Elementary coach may bring in half of their years of experience, as a Junior High or Elementary coach, to become a High School assistant or head coach of the same sport in our district. All half numbered years of experience are rounded down.
4. A High School assistant or head coach may bring in all years of experience, as a High School assistant or head coach, to become a Junior High or Elementary coach of the same sport in our district.
5. Any coach with years of experience in a different sport, may bring in a maximum of 5 years of experience to coach a new sport in our district.
6. Returning coaches/activity advisors will retain their 2014-2015 years of experience plus one for the 2015-2016 contract year.

Examples

Athletic Advancement: The initial level of advancement begins when a team or members of the team advance to a contest of the post-season beyond which members of the most local league for that sport automatically qualify. In most sports we offer (football is currently the only exception), to reach the first level of the post-season is guaranteed of every team. Since it is guaranteed, it wouldn't be appropriate to reward that level with additional pay as that point in the season can be factored into regular season pay, even though it is a post-season event.

To earn additional post-season pay successive to the initial level of advancement, the definition of advancement shall be as follows for each respective sport: Football; each round of the state playoffs will be considered one advancement. Boys Basketball, Girls Basketball, Wrestling, and Volleyball; each tournament beyond the initial level of advancement shall be considered one advancement. Cross Country, Golf, and Track and Field; each meet beyond the initial level of advancement will be considered one advancement. (N.A. 2016)

Type of Experience- A coach who has experience as an American Legion baseball coach may bring in those years of experience. A coach who has experience as a Lacrosse coach in Minnesota may bring in those years of experience. A coach that has experience as an optimist basketball coach may not bring in those years of experience. Examples of valid associations include but are not limited to the following- NDHSAA, American Legion, NCAA, NAIA, MSHL.

Proportioned Contract Positions- We have A, B, and C basketball teams; we only have a head coach and assistant coach available. The head coach and assistant coach may split the C squad coaching entry level base salary as approved (example- head coach gets 25%, assistant coach gets 75%).

Gender Specific Sports- A girls' basketball coach may bring in all years of experience to be a boys basketball coach. A boy's track & field coach may bring in all years of experience to be a girls' track & field coach, within our experience schedule. A boy's cross country coach may not bring in same sport experience to be a girls track and field coach.

Out of District Experience- A boys' basketball head coach with 23 years of experience in another district, may bring in all 23 years of experience to coach basketball in our district.

Experience Options- A coach has 10 years of HS FB coaching experience, 8 years HS BB coaching experience, and 6 years HS Golf coaching experience. This coach plans on coaching golf. Coach has the option of taking a total of 5 years

of experience in FB & BB or they may take their same sport experience in golf which is 6 years. They may not use both to total 11 years.

Experience Schedule-

- Assistant Coach-Head Coach: full years of experience in that sport
- Assistant Coach-Junior High Coach: full years of experience in that sport
- Junior High Coach-Assistant Coach: ½ years of experience in that sport, rounded down
- Junior High Coach-Head Coach: ½ years of experience in that sport, rounded down
- Junior High Coach-Junior High Coach: full years of experience in that sport
- Head Coach-Head Coach: full years of experience in that sport
- Head Coach-Assistant Coach: full years of experience in that sport
- Head Coach-Junior High Coach: full years of experience in that sport

*If a coach with 7 years of JH FB coaching experience is contracted to be a Head FB coach, they will bring in 3.5 years of experience. Since this is a half number it is rounded down to 3 years.

Activities Pay Scale

Extracurricular Base Number = \$48,65049,850

YOE	Level A	-	YOE	Level B	-	YOE	Level C	-	Level D	-	Level E	-
20+	13.75%	\$6,689.38	20+	11.00%	\$5,351.50	20+	7.00%	\$3,405.50	5.50%	\$2,675.75	1.00%	\$486.50
15-19	13.00%	\$6,324.50	15-19	10.25%	\$4,986.63	15-19	6.50%	\$3,162.25	5.00%	\$2,432.50		
12, 13, 14	12.25%	\$5,959.63	12, 13, 14	9.50%	\$4,621.75	12, 13, 14	6.00%	\$2,919.00	4.50%	\$2,189.25		
9, 10, 11	11.50%	\$5,594.75	9, 10, 11	8.75%	\$4,256.88	9, 10, 11	5.50%	\$2,675.75	4.00%	\$1,946.00		
6, 7, 8	10.75%	\$5,229.88	6, 7, 8	8.00%	\$3,892.00	6, 7, 8	5.00%	\$2,432.50	3.50%	\$1,702.75		
3, 4, 5	10.00%	\$4,865.00	3, 4, 5	7.25%	\$3,527.13	3, 4, 5	4.50%	\$2,189.25	3.00%	\$1,459.50		
0, 1, 2	9.25%	\$4,500.13	0, 1, 2	6.50%	\$3,162.25	0, 1, 2	4.00%	\$1,946.00	2.50%	\$1,216.25		

YOE	Level A	-	YOE	Level B	-	YOE	Level C	-	Level D	-	Level E	-
20+	13.75%	\$6,854.38	20+	11.00%	\$5,483.50	20+	7.00%	\$3,489.50	5.50%	\$2,741.75	1.00%	\$498.50
15-19	13.00%	\$6,480.50	15-19	10.25%	\$5,109.63	15-19	6.50%	\$3,240.25	5.00%	\$2,492.50		
12, 13, 14	12.25%	\$6,106.63	12, 13, 14	9.50%	\$4,735.75	12, 13, 14	6.00%	\$2,991.00	4.50%	\$2,243.25		
9, 10, 11	11.50%	\$5,732.75	9, 10, 11	8.75%	\$4,361.88	9, 10, 11	5.50%	\$2,741.75	4.00%	\$1,994.00		
6, 7, 8	10.75%	\$5,358.88	6, 7, 8	8.00%	\$3,988.00	6, 7, 8	5.00%	\$2,492.50	3.50%	\$1,744.75		
3, 4, 5	10.00%	\$4,985.00	3, 4, 5	7.25%	\$3,614.13	3, 4, 5	4.50%	\$2,243.25	3.00%	\$1,495.50		
0, 1, 2	9.25%	\$4,611.13	0, 1, 2	6.50%	\$3,240.25	0, 1, 2	4.00%	\$1,994.00	2.50%	\$1,246.25		

Activity Positions and Levels

Level A

HS Music

FFA (2 Co-Advisors)

Level B

Junior Class/Prom (Head)

Junior Class/Prom

Junior Class/Prom

English Learner (EL) Coordinator (Not hired when the English Learner (EL) Coordinator position is filled by a full-time certified staff member)

~~Advanced Ed/Tech/Cognia~~ School Accreditation Coordinator (Not hired when the Curriculum Facilitator position is filled by a full-time certified staff member)

Level C

Cheerleading (Fall)

Cheerleading (Winter)

Drama/Musical

Speech

Yearbook/Annual

Science Olympiad
 Robotics
 FBLA
 FCCLA
 HOSA
 SADD
 Close Up
 Lego League (Head)

Level D

Student Council
 Elementary Student Council
 Elementary Music
 Close Up Assistant
 Drama/Musical Assistant
 Senior Class Advisor
 Speech Assistant
 Newspaper
 Lego League Assistant
 Safety Patrol

Level E

Marketplace
 Science Fair
 Math Counts
 Spelling Bee Coordinator
 Acalympics
 National Honor Society

Killdeer Public School District #16
Master Agreement
Extracurricular Activities

Type of Experience: Extracurricular experience must be in a contracted position under the discretion of administration (Superintendent and Activities Director).

Contract Length: All extracurricular activity contracts are 1 year contracts. All contracts must be signed prior to the first practice/meeting.

Activity Report: All activity advisors shall submit an end of activity report and evaluation prior to receiving compensation for activity.

Experience Schedule:

1. High School Music experience shall transfer all years of experience to Elementary Music and vice versa.
2. Student Council experience shall transfer all years of experience to Elementary Student Council and vice versa.
3. Transfer of experience between activities cannot exceed 5 years.

4. Returning coaches/activity advisors will retain their 2014-2015 years of experience plus one for the 2015-2016 contract year.

Out of District Experience:

- 1. All years of experience shall transfer into the Killdeer Public School system if in the exact same activity. (i.e. FFA to FFA, Cheerleading to Cheerleading, Music to Music)
- 2. Transfer of experience to a different activity can be brought in to the Killdeer Public School system but cannot exceed 5 years.
- 3. All transferred in experience must be within another school system and must be verified by the administration (Superintendent or Activities Director).

Total Years: Any lapse in consecutive years of advising an activity will not be counted against an advisor. Total years of experience will be counted.

Head of Activity: In the case of multiple Junior class /prom advisor positions filled or if an advisor contract is split, one of the advisors must be designated as “head” for purposes of final decision making.

Experience Options: An advisor has 2 options for experience: 1 – an advisor may bring in all years of experience in an activity within the same activity, 2 - an advisor may bring a total of 5 years of experience in from a different activity. Advisors may not use both same activity experience and different activity experience for their contract, they must use one or the other.

~~Nick Walker, Athletic Director~~ Levi Bang, School Board President

~~Jeff Simmons, Superintendent~~ Erik Johnson, KEA Lead Negotiator

End of Contract

5. Consider Board Policy IEAF Extracurricular Transportation

MEMBER REQUESTED

IEAF - EXTRACURRICULAR TRANSPORTATION

The District at its discretion may provide transportation for extracurricular activities including, but not limited to, transporting student participants to and from extracurricular practices or events. Students participating in extracurricular activities, other than those held at district facilities, may be transported to/from the extracurricular activity by a district vehicle or by another means approved by the Superintendent or designee.

Parents are strongly discouraged from allowing students to drive to/from extracurricular activities unaccompanied by a parent/guardian. The safety of the student is of utmost importance, and the parent/guardian should exercise their wisdom, good judgment and discretion when planning travel arrangements.

Students, who are provided extracurricular transportation in a district vehicle, must ride both to and from the event in the district vehicle unless arrangements have been made with the **[Superintendent]** **[building principal]** **[Athletic Director]** or designee prior to the event. In order for a student to be transported to and/or from an extracurricular event by means other than the district approved transportation the following must occur:

1. The parent/guardian provides a written **or electronic** request to **[Superintendent]** **[building principal]** **[Athletic Director]** or designee that includes a signature from the parent/guardian;
2. The parent/guardian signs a waiver of district liability in the event an injury and/or accident occurs while the parent/guardian or designated individual is providing extracurricular transportation; and
3. The **[Superintendent]** **[building principal]** **[Athletic Director]** or designee verifies the authenticity of the parent/guardian signature required under criterion 1 and 2 above; or
4. A student's parent/guardian personally appears before the district's Athletic Director or designee and requests to transport the student home from a school-sponsored event in which the student traveled to the event in a district vehicle.

End of **[Name of District] Policy IEAF****Adopted:**

[08/19]

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IEAF - EXTRACURRICULAR TRANSPORTATION

The District shall provide transportation to students participating in extracurricular activities to/from practice and to/from extracurricular events. Students are prohibited from transporting themselves or sharing a ride with other students when transportation is for the purpose of practicing for or participating in an extracurricular activity.

Parents may request administrative approval to transport his/her child to/from practice and/or to/from extracurricular events. The Superintendent, principal, Athletic Director, and coach shall only approve such requests if the following criteria are met:

1. The request is made in writing and signed by the parent;
2. The parent signs a waiver of district liability in the event of an injury and/or accident that occurs while the parent is providing extracurricular transportation;
3. The parent signs an agreement that s/he will only provide extracurricular transportation to his/her own child;
4. The Superintendent, principal, Athletic Director, and coach is able to verify the authenticity of parental signatures required under criteria one through three above.

Complementary Documents

- IEAF-AR, Extracurricular Transportation: Use of Commercial Bus

End of Killdeer School District #16 Policy IEAF.....Adopted: 03/30/16

6. Consider Activities Handbook

2025-2026 KILLDEER HIGH SCHOOL ACTIVITIES

“GO COWBOYS”

MISSION STATEMENT: Killdeer Cowboy Athletics will promote **education-based** athletics that provide life-long learning and enhance student’s achievement of educational goals. Our goal is to teach the values of teamwork, pride, respect and good sportsmanship. It is our hope that through athletics, our students will learn life-long lessons that will carry over into all aspects of their adult lives.



KILLDEER HIGH SCHOOL ACTIVITIES

NICK WALKER, ACTIVITIES DIRECTOR

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Killdeer High School Activity Handbook:

For the purpose of this document, extracurricular activities include the following: Basketball, Cheer, Cross Country, Drama, FFA, Football, Golf, Instrumental Music, Speech, Track, Vocal Music, Volleyball and Wrestling.

Activities Department Mission:

- The Killdeer Activities Department will operate based on mutual respect and appropriate communication between coaches, students, parents, school administration, instructors, and officials.
- The Killdeer Activities Department will provide programming that serves as **educational based activities**.

Participation Requirements:

- Killdeer Public Schools encourages all students' grades 7-12 to participate in Extra-Curricular Activities.
- Killdeer Public Schools recognizes that being involved in activity requires a great sacrifice from all involved.
- **All KPS Students must have a physical and be registered PowerSchool the School Information System (SIS) before they can practice. They must have their athletic fee in before the first game.**
- **Twin Buttes Open enrolled students must have their Physical turned in before they practice. (This bullet may be better off taken out considering how it could be interpreted from our Native neighbors.)**
- All Practices and Games are required.
 - Practice schedules will be communicated with parents/kids well ahead of time.
- Head Coach/A.D. has the final determination of what an excused/unexcused absence from practice is.
- **If a student is going to miss a practice/game, 7-12 students need to let the head coach know beforehand unless it is a family or emergency then the parent can let the head coach know. In elementary grades 4-6 activities, the parent can let the coach know.**
 - Failure to communicate with the coach or missing a practice unexcused result in the following:
 - 1st offense- Warning
 - 2nd offense- Meeting with the head coach and miss playing time at discretion of the head coach.
 - 3rd offense- Meeting with head coach, assistant coaches and captains. Miss 1 game/match/contest
 - 4th offense- Dismissed from the team

Excused and Unexcused absences from practice or contests.

- **Level 1- Excused absence:**
 - **Family Emergency or Bereavement, Medical, other Scheduled School Sponsored Activities.**
- **Level 2- Excused but missing practice could result in loss of playing time or starting role:**
 - **Non-Medical Appointments, Vacations or trips, not being at practice when there isn't school.**
- **Level 3- Unexcused**
 - **No communication on why the student isn't at practice, not having forms in to start practice.**

**** Coaches have discretion in all absence matters as they pertain to their program****

Requirements to Practice/Play:

- A 7-12 athlete is required to have 9 practices in before they compete. Exception is Golf.
 - You can only count 1 practice per day.
- The NDHSAA does not recognize **grades 4-6 activities, consequently, students in elementary activities must have 5 practices before they play.**

- The head coach has final discretion on if a student can join the team late. If a coach decides a kid student athlete can join late: Final Discretion will be up to the head coach and A.D.
 - A student athlete must join the team within the first 1/3 of the season. Each season has a different length, and the 1/3 rule will be applied accordingly.
 - Example- If the season is 8 weeks, a student must join by week 3.
 - Exceptions: Injury, illness, a new student transfer into the district.
- Students must be in school to practice.
 - Please see student handbook for complete attendance policy
- Absences coded (D) (C) or (B) are excused as long as a doctor's note is presented. (*What do the codes stand for? Recommend writing out what they stand for*)
 - (S) as approved by building principal

Communication Guidelines:

Both coaching and parenting are challenging in the world we live in today. We live in a social media world with many platforms and ways to communicate with the coach, parent, or student. By building a strong communication foundation, we can help our programs be successful. Below is an explanation of the communication that can be expected.

*All Communication will be done via Rooms. Coaches can have a text group with student/athletes or a Facebook page but the main communication will be through Rooms. Coaches should not be contacted through their cell phone unless it is an emergency or communication of a missed practice.

- **Communication Parents Can Expect From Coaches:**
 - Expectations of the team and individual athlete.
 - A copy of the team rules.
 - Practice changes or adjustments via Rooms.
- **Communication That Coaches Can Expect From Parents**
 - Notification of injuries or illness
 - 7-12 Student-Athletes should let the coach know of their absence unless it is an emergency.
 - 4-6 Student-athletes can have a parent to communicate with the coach via Rooms.
 - Notification of missing practices.
- **Communication That Students Can Expect From Coaches:**
 - All Forms of Communication should be done through Email, Cell Phone, Home Phone or Team Communication Platform(Rooms).
 - Practice Time Changes, Congratulatory Messages, Encouragement, and Leadership should be the theme of coach-athlete communication.
 - Social Media Platforms(such as Instagram or snapchat) should never be used to communicate.
 - Communication between Athlete and Coach is vital to the development of programs and relationships. Through communication lifelong bonds can be formed.

Killdeer Activities will follow a **24 Hour Rule**. If you have a concern or need to set up a meeting, it needs to be 24 hours post competition. By allowing situations or feelings to cool off, more productive conversation can be had. If it is an urgent matter or something that needs to be dealt with within that **24-Hour** period, please contact the A.D. As a parent, there may be a time when a meeting is necessary with the head coach and/or Activities Director. Please follow the guidelines below:

Step 1- A meeting between player and coach **must take** place.

Step 2:

- **Message the coach via Rooms** after the **24 hour rule** is done and set up an appointment. If it is a matter of immediate need please contact the athletic director immediately. This meeting will be with Coach, assistant coach if necessary, player and Parent/Guardian.
- If resolution does not take place within the conversation between parent/guardian, kid and coach:

Step 3:

- Contact the Activities Director ~~Nick Walker~~ or Assistant A.D. ~~Taylor Conrad~~. (*Recommend not using names of staff since people move. The Assistant AD position is being absorbed*)
- The A.D. will set up a meeting with parent/guardian, coach and athlete. The A.D. will attempt to mediate a resolution.
 - If the parent/guardian, student athlete has a conflict with the assistant coach and the assistant coach is the A.D. the parent/guardian, student athlete will set up a meeting with the head coach.
 - If resolution does not take place in the meeting between parent/guardian, head coach and assistant coach/A.D. see step 4:
- If resolution does not take place within the meeting between parent/guardian, coach and A.D.:

Step 4:

- Parent contact the Prrincipal to set up a meeting with Prrincipal and A.D.

**** Student/athletes' will be in the meeting unless the coach, parent and A.D. feel the meeting does not warrant the student/athlete being there.****

Activity Transportation To Contests:

Killdeer Public Schools encourages all students to ride to and from contests on the bus. It is a great time for team building and team comradery.

Transportation will be provided to and from school for away trips when a bus driver is available. Students will be told the day before what way we will travel.

1. All students are required to ride to the event with the team in the school issued vehicle, unless approved by athletic administration. Example- We have a game in Dickinson, and your child has an orthodontist appointment in Dickinson on the same day. The parent would need to drive the student to their appointment and meet the bus.
2. Approval to not ride the team bus to the event needs to be approved before the leave time by athletic administration.
3. **No Student** (*This sounds like student fans can't drive to the game*) **or Manager can drive to the contest. Driving can only be done to certain drop offs close to Killdeer and the student will be picked up by the bus.**

Activity Transportation Home From Contests:

Transportation will be provided back to Killdeer from away contests. Students will be told the day before what way we will travel.

1. ~~If a parent wishes to sign their child out to ride home with them, a school sign-out sheet will be provided and only a parent/guardian may sign the student athlete out.~~
 - ~~a. The student must ride home with the person signing them out.~~
 - ~~b. The person signing them out must be an adult and not a student at KPS or any other high school.~~
2. ~~If another family member is bringing your child home, this needs to be approved before the trip by athletic administration.~~
 - ~~a. The student must ride home with the person signing them out.~~
 - ~~b. The person signing them out must be an adult and not a student at KPS or any other high school.~~
3. ~~If another family is bringing your child home, this needs to be approved before the trip by athletic administration.~~
 - ~~a. The student must ride home with the person signing them out.~~
 - ~~b. The person signing them out must be an adult and not a student at KPS or any other high school.~~

After the school event, if the parent/guardian chooses to make transportation arrangements other than the school provided transportation back to school, parents/guardians must sign a release of liability form that will release all

liability from the District including its release of the coach/advisor and/or district personnel's supervisory responsibility.

Or

IEAF - EXTRACURRICULAR TRANSPORTATION

The district at its discretion may provide transportation for extracurricular activities including, but not limited to, transporting student participants to and from extracurricular practices or events. Students participating in extracurricular activities, other than those held at district facilities, may be transported to/from the extracurricular activity by a district vehicle or by another means approved by the Superintendent or designee.

Parents are strongly discouraged from allowing students to drive to/from extracurricular activities unaccompanied by a parent/guardian. The safety of the student is of utmost importance, and the parent/guardian should exercise their wisdom, good judgment and discretion when planning travel arrangements.

Students, who are provided extracurricular transportation in a district vehicle, must ride both to and from the event in the district vehicle unless arrangements have been made with the Athletic Director or designee prior to the event. In order for a student to be transported to and/or from an extracurricular event by means other than the district approved transportation the following must occur:

1. The parent/guardian provides a written request to the Athletic Director or designee that includes a signature from the parent/guardian;
2. The parent/guardian signs a waiver of district liability in the event an injury and/or accident occurs while the parent/guardian or designated individual is providing extracurricular transportation; and
3. The Athletic Director or designee verifies the authenticity of the parent/guardian signature required under criterion 1 and 2 above; or
4. A student's parent/guardian personally appears before the district's Athletic Director or designee and requests to transport the student home from a school-sponsored event in which the student traveled to the event in a district vehicle.

Overnight Trip Expectations:

1. All school/team rules will be followed.
 - a. A School Trip is an extension of the school day and school rules will be followed.
2. Killdeer student athletes are the only one's allowed in Killdeer Rooms.
 - a. All family/friend interaction should be in the lobby.
3. Room Checks will be held each night at the time designated by coaching staff.
4. Once room checks are done, student athletes are expected to stay in **their** assigned room.
5. Parents will be notified **of** what hotel the team is staying at in an itinerary given to them before the team leaves.

School, Sport, **Breach of Protocol** and NDHSAA Violations:

In the event that there is a rule infraction that takes place the following will be done:

- **In School, Bus or Motel:**
 - Refer to the discipline structure and matrix in the student ~~hand-book~~ **handbook**.
 - If in violation on a school trip, parent/guardian will be contacted and parent/guardian will have to come pick up the student.
- **In Sport:**
 - Refer to the team rules that were issued at the beginning of the season.
 - Reminder all teams have slightly different rules.

- The Breach of Protocol Matrix or Discipline Matrix found in the high school student handbook can be used here for certain incidents.
- **NDHSAA Rules Violation (alcohol, tobacco, spectator ejection, other):**
 - **Spectator Ejection- If you are ejected from a game it is a 2 week suspension from all activities.**
 - **Spectator Ejection- The second ejection in a year is a year suspension from activities.**
- Killdeer Public School Breach of Protocol Matrix:
 - Level 1- Minor Breaches in Protocol or for not following school policy:
 - Meeting with the A.D. and potential NFHS videos to watch *(Is this a consequence of a level 1 violation?)*
 - Level 2- Defamation of character, verbal or written profanity, repeated level 1.
 - Meeting with A.D., NFHS Sportsmanship Videos, potential suspension from activities in Killdeer or other facilities. *(Is this a consequence of a level 2 violation?)*
 - Level 3- A culmination of level 2's, anything physical or severe emotional distress.
 - Meeting with A.D. and suspension from activities.
 - Suspension could be weeks or up to a calendar year.

Levels of Programs and Expectations:

Grades 4-6:

- Skill based structure.
- Team scheme when applicable but emphasis on skill development.
- Team scheme and skill will be addressed and explained to the elementary coaches by the Head HS Coach.
- All kids play in every game they are dressed for. Depending on numbers, students might not play in every game.
- At the elementary level playing time for all athletes should be as equal as possible. ~~it can be on every given night.~~ Playing time is based on practice attendance, effort, coachability and athletic performance.
- Not every kid student will dress for every game if numbers warrant this.
- KPS recognized that 4th grade will not have as many games.
- KPS recognizes that 4-6 grade athletics are not under the jurisdiction of NDHSAA and will only follow policies in the Killdeer athletic and Student Handbook.

Grades 7-8 and C Squad:

- Skill based structure.
- Emphasis will still be on skill development but will start to implement more of what the Varsity system is doing.
- Team scheme and skill will be addressed and explained to the coaches by the Head HS Coach.
- All kids student athletes in grades 7-8 should play in every game. This is up to the coaches' discretion based on performance and participation effort from practice.
- Playing time will be earned but not equal. This is up to coaches' discretion from practice and games.
- KPS will play student-athletes where their skill level places them.
- Starters are set by coaches' discretion, game, practice and academic performance.

JV and Varsity:

- Skill based structure.
- Emphasis will continue to be on skill development, but coaches will implement their full system of play.
- Athletes of all age levels (7-12) are eligible for Varsity teams. Emphasis on putting kids student athletes on court or field is based on what the coaches deem gives the team the best chance to win.

- Not every kid **student athlete** will play every night and playing time will not be equal regardless of age level.
- Starting positions and playing time will be earned in practice and games, not grade level.
- **KPS does not have a cut policy and varsity uniforms will be awarded to the best players regardless of grade level.**
- **Starters are set by coaches' discretion, game, practice and academic performance.**

*Standards listed above are for all activities and include sports in which limited number of spots are available for a Varsity Team or Roster.

Middle School Participation In Varsity Sports:

- Killdeer Public Schools offers many programs that Grades 7-12 are part of:
- There are some sports and activities that are 7-12 and have students go between varsity, jv, and jh competition. The acceleration would take place if an athlete was forgoing part of their junior high season to begin when the varsity begins.
- **This would mean the student athlete would have to sit weeks of the JH season or bypass the JH season completely.**
- In the event that a coach/advisor deems that a student/athlete is ready for varsity competition as a middle school student, the following will take place:
 - **A meeting between coach, athlete, parent, and AD will take place.**
 - **An acceleration form must be filled out with all members' approval.**
 - **All middle school athletes competing at the Varsity level must have a **M**mentor that they are assigned that will act as a buddy system to help with moving up with a different group of **kids athletes**.**
 - **The AD will make sure the student is socially, academically and athletically ready for the rigors of Varsity sport.**
 - **If the athlete is moved up, they start the next year at that year.**
- An exception to this would be student/athletes moving up **after** the junior high season would be complete. This requires no meeting or form.

*Communication is the key so students can be successful at all levels of their season. The NDHSAA has a cap of weeks per season so acceleration of athletes should be done in a timely manner so the athlete does not reach their cap before the end of the Varsity season. **Coaches and A.D. will evaluate the criteria before the start of the season when identifying a kid to move up and also have final say in all acceleration matters.**

Dual Sport Participation During The Same Season:

From time to time a student may wish to participate in two sports during the same season (example would be boys golf and track in the spring). In this case, the following will be followed:

- Fill out a dual sport declaration form. Coaches, parents/guardians, Principal and AD will all sign the form. Student must pick a primary sport in case of conflict.
- Practice time will be worked out between the **head coaches of each sport and the A.D.**
- Grades, loss of school time and numbers of events in a week will be discussed and coaches need to be aware of loss of school time for students.

Athletic Training, Sports Medicine and Concussion Management:

- Killdeer Public Schools will provide an athletic trainer for most varsity sporting contests as well as provide a trainer on most Mondays after school to see and treat minor injuries.
 - If no trainer is available and an injury happens, the coach will use discretion and their best judgement as to how to treat the individual

- Keep the training room clean and uncluttered at all times so our trainer and coaches can work in there.
- In return from the Doctor, all athletes will need to have a Doctor's note. Coaches will be in full compliance with the language written in the medical release. All steps will be followed until the student/athlete is medically cleared for competition.
- Coaches should communicate with parents about injury and recommendation from trainer if applicable. **In an emergency, parents will be notified immediately if not present at practice or contest.**

Concussion Management:

CONCUSSION MANAGEMENT The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2).

Killdeer Activities will comply with the protocols put in place by Therapy Solutions. Our trainer from Therapy Solutions is the sole person who determines return to play.

Full Concussion policy can be found in the student handbook

All other suspension and administration of suspension information can be found in the student handbook under Extra Curricular Participation Requirements.

Student Dress for Contests:

*Coaches/captains will let the student-athletes know what the dress is for the day. Examples of this would be dress up, travel gear, Jeans etc...

* Students are expected to wear clothes in accordance with the KPS student handbook.

Uniform Check Out and Turn In:

Killdeer Public Schools will provide the majority of gear, and equipment needed for activity and sport. Any gear needed above and beyond what is provided will be at the cost of the student's family. Example: Football provides helmet, shoulder pads, specialty pads, pants, belts and girdles. The student would need cleats and anything under the uniform.

If gear is purchased it needs to be approved through the activity office to make sure it is legal to be worn or played with in competition. For example, there has been an uptick nationally in the number of athletes buying their own helmets for football. These still need to get **be** reconditioned and maintained.

Students and families are expected to:

- Take care of equipment and gear to the best of their ability. Do your best to return the equipment and uniform in the best shape possible.
- Follow all washing and drying instructions given on the uniforms. Accidents happen with washing and drying. If something happens, please talk with the head coach or athletic director
- Return all gear and equipment that is property of Killdeer Public Schools at the end of the season.
- Coaches will have a list of gear checked out to students/athletes. Lost or unreturned gear will be billed to families at the uniforms current value.
 - All gear needs to be turned in within a week of the end date of the season.
 - If not turned in within a week, a bill will be sent home at the current cost of gear.
- Student-athletes will not start the next season without turning in gear or approval from A.D.

BULLYING/HAZING:

Killdeer Public Schools has a zero-tolerance policy for **B**ullying/hazing. Zero tolerance means that **ALL** claims brought forward will be investigated by a combination of building administrator, SRO, and athletic administrator.

- If a student is being bullied/**H**azared or if someone witnesses an event, please use the following procedures of reporting.
 - Fill out the bullying form that is on KPS main page
 - Report to an Admin, Coach, Teacher or Advisor
 - All claims will be brought to the building admin or A.D. by reporters.
- Discipline in the event the claim is found as a bullying/hazing event:
 - All claims found as a bullying/hazing event will be dealt with on an individual basis based on the severity of the offense.
 - JH/HS will use the JH/HS discipline **M**atrix to determine punishment.
 - Elementary will use the elementary discipline **M**atrix to determine punishment
 - All coaches and advisors are expected to provide proper supervision on the bus, during practices/games, in the locker room and on overnight trips*

Grading and Attendance Policies:

All attendance, grading, and eligibility policies will be followed as per Killdeer Junior/Senior High School handbook.

Minimum Standards:

The following pages have had rules and regulations that all students/parents/guardian must agree to follow to participate in extracurricular programs for Killdeer Public Schools. Each coach/advisor, at their discretion may add other reasonable rules for their individual program.

Additional Policies and Procedures:

The Killdeer Activity handbook is meant to **ONLY** reflect commonly asked questions in activities. It is not an all-encompassing list. For a complete list, please view the JH/HS handbook or visit www.killdeer.k12.nd.us for more policies and procedures.

North Dakota High School Activities Association:

Killdeer High School, is a member in good standing of the North Dakota High School Activities Association (NDHSAA). The rules of the NDHSAA will be strictly enforced. <http://www.ndhsaa.com/parents-students>

2025-2026 KILLDEER HIGH SCHOOL ACTIVITIES

“GO COWBOYS”

MISSION STATEMENT: Killdeer Cowboy Athletics will promote education-based athletics that provide life-long learning and enhance student’s achievement of educational goals. Our goal is to teach the values of teamwork, pride, respect and good sportsmanship. It is our hope that through athletics, our students will learn life-long lessons that will carry over into all aspects of their adult lives.



KILLDEER HIGH SCHOOL ACTIVITIES

NICK WALKER, ACTIVITIES DIRECTOR

TAYLOR CONRAD, ASST. ACTIVITIES DIRECTOR

101 HIGH ST NW KILLDEER, ND 58640

SCHOOL PHONE 701-764-5877

A.D. EMAIL: NICHOLAS.WALKER@K12.ND.US

WWW.KILLDEER.K12.ND.US

Killdeer High School Activity Handbook:

For the purpose of this document, extracurricular activities include the following: Basketball, Cheer, Cross Country, Drama, FFA, Football, Golf, Instrumental Music, Speech, Track, Vocal Music, Volleyball and Wrestling.

Activities Department Mission:

- The Killdeer Activities Department will operate based on mutual respect and appropriate communication between coaches, students, parents, school administration, instructors, and officials.
- The Killdeer Activities Department will provide programming that serves as educational based activities.

Participation Requirements:

- Killdeer Public Schools encourages all students' grades 7-12 to participate in Extra-Curricular Activities.
- Killdeer Public Schools recognizes that being involved in activity requires a great sacrifice from all involved.
- All KPS Students must have a physical and be registered on the School Information System. They must have their athletic fee in before the first game.
- Out of District Students must have their Physical turned in before they practice.
- All Practices and Games are required.
 - Practice schedules will be communicated with parents/students well ahead of time.
- Head Coach/A.D. has the final determination of what an excused/unexcused absence from practice is.
- If a student is going to miss a practice/game, grades 7-12 students need to let the head coach know beforehand unless it is a family or emergency then the parent can let the head coach know. In grades, 4-6 activities, the parents can let the coach know.
 - Failure to communicate with the coach or missing a practice unexcused result in the following:
 - 1st offense- Warning
 - 2nd offense- Meeting with the head coach and miss playing time at discretion of the head coach.
 - 3rd offense- Meeting with head coach, assistant coaches and captains. Miss 1 game/match/contest
 - 4th offense- Dismissed from the team

Excused and Unexcused absences from practice or contests.

- **Level 1- Excused absence:**
 - **Family Emergency or Bereavement, Medical, other Scheduled School Sponsored Activities.**
- **Level 2- Excused but missing practice could result in loss of playing time or starting role:**
 - **Non-Medical Appointments, Vacations or trips, not being at practice when there isn't school.**
- **Level 3- Unexcused**
 - **No communication on why the student isn't at practice, not having forms in to start practice.**

**** Coaches have discretion in all absence matters as it pertains to their program****

Requirements to Practice/Play:

- A 7-12 athlete is required to have 9 practices before they compete. Exception is Golf.
 - You can only count 1 practice per day.
- The NDHSAA does not recognize grades 4-6 activities, consequently, students in elementary activities must have 5 practices before they play.
- The head coach has final discretion if a student can join the team late. If a coach decides a student can join late: Final discretion will be up to the head coach and A.D.

- A student athlete must join the team within the first 1/3 of the season. Each season has a different length, and the 1/3 rule will be applied accordingly.
- Example- If the season is 8 weeks, a student must join by week 3.
- Exceptions: Injury, illness, a new student transfer into the district.
- Students must be in school to practice.
 - Please see student handbook for complete attendance policy.
- Absences coded (D) (C) or (B) are excused if a doctor's note is presented.
 - (S) as approved by building principal.

Communication Guidelines:

Both coaching and parenting are challenging in the world we live in today. We live in a social media world with many platforms and ways to communicate with the coach, parent, or student. By building a strong communication foundation, we can help our programs be successful. Below is an explanation of the communication that can be expected.

*All Communication will be done via Rooms. Coaches can have a text group with student/athletes or a Facebook page but the main communication will be through Rooms. Coaches should not be contacted through their cell phone unless it is an emergency or communication of a missed practice. Please contact coaches through Rooms or their email.

- **Communication Parents Can Expect From Coaches:**
 - Expectations of the team and individual athlete.
 - A copy of the team rules.
 - Practice changes or adjustments via Rooms.
- **Communication That Coaches Can Expect From Parents**
 - Notification of injuries or illness.
 - 7-12 Student-Athletes should let the coach know of their absence unless it is an emergency.
 - 4-6 Student-athletes can have a parent communicate with the coach via Rooms.
 - Notification of missing practices.
- **Communication That Students Can Expect From Coaches:**
 - All Forms of Communication should be done through Email, Cell Phone, Home Phone or Team Communication Platform(Rooms).
 - Practice Time Changes, Congratulatory Messages, Encouragement, and Leadership should be the theme of coach-athlete communication.
 - Social Media Platforms(such as Instagram or snapchat) should never be used to communicate.
 - Communication between Athlete and Coach is vital to the development of programs and relationships. Through communication lifelong bonds can be formed.

Killdeer Activities will follow a **24 Hour Rule**. If you have a concern or need to set up a meeting, it needs to be 24 hours post competition. By allowing situations or feelings to cool off, more productive conversation can be had. If it is an urgent matter or something that needs to be dealt with within that **24-Hour** period, please contact the A.D. As a parent, there may be a time when a meeting is necessary with the head coach and/or Activities Director.

Please follow the guidelines below:

Step 1- A meeting between player and head coach must take place.

Step 2:

- Message the coach via Rooms after the **24-hour rule** is done and set up an appointment. If it is a matter of immediate need please contact the athletic director immediately. This meeting will be with Coach, assistant coach, if necessary, player and Parent/Guardian.
- If resolution does not take place within the conversation between parent/guardian, kid and coach:

Step 3:

- Contact the Activities Director.
- The A.D. will set up a meeting with parent/guardian, coach and athlete. The A.D. will attempt to mediate a resolution.
- If resolution does not take place within the meeting between parent/guardian, coach and A.D.:
 - In the case that the activities director is a coach within the program, the parent/student can bypass step 3 and go to step 4.

Step 4:

- Contact the Principal to set up a meeting with the Principal and A.D.

**** Student/athletes' will be in the meeting unless coach, parent and A.D. feel the meeting does not warrant the student/athlete being there.****

Transportation To and From Contests:

Killdeer Public Schools encourages all students to ride the bus to and from the contests. In the event that a student needs to be signed out the athletic department will use the following School Board Association Policy.

The District at its discretion may provide transportation for extracurricular activities including, but not limited to, transporting student participants to and from extracurricular practices or events. Students participating in extracurricular activities, other than those held at district facilities, may be transported to/from the extracurricular activity by a district vehicle or by another means approved by the Superintendent or designee.

Parents are strongly discouraged from allowing students to drive to/from extracurricular activities unaccompanied by a parent/guardian. The safety of the student is of utmost importance, and the parent/guardian should exercise their wisdom, good judgment and discretion when planning travel arrangements.

Students, who are provided extracurricular transportation in a district vehicle, must ride both to and from the event in the district vehicle unless arrangements have been made with the Athletic Director or designee prior to the event. In order for a student to be transported to and/or from an extracurricular event by means other than the district approved transportation the following must occur:

1. The parent/guardian provides a written or electronic request to the Athletic Director or designee that includes a signature from the parent/guardian;
2. The parent/guardian signs a waiver of district liability in the event an injury and/or accident occurs while the parent/guardian or designated individual is providing extracurricular transportation; and
3. The [Superintendent] [building principal] [Athletic Director] or designee verifies the authenticity of the parent/guardian signature required under criterion 1 and 2 above; or
4. A student's parent/guardian personally appears before the district's Athletic Director or designee and requests to transport the student home from a school-sponsored event in which the student traveled to the event in a district vehicle.

Overnight Trip Expectations:

1. All school/team rules will be followed.

- a. A School Trip is an extension of the school day and school rules will be followed.
2. Killdeer student athletes are the only one's allowed in Killdeer Rooms.
 - a. All family/friend interaction should be in the lobby.
3. Room Checks will be held each night at the time designated by coaching staff.
4. Once room checks are done, student athletes are expected to stay in their assigned room
5. Parents will be notified of what hotel the team is staying at in an itinerary given to them before the team leaves.

School, Sport, Breach of Protocol and NDHSAA Violations:

In the event that there is a rule infraction that takes place the following will be done:

- **In School, Bus or Motel:**
 - Refer to the discipline structure and matrix in the student handbook.
 - If in violation on a school trip, parent/guardian will be contacted and parent/guardian will have to come pick up the student.
- **In Sport:**
 - Refer to the team rules that were issued at the beginning of the season.
 - Reminder all teams have slightly different rules.
 - The Breach of Protocol Matrix or Discipline Matrix found in the high school student handbook can be used here for certain incidents.
- **NDHSAA Rules Violation (alcohol, tobacco, spectator ejection, other):**
 - **Spectator Ejection- If you are ejected from a game it is a 2 week suspension from all activities.**
 - **Spectator Ejection- The second ejection in a year is a year suspension from activities.**
- Killdeer Public School Breach of Protocol Matrix-
 - Level 1- Minor Breaches in Protocol for not following school policy
 - The consequence of a level 1 offense is a meeting or call with the A.D. and potential NFHS videos to watch.
 - [NFHS Learn | Interscholastic Education, Made Easy](#)
 - Level 2- Defamation of character, verbal or written profanity, repeated level 1.
 - The consequence of a level 2 offense is a meeting with A.D., NFHS Sportsmanship Videos, potential suspension from activities in Killdeer or other facilities.
 - [NFHS Learn | Interscholastic Education, Made Easy](#)
 - Level 3- A culmination of level 2's, anything physical or severe emotional distress.
 - Meeting with A.D. and suspension from activities
 - Suspension could be up to a calendar year.

Levels of Programs and Expectations:

Grades 4-6:

- Skill based structure.
- Team scheme when applicable but emphasis on skill development.
- Team scheme and skill will be addressed and explained to the elementary coaches by the Head HS Coach.
- All kids play in every game they are dressed for. Depending on numbers, students might not play in every game.
- At the elementary level, playing time for all athletes should be as equal as possible. Playing time is based on practice attendance, effort, coachability and athletic performance.
- Not every student will dress for every game if numbers warrant this.
- KPS recognized that 4th grade will not have as many games.

- KPS recognizes that 4-6 grade athletics are not under the jurisdiction of NDHSAA and will only follow policies in the Killdeer athletic and Student Handbook.

Grades 7-8 and C Squad:

- Skill based structure.
- Emphasis will still be on skill development but will start to implement more of what the Varsity system is doing.
- Team scheme and skill will be addressed and explained to the coaches by the Head HS Coach.
- All student athletes in grades 7-8 should play in every game they dress for.
- Playing time will be earned but not equal. This is up to the coaches' discretion from practice and games.
- KPS will play student-athletes where their skill level places them.
- Starters are set by coaches' discretion, game, practice and academic performance.

JV and Varsity:

- Skill based structure.
- Emphasis will continue to be on skill development, but coaches will implement their full system of play.
- Athletes of all age levels (7-12) are eligible for Varsity teams. Emphasis on putting student athletes on court or field in what coaches deem gives the team the best chance to win.
- Not every student athlete will play every night and playing time will not be equal regardless of age level.
- Starting positions and playing time will be earned in practice and games, not grade level.
- KPS does not have a cut policy and varsity uniforms will be awarded to the best players regardless of grade level.
- Starters are set by coaches' discretion, game, practice and academic performance.

*Standards listed above are for all activities and include sports in which limited number of spots are available for a Varsity Team or Roster.

Middle School Participation In Varsity Sports:

- Killdeer Public Schools offers many programs that Grades 7-12 are part of:
- There are some sports and activities that are 7-12 and have students go between varsity, jv, and jh competition. The acceleration would take place if an athlete was forgoing part of their junior high season to begin when the varsity begins.
- This would mean the student athlete would have to sit weeks of the JH season or bypass the JH season completely.
- In the event that a coach/advisor deems that a student/athlete is ready for varsity competition as a middle school student, the following will take place:
 - A meeting between coach, athlete, parent, and AD will take place.
 - An acceleration form must be filled out with all members' approval.
 - All middle school athletes competing at the varsity level must have a mentor that they are assigned that will act as a buddy system to help with moving up with a different group of athletes.
 - The AD will make sure the student is socially, academically and athletically ready for the rigors of Varsity sport.
 - If the athlete is moved up, they start the next year at that year.
- An exception to this would be that student/athletes moving up **after** the junior high season would be complete. This requires no meeting or form.

*Communication is the key so students can be successful at all levels of their season. The NDHSAA has a cap of weeks per season so acceleration of athletes should be done in a timely manner, so the athlete does not reach

their cap before the end of the Varsity season. Coaches and A.D. will evaluate the criteria before the start of the season when identifying a kid to move up and have final say in all acceleration matters.

Dual Sport Participation During The Same Season:

From time to time a student may wish to participate in two sports during the same season (example would be boys golf and track in the spring). In this case, the following will be followed:

- Fill out a dual sport declaration form. Coaches, parents/guardians, Principal and AD will all sign the form. Students must pick a primary sport in case of conflict.
- Practice time will be worked out between the head coaches of each sport and the A.D.
- Grades, loss of school time and numbers of events in a week will be discussed and coaches need to be aware of the loss of school time for students.

Athletic Training, Sports Medicine and Concussion Management:

- Killdeer Public Schools will provide an athletic trainer for most varsity sporting contests as well as provide a trainer on most Mondays after school to see and treat minor injuries.
 - If no trainer is available and an injury happens, the coach will use discretion and their best judgement as to how to treat the individual
 - Keep the training room clean and always uncluttered so our trainer and coaches can work there.
 - Upon returning from the Doctor, all athletes will need to have a Doctor's note. Coaches will be in full compliance with the language written in the medical release. All steps will be followed until the student/athlete is medically cleared for competition.
 - Coaches should communicate with parents about injury and recommendation from trainer if applicable. **In an emergency, parents will be notified immediately if not present at practice or contest.**

Concussion Management:

CONCUSSION MANAGEMENT The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2).

Killdeer Activities will comply with the protocols put in place by Therapy Solutions. Our trainer from Therapy Solutions is the sole person who determines return to play.

Full Concussion policy can be found in the student handbook

All other suspension and administration of suspension information can be found in the student handbook under Extra Curricular Participation Requirements.

Student Dress for Contests:

*Coaches/captains will let the student-athletes know what the dress is for the day. Examples of this would be dress up, travel gear, Jeans etc.

* Students are expected to wear clothes in accordance with the KPS student handbook.

Uniform Check Out and Turn In:

Killdeer Public Schools will provide the majority of gear, and equipment needed for activity and sport. Any gear needed above and beyond what is provided will be at the cost of the student's family. Example: Football provides helmet, shoulder pads, specialty pads, pants, belts and girdles. The students would need cleats and anything under the uniform.

If gear is purchased it needs to be approved through the activity office to make sure it is legal to be worn or played with in competition. For example, there has been an uptick nationally in the number of athletes buying their own helmets for football. These still need to be reconditioned and maintained.

Students and families are expected to:

- Take care of equipment and gear to the best of their ability. Do your best to return the equipment and uniform in the best shape possible.
- Follow all the washing and drying instructions given on the uniforms. Accidents happen with washing and drying. If something happens, please talk with the head coach or athletic director
- Return all gear and equipment that is property of Killdeer Public Schools at the end of the season.
- Coaches will have a list of gear checked out to students/athletes. Lost or unreturned gear will be billed to families at the uniforms current value.
 - All gear needs to be turned in within a week of the end date of the season.
 - If not turned in within a week, a bill will be sent home at the current cost of gear.
- Student-athletes will not start the next season without turning in gear or approval from A.D.

BULLYING/HAZING:

Killdeer Public Schools has a zero-tolerance policy for bullying/hazing. Zero tolerance means that ALL claims brought forward will be investigated by a combination of building administrator, SRO, and athletic administrator.

- If a student is being bullied/hazed or if someone witnesses an event, please use the following procedures of reporting.
 - Fill out the bullying form that is on KPS main page
 - Report to an Admin, Coach, Teacher or Advisor
 - All claims will be brought to the building admin or A.D. by reporters.
- Discipline in the event the claim is found as a bullying/hazing event:
 - All claims found as a bullying/hazing event will be dealt with on an individual basis based on the severity of the offense.
 - JH/HS will use the JH/HS discipline matrix to determine punishment.
 - Elementary will use the elementary discipline matrix to determine punishment
 - All coaches and advisors are expected to provide proper supervision on the bus, during practices/games, in the locker room and on overnight trips*

Grading and Attendance Policies:

All attendance, grading, and eligibility policies will be followed as per Killdeer Junior/Senior High School handbook.

Minimum Standards:

The following pages have had rules and regulations that all students/parents/guardian must agree to follow to participate in extracurricular programs for Killdeer Public Schools. Each coach/advisor, at their discretion may add other reasonable rules for their individual program.

Additional Policies and Procedures:

The Killdeer Activity handbook is meant to ONLY reflect commonly asked questions in activities. It is not an all-encompassing list. For a complete list, please view the JH/HS handbook or visit www.killdeer.k12.nd.us for more policies and procedures.

North Dakota High School Activities Association:

Killdeer High School is a member in good standing of the North Dakota High School Activities Association (NDHSAA). The rules of the NDHSAA will be strictly enforced. <http://www.ndhsaa.com/parents-students>

7. Adjourn