

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, August 22, 2022

**VANDENBERG ELEMENTARY SCHOOL - Library Conference Room
561 Briggs Street
Box Elder, SD 57719**

5:00 PM

DOUGLAS SCHOOL DISTRICT INVITES YOU TO ATTEND A SCHEDULED ZOOM ROOM MEETING:

Join Zoom Meeting

<https://sdk12.zoom.us/j/98079508895?pwd=a1BxTEZxVFdkNlFHNmduR1hWazdMUT09>

Meeting ID: 980 7950 8895

Passcode: 431230

Individuals attending virtually and desiring to speak during public forum should email their request to the Superintendent's Office (Kevin.Case@k12.sd.us or Jackie.McPherson@k12.sd.us), including all identifying information by noon of the day of the board meeting.

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
 - A. Tanya Gray re-elected to the ASBSD Board of Directors
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approve Personnel Action
 - B. Approve Financial Reports
 - C. Approve the Purchases and Issuing of Accounts Payable.
 - D. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
7. Items Removed From Consent Agenda

8. Elementary and Secondary Curriculum and Instruction Items:
 - A. Approve the High School and Middle School Activities Handbook for the 2022-23 school year.
 - B. Approve SY 22-23 Elementary Staff and Student Handbooks.
9. Superintendent Items:
 - A. Approve Student Assignment Requests as recommended to attend Douglas School District for the 2022-23 school year.
 - B. Approve the following Staff Handbooks for the 2022-23 school year:
 - Administrators Handbook
 - Coordinators Handbook
 - Classified Staff Handbook
 - C. Bond Process Information and Example
10. Fiscal Resources Items:
11. Operational Support Services Items:
 - A. Hear and Approve SECOND Reading of REVISED and REVIEWED Board Policies, SECTION B.
 - B. Approve FIRST Reading of Revised/Reviewed Policies.
 - C. Approve Change of Adult Meal Pricing Rate, to \$2.70 for Breakfast and \$4.90 for lunch.
 - D. Approve School Resource Officer Memorandum of Understanding Agreement Between Douglas School District and Box Elder Police Department.
 - E. Approve two (2) additional Food Service Worker positions for Douglas Middle School.
12. Reports:
 - A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
13. Upcoming Calendar Events:
 - September 5 - Holiday-No School
 - September 12 - BOE Meeting
 - September 26 - BOE Meeting
14. Executive Session for personnel according to SDCL 1-25-2.1.

15. Action As A Result of Executive Session

16. Adjournment



FOR IMMEDIATE RELEASE:

August 18, 2022

Contact: Tyler Pickner, Director of Communications

Associated School Boards of South Dakota

Phone: 605.773.8382 | Cell: 605.881.3791 | Email: tpickner@asbsd.org

Douglas School Board President re-elected to state association board

Douglas School Board President Tanya Gray was re-elected to the Associated School Boards of South Dakota's Board of Directors.

Gray was re-elected to represent ASBSD's Western Region member districts in the 1,400-9,999 enrollment category. This will be her second four-year term, which began this month, on the ASBSD Board of Directors.

Gray has served on the Douglas School Board since 2015 and, prior to becoming Board President this year, has served as Vice President multiple times. She has also represented her local board on the Black Hills Special Services Co-op Board and as a Delegate at ASBSD's Delegate Assembly. Gray is the Events Services Manager at The Monument.

"We're excited to have Tanya remain on the ASBSD Board as she has brought a unique perspective to us from her local district and has been a great asset to the team," ASBSD Executive Director Wade Pogany said.

The 18-member ASBSD Board of Directors is made up of local school board members elected from four geographic regions (Central, Northeast, Southeast and Western) and five enrollment size categories (265 and under, 266-699, 700-1,399, 1,400-9,999 and 10,000 and above).

ASBSD is a private, non-profit association representing more than 850 South Dakota school board members, the 149 school districts they govern and the students they serve. Our vision is leadership to achieve excellence for South Dakota public education through a mission of partnering, advocating and leading.

Note: Attached you will find a photo of Gray.

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
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Public Participation at Board Meetings

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting that is open to the public and a public hearing held by the school board.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public hearing held by the school board, there is usually one topic to be presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public hearing. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

This Policy applies only to regularly scheduled school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed. Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific school district policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which

are disrespectful to one or more persons, and shall not use profanity.

The time designated for Public Forum on the agenda shall be immediately before the adoption of the meeting agenda by the school board.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non Agenda Items:

- a. Before the meeting is called to order, an individual who desires to speak at a school board meeting must in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed. Individuals attending virtually and desiring to speak during public forum, should email their request to the superintendent's office, including all identifying information, by noon the day of the meeting.
- b. During the time designated for Public Forum, the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy
- c. A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- d. Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

- a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
- b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
- c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school

board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

- d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
 - deferred until the next regular meeting or a special school board meeting, or
 - added to the meeting agenda for discussion purposes only, or
 - added to the agenda for discussion and possible action.

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e, or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

REFERENCES

State Reference:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-2	Executive or closed meetings
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-39	Management of schools by board
SDCL 22-18-35(3)	Disturbing any lawful assembly or meeting

Policy Cross Reference:

BD	School Board Meetings
BDDB	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination

Adoption History

Approved	9/8/1977		
First Reading of Revision	10/10/1985		
Approved - Revision	11/14/1985		
First Reading	11/17/2014		
Approved	12/8/2014		
First Reading-Rewrite	2/13/2017		
Approved	2/27/2017		
First Reading-Revision	2/28/2022		
Approved	3/14/2022		

**DOUGLAS SCHOOL BOARD
REQUEST TO COMMENT
SPEAKER SIGN IN**

DATE _____

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
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SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

If the Board/Board President wishes to have the Board President make an introductory statement at the beginning of the Public Forum, the following may serve as a starting point which could be modified at the discretion of the Board/Board President and which is consistent with local Board policy.

This is the time for the Public Forum.

Each individual wishing to address the Board is asked to sign the form on the table in the back of the room with their name, address, email and topic to be addressed being legible. Persons having signed in will be recognized and have an opportunity to speak.

Speakers will have five (5) minutes to present comments to the school board. An extension of time may be granted pursuant to Board policy. Should more than one person wish to address the school board on the same agenda item, or should the comments become repetitious, speaker time may be shortened.

The District has policies related to complaints involving bullying, sexual harassment, school employees or students. Those policies include procedures designed to balance the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. If a complaint about bullying, sexual harassment, school employees or students is brought to the Board during the public forum, the person will be informed as to the applicable complaint procedure.

* Individuals attending virtually and desiring to speak during public forum, instructions are given on the meeting agenda when it is posted to email their request to the superintendent’s office, including all identifying information, by noon the day of the board meeting.

Notes: All Board members should be aware that SDCL 22-18-35(3) says any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by disturbing any lawful assembly or meeting of persons without lawful authority is a criminal offense (Class 2 Misdemeanor). This statute could be referenced in extreme situations if a speaker/group fails to respect the decorum expected during a formal governmental meeting

Adopted: 3/14/2022

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/22/2022****Certified Teaching Contract Amendments**

	Holly Howie	Douglas High School	Base Pay \$56,275.00	2022-2023 School Year
	Pinar Music	CARR/MS	Base Pay \$58,525.00	2022-2023 School Year
	Ainsley Monize	MS/HS	Base Pay \$66,025.00	2022-2023 School Year
	Nicole Reitz	VES	Base Pay \$76,025.00	2022-2023 School Year
**	Kirsten Burriss	VES	Base Pay \$54,775.00	2022-2023 School Year

Activity Contract Amendments

	Amy Erlandson	Douglas High School	Department Head \$1,500.00	2022-2023 School Year

Classified Annual Pay Amendments

**	Nancy Maynard	Patriot Elementary Francis Case Wing	\$18.00 per hour	2022-2023 School Year

Certified Professional Growth Plans

	Name	Building	Position	
	Tara Anderson	Patriot Elementary Badger Clark Wing	Kindergarten	
	Aarika Blair	Patriot Elementary Francis Case Wing	Kindergarten	
	Bridget Bolinger	Vandenberg	5th Grade	
	Kirsten Burriss	Patriot Elementary Badger Clark Wing	Kindergarten	
	Michaela Doyle	Vandenberg	Music	
	Krisa Engel	Patriot Elementary Francis Case Wing	Instructional Leader	
	Olivia Gotta	Patriot Elementary Francis Case Wing	2nd Grade	
	Kaitlin Heire	Douglas High School	Math	
	Holly Howie	Douglas High School	Family and Consumer Science	
	Sherri Horan	Douglas Middle School	Counselor	
	Tara Lipp	Carrousel	Behavior Interventionist	
	Grant Lolley	Douglas High School	Social Studies	
	Amber Lyons	Douglas High School	Math	
	Ainsley Monize	Douglas Middle School/ Douglas High School	Speech Language Pathologist	
	Pinar Music	Carrousel	ESL	
	Brandy Perkins	Patriot Elementary Francis Case Wing	2nd Grade	
	Shelby Schramm	Patriot Elementary Badger Clark Wing	Kindergarten	

	Angela Simoneschi	Douglas Middle School	Social Studies	
	Duncan Stoebner	Douglas Middle School	Science	
	Nicole Reitz	Vandenberg	Speech Language Pathologist	
	Jamie Williams	Vandenberg	Instructional Leader	

Certified AOS Payments

Classified Service Factor Bonus

	Name	Position/Years	Amount	Dates of Service
	Monica Arrendono	Secretary/ 5 years	\$292.32	8/7/2017-8/7/2022
	Rhonda Chance	Learning Lab Aide / 5 Years	\$227.30	8/30/2017-8/30/2022
	Ugene Meier	Bus Driver / 5 years	\$130.00	8/23/2017-8/23/2022
	Amanda LeBlanc	Secretary / 10 years	\$1,040.13	8/27/2012-8/27/2022
	Beth Ives	Library Aide/15 year	\$960.80	8/20/2007-8/20/2022
	Petra Harre	Custodian / 20 years	\$1,898.64	8/26/2002-8/26/2022
	Larry Corbet	Bus Driver / 25 years	\$989.28	8/20/1997-8/20/2022
	Denise Schleusner	Secretary/ 25 years	\$2,137.66	8/20/1997-8/20/2022
	Roberta Gertz	Special Education Aide	\$1,868.82	09/08/1992-9/8/2022
	Harvey Miller	Custodian / 35 years	\$3,754.80	9/1/1987-9/1/2022

Certified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Cara Haiar	Math	Douglas High School	2022-2023 School Year Assessed \$3000 for Liquidated Damages as per terms of her contract

Classified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Andrew Galvan	Custodian	VES	8/26/2022
	Kristan Stewart	Special Education Aide	Patriot Elementary Badger Clark Wing	8/25/2022
	Tully Jackson	Building and Grounds	District	August 5, 2022

Classified Voluntary Transfer Request

	Name	From Bldg/Position/Hrs	To Bldg/Position/Hrs	Effective Date
	Denise Halstead-Peel	Central Office/ Personnel Secretary/40 hrs	Central Office/ Personnel Manager/40 hrs	7/27/2022 New Pay \$19.75 per hour

Certified Staff Hiring

	Name	Position	Location	Effective Date
	Pinar Music	.05 Title VI	District	2022-2023 School Year

Classified Staff Hiring

	Name	Position	Location	Effective Date
	Brandi Aageson	Lunchroom Supervisor	Vandenberg	8/19/2022- \$13.50 per
	Kelly Earnest	Bus Driver	Transportation	8/18/2022- \$22.00 per
	Kelly Earnest	Food Sevice Worker	Douglas Middle School	8/18/2022- \$13.50 per
	Jennifer LaQuey	Food Sevice Worker	Douglas High School	8/18/2022- \$13.50 per
	Jordan Mills	Lunchroom Supervisor	Vandenberg	8/18/2022- \$13.50 per
	Kathryn Miner	Food Sevice Worker	Douglas High School	8/18/2022- \$13.50 per
	Jessica Prestjohn	Building Secretary	Douglas High School	8/2/2022- \$15.00 per hour
	Lacy Puhlman	Library Aide	Vandenberg	8/22/2022- \$15.00 per
	Chelsie Sears	Food Sevice Worker	Douglas High School	8/18/2022- \$13.50 per hour
	Elizabeth Spears	Food Sevice Worker	Douglas Middle School	8/18/2022- \$13.50 per hour

Temporary Hires

	Name	Position	Salary	Effective Date
	Chandra Cannon	S2S Coordinator	\$400.00 per year	2021-2022 School Year
	Micheal Clark	HS Head Girls Basketball Coach	\$6471.00 per year	7/1/2022
	Jennifer Collins	S2S Coordinator	\$400.00 per year	2021-2022 School Year
	Dale Daugherty	HS Assistant Football Coach	\$4143.00 per year	7/1/2022
	Nick Ferguson	MS Assistant 7th grade Football Coach - 1 Year Only	\$3138.00 per year	7/1/2022
	Oscar Matirano	HS Head Girls Soccer Coach	\$5674.00 per year	7/1/2022
	Travis Miller	Lunchroom Supervisor	\$2500.00 Stipend	8/22/2022
	John Pierson	HS Assistant Football Coach	\$3234.00 per year	7/1/2022
	Luann Stukerjurgan	Head Competitive Cheer Coach	\$2917.00 per year	7/1/2022
	Luann Stukerjurgan	Head Basketball Cheer Coach	\$5589.00 per year	7/1/2022
	Will Velez	HS Head Football Coach	\$7065.00 per year	7/1/2022
	Lisa Vernon	S2S Coordinator	\$400.00 per year	2021-2022 School Year
	Jeff Wimp	HS Assistant Football Coach- 1 year Only	\$4389.00 per year	7/1/2022

	Name	Bldg/ Position	Extra Hours	Reason
	Monica Arrendondo	DMS/ Counseling Secretary	13 hours	Scheduling
	Rebecca Kenoyer	FC/SPED Secretary	Per time sheet	Training MS SPED Secretary
	Tammi Koch	Bus Driver	4 hours	Cleaning Bus
	Laura Savage	Bus Driver	4 hours	Cleaning Bus

	Lisa Scofield	Bus Driver	28 hours	ESY Bus Driver
	Rena Small	Secretary	Per time sheet	Helping out in Central Office
	Patty Tracy	Bus Driver	4 hours	Cleaning Bus
	Name	Event	Amount	Effective Dates
	Lane Johnson	District Employee July Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
	Jackie McPherson	District Employee July Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
	Katy Urban	District Employee July Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
	Jace Waltman	District Employee July Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
	Carrie Bergin	SPED Department July Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Tamara Merrill	SPED Department July Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Tori Nielson	SPED Department July Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Angela Rossow	SPED Department July Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Lisa Vernon	SPED Department July Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Katie Bell	Patriot Elementary Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Kyla Cote	Patriot Elementary Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Lynette Daum	Patriot Elementary Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
	Dane Floyd	Patriot Elementary Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022

Janice Hemen	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Kristyn Labine	Patriot Elementry Badger Clark Wing Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Shalee Mamula	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jodi Mills	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Megan O'Daniel	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Mckenzie Shields	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Sarah Server	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Troy Volesky	Patriot Elementry Badger Clark Wing Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Sarah Williams	Patriot Elementry Badger Clark Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Pegge Basham	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jeannie Clark	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100 per Day for 3 Days, 1 Day at Daily Rate plus 4 days \$100 completion Bonus Total \$400.00	July 25, 2022 to July 28, 2022
Krisa Engel	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jenny Fieler	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jaressa Finney	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Keri Flint	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022

Theresa O'Connell	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Alice Olsen	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Brandy Perkins	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Kayla Rivera	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Stacey Schmidt	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Colin Weinzirl	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Erika Woodall	Patriot Elementry Francis Case Wing Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Tricia Baragar	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Bridget Bolinger	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Shawna Delaney	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Cathleen Denekamp	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jaqualine Heisler	Vandenberg Elementry Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Krystle Marshall	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Lauryn Mobley	Vandenberg Elementry Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Shannon Sandal	Vandenberg Elementry Adaptive Schools Training	\$100 per Day for 3 Days, 1 Day at Daily Rate plus 4 days \$100 completion Bonus Total \$400.00	July 25, 2022 to July 28, 2022

Zion Schmidt	Vandenberg Elementary Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Sheila Sivertsen	Vandenberg Elementary Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jamie Willams	Vandenberg Elementary Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Monica Arredondo	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Amanda Awe	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Cathy Baragar	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Stacey Cowen	Douglas Middle School Adaptive Schools Training	\$100 per Day for 3 Days, 1 Day at Daily Rate plus 4 days \$100 completion Bonus Total \$400.00	July 25, 2022 to July 28, 2022
Courtney Crosswait	Douglas Middle School Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Donna Curry	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Dale Daugherty	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Summer Hagar	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Heather Holly	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Monica Knapp	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Tina Lee	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Rachel Quimby	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022

Robert Rath	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
AnnDee Schmidt	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Gail Sherwood	Douglas Middle School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Amanda Stenkamp	Douglas Middle School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Sean Gholson	Douglas High School Adaptive Schools Training	\$100 per Day for 3 Days, 1 Day at Daily Rate plus 4 days \$100 completion Bonus Total \$400.00	July 25, 2022 to July 28, 2022
Cara Haiar	Douglas High School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Naomi Hatfield	Douglas High School Adaptive Schools Training	\$100 per Day for 3 Days, 1 Day at Daily Rate plus 4 days \$100 completion Bonus Total \$400.00	July 25, 2022 to July 28, 2022
Jesse Hamer	Douglas High School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Jan Kirk	Douglas High School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Kaylee Knutson	Douglas High School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
Jennifer Larson	Douglas High School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Travis Miller	Douglas High School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022
Leona Oberlander	Douglas High School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
John Pierson	Douglas High School Adaptive Schools Training	\$100.00 per day for 4 days \$100.00 completion Bonus Total \$500.00	July 25, 2022 to July 28, 2022

	Mary Walters	Douglas High School Adaptive Schools Training	Time Sheet Plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022
	Duane Wince	Douglas High School Adaptive Schools Training	Daily Rate plus 4 days \$100.00 completion Bonus Total \$100.00	July 25, 2022 to July 28, 2022

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Paula Adkins	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Terri Berry	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Jennifer Basset	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Kristi Bellamy	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Heaven Butchart	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Gracie Chase	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Gracee Collins	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Stacy Cookie	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Pam Crowther	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Theresa Derr	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Alisha Divis	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Marilyn Ebel	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Rene Emme	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Elsbeth Falk	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Mark Funk	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Beverly Gabriel	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Andrea Ghulam Kim	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Amy Gustafson	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Mary Halle	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Cassie Hamer	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Connie Howie	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Robert Hughes	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Jackie Jessop-Rising	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Patricia Keegen	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Miranda Mabry	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Sandell Marcus	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Marleah McClain	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Clayton Meints	\$120.00/Day	\$16.00 Per hour	8/7/2022
**	Michele Nicolaus	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Linda Norman	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Michael Pauling	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Alicia Peel	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Britney Peel	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Elizabeth Ross	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Hussein Sanooh	\$150.00/Day	\$20.00 Per hour	8/16/2022

	Michael Santoli	\$150.00/Day	\$20.00 Per hour	8/16/2022
	Niclette Sigety	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Lacey Spaulding	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Leah Thibeay	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Anna Vandergrift	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Eric Vetch	\$120.00/Day	\$16.00 Per hour	8/16/2022
	James Walker	\$120.00/Day	\$16.00 Per hour	8/7/2022
	Laurie White	\$120.00/Day	\$16.00 Per hour	8/16/2022
	Nena Wilburn Nyberg	\$120.00/Day	\$16.00 Per hour	8/16/2022

** Personnel Action additions and updates made after intial publication and before scheduled school board meeting.

July 1, 2022 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 06/ 30/ 22	\$3,285,490.57	\$804,397.87	\$2,085,354.00
RECEIPTS:			
TAXES	\$142,783.99	\$8,137.69	\$14,500.35
TUITION			
INTEREST	\$322.45		
ADMISSIONS			
LOCAL	\$4,003.09	\$10.00	
COUNTY	\$14,559.45		
STATE	\$1,305,081.00		\$126,185.00
FEDERAL			
OTHER	\$5.15		
INTERFUND TRAN.	\$3,672.47		
LOANS			
TOTAL RECEIPTS:	\$1,470,427.60	\$8,147.69	\$140,685.35
DISBURSEMENTS:			
VERIFIED CLAIMS	\$381,447.69	\$437,944.89	\$6,637.45
SALARIES	\$1,309,918.66	\$0.00	\$223,073.43
TRANSFERS OUT			
BALANCE 07/31/22	\$3,064,551.82	\$374,600.67	\$1,996,328.47
BALANCE 07/ 31/ 21	2,199,813.70	3,483,819.22	2,274,845.56

July 1, 2022 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 06/ 30/ 22	(\$1,246,590.44)	\$50,823.66
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$47,849.31	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$47,849.31	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$2,663.33	\$0.00
SALARIES	\$139,920.50	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 07/31/22	(\$1,341,324.96)	\$50,823.66
BALANCE 07/ 31/ 21	(577,141.34)	55,338.70

July 1, 2022 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 06/ 30/ 22	\$135.07	\$0.00	\$22,948,436.54
RECEIPTS:			
INTEREST			\$3,672.97
TUITION			
STATE			
FEDERAL			
LOCAL	\$123.76		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$123.76	\$0.00	\$3,672.97
DISBURSEMENTS:			
VERIFIED CLAIMS	\$10.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$3,672.47
BALANCE 07/31/22	\$248.83	\$0.00	\$22,948,437.04
BALANCE 07/ 31/ 21	291.78	8,585.70	22,903,419.54

July 1, 2022 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 06/ 30/ 22	\$343,522.69	\$255,187.75	\$1,684.85
RECEIPTS:			
INTEREST			
SALES			
STATE			
FEDERAL	\$20,277.68		
LOCAL		\$1,360.00	\$1,404.02
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$20,277.68	\$1,360.00	\$1,404.02
DISBURSEMENTS:			
VERIFIED CLAIMS	(\$318.49)	\$4,302.88	\$2,416.04
SALARIES	\$13,166.43	\$0.00	\$0.00
BALANCE 07/31/22	\$350,952.43	\$252,244.87	\$672.83
BALANCE 07/ 31/ 21	182,338.94	184,777.21	3,116.61

Board Report - For School Board 08/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE HARDWARE - WEST	181104		53.77
AMAZON.COM	181105		17,773.59
AMERICAN AIRLINES	181089		180.00
AMERICINN-PIERRE	181107		367.96
ARTHUR. LEANDRA	181109		757.50
ASCD	181110		109.00
BEST BUY BUSINESS	181089		2,190.91
BLACK HILLS ENERGY- AUTO PAY	72122		45,764.40
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181112		2,058.67
BLICK ART MATERIALS	181113		593.90
BOX ELDER HARDWARE	181114		703.48
BUSSLER. JERRY	181115		150.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	181116		817.71
CASE. KEVIN	181117		1,142.83
CENGAGE LEARNING	181118		997.50
CENTURY BUSINESS	181119		117.28
CENTURYLINK	181120		456.20
CITY OF BOX ELDER/PUBLIC WORKS DEPT	181121		16,000.00
CLARK PRINTING. INC.	181122		902.00
DAKOTA POTTER'S SUPPLY	181125		1,139.65
E-RATE EDUCATIONAL SERVICES LLC	181126		3,000.00
EVERGREEN OFFICE PRODUCTS	181127		174.90
FEDEX	181128		77.00
FIDUCIARY ACCOUNT	181129		850.00
FOOD SERVICE	181130		276.58
GOPHER SPORT	181131		228.51
GRAINGER. INC	181132		1,448.57
GRAMMARLY INC	181133		2,805.00
GREAT WESTERN TIRE COMPANY	181134		1,017.96
HARVEYS LOCK SHOP. INC.	181135		109.59
HOTELS.COM	181089		2,420.55
IN STITCHES EMBROIDERY	181138		420.00
INNOVATIVE OFFICE SOLUTIONS	181140		963.70
INSTA-LEARN BY STEP INC	181141		533.55
KIEFFER SANITATION. INC.-AUTO PAY	82022		2,046.06

Board Report - For School Board 08/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
KILOWATT ELECTRIC INC.	181142		2,362.89
LAKESHORE LEARNING MATERIALS	181143		428.89
LOWE'S BUSINESS ACCOUNT	181089		1,117.40
LYNN JACKSON SHULTZ & LEBRUN PC INC	181145		1,182.00
MENARDS	181146		913.48
MG OIL COMPANY. INC.	181147		125.31
MIDCONTINENT COMMUNICATIONS- AUTO PAY	721222		2,697.31
MIDWEST BUS PARTS. INC.	181148		44.75
MILITARY IMPACTED SCHOOLS ASSOCIATION	181149		6,000.00
MOSYLE CORPORATION	181150		5.50
NEFF COMPANY/JOSTENS	181089		312.38
NORTH CENTRAL BUS & EQUIPMENT CO. INC	181152		884.62
NORTHWEST PIPE FITTINGS. INC.	181154		272.80
NOVUS GLASS REPAIR & REPLACEMENT	181156		65.00
POMP'S TIRE	181157		362.98
PROGRESS PUBLICATIONS	181158		512.00
RAPID AUTO SALVAGE INC	181089		150.00
RAPID CITY JOURNAL	181159		2,034.76
REGION VII PRINCIPALS	181161		150.00
RISK ADMINISTRATION SERVICES INC	181162		11,924.98
SAM'S CLUB	181089		67.70
SCAG	181089		20.09
SCHOLARBUYS	181165		3,000.00
SCHOLASTIC BOOK FAIRS-13	181166		329.67
SCHOOL SPECIALTY INC.	181167		1,881.44
SHERATON HOTEL AND CONVENTION CENTER	181168		2,978.00
SIGNS NOW	181169		89.92
SOUTH DAKOTA DEPARTMENT OF EDUCATION	181170		499.00
SPARTAN STORES. LLC.	181171		154.09
STARFALL EDUCATION	181173		355.00
SUPREME SCHOOL SPECIALTY	181174		314.14
TAXI CHARGES	181089		17.23
TEMPERATURE TECHNOLOGY INC	181175		728.57
US BANK	181089		1,119.45
VANWAY TROPHY & AWARD. INC.	181178		9.75

Board Report - For School Board 08/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
VERIZON WIRELESS	181179		445.07
VOYAGER FLEET SYSTEMS. INC.	181180		744.41
WEST RIVER ELECTRIC-AUTOPAY	81522		1,389.61
WESTERN COMMUNICATIONS. INC.	181181		768.00
WINNSUPPLY	181182		195.56
WOOD STOCK SUPPLY. INC.	181183		21.94
GENERAL FUND			<hr/> 155,324.01
APPLE EDUCATION	181108		45,354.00
CENTURY BUSINESS	181119		3,002.93
CO-OP ARCHITECTURE	181123		384,138.54
EVERGREEN OFFICE PRODUCTS	181127		12,956.00
GOPHER SPORT	181131		8,796.06
INDEPENDENT WINDOW TINTING. LLC	181139		13,479.00
CAPITAL OUTLAY			<hr/> 467,726.53
AMAZON.COM	181105		144.99
AMERICAN AIRLINES	181089		60.00
AMERICINN OF CHAMBERLAIN	181106		304.00
ATTAINMENT COMPANY. INC	181111		1,225.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181112		3,075.00
CROTHALL FACILITIES MANAGEMENT	181124		885.00
EVERGREEN OFFICE PRODUCTS	181127		2,286.00
HOLLAND HEALTHCARE	181136		237.56
MARRIOT- CREDIT CARD	181089		993.80
NCS PEARSON. INC.	181151		4,977.63
RISK ADMINISTRATION SERVICES INC	181162		2,187.96
SCHOOL SPECIALTY INC.	181167		491.66
STANFIELD. JAMES	181172		3,594.00
SPECIAL ED			<hr/> 20,462.60
WEBSTAIRANT STORE	181089		2,701.64
FOOD SERVICE			<hr/> 2,701.64
AMAZON.COM	181105		112.37
DAKOTA TRAVEL	181089		4,213.39
EMBASSY SUITES- CHICAGO	181089		841.77
FOOD SERVICE	181130		85.00
HUDL	181137		11,700.00
LEXIA LEARNING	181144		91,530.00

Board Report - For School Board 08/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
NORTHWEST EVALATION ASSOCIATION	181153		68,900.00
NORTHWEST SUBURBAN SPEICAL EDUCATION	181155		2,000.00
QUALITY LOGO PRODUCTS	181089		2,137.95
REGION INSIGHTS	181160		14,253.21
RISK ADMINISTRATION SERVICES INC	181162		558.25
ROBERT SHARP & ASSOCIATES	181163		572.90
ROWENHORST. BARBARA	181164		1,233.60
SAM'S CLUB	181089		161.84
SPARTAN STORES. LLC.	181171		31.95
TEMPERATURE TECHNOLOGY INC	181175		77,000.00
TYLER TECHNOLOGIES	181176		113,502.50
URBAN. KATY	181177		126.29
WAL-MART STORES INC	181089		35.60
GRANTS			<hr/> 388,996.62
			<hr/> 1,035,211.40
CASH-WA DISTRIBUTING COMPANY. INC.	11841		1,926.90
GENERAL FUND	11842		13,743.36
GRAINGER. INC	11843		206.48
PRAIRIE FARMS	11844		72.75
REINHART FOOD SERVICE LLC	11845		1,251.52
RISK ADMINISTRATION SERVICES INC	11847		484.81
WATER TREE. INC.	11846		984.00
FOOD SERVICE			<hr/> 18,669.82
			<hr/> 18,669.82
Grand Total:			<hr/> <hr/> 1,053,881.22

ACTIVITIES POLICY HANDBOOK

Douglas High School

and

Douglas Middle School

2022-2023

NONDISCRIMINATION POLICY

The Douglas School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Title IX concerns should be directed to the Assistant Superintendent, Director of Operations, Douglas School District, 400 Patriot Drive, Box Elder, SD 57719. Phone (605) 923-0000.

Inquiries concerning the application of Title VI or Section 504 may be referred to the Director of Special Education Services, Douglas School District, 421 Don Williams Drive, Box Elder, SD 57719. Phone (605) 923-0090.

For additional information contact Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

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COCURRICULAR AND EXTRACURRICULAR PROGRAM

The Board recognizes the educational values inherent in a broad, varied, and well-directed student activities program. Each activity should be designed to contribute directly to the educational, civic, social, character and leadership development of students involved.

The Board has established the following criteria that all student activity programs should meet:

1. Student activities must have educational value for students.
2. Student activities must be voluntary.
3. Student activities must be open to all students regardless of race, religion, gender, national origin, sexual orientation or handicaps.
4. Student activities must be managed in a professional manner.

Douglas High School will abide by the rules and bylaws of the South Dakota High School Activities Association (SDHSAA). Membership in the SDHSAA will be renewed annually by approval of the Board.

PHILOSOPHY OF DOUGLAS SCHOOL DISTRICT ACTIVITIES DEPARTMENT

We recognize the educational values inherent in an effective student activities program. Striving for the highest level of academic achievement is the foundation of the educational program for all students. Activities are a vital component of a comprehensive educational program. The activities program is designed to contribute directly to the educational, civic, social and emotional development of the students involved. All student activities are voluntary and open to all students regardless of race, religion, sex, national origin or handicaps.

PURPOSE OF ACTIVITIES

School clubs will be formed based on expressed student interest and approved by the high school administration. Club meetings and activities will be supervised by high school staff and will be conducted according to their established club constitution. All club activities must meet the standards set by the Douglas School District Board. Student extra-curricular clubs will exist to improve the educational and social objectives of Douglas High School.

Intramurals are for equal participation, while training in basic skills sports skills. The focus of intramural activities is to learn skills in an environment that stresses team work, personal effort, and enjoyment.

Interscholastic competition begins at the 7th and 8th grade level. Students have an opportunity to take part at various levels within their activity. Activity participation will expose students to competition while they develop activity specific skills and basic knowledge of rules and strategies within the activity.

At the freshmen level, squad placement and playing time must be earned by the students' effort to develop their skills and support their team. The freshman, sophomore and junior varsity athletic experience aims to develop students who show the greatest ability, skill, and commitment to the team.

It is the goal of Douglas High School to strive for excellence in education and activities. The philosophy of Douglas High School is that varsity programs prepare students to cooperate with others while preparing for competition at their highest level. Priority for playing time is placed on the skill level of each participant.

OBJECTIVES FOR ACTIVITIES OFFICE

- A. To provide a safe and desirable program of student activities for as many students as possible within the limits of existing resources.
- B. To provide the opportunity for a student to experience growth and success in an activity they select.
- C. To promote a positive image of Douglas High School and Douglas Middle School.
- D. To provide opportunities that will serve as a laboratory where students will:
 - 1. Develop physically, mentally, socially and emotionally
 - 2. Acquire special skills in activities of each student's choice
 - 3. Work within a team to develop ideals of loyalty, cooperation, fair play and other desirable social traits
 - 4. Experience leadership that stresses self-discipline, self-motivation, pursuit of excellence, and the ideals of good sportsmanship.
 - 5. Experience a feeling of unity within the school and community
 - 6. Achieve goals set by the district in general and by the student as an individual
- E. To strive always for excellence that will produce winning performances within the bounds of good sportsmanship and mental health of the student.
- F. To promote interest and involvement by the community and all stakeholders.
- G. To emphasize self-discipline and emotional maturity in all situations.
- H. Ensure programs operate within designated guidelines to protect the rights of all.
- I. To advocate for the value of activities in a balanced educational process.

HIGH SCHOOL ATHLETICS / ACTIVITIES

FALL

Competitive Cheer
Football Cheerleading
Cross Country, B/G
Competitive Dance Team
Drama
Football
Boys' Golf
Knowledge Bowl
Boys' Soccer
Girls' Soccer
Girls' Volleyball

WINTER

Boys' Basketball
Girls' Basketball
Basketball Cheerleading
Debate
Drama – One Act Play
Boys' Wrestling
Girls' Wrestling
YEAR ROUND
Art Club
Band & Choir
Environmental Club
German Club
Gender/Sexuality Club
Library/Book Club
National Honor Society
Native American Club
Patriot Buddies Club
Robotics/Industrial Tech Club
PATS Club (SADD)
PBIS Advisory Circle
Student Government
Student 2 Student Mentors
Yearbook

SPRING

Drama
Girls' Golf
Boys' Track & Field
Girls' Track & Field

MIDDLE SCHOOL ATHLETICS & ACTIVITIES

1st Quarter: 6th, 7th & 8th Boys' and Girls' Cross Country
7th & 8th Grade Girls' Volleyball, 6th grade Girls' Intramural Volleyball
7th & 8th Grade Boys' Football, ~~6th Grade Boys Flag Football~~
Knowledge Bowl

2nd Quarter: Fall Play
7th & 8th Grade Girls' Basketball, 6th Grade Girls' Intramural Basketball
6th, 7th & 8th Grade Boys' Wrestling, Band Concert, Chorus Concert

3rd Quarter: 7th & 8th Grade Boys' Basketball, 6th Grade Boys' Intramural Basketball
7th & 8th Grade Girls' Spirit Squad (Drill Team), Spring Play

4th Quarter: 7th & 8th Grade Boys' and Girls' Track & Field,
Band Concert, Chorus Concert

Year Round: Band, Chorus, Math Counts, Newspaper, ~~Visions Literary Club,~~
Yearbook, Robotics, E-Sports, Anime Club, Student-to-Student,
Student Council

SDHSAA ELIGIBILITY REQUIREMENTS

The following are the eligibility requirements for students participating in any athletic activities.

YOU ARE ELIGIBLE IF:

1. You are under the age of 20.
2. You have not attended more than 4 first semester and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless waived due to illness, injury or other circumstances of a similar serious nature which must be verified in writing by a licensed health professional or other professional personnel if requested by the SDHSAA.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment By-Law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days in a member school which operates a five day school week or more than eight consecutive days in a member school which operates a four day school week. (Illness of the student or death in the immediate family exempted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.

NOTE: Participation in an All-Star Basketball or Football Game, during the school year, that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year. Consult the Constitution and By-Laws for additional information or consult the Activities Director.

DOUGLAS HIGH SCHOOL ELIGIBILITY RULES

1. All extra-curricular participants must adhere to the SDHSAA eligibility rules and Douglas School District rules set forth in Board Policy and the Activities Handbook.
2. All participants must be currently enrolled and attending at least 4 classes in Douglas High School or in a homeschool within the Douglas School District boundaries.
3. After entering 9th grade for the first time, activity participants must pass a minimum of 2 credits per semester to be eligible for the next semester.
4. All participants must adhere to all laws and activity rules prohibiting the use, possession or distribution of tobacco and non-nicotine vaping products and devices, 365 days per year, regardless of location.
5. All participants must adhere to all laws and district rules prohibiting the use, possession or distribution of all alcohol products 365 days per year, regardless of location.
6. All participants must adhere to all laws and district rules prohibiting the use, possession or distribution of all marijuana and illegal substances and drug paraphernalia 365 days per year, regardless of location.
7. All participants must refrain from any act, expression or speech that may be considered disrespectful, demeaning, vulgar, threatening, harassing, or intimidating.
8. Participants may not take part in any activity that may constitute hazing.
9. All DHS Eligibility rules apply to student conduct, at all times throughout the calendar year and in all places once a student has signed up for participation in a Douglas High School extra-curricular activity.

ACTIVITIES DIRECTOR JOB DESCRIPTION

- A. TITLE: Activities Director
- QUALIFICATIONS:
1. Valid South Dakota teacher certification.
 2. Previous experience as a coach is desirable.
 3. Knowledge of the operations of an activities program.
 4. Bachelor's or Master's Degree in related field
 5. Previous experience in directing activities preferred
- REPORTS TO: Building Principal
- SUPERVISES: Supervision of coaches and activities staff involved in school programs and events.
- JOB GOAL: To provide leadership and coordination of the various activities
To facilitate programs that provide relevant learning experiences

B. DUTIES AND RESPONSIBILITIES:

1. Responsible to the Superintendent of Schools and works under the direction of the High School Principal.
2. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the South Dakota High School Activities Association.
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the school principals as to coaches' job assignments.
4. Responsible for evaluating all new coaching candidates for. Shall also serve on the selection committee for those positions when the possibility of a teaching/coaching combination exists.
5. Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the Executive Administration for consideration and approval.
6. Responsible for the development of all interscholastic game schedules, event contracts and publication of all schedules.
7. Responsible for contracting all game officials including those assigned by the Black Hills Conference.
8. Interprets Board Policy to the extent necessary to provide guidance for the schools and coaches under the Director's jurisdiction.
9. Resolves conflicts that may develop within the Activities Department.
10. Seeks and finds ways for supporting and financing the activities programs.
11. Makes arrangements for all transportation, lodging and meals for Activity Dept. travel.
12. Considers/approves all purchases related to activities department.
13. Attends all home activities and/or arranges for proper supervision of home activities by school personnel.
14. Acts as tournament manager for all league and tournament playoff activities that are

- assigned to the school district.
15. Sends reminders of coming events to schools and officials.
 16. Responsible for the cancellation or postponement of contracted contests due to inclement playing conditions.
 17. With the Middle School Principal, supervises the Middle School Activities Director.
 18. Facilitates event broadcasts by media and district, as well as the public address system operation at home events.
 19. Maintains file of participants' medical examinations, insurance forms, participation records, parent consent forms, and HIPPA forms for five years.
 20. Maintains permanent records regarding individual and team records, season summaries and accomplishments.
 21. Maintains a file of all disciplinary actions involving activity participants in regard to providing due process.
 22. Responsible for determining and certifying scholastic eligibility of all candidates for activities on a semester basis.
 23. Coordinates staff development opportunities for activities coaches.
 24. Develops the yearly budget request and capital outlay request for the activities program in conjunction with head coaches.
 25. Assists Principal and student council in scheduling all activity assemblies.
 26. Responsible for the safekeeping and deposit of gate receipts for all home interscholastic contests when admission is charged.
 27. Provides for the cleaning, repairing and storing of all activity equipment and maintaining a perpetual inventory of all equipment.
 28. Oversees the management of the training room, supplies and services.
 29. Arranges for medical supervision at all home varsity football games.
 30. Supervises the equipment loan process and schedules facilities for all activities events.
 31. Assists the Booster Club in organizing and hosting the Annual Activity Awards Banquet.
 32. Promotes all activities via social media, live streaming and local media.
 33. Cooperates with the Buildings and Grounds Department in the repair and maintenance of the athletic field, track, and gymnasiums, including physical education facilities.
 34. Recruits, retains, supervises and evaluates all activities department staff and event workers, including security.
 36. Recommends assignment of keys for activity supervisors.
 37. Represents the school in all activity business at Conference and SDHSAA meetings.
 38. Provides for the reasonable and equitable utilization of the concession stands.
 39. Responsible for the operation and organization of the press boxes.
 40. Attends and serves as school liaison at all Activities Booster Club meetings.
 41. Maintains an active program that promotes sportsmanship and welcomes the competing teams, officials and guests.
 42. Responsible for the annual review of the Activities Policy and Staff handbook.
 43. Constantly evaluates the program, always seeking ways of improving activities and interscholastic athletics.
 44. Presents recommendations for changes in activity policies to the Superintendent.
 45. Performs other duties as the Principal and/or Superintendent of Schools may direct.

MIDDLE SCHOOL ACTIVITIES DIRECTOR JOB DESCRIPTION

A TITLE: Middle School Activities Director

QUALIFICATIONS: 1. Valid South Dakota teacher certification.
2. Employed as an administrator in the Douglas Middle School.
3. Previous experience as a coach is desirable.
4. Has knowledge of the overall operation of an activities program.

REPORTS TO: The District Activities Director in conjunction with the Middle School Principal.

SUPERVISES: Supervision of Middle School Coaches and others involved in the Middle School Activities Program.

JOB GOAL: To carry out the aims and objectives of the overall Douglas Activities Program at the Middle School while coordinating the Middle School Activities Program.

B DUTIES AND RESPONSIBILITIES:

1. Is responsible for communicating information from the High School Activities Office to Middle School coaches and staff.
2. Works with the Principal on all activity assemblies.
3. Maintains a file on all Middle School physical examination cards and insurance waiver forms.
4. Checks scholastic eligibility of all athletes.
5. Maintains an inventory of all equipment and provides for its storage.
6. Arranges for ticket sellers at all contests where admission is charged.
7. Works with Middle School Principal in covering all home activities with adult supervision.
8. Schedule all contests and hiring of game officials.
9. Supervises any fundraising projects sponsored by Middle School teams.
10. Advises the Principal and District Activities Director of coaches' concerns about schedules and league matters.
11. Helps prepare contest sites for scheduled events.
12. Provides training rules and other unique regulations of the activity to Middle School coaches.
13. Works closely with the District Activities Director in coordinating High School and Middle School events.
15. Responsible for evaluating all new coaching candidates. Shall also serve on the selection committee for those positions when the possibility of a teaching/coaching combination exists.
16. Responsible for recommendations for the improvement of facilities which shall be directed to the Executive Administration for consideration and approval.
17. Considers/approves all purchases related to the DMS activities department.

18. Responsible for the cancellation or postponement of contracted contests due to weather and inclement playing conditions.
19. Recommends assignment of keys for activity coaches and supervisors.
20. Represents the school in all middle school activity business at Conference meetings.
21. Assist in the annual review of the Activities Policy and Staff handbook, and forward recommendations to the high school activities director.

ACTIVITIES ASSISTANT JOB DESCRIPTION

A TITLE: Activities Secretary

- QUALIFICATION:**
1. Ability to work with students.
 2. Knowledgeable in bookkeeping, accounting, computer use, secretarial skills and clerical skills.
 3. South Dakota Med Aide certified.

REPORTS TO: Activities Director

SUPERVISES: Office aides

JOB GOAL: Provide organization and office support for the Activities Department.

B ACCOUNTING/FINANCIAL/BOOKKEEPING

1. Supervise all high school activity accounts.
2. Complete all purchase requisitions.
3. Prepare all time sheets for staff personnel working activities events.
4. Prepare, distribute and file all official contracts and vouchers.
5. Prepare cash box for all home activities.
6. Make all deposits for general fund and fiduciary accounts.
7. Count, receipt, and record general fund and fiduciary money and maintain a cash revolving for these accounts.
8. Maintain ticket tally and cash for all high school activities.
9. Process, record and file all purchase orders for general fund and custodial activities accounts.

C COMPUTER

10. Produce activity event programs.
11. Maintain electronic records for yearly participation and awards.
12. Enter all data for purchase orders.
13. Enter all data regarding inventories.
14. Maintain electronic rosters, schedules and reports as required by the SDHSAA.
15. Update Activities website and calendar daily.
16. Produce all award certificates for participants.
17. Submit electronic entries for transportation, facility usage and maintenance.

D SECRETARIAL

18. Completes clerical tasks for the Activities Department.
19. Complete forms and reports required by SDHSAA.
20. Train coaches in filling out leave requests for activities.
21. Prepare programs for all home events.
22. Maintain the records of student physicals, insurance and eligibility.
23. Assist the students who come to the Activities Office with minor health and emotional problems and other routine first aid.
24. Assist parents in completing paperwork to administer prescription medications at school as needed.
25. Assist school nurse with over-the-counter medication and prescription medication as needed per district guidelines.

E. CLERICAL

26. Keep neat and accurate files
27. Verify all supply and equipment deliveries for completeness and accuracy
28. Manage all incoming and outgoing mail
29. Answer Activities Office phone
30. Verify all upcoming activities with transportation, opponents, officials and workers.
31. Perform all general clerical tasks directly related to the duties of the Activities Director.

HEAD ACTIVITIES COACH OR SUPERVISOR JOB DESCRIPTION

TITLE: Head Athletics Coach or Club Advisor

QUALIFICATIONS: 1. Has successfully completed the required NFHS online courses:
Fundamentals of Coaching
Sports First Aid and Safety course every two years
The Collapsed Athlete every two years
Concussion Management course every year
Heat Acclimatization Course for fall coaches every year
2. Completes the annual on-line rules meeting and coaching test as required by the SDHSAA.
3. Has the ability to organize and supervise a total team/club program.
4. Has previous experience in assigned activity.
5. The Head Coach/Advisor must have substantial knowledge of the technical aspects of the activity and at the same time must continue to examine new theories and procedures pertinent to the field.

REPORTS TO: The Activities Director, who provides over all objectives and final evaluation.

SUPERVISES: Assistant Coaches and Middle School Coaches in conjunction with the Activities Director and respective Principal.

JOB GOAL: Further the district's mission, "Prepare all students to meet the challenges of an ever-changing world." To instruct participants in the skills, strategy and conditioning necessary for a degree of individual and team success. Model behavior and plan learning opportunities for students to develop social skills, emotional intelligence, moral values and self-awareness.

GENERAL:

1. The success of activity programs has a strong influence on the community's image of the entire system. Public exposure may create pressure for winning performances but must not over-ride the objectives of education, good sportsmanship and positive mental health.
2. The position includes other unusual aspects such as extended time, risk of injury and due process predications.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise prudent judgment.

B. DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Activities Policy approved by the Douglas Board of Education and is responsible for implementation by subordinates.
2. Has knowledge of SDHSAA and conference regulations; implements same consistently and interprets them for subordinates.
3. Refers all requests and grievances to the designated administrative chain of command.

4. Attends all required public/staff/departmental meetings.
5. Responsible for verifying student attendance each day to enforce the activity participation policy.
6. Maintains discipline and works to increase morale and cooperation within the school activities program.

C. STAFF RESPONSIBILITIES

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff.
2. Designs conferences and meetings to insure staff awareness of overall program.
3. Trains and informs staff; encourages professional growth by encouraging professional development according to district policy.
4. Delegates specific duties, supervises implementation, analyzes staff effectiveness and evaluates all assistants.
5. Maintains student discipline, resolves grievances and works to increase morale and cooperation among all stakeholders.
6. Perform other duties that may be assigned by the Activities Director.

D. ADMINISTRATIVE DUTIES:

1. Assists the Activities director in coordinating plans for tournament and special events.
2. Coordinates facility use with maintenance and school staff.
3. Ensures required forms are submitted for participation, eligibility and awards.
4. Ensures maintenance, safety and security of equipment and facilities.
5. Advises the Activities Director and recommends policy, method or procedural changes.

E. RESPONSIBILITIES TO STUDENTS:

1. Provides rules and any other unique regulations of the activity to each student who is considered a participant.
2. Gives constant attention to a student participant's grades and conduct.
3. Provides supervision and guidance during all practices, events and team travel for each participant.
4. Supervises all participants before, during and after practices and events until all have left the facility.
5. Conducts emergency training and drills with team participants.
6. Provides year-round opportunities, within SDHSAA guidelines, for participants to facilitate growth and development.
8. Adheres to district policies concerning injuries, medical attention and emergencies.
9. Completes paperwork on all injuries on proper forms and submit to activities office within 24 hours.
10. Directs student managers, assistants and statisticians.
11. Instills in each participant a respect for self, respect for others, and care for the property of others.
12. Ensures due process when the enforcement of discipline is necessary. Contacts

- parents when a student is repeatedly absent, quits, is ill or injured during the activity.
13. Assists participants in their college or advanced educational inquiries.
 14. Schedules and presents a team recognition program at the end of the season.

F. FINANCE AND EQUIPMENT:

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season before January 30. Recommends equipment specifications. Is responsible for operating within budget appropriations.
4. Is accountable for all equipment and reports any equipment lost, damaged or not returned to the Activities Office.
3. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory.
4. Monitors equipment rooms and coaches' offices. Authorizes who may enter, issue or requisition equipment.
5. Conducts safety inspection of facility/vehicle before and after use.
6. Secures all doors, windows, locks, and turn off lights before leaving building.

G. PUBLIC RELATIONS:

1. Organizes pre-season meetings with parents, staff and participants.
2. Promotes the activity within the school by recruiting students who are not in other programs and promotes the activity outside the school through approved media.
3. Responsible for the quality, effectiveness and validity of any production, oral or written release to media.
4. Facilitates parent support and involvement.
6. Incorporates community service into team/club activities.
7. Attends events of other school activities when possible.

ASSISTANT ACTIVITIES COACH OR SUPERVISOR JOB DESCRIPTION

A TITLE: Assistant Coach or Supervisor (High School and Middle School)

QUALIFICATIONS: 1. Has successfully completed the NFHS online courses:
Fundamentals of Coaching
Sports First Aid and Safety course every two years
The Collapsed Athlete course every two years
Concussion Management course every year
Heat Illness Prevention course every year
2. Previous coaching experience in assigned activity is desirable.
3. Has knowledge and background in the assigned activity.

REPORTS TO: The Head Coach, in conjunction with the Activities Director.

SUPERVISES: Students on assigned team and assumes supervising duties over all students in program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the program as outlined by the Head Coach. To instruct participants in individual and team fundamentals, strategy and training necessary for them to realize a degree of individual and team success.

B. DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Activities Policy approved by the Douglas Board of Education and is responsible for implementation by subordinates.
2. Has knowledge of SDHSAA and conference regulations; implements same consistently and interprets them for subordinates.
3. Refers all requests and grievances to the designated administrative chain of command.
4. Attends all required public/staff/departmental meetings.
5. Responsible for verifying student attendance each day to enforce the activity participation policy.
6. Maintains discipline and works to increase morale and cooperation within the school activities program.

C. ADMINISTRATIVE DUTIES:

1. Assists the Activities director in coordinating plans for tournament and special events.
2. Coordinates facility use with maintenance and school staff.
3. Ensures required forms are submitted for participation, eligibility and awards.
4. Ensures maintenance, safety and security of equipment and facilities.

D. RESPONSIBILITIES TO STUDENTS:

1. Presents and enforces rules of the activity with all participants.
2. Provides appropriate supervision and instruction during all practices, games and team travel.
3. Directs student managers and statisticians of respective teams.
4. Works with head coach to ensure due process when the enforcement of discipline is necessary.
6. Instills in each player a respect for self, respect for others and care for property.

E. EQUIPMENT AND FACILITIES:

1. Is accountable to the head Coach for all equipment.
2. Recommends to the Head Coach budgetary items for next year in the program area.
3. Monitors equipment rooms and coaches' offices and authorize who may enter.
4. Responsible for cleanliness and maintenance of equipment, facilities and vehicles used during the course of the activity.
5. Secures all doors, windows, locks and alarms before leaving building.

F. PROGRAM RESPONSIBILITIES:

20. Assists the Head Coach in carrying out responsibilities.
21. Makes press releases and school announcements as directed by head coach.
22. Instructs team members regarding the rules and fundamentals of the activity as outlined by the Head Coach, District and/or SDHSAA.
23. Maintains a record of team statistics and requirements for lettering. (For both Head Coach and Activities Director.)
24. Works within the basic framework and philosophy of the Head Coach of that activity.
25. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
26. Is present and responsible for supervision, practice planning and staff discussions.
27. Assists in the planning and implementation of both in-season and out-of-season conditioning and training programs.
28. Supportive of all staff members and students. Ensures respect for all.
29. Strives to improve skills by participating in appropriate professional development.
30. Attends events of other school activities when possible.
31. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

VOLUNTEER ACTIVITIES COACH DESCRIPTION

A TITLE: Volunteer Activities Coach

QUALIFICATIONS: 1. Has successfully completed the NFHS online courses:
Fundamentals of Coaching
Sports First Aid and Safety course every two years
The Collapsed Athlete course every two years
Concussion Management course every year
Heat Acclimatization course for fall sport coaches
2. Has reputable background in working with youth.
3. Has previous coaching, teaching or playing experience in the assigned position.
4. Submits fingerprints and passes District background check.

REPORTS TO: Activities Director & Head Coach/Program Director

SUPERVISES: May only assist in supervising students when a certified coach, employed by the district is present.

JOB GOAL: To carry out aims and objectives of the assigned team/group as outlined by the Activities Office and Board of Education policy. To assist staff coaches in teaching individual and team fundamentals, strategy and training necessary to realize a degree of individual and team success.

B DUTIES AND RESPONSIBILITIES:

1. Attend required meetings and meet all criteria pertaining to activities required of a coach employed by the District.
2. Contacts the Activities or Head Coach/Program Director each week of involvement.
3. Follows all criteria as outlined in the job descriptions for Head Coach, Assistant Coach, or Activities Director as determined by assignment.

ATHLETIC TIMER JOB DESCRIPTION

A. TITLE: Athletic Timer

QUALIFICATIONS: 1. Has an understanding of the rules of the sport assigned to time.
2. Has an understanding of the operation of the timing equipment.
3. Has reviewed the guidelines and training for timers outlined by the SDHSAA.

REPORTS TO: Activities Director

JOB GOAL: To insure that the assigned athletic contest is properly timed in accordance with the rules set forth by the SDHSAA and the NFHS.

B. DUTIES AND RESPONSIBILITIES:

1. Times each athletic contest as honestly and impartially as possible.
2. Reports 30 minutes prior to the start of the contest and ascertains that the equipment is in proper working order.
3. Insures that the contest begins on time and that each team is properly informed of any variation from the established time schedule.
4. Informs each team at least three minutes prior to the start of the second half.

ATHLETIC SCOREKEEPER JOB DESCRIPTION

A. TITLE: Athletic Scorekeeper

QUALIFICATIONS: 1. Has an understanding of the rules of the sport assigned.
2. Has an understanding of the operation of the scorebook for the sport assigned.
3. Has reviewed the guidelines and training for scorekeeper set forth by the SDHSAA.

REPORTS TO: Activities Director

JOB GOAL: To insure that the assigned athletic contest is scored in accordance with the rules set forth by the SDHSAA and the NFHS.

B. DUTIES AND RESPONSIBILITIES:

1. Scores each athletic contest as honestly and impartially as possible.
2. Reports 30 minutes prior to the start of the contest and ascertains that all materials are in proper order for scoring the contest.
3. Maintains contact throughout the contest with the game officials so as to be as accurate as possible.
4. Ascertains at the end of the contest that the results are accurate and reports to the Activities Director.

ACTIVITIES BUS CHAPERONE JOB DESCRIPTION

A. TITLE: Bus Chaperone

QUALIFICATIONS: 1. Staff member or approved adult.
2. Has submitted fingerprints and received approved background check.

REPORTS TO: Activities Director

JOB GOAL: Supervise activity participants at designated event and while traveling to and from event. Ensure safety and appropriate behavior.

B. DUTIES AND RESPONSIBILITIES:

1. Secures in advance from Director of Activities:
 - a. Time and location for bus departure.
 - b. List of students who will be passengers.
 - c. Special instructions as needed.
2. Arrives 15 minutes prior to departure time.
3. Allows only those students to enter bus whose names appear on list and who are in possession of valid tickets.
4. Seated at the rear or middle of the bus to allow for visible sightline of all participants.
5. Requires all students to be seated during the time bus is in motion and requires silence when bus stops for railroad crossings.
6. Remains in a highly visible location during event to be accessible and monitor crowd behavior.
7. Enforces and upholds all school rules of discipline.
8. Checks attendance before allowing bus to embark on return trip.
9. Reports any serious problem or difficulty to the administration as soon as possible.

EVALUATIONS

A. Evaluation of activities staff

A comprehensive evaluation of coaching staff will be conducted to assess if program goals are being met and how to improve the effectiveness of the activity program.

Coaching staff evaluations will include:

1. A review of the coach's job description
2. Objectives for the program
3. Administrative observations and in-season assessment
4. A written end-of-season evaluation
5. A written statement of rebuttal by the coach (optional)
6. Participant surveys (optional)

B. Purpose of staff performance evaluations

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction
2. To provide information necessary to make an objective assessment of the performance of a coach
3. To identify and correct those factors that interfere with a coach's overall contribution to the activities program
4. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Director

C. Staff evaluation procedures

1. The Activities Director will conduct evaluations of Assistant Coaches with input from the Head Coach.
2. The Activities Director will conduct evaluations of Head Coaches, Advisors and the Activities Office assistant.
3. The Activities Director will be responsible for the contract recommendation for each activities staff member.
4. Evaluation of personnel is a continuous function throughout the course of a year and from year to year. Formal evaluations of coaches will be completed each year.
5. The Activities Director will conference with each staff member to review the written evaluation and recommendation.
6. Staff members may write a rebuttal to the evaluation and submit supporting materials from team participants, parents and colleagues.

PHYSICAL EXAMINATION

- A. SDHSAA requires a physical examination for each athlete who participates in interscholastic athletics.
 - 1. Douglas High School requires a yearly physical examination that shall be valid for one calendar year. A physical exam given in May will be considered valid through the next school year, per SDHSAA guidelines.
- B. The head coach of each sport has the responsibility to verify athletes have current permission, contact information, consent for treatment and physical forms on file in the Activities Office.
- C. All participation forms must be turned in to the Activities Office before a student may participate in a practice or contest. A record of this examination will be maintained in the Activities Office.
- D. Following any extended illness or injury, students will be required to have a written statement from the doctor assuring that they may be permitted to practice and compete. Return to Play forms and protocol must be followed per SDHSAA guidelines for Covid and concussion cases.

PARENT INFORMATION FORM for PARTICIPANTS

- A. All athletes must have proof of accident insurance coverage prior to participating.
- B. The HIPPA form if the student is under 18 years of age must be signed by the parent.
- C. The Parent Information sheet, concussion information, permission to participate and consent for treatment must be signed by the parent.
- D. The head coach of each sport has the responsibility to collect these forms and return the forms to the Activities Office where it will be maintained on file.

PRE-SEASON MEETING

- A. Prior to the beginning of practice at each activity, coaches and advisors will meet with the students and parents who are planning to participate.
- B. Pre-Season Parent and Participant Meetings
 - 1. Schedule meetings prior to the first day of permitted practice or within the first week of practice.
 - 2. Take attendance and record the names of individuals attending the meeting.
 - 3. Have a written record of topics covered to include but not be limited to:
 - a. Team rules and expectations for behavior and attitude
 - b. Procedures and criteria for selecting the team including moving athletes up
 - c. Determining factors for selecting positions and playing time
 - d. Staff's coaching philosophy and style of play
 - e. Expectations and schedules for attending practice sessions, including those over weekends, holidays, and weather-related conditions
 - f. Equipment student will be responsible for purchasing
 - g. Lettering requirements for varsity
 - h. Off season training expectations
 - 4. Explain the SDHSAA/DSD eligibility rules and school rules to the participants and parents. Explain the possible penalties if rules are violated.
 - a. Academic eligibility
 - b. Enrollment and attendance requirements
 - c. Controlled substance violations
 - d. Alcohol and tobacco violations
 - e. Code of Ethics
 - 5. Inform the students and parents of safety guidelines:
 - a. The type of injuries that can result from participation in activities
 - b. Contributing factors that can lead to such injuries
 - c. Procedural safeguards to minimize and report injuries
 - d. The role of specific school personnel in ensuring student health and safety
 - e. Parental role in ensuring student health and safety
 - f. Return to play protocol

SQUAD SELECTION

- A. Students wishing to participate in Douglas District sponsored extra-curricular activities must be enrolled in Douglas School District or a homeschool within the Douglas School District boundaries.
- B. Squad selection and assignment
 - 1. Coaches' Responsibility
 - a. Choosing the members of activity squads is the sole responsibility of the head coach.
 - b. Every effort will be made to provide adequate coaching, supervision and practice opportunities for students selected to be on the squad.
 - c. Team reduction will be utilized when it is not possible to maintain a positive practice and competitive atmosphere due to a large number or skill level of participants.
 - d. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.
 - e. Prior to try outs, the coach shall provide the following information to all candidates for the team:
 - (1) extent of try-out period (a minimum of five practices)
 - (2) skill criteria used to select the team
 - (3) number of individuals to be selected
 - (4) schedule and time commitment required of selected team members
 - 2. Procedure for Cutting Students from a Team
 - a. When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall:
 - (1) have competed in a minimum of five practice sessions or try-outs.
 - (2) be personally informed of the cut and the reason by the coach.
 - b. Cut lists are not to be posted.
 - c. If a coach foresees difficulties arising as a result of squad cuts, they should inform the Activities Director.
 - d. In the event the student appeals the cut as being unfair, they may be granted one day of additional try-out.
- B. Moving middle school athletes up to high school squads.
 - 1. Requests by a head coach to move middle school athletes to a high school squad should be directed to the high school activities director.
 - 2. The activities directors, middle school coach and high school coach will meet to discuss the impact of moving a student-athlete up.
 - a. Skill level of the student-athlete
 - b. Social and emotional maturity of the student-athlete.
 - c. Impact on the middle school team.
 - d. Impact on the high school team.
 - 3. The head coach will have the authority to decide if the student-athlete should move up.
 - 4. The coach or activities director will contact the student's parents to confer about the goals, expectations, team rules and to gain permission of the parents.

RELEASE FROM CLASS

- A. All activities should be scheduled so that students miss a minimum number of classes.
- B. Head coaches should make arrangements with the Activities Director to have students excused from class because of travel requirements only when absolutely necessary.
- C. Trip lists and time of dismissal are to be submitted to the Activities Director for approval 24 hours in advance. The Activities Director will disseminate trip lists to the DHS staff and attendance personnel.
- D. It is the responsibility of the student to see their teachers the day before class if they are to miss because of an activity contest. All work shall be submitted BEFORE the trip or per each teacher's class policy.

ACTIVITY PARTICIPANTS REPORTING TO SCHOOL LATE

- A. Students will be encouraged by activities staff to attend all classes when physically able to do so.
- B. Student participants and coaching staff who return from an activity trip later than 1:00 a.m. may be excused from attendance the following day until 9:50am.
- B. Coaching staff will be responsible for arranging substitute coverage before the trip.
- C. The Activities Director will make every effort to schedule long trips on dates before Week-ends or non-school days

UNDUE INFLUENCE FOR PARTICIPATION

- A. All students shall enjoy as many activities as the student and their parents wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.
- B. Students may switch activities once the season has started with approval from the head coach for each activity involved.
- C. Student participants may begin the next season when their current activity is completed or with approval of the head coach of the current activity.

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. It is necessary to understand and accept the responsibilities of each other to provide a more effective activity experience for students.

A. Communication from coach to parent

1. Philosophy of the coach
2. Expectations the coach has for your student as well as all the players on the squad
3. Locations and times of all practices and contests
4. Coach's contact information
5. Financial requirements: equipment, apparel, travel, etc.
6. Procedures for injuries incurred during participation
7. How squad selection, position assignments and playing time will be determined

B. Communication from parents to coach.

1. Concerns and questions expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific questions with regard to a coach's philosophy and/or expectations.
4. Every effort should be made to discuss and resolve concerns at the primary level, between the coach and student or between the coach and parent.
5. The coach must notify the Activities Director if the primary level resolution was not effective. The Activities Director will then meet with the coach, student and/or parent. If the concern is still unresolved, the student or parent will be provided with a Complaint Form IG-E and the Activities Director will invite the student or parent to visit with the building principal.
6. Unresolved complaints will be forwarded to the Superintendent after meeting with the principal.
7. If a satisfactory resolution is not found in meeting with the Superintendent, the complaint will be forwarded to the Board of Education upon the request of the complainant.

ACCIDENT/INJURY REPORT PROCEDURES

- A. Reporting Procedures
 1. The coach or athletic trainer will complete the "Accident Report" form immediately following all injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
 2. The form shall be turned into the Activities Director's office by the following school day with the coach retaining their copy.
 3. Injured students will be referred to the Certified Athletic Trainer (ATC) or appropriate medical personnel.

- B. Return to participation
 1. Athletes that have been held out of participation because of illness or injury, and were under the treatment of the trainer or physician, must have a written statement allowing return to competition.
 2. Students with a suspected concussion will be assessed by the ATC or appropriate medical personnel before resuming participation. Medical personnel and Post ImPact testing will be used to determine when a concussed athlete may resume light, non-contact practice under the guidance of the ATC
 2. Return to Play forms and protocol must be followed per SDHSAA guidelines for Covid and concussion cases.

TRAINING ROOM

- A. The training room is to be kept closed and locked unless in use and supervised by a coach or trainer.

- B. Training room supplies will be kept in the Activities Office. Coaches are responsible for having their team's medical kit available and prepared for all practices and contests.

STAFF MEETINGS

- A. There will be a minimum of two regular activities staff meetings each year. If necessary, special meetings may be called. All activities staff members are expected to attend staff meetings unless excused prior to the meeting by the Activities Director.

- B. Notices for staff meetings will be given one week in advance. Staff will receive as much prior notice as possible for emergency meetings.

RECORDING EQUIPMENT

- A. Coaches are encouraged to utilize technology to enhance the learning experience of the participants, including but not limited to video recordings, audio recordings, and on-line tools for teaching skills.
 - 1. Requests for technology hardware and software should be made through the activities office.
 - 2. All film exchanges must comply with Black Hills Conference rules.
 - 3. A reliable volunteer (parent or student) may be trained to video
 - 4. The Activities Office will arrange for home events to be live streamed as allowed by SDHSAA policy and copyright laws.
- B. The technology equipment purchased by the Activities Office will be checked out to activity coaches on a first come/first serve basis and returned at the end of each season.

SCOUTING

- A. Responsibilities
 - 1. Scouting efforts should occur via online video sharing when possible.
Coaches in football and basketball below the varsity level may be assigned to scout by the head coach.
- B. Expenses
 - 1. A school vehicle may be requested for scouting purposes.
 - 2. Reimbursement
 - a. Scouts shall request passes and petty cash for admission before the trip.
All receipts should be submitted to the Activities Director the first school day after the trip.

PARENTS' NIGHT / SENIOR NIGHT

- A. The activities office in conjunction with the head coach, will schedule and arrange Parents' Night / Senior Night for all extra-curricular activities.
- B. Parent Night / Senior Night for other activities may be arranged at the request of the coach or participants and must follow the guidelines set forth in this handbook.
- C. Parents' Night events will consist of senior participants and their parents being introduced at a designated time before, during or after an event.
- D. Gifts for Parents or Seniors must be organized and paid for by the coaches and/or participants.

STATE TOURNAMENT RECOGNITION

- A. School announcements to recognize state tournament participants is the responsibility of the coach. Coaches should submit appropriate information to the Activities Director. The Activities Director will approve and forward information for announcements, newsletters, local media, approved social media sites and yearbook.
- B. Pep assemblies to recognize state participants are at the discretion of the Student Council and must be approved by the Principal.
- C. Gatherings to welcome state participants home are the responsibility of the coach and parent group of that activity. The coach must notify the Activities Director to publicize the event. All costs associated with the welcome home will be the responsibility of that team.

STATE COMPETITION

- A. Participation at the State level is one of the goals of our activities program. Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level. The District will provide a per diem allowance for transportation, food and lodging for official District personnel travel when the High School Team qualifies.
- B. Official District Personnel Traveling to State Events
 1. Varsity coaches may request SBL and transportation for state events when their team does not qualify.
 2. Individuals that qualify for state competition or members of the qualifying tournament squad.
 3. Student managers who have served the varsity team throughout the season.
 4. Varsity Cheerleaders for football, boys' or girls' basketball teams.
 5. Activities Director or designated administrator
- C. Unofficial State/National Tournament Travel
Douglas High School student fans are considered unofficial personnel, but may receive School Exemption to attend SDHSAA state tournaments when Douglas teams are participating. Students fans must submit written parent permission to the Activities Office and Attendance Office before missing or be counted truant. Parent permission will be verified by the Activities or Attendance Office by telephone or in person with the student's parent or guardian. Student fans are responsible for all expenses they incur while traveling and attending activities and state events.

COACHING CLINICS

- A. Coaches are encouraged to attend local coaching clinics and other professional growth opportunities. With prior approval, head coaches may receive reimbursement for lodging and meals allowed by the District per diem policy to attend approved coaching clinics. A school vehicle may be requested.
- B. Each coach (or advisor) would be eligible to receive funding to attend an out-of-state coaching conference once every three years.
- C. Head coaches may request to attend state competitions in their sport when their team does not qualify for state competition. If approved, the district may provide a district vehicle and substitute if needed.
- D. Head coaches may request to be reimbursed for lodging and meals as allowed by the district per diem policy when their presence at the state tournament is required due to coaches' meetings and all-state selection procedures or professional committee meetings of which they are a member.
- E. Approval of all travel and funding is dependent on funds available in Activity Department budget with Board approval.

LEAVE REQUEST

- A. Coaches wishing to attend a professional meeting, clinic or school sponsored event, must submit a School Business Leave Request on-line and provide a written copy of the event information to the Activities Director at least three weeks in advance.
- B. Registration fees and travel expenses may be available from the general fund budget of that specific activity if invoices are submitted in advance.

ACTIVITY EQUIPMENT

- A. Issuing of Activity Equipment
 - 1. Each head coach is directly responsible for the care and control of all equipment used in their program.
 - 2. The Activities Director administrative assistant will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
 - 3. An Inventory List or Equipment Check Out/Check In sheet is to be turned in to the Activities office at the end of each season.
 - 4. The Head Coach, although they may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
 - 5. Participants are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue.
 - 6. All participants receiving equipment will be responsible for the equipment issued. If the equipment is lost, stolen or has had abnormal usage, the participant will be charged accordingly.

- B. Use of Activities Equipment and Facilities
 - 1. Activities Department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
 - 2. Coaches shall inspect equipment and facilities daily during the season.
 - a. Deactivate unsafe or defective equipment.
 - b. Report unsafe/unusable equipment to the Activities Director immediately.
 - 3. Team wear purchased by individual activity participants may be worn at the discretion of that individual and must be school appropriate.
 - 4. Activities equipment of the school district will not be loaned to outside groups except with the approval of the Activities Director in unusual circumstances. An Equipment Temporary Loan Request form must be submitted before said equipment may be removed from the assigned building.

- C. Collection and Storage of Activities Equipment.
 - 1. Coaches are responsible for collecting all equipment that is dispersed during the year.
 - a. As each participant turns in their equipment, it should be checked off of the equipment card noting the condition of all returned equipment.
 - b. If any equipment is lost or has abnormal usage, the participant shall be charged replacement costs.
 - c. The coach shall inform each participant and the Activities Office of uncollected items and fines/fees assessed.
 - d. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated storage area.
 - e. All equipment that is to be discarded must be documented for surplus by the Activities Director.

- f. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the Activities Office.
- g. Make sure that all clothing equipment (game and practice uniforms) is laundered or dry cleaned and repaired before being stored.
- h. The head coach shall turn in the equipment inventory and next year's budget request conference two weeks after the last contest.
- i. All general equipment used by more than one sport (video equipment, pylons, etc.) is stored in a specified area. Timely return of equipment is expected.

ACTIVITY PRACTICES

- A. Practice schedules will be created by the varsity head coaches and Middle School head coaches with the approval of the Activities Director and Middle School Activities Director in accordance with SDHSAA and District rules.
- B. Wednesday practices during the school year must conclude by 6:00 pm. Student participants may be excused from practice on Wednesdays by their parent for religious activities.
- C. Practices shall not occur during class time or on religious holidays or during moratoriums set by the District or SDHSAA.
- D. Sunday practices may only be held with the permission of the Superintendent when a varsity contest is scheduled on the concurrent Monday. Such Sunday practice may not be mandatory for participants.
- E. Early Dismissal of School
 1. In the event there is a scheduled early dismissal of school, practices may be held immediately after school with the approval of the Principal.
 2. Emergency weather conditions may result in an early dismissal or school closing. Varsity level teams must receive the Superintendent's permission to practice and permitted practices may not be mandatory.
 3. In the case of inclement weather conditions or emergency, all practices may be changed or cancelled by administration or coaching staff.
- F. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family and educational activities.
- G. Practice plans shall be written, and must follow SDHSAA rules for heat and contact limitations. Practice sessions should not exceed 2-1/2 hours.
- H. In activities where it is necessary to schedule late practices due to a lack of facilities, the last practice session must be concluded by 8:00 p.m.
- I. Participation in extra-curricular activities require:
 1. All eligibility requirements have been satisfied
 2. Completed annual physical examination form.
 3. Completed parent insurance coverage form.
 4. Completed parent-athlete consent/history form.
 5. Completed HIPPA form.
 6. Concussion form signed by parent and student.
 7. Student participant must have been in attendance in at least ½ of their academic classes that day to attend a practice or contest.
- 4. The student must adhere to all laws and activity rules prohibiting the use, possession or distribution of tobacco and non-nicotine vaping products and devices, 365 days per year, and regardless of location.

5. The student must adhere to all laws and district rules prohibiting the use, possession or distribution of all alcohol products 365 days per year, and regardless of location.
 6. The student must adhere to all laws and district rules prohibiting the use, possession or distribution of all marijuana and illegal substances and drug paraphernalia 365 days per year, and regardless of location.
 7. After entering 9th grade for the first time, activity participants must pass a minimum of 2 credits per semester to be eligible for the next semester.
- J. When practices are held in the gymnasium prior to an athletic contest, the practice session must be completed 1 hour prior to scheduled event time of a varsity contest or 30 minutes prior to a sub-varsity contest.

ROSTERS AND EVENT PROGRAMS

- A. Coaches are responsible for submitting updated team rosters to the Activities Director weekly.
- B. Coaches are responsible for entering and updating correct roster information on the SDHSAA website for their activity.
- C. The Activities Office staff will create and provide event programs.

FACILITIES

A. Security

1. It is the coach's responsibility to be present at the time that the participants are to report for practice, games, meets, home or away, and stay until the last participant has left.
2. The coach shall see that locker rooms are clear, lights off, all doors are locked, equipment is secured, the area is left as neat as possible and alarms are set when leaving practice.
3. If locks are provided by a coach, that coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include locker combinations. A copy of this record shall be made available to the Activities Director.

B. Control of Keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Principal's secretary. All coaches will return their keys to the Principal's secretary on the final day of the school year, unless permission has been granted for summer use of athletic areas.
2. Coaches are not to give students their keys, with the exception of student managers during practice sessions.
3. If keys are lost, the coach should report immediately to the Activities Director or Principal's secretary.
4. Coaches will be given access codes to disarm and arm the security system.

C. Participant Rules

1. All staff members who wish to use the building for activities other than scheduled events and practices, during the evenings, weekends and holidays, must submit a Building Use Form S-188 to the Assistant Principal. These forms are available in the Activities Office and Principals' offices.
2. It is the responsibility of all activities staff members to instill an attitude of respect in all participants: respect for self; respect for others; respect for all facilities used during activities, at home and away.
3. Student participants may only use District facilities with appropriate, approved supervision.

D. Equipment Rooms, Training Room and Weight Rooms

1. Controls
 - a. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
 - b. Athletes may only be in the training room while they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment and training room must be by authorized and qualified personnel of the school district.
 - d. The weight room may be open for student use only when supervised by a Douglas School staff member or consultant approved by Douglas School District.

- E. Weight Room General Rules
1. During unreserved times, the weight room may be used by Douglas High School & Middle School students under the supervision of Douglas staff or District approved consultant.
 2. All Douglas staff members present are responsible for enforcing rules and lifting guidelines posted in the weight room to ensure the safety of all weight room users.
 3. Language, behavior, clothing and music in the weight room must be school appropriate.
 4. All participants are responsible for leaving the weight room in clean and orderly condition.

EVENT SUPERVISION

The Activities Director is responsible for crowd control at all home activities. In the event that the Director cannot be present one of the principals or designated staff member will have the responsibility.

- A. One Hour Before the Contest
1. Work with custodial staff to prepare competition area, locker rooms and entry areas.
 2. Confirm concession stands staff have arrived.
 3. Designate specific seating areas for bands, officials, cheerleaders, fans with disabilities, student and adult fans.
 4. Meet and brief police/security workers. Have police visible.
 5. Greet officials and escort to officials' room.
 6. Provide announcer with written announcements and pre-game protocol.
- B. During the Contest
1. Provide for adequate supervision of students.
 2. Monitor and provide supervision for all event staff, coaches, and fans.
 3. Perform periodic checks with ticket booth, concessions and restrooms.
- C. After the Contest
1. Supervise the orderly and safe exit of teams, officials and spectators.
 2. To facilitate orderly movement of traffic lines, provide directive supervision for cars leaving the parking area. (local police may help)
 3. Provide for escort of officials to their vehicles.
- D. Head coaches are responsible for squad members, including managers, during events.
- E. Cheerleaders must be supervised by cheer coaches.
- F. When necessary, coaches or other school staff members may be designated for supervision/administration at away events.

ACTIVITY TRAVEL POLICIES

The Douglas School District shall provide transportation for all players, personnel and coaches or groups in authorized school vehicles when the contest has been scheduled away from the school site.

A. Approved Modes of Transportation:

1. School bus – driven by district-employed bus driver
2. School van – driven by district staff member
3. Licensed private carriers may be contracted for approved chartered trips exceeding 100 miles one-way.
4. When student safety is a concern, coaches may transport students in their private vehicles when:
 - a. The vehicle is reliable and in safe operating condition.
 - b. The coach has current liability insurance for \$10,000 or more.
 - c. There are at least three students or one other school staff member present in the vehicle.
 - d. Every attempt has been made to notify the participant's guardian.
5. Team participants may drive themselves to and from away activities within the Douglas or Rapid City School Districts if they have prior written permission from their guardian and coach. Under no circumstances may participants drive other participants to away activities.
6. Participants may ride to and from away events with their own guardian if they have prior written permission from their guardian and coach. Team participants are forbidden to drive themselves or other participants to away activities outside the Douglas or RCAS Districts.

B. Procedures for Transportation Procurement

1. The Activities Director shall be responsible for making transportation arrangements for all groups or teams.
2. The coaching staff shall submit to the Activities Director, prior to the start of the season, a schedule listing the desired departure time and estimated return time for all away contests.
3. One month prior to the first away contest, the Activities Director shall submit all "Activity Trip Request Forms" for the entire sports season to the transportation supervisor.
4. The coach should check each week on departure time for these groups or teams. Any changes in the departure time or circumstances of the trip are to be made through the office of the Activities Director.
4. All subsequent trip requests are to be made to the transportation office five days prior to the date of the trip or morning following the contest cancellation or tournament advancement.
6. In the event of a cancellation due to weather, the Activities Director shall call the Transportation Supervisor.
7. Team members should be informed of the estimated time of return prior to the trip.

C. Transportation Delays, Accidents, and Breakdowns

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. While in transit the driver is in charge of decisions regarding travel, routes and transportation equipment.
2. It is the coach's responsibility to provide for the supervision and safety of the students.
3. During an accident or breakdown, students should remain together on the bus unless instructed otherwise by the driver or other authority, e.g., police.
4. Coaches should remain with the students at all times.
5. Coaches should call the school and/or Activities Director at the first available opportunity.
5. In the event of unusual or unanticipated delays in returning to school, the coach will notify the activities director immediately. Instruct students to call home and inform their parents of the delay.

D. Bus Procedures

1. The coach shall provide a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required by State Law in event of an accident and must be made available to law enforcement authorities. Check with driver to be sure the destination and route is understood.
2. A coach must accompany each bus when the activity is away.
3. A first aid kit must accompany all athletic trips and contain the "Emergency Medical Forms" for each athlete. Body fluid packets and air passage implement is required and will be on the bus.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is responsible for providing safe transportation.
5. All participants should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Participants who miss the bus and arrive at the contest later will not be allowed to participate.
7. No food or drink is permitted on the bus unless the driver has given prior approval. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
8. All students are expected to dress in school-appropriate clothes on activity trips.
9. All participants are expected to conduct themselves in a manner appropriate for school at all times on activity trips.
10. Coaches should position themselves in the bus to monitor all students.
11. Males and females must be segregated on the bus or in the vans.
12. Only approved personnel may ride on school transportation. No spectators or family members are permitted without Activities Director's permission (as per state code Title 24-24:06 Pupil Transportation 24:06:06:15).
13. Spikes or cleats may only be worn inside school transportation with the driver's permission.
14. Music or videos, if permitted, will not be played at an excessive noise level and must be school appropriate.
15. The emergency door shall only be used in case of emergency or unless authorized by the driver.
16. The coach is responsible for leaving the school vehicle in a clean condition upon return to school.

F. Trip Cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Transportation Supervisor and the Activities Director.
2. When en route, the decision to not travel may be made by the bus driver and/or coach.
3. The Activities Director will notify opponents, transportation, administration, coaches and the personnel office if the decision is made to cancel.

G. Policies and Procedures for Overnight Trips

1. After obtaining approval from the Board of Education, the coach of a group making an overnight trip or out of state trip, must forward a letter to guardians with the following information:
 - a. Purpose of trip
 - b. Itinerary of planned activities and free time
 - c. Date and time of departure
 - d. Date and estimated time of return
 - e. Lodging phone number and address
 - f. Contact information for parents and coaches in case of an emergency
 - g. Method of travel
 - h. Expenses to be borne by the student/parent and estimated amounts
 - i. List of items the student should bring
 - j. Expectations for student behavior
2. Selecting and reserving hotel rooms is the Activities Director's responsibility. The location, safety, rate, availability of complimentary breakfast, and other amenities will be considered.
 - a. Coach will submit a room list to the motel prior to the trip.
 - b. Coach will locate chaperones' rooms to maximize security and supervision.
 - c. Coach will check all rooms for any damage by previous occupants, and inform hotel immediately
 - d. Coaches/chaperones must provide direct supervision at the hotel and in the pool area if students use it.
 - e. Only males are allowed in boys' rooms and females allowed in girls' rooms.
 - f. Check out and confirm return of all keys and method of payment
 - g. Coach will conduct room checks to determine if rooms were left in acceptable condition and personal items collected.
 - h. Express appreciation to hotel management for their cooperation and ask if they had concerns or issues.
3. Meals will be provided via cash advance requested by the Activities Director.
 - a. One team meal may be provided by the district when the event trip is not overnight but the event is longer than 10 (ten) hours.
 - b. Student meal allowances for approved overnight travel will be limited to:
Breakfast \$5 / Lunch \$7 / Dinner \$9
 - c. The coach will return all signed meal money distribution forms and unused cash to the Activities Director immediately upon return to school.

PEP BUS GUIDELINES

- A. Students or faculty should contact the Activities Director if there is interest in taking a Pep Bus to away games.
 1. A school bus may be used to transport students to away games.
 2. No pep bus will be allowed if another varsity event is scheduled at home.
 3. A pep bus will only be scheduled on non-school nights, unless approved for a post-season contest.
 4. Playoff games or tournaments will each be decided on an individual basis.
 5. Students will be asked to pay a transportation fee and the price of their admission to the event.
 6. A cheerleader coach will ride the pep bus with cheerleaders. Additional staff may be asked to chaperone the student fans.
 7. Douglas High School rules will apply to all students riding the bus.

END OF SEASON RECORDS

- A. Each coach will submit individual and team records and season results to the Activities Office within two weeks of the end of their season.
- B. A list of all participants and letter winners are due in the Activities Office at the end of the season.

AWARDS CEREMONIES

- A. Responsibilities
 - 1. The Activities Director shall be responsible for coordinating the annual awards format. The Activities Director will work with the Booster Club in planning the DHS Activities Banquet. Head coaches and advisors are required to attend.
 - 2. Each head coach will establish the date, site and format for their separate team awards presentation.
 - 3. It will be the responsibility of the head coach to inform the assistants and Activities Director of the format and awards needed for their team awards presentation.
 - 4. The general fund budget may be used for the authorized school awards presented. All other expenses for award presentations must be borne by the coach, participants or that group's fiduciary account.
- B. Guidelines for Team Awards Night
 - 1. Head Coach
 - a. Extend appreciation to those who have assisted the team.
 - b. Give a positive season review.
 - c. Honor this year's team.
 - d. Introduce each participant and manager by first and last name.
 - e. Recognize individual players' contributions.
 - f. Double check spelling of names on awards.
 - g. Honor and note accomplishments of teams/individuals at each level (9th, Soph., junior varsity)
 - g. Thank assistant coaches, students, managers, parents, transportation, custodians & maintenance.

AWARDING OF LETTERS

- A. Awards will be made to students participating in extra-curricular activities.
- B. All letters shall be based on attendance, attitude and achievement. Specific requirements for each activity shall be determined by the coach after consultation with the Activities Director. Such requirements shall be in writing and reviewed with the participants at the beginning of the season.
- C. The first time an individual earns a varsity letter at the senior high level, they will receive the standard chenille letter and a pin denoting their activity. All subsequent letters will be noted by an activity pin or gold bar for multiple letters in one activity.
- D. No awards will be made to any participant who is not scholastically eligible at the conclusion of the particular season.
- E. Alphabetized award lists will be prepared by the coaches in each activity and submitted to the Activities Office.
- F. Awards should be presented by the coaches at their end of the season awards program.
- G. When a participant accepts their letter they agree:
 - 1. To accept all the responsibilities that go along with the letter.
 - 2. To continue to be active in the activities program.
- H. Non-school club sport organizations may submit a request to receive a varsity letter for Douglas students who participate on their teams. The organization must sign and submit a Club Sport Agreement to the Douglas Board of Education for approval each year.

PURCHASING

- A. All purchasing of equipment and supplies must be done through the Activities Director and must be within the approved budget. Listed below are guidelines for the purchasing of equipment and supplies:
1. The requesting coach must submit to the Activities Director a requisition form listing the desired purchases and and specifications from the desired vendor. The Activities Director will get a minimum of two bid quotes for purchases over \$500.
 2. The Activities Director will determine which supplier will receive the order based on budget, price, quality of past service and delivery time.
 3. The Activities Director's office will submit a purchase order to the Business Office for Board approval.
 4. The Activities Office will inventory all orders before the coach receives the merchandise.
 5. The coach will notify the Activities Director if the order is defective or incomplete.
 6. Persons who purchase equipment/supplies without a purchase order may be denied reimbursement.
- B. Capital outlay requests are budget items that are permanent (long term) and exceed \$1000. Capital outlay requests must be approved by the Activities Director and submitted to the Business Manager for Board approval.
1. Requests must be submitted **mid January** for purchase in July.
 2. Teams are scheduled to receive new uniforms every five years and when Capital Outlay funds are available.

SCHEDULING OF EVENTS

- A. Responsibility For Scheduling
1. The Activities Director is responsible for scheduling activities and interscholastic athletic contests for each team within the activities program.
 - a. The Activities Director shall consult the Head Coach to discuss teams to be scheduled at all levels of the respective program.
 - b. Travel distance will be considered along with competitive level of opponents.
 - c. Home and away schedule will be balanced if possible.
- B. Contest Limitations (State Association Regulations)
1. The number of varsity contests to be scheduled is based on the state association limits for the respective sports. Some lower level team limits may be reduced by school regulations for the respective sports. The Activities Director reserves the right to limit the number of contests in time of a financial crisis.
 - a.

<u>Sport</u>	<u>Varsity</u>	<u>Reserve</u>	<u>Freshman</u>	<u>Middle School</u>
Basketball	20	20	20	18
Cross Country	No limit			
Football	9	9	9	8
Track	16	16	16	12
Soccer	12	12		
Volleyball	20(17+3)	20(17+3)	20(17+3)	
Wrestling	15 weigh ins	15	15	14 (7+7)
Golf	No Limit			
Comp. Cheer/Dance	10 max. 2 minimum			
 - b. Other activities limitation will be determined by the Activities Director with input from the coaches involved in that activity.
- C. League commitments/conference schedules will receive priority.
- D. Consideration will be given in scheduling non-league contests and special events.
1. Natural rivalries
 2. Relationships with the opposing school
 3. Distance to be traveled / Class time missed
 4. Size/competitive level of the opponent
 5. Expenses to be incurred
- E. It will be the policy of the Activities Office to host dual and tournament events whenever possible. The reasons are:
1. Promote the activity
 2. Bring large numbers of teams and spectators into our school
 3. Expose athletes to extensive competition while reducing travel
- F. Interscholastic scrimmages shall not be scheduled for any teams per SDHSAA policy.
- G. Postponing Contests

1. If a game must be postponed due to weather or any other factor of an emergency nature, the following practices should be followed:
 - a. The Activities Director will confer with the administration, opponents, coaches and transportation director.
 - b. Factors considered in the decision are:
 1. Playing conditions of the field
 2. Safety of the participants
 3. Safety of the officials and event workers
 4. Safe travel for fans
 5. Threat of damage to equipment
 - c. The Administration/Activities Directors will make the final determination regarding cancellations. The Activities Director will re-schedule the contest if possible.
 - d. The Activities Office will notify the following when activity events are changed
 1. Coaches
 2. Opponents
 3. Officials and event workers
 4. Transportation or custodial staff depending on location of event
 5. Personnel Office if substitutes are scheduled
 5. Media / DSD Website / Activity Calendar
 6. District staff via e-mail
 7. SDHSAA when applicable
 - e. When possible, the decision to postpone an event will be made in a timely manner to allow both schools to cancel transportation, substitutes and event workers.

PROCEDURES FOR HIRING OFFICIALS

- A. State Registration Requirements
 - 1. The South Dakota State Activities Association requires that all contests between member schools shall use officials who are licensed and approved by their office. Additional state regulations:
 - a. The Activities Director or the Official Assignor chosen by the Conference Athletic Directors will select officials for all varsity contests. Officials shall be mutually agreed upon by the schools involved.
 - b. When the contest begins, each school waives all of its rights to object to the selected officials.
 - c. The decisions and interpretations of the rules by officials are final.
 - d. Any team leaving the contest area before the conclusion of the contest in protest of the officiating will render the school liable to disciplinary action by the SDHSAA.

- B. Contracting of Officials
 - 1. The BHC Officials' Assignor will contract officials for varsity football, varsity basketball, wrestling, volleyball and soccer.
 - 2. The Activities Director must contract with each official for all sub-varsity sports as well as cross country, cheer, dance and track and field.
 - 3. The Activities Office will contact each official prior to the contest to verify date, time and location of the event.
 - 4. The Activities Office must submit signed vouchers and requisitions to pay each official immediately after the event.

- C. Officials Rating Procedures
 - 1. The coach shall be given every opportunity to provide input in the selection of future officials by evaluating the official after each contest. The opportunities are:
 - a. Vote for officials to be used in State-sponsored tournaments via the SDHSAA.
 - b. Report to the Activities Director any matters concerning officiating that merit immediate attention.

- D. Ethical Behavior Toward Officials
 - 1. Officials shall be greeted by an Activities Department representative and escorted to the officials' dressing room and escorted to their vehicle after the contest.
 - 2. If a coach wishes to question the official concerning a contest situation, it shall be done in a respectful manner within the contest rules.
 - 3. When an official behaves in an unprofessional or unethical manner, the coach and Athletic Director may submit a written report to the SDHSAA

OFFICIALS / ACTIVITY WORKER STIPENDS

A. Officials

<u>Sport (No. of Officials)</u>	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Freshmen</u>	<u>Middle School</u>
Football (5)	\$125.00	\$70.00	\$70.00	\$45.00
Basketball (3)	\$85.00	\$45.00	\$45.00	\$40.00
Volleyball (2)	\$150.00(V&JV&9) \$40 per V game Tournament		\$80.00(2 games) \$30 per sub-varsity Tournament	\$40.00
Wrestling (1)	\$85.00 Varsity	\$125 (V&JV)	\$110-200.00 Tourney	\$85.00
Cross Country (1)	\$150.00 HS & MS Races			
Track (2)	\$150.00 Invitational			
Soccer (3)	\$90 center / 70 line / 70 line Varsity \$65/\$45/\$45 JV			
Cheer/Dance (5-6)	\$135-\$150 Invitational			

B. Activity Workers

All activity workers will be paid \$15.00 hour at High School/Middle School events per negotiated agreement.

1. Per the Certified Staff Negotiated Agreement, certified staff have priority when hiring for Activity Worker positions.
2. Activity workers must demonstrate ability to perform required tasks at an acceptable level.
3. Activity workers must project a positive image of the Douglas School District.
4. The Activities Director is responsible for hiring and providing training for all activity workers.

GATE REVENUES

A. Admission Policy

1. Contests Requiring an Admission

Admission tickets will be sold at all varsity level athletic events sponsored by the Douglas School District where the contest facility is so designed to permit a controlled spectator environment. This policy may be affected and altered by:

- a. League rules and regulations
- b. Spectator interest
- c. Contest site

2. Use of Gate Receipts

All gate receipts collected will be deposited in the general fund of the Douglas School District.

3. Ticket Sale Policy

- a. The ticket admission price for regular season home events will be established by the local Board of Education following the recommendations set forth by the Activities Director.

- b. Admission prices:

All varsity level athletics: Adults \$4.00

Students \$2.00

Freshmen-JV athletics only: No Charge

Middle School: No Charge

4. Activity Passes

- a. District passes are issued free to all Douglas students, patrons and employees redeemable, for all regular season home athletic, drama, and music events.
- b. District passes or discount tickets are not accepted at SDHSAA sub-state contests, BHC championship events or events ran by other schools at Douglas District facilities.
- c. District passes are not honored at special fine arts fundraising events.
- d. Other passes accepted at activity events include senior citizen cards/passes, media/press passes, and BHC passes.

ACCOUNTABILITY OF GATE RECEIPTS

- A. Internal Accounting and Depositing
 - 1. Event Cash Boxes
 - a. A \$1000.00 check will be drawn upon the activity miscellaneous fund at the beginning of the school year to be used for ticket and concessions cash boxes.
 - b. A Co-Curricular Ticket Tally form will be completed for each event when tickets are sold.
 - 2. Deposit of Gate Receipts
 - a. Gate receipts will be secured in the school safe until the next school day when it can be deposited at the Business Office.
 - b. The first school day after the contest the Activities Secretary will verify the gate receipts and Ticket Tally form and deposit in the school's general fund bank account.

CUSTODIAL ACCOUNTS (FIDUCIARY)

- A. Fundraising money collected through District events, clubs and activities must be submitted to the Business Office weekly and deposited into the proper accounts.
 - 1. Coaches will obtain receipt books from the Business Office for fundraising sales, donations and camp registrations.
 - 2. Coaches will submit incoming revenue for fiduciary accounts and deposit slip to the Business Office for deposit in the school fiduciary accounts.
 - 3. The District's tax exempt status may not be used for fundraisers or donations, unless prior approval is received from the Business Manager.

FUNDRAISING

- A. Policy
 - 1. The Activities Office does not encourage fundraising projects, although student clubs may ask permission to fundraise for a specific need.
 - 2. Teams/clubs must receive approval from the Executive Admin team before seeking donations.
 - 3. External fundraising vendors will not be given permission to contact/sell/solicit donations from community members or local businesses.
- B. Procedures
 - 1. Prior to beginning the project, the coach/advisor in charge shall file a "Fundraiser Request Form" with the Activities Director stating:
 - a) type of fundraiser
 - b) product to be sold
 - c) length of the fundraising project
 - d) quantity to be ordered
 - e) anticipated profit
 - f) use of the profit.

- C. Use of Participants
 - 1. The student governing board for each activity account must approve any fundraising activities and expenditures. Approval must be noted in the group's official minutes that are turned in to the Activities Office after each meeting.
 - 2. Students also need to be aware of their personal liability should they lose their fundraising items or money.
- D. Coaches/Advisors Responsibility
 - 1. Coaches/advisors involved with the fundraiser are responsible for the overall success of the project. Coach/advisor will be held accountable for all money and items.
- E. Financial Accounting
 - 1. Prior to ordering any items for a fundraiser, the coach/advisor in charge must secure a purchase order through the Activities Office.
 - 2. All money collected from the sale of fundraising items must be turned in to the Business Office on a weekly basis, along with an Incoming Revenue form and receipts, for deposit in the Fiduciary account. The coach will be issued a receipt along with a copy of the Incoming Revenue form for these deposits. For large fundraisers the advisor must secure a receipt book from Central Office. The yellow receipt copy and money will be turned in to the Business Office weekly.
 - 3. All profits from fund raising shall remain in the Fiduciary account until the student governing board of that account directs the Activities Director to expend the money via a purchase requisition.
 - 4. In situations where the activity has a non-school fundraising account, the coach must provide a detailed account of deposits and withdrawals upon request. Requests from student participants of that team or their guardians to view the club's financial records will be honored.

PUBLICITY AND PROMOTION

- A. Activities Director's Responsibility
 - 1. The Activities Director is ultimately responsible for any promotions and publicity releases that originate from within and for the Office of Activities. Publicity guidelines for the Activities Directors are:
 - a. Publish and distribute interscholastic schedules prior to the start of each season
 - b. Maintain DHS Activities webpage and Activities web calendar.
 - c. Submit Activity news items for the District newsletter and the appropriate media
 - d. Use bulletin boards in the building for promoting activities
 - e. Maintain working relations with media
 - f. Supply a directory of coaches' names and phone numbers to all newspapers, radio and television stations, listing the times they are available
 - g. Attend monthly Booster Club Meetings
 - h. The Activities Director will provide for online viewing of all home events when possible. Facebook, YouTube, HUDL, NFHS network and other

platforms may be used.

B. Coaches' Responsibilities

1. The reporting of news items and game results rest with the Head Coaches and their staff. Each is responsible for the promotion of their program by:
 - a. Relaying results immediately following contests to the local news outlets
 - b. Following up with additional materials and stats in writing to media and/or websites
 - c. Making arrangements for player interview sessions when requested
 - d. Sponsoring clinics for youth participants
 - e. Posting game scores on the SDHSAA website within 24 hours of the contest.

C. Media Contact Information

RC Journal (394-8440) sports@rapidcityjournal.com

RC Journal toll free (1-800-300-8340) aaron.finnell@rapidcityjournal.com

KOTA 721-5712 vicquick@kotatv.com kotasports@kotatv.com

Black Hills Fox (394-7777) ext 140 or 1-800-658-5574

Newscenter 1 (391-3160) jwickersham@NewsCenter1.com

AP Scores 1-800-300-8340

Native Sun News Ron Circle Bear sales6@nsweekly.com

Pioneer Press jason@bhpioneer.com

MEDIA RELATIONS & POLICIES

A. Broadcasts of Athletics

1. All applications by radio and television media for permission to broadcast, televise, or otherwise transmit athletic events to the public, shall be referred to the Activities Director for prior approval, and shall be in accordance with the policies, rules, and/or regulations already approved, or to be subsequently approved by the Board of Education or administration.
2. The District will provide one land line at the stadium and in the competition gym for use by broadcasters, to be available to the first broadcaster to reserve said land line. Expenses associated with long distance use of the line is the responsibility of the broadcaster.
3. When personnel are available, varsity-level activities will be live streamed.

B. Other School Activities

1. All applications by radio and television media for permission to broadcast or televise any other school activity must be referred to the Activities Director and the above rules and regulations shall apply.

PUBLIC APPEARANCES

- A. Coaches asked to make public appearances at clubs, or to appear on radio and television are expected to dress, speak and act in a manner to positively represent their team and the District.
- B. Activity staff must submit required leave forms for approval when making a public appearance that will result in absence from school.

COLLEGE / CAREER RECRUITERS

- A. Whenever possible it is expected that college personnel will contact school staff prior to their visit and determine the best time and day for said visit.
- B. Coaches are expected to assist students in planning for college/career by:
 - 1. Writing appropriate letters of recommendation
 - 2. Assisting the student in registering with the NCAA clearinghouse
 - 3. Contacting college coaches when a student's athletic and academic skills indicate probable success at the collegiate level
- B. Appointments with college recruiters during the school day must follow these guidelines:
 - 1. Students may accept or decline each opportunity to visit with college representatives.
 - 2. With permission from the Principal's office, the counseling office or coach may arrange a room for the recruiter to use for the school visit.
 - 3. College contacts with individuals for the purpose of activity recruiting, may be arranged outside the school day to allow parents to be present.
 - 4. The staff member contacted by a recruiter should be sure the recruiter has been granted clearance by either the principal's or counselor's office before agreeing to a conference, or before allowing the recruiter to contact students.

TEAM PICTURES

- A. The District will seek bids, select and contract a photographer for the purpose of taking activity pictures. The contract will be exclusive and be valid for two years.
- B. Each Head Coach will confer with the Activities Director to schedule a picture day early in the season.
- C. Each Head Coach will distribute picture packets to all participants one week before the scheduled picture day.

SPECIAL EVENTS/DANCES

- A. Organizations or advisors that sponsor special events such as dances or fun nights, may obtain an Activity Permit Form from the Activities Office. The permit must be completed two weeks in advance of the event, including entertainment vendor, admission prices, list of staff and parent chaperones and security personnel.
- B. All entertainment must be approved by the Activities Office and provide necessary documentation of insurance or copyright permissions required.
- C. Guests at Douglas High School dances must be enrolled in high school or older and complete a Dance Guest Permission form at least three days prior to the dance.
- D. Behavior, entertainment and apparel at dances and special events must be appropriate for that event and meet the standards of the Douglas School District.
- E. All dances and special events must have adequate security and supervision approved by the Activities Director.

CONCESSION STAND GUIDELINES

- A. Indoor concessions will be the responsibility of the junior class each year to raise funds for prom and other expenses during their junior and senior years.
 - 1. The junior class officers are responsible for:
 - a. Recommending an adult concessions supervisor to the Activities Director
 - b. Securing student workers in the concessions for all indoor home events.
 - 2. The junior class concessions supervisor will receive a stipend of \$1200.00 from the junior class fiduciary account.
 - 3. Responsibilities of the concessions supervisor include:
 - a. Purchasing, stocking and pricing of product for sale in the concessions.
 - b. Completing paperwork and submitting receipts for deposit and reimbursement.
 - c. Training and supervising student workers.
 - d. Ensuring sanitary conditions and product quality in the concessions stand
 - e. Submitting Incoming Revenue forms and money to the Activities Office after each event.

- B. The outdoor concessions stand will be the responsibility of the athletic coaches.
 - 1. The Activities Director will schedule teams to be responsible for outdoor concessions. Each team's coach is responsible for:
 - a. Purchasing, stocking and pricing of product for sale in the concessions.
 - b. Completing paperwork and submitting receipts for deposit and reimbursement.
 - c. Securing, assigning, training and supervising student workers for all outdoor events at Patriot Stadium.
 - d. Ensuring sanitary conditions and product quality in the concessions stand.
 - e. Submitting Incoming Revenue forms and money to Activities Office after each event.

- C. Special event concessions will be assigned to school activity groups or the DHS Boosters at the discretion of the Activities Director. Consideration will be given to groups with the greatest need for fundraising and the ability to provide staff for the event.

- D. General guidelines for all concessions stand operations:
 - 1. A minimum of one adult supervisor must be present in the concessions at all time.
 - 2. The concession stand will be open 30 minutes before the event and remain open throughout 3/4 of the varsity event.
 - 3. Concessions workers will be clean, prompt and courteous.
 - 4. Keep the concession stand and lobby tables clean at all times.
 - 5. The concession should be thoroughly cleaned upon closing. These duties include:
 - a. Sweeping and mopping the floor
 - b. Washing all dishes and counter tops
 - c. Cleaning the popcorn machine
 - d. Wrapping and storing leftover product appropriately
 - 6. Purchasing is to be done by the concessions advisor and receipts submitted to the Activities Office by Wednesday of each week.
 - 7. All concessions product must be removed and all equipment cleaned and sanitized within one week of the last event.

TROPHY DISPLAY

- A. All state, region, district and regular season tournament trophies earned during the past and current year will be displayed in the trophy case near the entrance of the gymnasium.
- B. All Black Hills Conference trophies will be displayed in the trophy case located near the entrance to the gymnasium.
- C. Trophy cases will be maintained by the Activities Office.
- D. Douglas High School student athletes receiving All State or Academic All State recognition are eligible to have their picture and accomplishments displayed in the trophy/display case.
 - 1. Student-athletes earning state level recognition will be invited to submit a photo to be displayed in the digital frames in the trophy case near the Activities Office.

Douglas Elementary Schools

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HANDBOOK 2022-2023

Badger Clark (Grades K-3)
Troy Volesky, Principal
401 Don Williams Drive
Box Elder, SD 57719
(605) 923-0080
Troy.Volesky@k12.sd.us

Francis Case (Grades K-3)
Jeannie Clark, Principal
441 Don Williams Drive
Box Elder, SD 57719
(605) 923-0070
Jeannie.Clark@k12.us

Vandenberg (Grades 4-5)
Shanna Sandal, Principal
561 Briggs
Box Elder, SD 57719
(605) 923-0060
Shanna.Sandal@k12.sd.us

Visit the Douglas School District Web Site at <http://dSDK12.edlioschool.com>

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Welcome to Parents

Dear Parents:

We welcome all students to the Douglas Elementary Schools and we wish to extend a warm and cordial welcome to you, the parents. We can assure you, your children are entering schools, staffed with extremely capable teachers who are interested in the educational and personal welfare of the students placed in their care.

We, the administration and staff of the Douglas Elementary Schools, believe that education is a cooperative venture shared by the school, the home, and other community agencies. As such, it is a continuous developmental process that reflects the society we serve and emphasizes the value of individual worth.

The rules and regulations of the school have been developed for the benefit and protection of every student. These rules and regulations have been developed for the proper operation and function of the school and to protect the rights and privileges of everyone.

Parents are the primary and most important teachers of children. You expect the school to extend and develop your child's education that has begun at home. To do this, the school needs your help and cooperation. We ask that you:

Keep in close touch with your child's progress by visiting the school. Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.

Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.

Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.

Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.

Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

We look forward to a year of growth for each child. We also look forward to working with you as partners in your child's education.

Douglas School District Mission

Prepare all students to meet the challenges of an ever-changing world.

Douglas School District Philosophy

The Douglas School District promotes an environment conducive to teaching and learning.

The district, working as partners with the educational community, will develop individuals who realize self-worth and have the opportunity to create a productive role as responsible citizens in an ever-changing world.

Douglas School News

The Douglas School News is now on line for parents to access at their convenience. It contains a school menu (breakfast and lunch), calendar, and other information that is helpful to students and parents. **www.dsdk12.net**

Policy Notification Statement

It is the policy of the Douglas School District 51-1 that no employee or student shall be discriminated against on the basis of sex, race, national origin, religion, disability or marital status in any program, service or activity for which the Douglas School District is responsible as required by Title 1X, Public Law 93-112, Section 504 and other state and federal laws.

Any person wishing to discuss their rights under the District's nondiscrimination policies may contact the Superintendent or designee, Douglas School District, 400 Patriot Drive, Box Elder, South Dakota 57719, (605) 923-0000.

Inquiries concerning disabilities may be directed to the Director of Special Education, 400 Patriot Drive, Box Elder, South Dakota 57719, (605) 923-0013. For further information, contact 1-816-880-4200 or write Office for Civil Rights, 10220 North Executive Hills Blvd, Kansas City, Missouri 64153-1367.

Student Records

Through district policy JO, the principal of each school will be the legal custodian of all student records for that school. Parents and guardians have access to their child's school records. Annually, parents are notified of the following:

- The type of records kept;
- The procedure for inspecting and copying these records;
- The right to inspection;
- The right to challenge data thought to be erroneous, the procedure for correcting or expunging the data or inserting a rebuttal statement;
- The right to lodge a complaint with the U.S. Dept. of Education if mandates are not adequately implemented.

Parents will also be notified regarding the collection or use of personal information from students, for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Educational or school records include all materials directly related to a student that a school maintains. Records and notes maintained by school staff for their own use, and which are not available to others are exempted from this definition, as are records maintained by law enforcement officers assigned to schools.

The school is required to obtain written consent prior to information other than directory information being divulged to third parties. Directory information, which is information generally not considered harmful or an invasion of privacy if release, can also be disclosed to outside organizations without a parent's prior written consent. School district employees who have legitimate interest in viewing the records, as well as officials in other schools in which the student seeks to enroll may have access without parental consent. In

some cases, other parents and other law enforcement personnel may have access to records without parental consent if there is a danger to the health and/or safety of others.

Directory Information

The Family Education Rights and Privacy Act allows the district to disclose appropriately designated “directory information” from student records, without parental consent. The primary purpose of directory information is to allow the district to include this type of information in certain school related publications. Examples may include but not limited to: playbills/drama productions, yearbooks, honor roll or other recognition lists, graduation programs, or sport publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent such as companies that manufacture yearbooks. The district has identified the following information as directory information: student’s name, address, telephone listing, email address, photograph, date and place of birth, the most recent educational agency, grade level, parent or guardian, school activities, awards, accomplishments or achievements, and individual or group photographs, videos or web pages.

A parent or eligible student may refuse to permit the release of the directory information by notifying the building principal in writing annually stating regarding what information may not be released. Such notification can be made at any time during the school year.

American Disabilities Act

This document is available in alternate formats upon a five (5) working day request. Examples of alternate formats include: Braille, large print, tape, etc. Please contact the building principal,

or for a TDD/Relay System number call 1-800-877-113, to make a request.

Public Complaints

Areas of concern brought to the attention of the Board will be addressed through policy KL. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

Complaints will be handled courteously and professionally. Matters referred to the Superintendent and/or Board must be stated specifically in writing. Anonymous letters and phone calls will not be given serious consideration.

A copy of Board Policy KL, Public Complaints, is available at dsdk12.net, in each building office or the Administration offices.

Student Registered Sex Offenders and Non-Student Registered Sex Offenders

Board Policy restricts the movement of registered sex offenders in Douglas School premises. A copy of policies JECBC and KO may be obtained online at dsdk12.net, at Central Office or school building offices. Any person failing to comply with these policies will be subject to removal from school premises and suspension of privileges. In addition, law enforcement may be notified if a violation takes place. Douglas School District Board Policy – Section J, File JECBC; Section K, File KO

Child Abuse and Neglect

The Douglas School District has endorsed and supports SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL,

mandates that school personnel make reports of suspected child abuse and neglect. Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the following: the building principal, superintendent or designee, the State's Attorney.

Public Complaints for Federal Programs

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. The superintendent or designee will investigate the circumstances of the complaint and render a decision in writing within two weeks. The complainant will be allowed one week to react, either by accepting or disagreeing with the decision in writing, to the superintendent before decision becomes final. If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. A written explanation of the district's decision will be provided, including the rights to appeal the decision.

Unresolved complaints may be forwarded to the S.D. Dept of Education for review by the stakeholder. Disputes addressing enrollment, transportation, and other barriers to the education of children experiencing homelessness are also addressed under this. The complaint may initiate the dispute resolution process directly at the school they choose as well as at the district or district's homeless liaison's office. The complaint shall be provided with a written explanation for the school's decision including the rights to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

Smoking and Tobacco Use On School Grounds

The board, through policy KGC, recognizes, "that the use of tobacco products presents a health hazard, which can have serious consequences both for the smoker and non-smoker. Statistics indicate that there has been a reduction in the percentage of the total population who smokes. The Douglas School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, all forms of tobacco, including cigars, pipes, chewing tobacco, and cigarettes. Smoking of any substance is prohibited. The use of all forms of tobacco by visitors and/or guest is prohibited in all District buildings (in compliance with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994), on school grounds, in all school vehicles at all times and at any school-related functions.

Any person failing to comply with this policy may be subject to removal from the premises and/or suspension of privileges.

This policy will be posted in all district owned facilities and vehicles."

Student Supervision

Student supervision is provided from:

Badger Clark	7:40 a.m. – 3:00 p.m.
Francis Case	7:40 a.m. - 3:00 p.m.
Vandenberg	7:30 a.m. – 2:45 p.m.

Classroom Visits

Parents are welcome and are encouraged to visit school. Contacting the school prior to a visit helps provide a more meaningful experience for all. During instruction time and parties, we ask that parents refrain from bringing siblings with them into the classroom.

For security purposes only staff are allowed on the playground. All doors at Douglas Schools are locked and utilize a secure entry system.

Building Visitors

Parents and Visitors must buzz the office to gain access to the buildings. Upon entry visitors are required to stop in the office to get a Visitor's Pass and sign their name in the Visitor's Log each time that they visit the building. *We also ask that parents/visitors check out when they leave.* This will help us to identify individuals that are in the building.

Attendance/ Tardiness

Students are required by law to attend school each day unless they are ill. Parents are asked to call the school office if an absence will be necessary. After daily attendance is taken, the office will attempt to make contact with parents who have not made previous contact. When contact has not been made, parents are asked to send a written excuse with their child upon their return to school. If a child misses more than 2 hours in a school day, they will be counted absent for at least a ½ day.

School starting and dismissal times are:

- Badger Clark: 8:00 am-3:00 pm**
- Francis Case: 8:00 am-3:00 pm**
- Vandenberg: 7:50 am-2:45 pm**

Any child entering the building after the start of school day must report to the office for a pass prior to going to class.

Consistent attendance is vital to student progress. The district is required to report excessive absenteeism and tardiness as truancy.

Parents will receive notification of their child's attendance record updating them of the status of their attendance as necessary. If attendance is not consistent,

parent/guardians may be subject to truancy complaints filed with the State's Attorney.

Time missed from school cannot be made up. Schedule vacations around the school calendar. **Make up work or tests missed because of absences will be given when the student returns to school. If you have specific questions about your child's makeup work, please contact your child's teacher.** For each day of excused absence, the student will be given 2 days to make up the missed work.

Leaving School During The School Day

If it is necessary for a student to leave school, a parent or guardian must come to the office to sign out the child on the appropriate form. At that time the student will be called from the classroom. At no time shall a child leave the premises without such a signature, nor will they be released directly from the classroom. **The adult signing the child out needs to be listed on the student's school records.** Identification may be requested. If you want to add a person's name to our records, please stop in the office.

Unless the office has a copy of custody papers limiting parental rights to one parent, children will be released to either parent.

Food Service Guidelines for Breakfast and Lunch

Breakfast and lunch are offered each day. Breakfast begins at 7:30 a.m. in all elementary buildings. Money can be placed in the student's account at each individual school. Both free and reduced breakfast are available. Contact food service office, 923-0055.

For those new to the District, parents must obtain an access key to their Parent Portal account to utilize the

Campus Lunch feature from the building secretary.

Parents have the ability to access their student's lunch accounts through the Douglas School District website. You can check account balances, see how much students are spending per meal, deposit money with a credit/debit card or an e-check and families can set up an email notification through the Parent Portal when an account gets low.

When a student's account reaches \$10.00 or less, a text and email are sent to the primary household on file. This allows parents the opportunity to send money to school, or make a payment online. Money in your Campus Lunch account rolls over from year to year. Parents can check their balance via their Parent Portal account, as well as fill out a new application for Free/Reduced lunches for the next school year.

Students will be allowed to charge up to two lunches. For students who have reached this charge limit, a minimal meal (consisting of a cheese sandwich at lunch) will be offered.

Food Substitutions Requirements

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Yearly, parents are required to complete the Douglas School District Allergy Form if a food substitution is needed. This form is available through the building nurse's office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided.

Peanut Free Table

A peanut free table is provided for students within each cafeteria. Students with peanut allergies may sit at the table to limit their contact with peanut products.

Health/ Medications and Nursing Services

The Douglas School District has nurses providing services to all the buildings.

Nursing services are available during school hours to meet the needs of students. In order to provide nursing services in a quality manner to your child, we need to have accurate information available to the school personnel. In case of a typical emergency situation, the procedure below will be used:

1. Contact a parent or guardian at home or work.
2. Contact an emergency contact person.
3. Call 911. In instances where medical attention is needed without delay, the parent/guardian will be called at the same time as the emergency personnel, or immediately thereafter. The child's family will be financially responsible for the care given by emergency personnel.

It is imperative that school records are up-to-date and accurate. The school must be notified immediately of any changes in your address or phone numbers. A second emergency contact number must be provided. If we are unable to contact you, this individual will be called if your student is ill or injured.

Illness

Should your child become ill at school, you will be contacted to take the child home. Conditions that will merit removal from school are as follows:

- Temperature at or above 100.4 degrees and not feeling well. Student should stay home for 24 hours after the temperature is normal.
- Diarrhea (more than one episode). Student should stay home for 24 hours after last episode.

- Nausea or vomiting. Student should stay home for 24 hours after last vomiting episode.
- Unidentified rashes accompanied by fever or other illness
- Red, itchy eye(s) accompanied by matting or drainage
- Active head lice
- Contagious Disease
- The child is unable to participate in his/her daily school activities.
- Any situation requiring, in the judgment of staff, further medical evaluation or higher level of care.

These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise.

When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

Student Insurance

The school district does not carry medical liability insurance that covers injuries received or accidents that occur at school or at school sponsored activities. The school district recommends that if the family does not carry medical insurance that covers accident or injuries, that the family purchase the student accident/liability plan that is available

through a private insurance company at: <http://www.1stagency.com>.

Medications

District policy prohibits dispensing any over-the-counter or prescription medications without authorization/release for each medication. If your physician prescribes a medication that will be needed during the school day, please contact the school nurse to arrange for proper handling. Prescription medications must be in the original container from the pharmacy with a current prescription label for dosages and time. The school will accept a 10-day supply of the medication. An authorization must be filled out and signed for each prescription medicine to be given at school. These are available in the front office or from the school nurse.

Over the counter medications must be in the original package and clearly labeled. A written authorization must accompany the medication indicating proper dose and time to be administered. It is the nurse's discretion as to how long over the counter medication will be given at school. If the condition for which medication is being given persists longer than 5 days, it is recommended that the child see a medical professional.

Due to the nature of COVID, its airborne particles and easy transmission to others, nebulizer treatments will not be given by the school nurse. Parents will be called to pick their student up in the event one may be needed.

Communicable Disease Guidelines for Students

Health guidelines for school attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Disease and Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years	Determination should be made by the team process as outlined by the Communicable Disease Policy. The State Department of Health's School Children with Aids policy shall be used as reference.
Chicken Pox 14 - 21 days	The student may attend school after all pox are dry and scabbed.
COVID-19	Attendance will be based on current CDC and SD Department of Health Guidance.
Enteric Infection (Diarrhea) (Giardia, Salmonella, Shigella, Campylobacter, Rotavirus, E-Coli, Pin-Worms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Hepatitis A 15 - 40 days	The student may attend school with physician's written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B 45 - 160 days	Treat all blood as potentially infectious. Universal pre-cautions, as posted in all schools, shall be enforced. Student may attend school.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and area is dried.
Influenza 3 - 7 days	The student may attend school if no fever. Good washing should eliminate risk of transfer of infection.
Lice, Crabs	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child will allowed to return to the classroom.
Meningococcal Disease	Student may attend 24 hours after initiating antibiotic treatment.
Infectious Mononucleosis (Glandular Infection) 2 - 6 weeks	The student may attend school as directed by the physician. The student may need adjusted school days and activities.
Pertussis (Whooping Cough)	Student may attend after completion of 5 days of appropriate antibiotic treatment.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Rubeola (Red, Hard, Measles) 8 - 14 days	The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.



Safety

Inclement Weather

Weather in South Dakota changes very quickly and unpredictably. Please prepare your child for year-round temperature change. When inclement weather or another emergency make it necessary that school be called off, local radio and television stations will be notified before 6:30 a.m. or the previous evening when possible. When uncertain weather conditions exist, parents are encouraged to listen to the radio or watch their local TV station for school announcements.

When closing announcements are made, we will be identified as the **Douglas School District**. The district uses a phone calling system to notify parents of school closures as well as late starts. In addition, emergency closing information can be found on local TV/Radio Stations as well as the School District Webpage **www.dsdk12.net**

Any time school begins two hours late. A two-hour late start includes the following:

- District busses will run two hours later than originally scheduled.
- The Before Care program is **not available** on those mornings.
- **Breakfast is not offered.**
- Staff supervision is not available until 15 minutes prior to the start of the school day. Students should not be dropped off at school until 15 minutes prior to the start of the day.

Early Dismissals

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home safely. Please cover this plan with your child periodically to assure he/she can verbalize the operation correctly. It is the

parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

Red Flag

During bad weather, a red flag will be flown from the entry of each building. **Such a day will be called if it is raining, extremely windy and/or temperatures with wind chill of zero degrees or below.** The red flag means: All students will enter the building through assigned entryways and go directly to the designated area. Students will go outside on all other days.

Emergency Procedures

The students practice procedures for fire, tornado, and ALICE, throughout the school year.

ALICE

Douglas School District is ALICE certified. ALICE is a response protocol that provides all staff and students with proactive responses in the unlikely event of an active shooter or other violent intruder event. **ALICE** stands for Alert, Lockdown, Inform, Counter, and Evacuate. These are not sequential steps to be taken, but options to be considered in a dangerous situation. Douglas School District works closely with law enforcement to provide training to all staff and students in **ALICE**.

Important things for you to know:

1. Student safety is our primary objective and will be our focus.
2. In the event of an emergency situation, the district will do all it can to provide you with as much information as possible-keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent.
3. Calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for

communications with emergency responders.

4. We have rally points should evacuations occur, **DO NOT** come to the school, traffic clogging streets will prevent responders from getting to where they need to be.

Parents can find detailed information about the district response plan on the website at: www.dsdk12.net

Surveillance Cameras

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being videotaped. **Videotaped recordings are considered security data and are the property of the Douglas School District.**

Dress Code

Clothes worn to the elementary schools (K-5) should be suitable for school and in accordance with health and safety regulations. **Students may not wear apparel that advertises or promotes drugs, alcohol, weapons or tobacco; is harassing or sexual in nature (i.e., halter tops, spaghetti straps, short shorts, belly shirts); has obscene pictures or is gang related; or disrupts learning.** Students are not to wear hats in the buildings except when entering or leaving, or designated "hat days".

Possession of Electronic Devices

Cell phones, iPods, hand-held gaming devices, etc. are not permitted in classrooms during the academic day. **These are extreme high theft items for which our school will not be responsible.** Cell phones, smart watches,

and Gizmo watches may not be used during classroom instruction and may be confiscated. They may be returned at the end of the day. **All electronic devices are to remain in backpacks while on school campus. Please refer to Policy JFCK**



Bus Conduct

The bus driver is in charge of the students and the bus. The same courteous conduct expected in the classroom must be observed on the bus. Bus transportation is a privilege. Please visit with your child about bus safety. Help your child understand the importance of exercising caution while waiting for the bus and being seated while riding the bus.

The teacher must have a written note if your child is not to ride the bus, or if the bus route is to be changed on a particular day. All bus changes must be made no later than 30 minutes prior to dismissal.

For the safety of your child, we ask that you come to the office and we will assist you in getting your child off the bus. Bus drivers are not acquainted with all of the parents/guardians and do not have the time to ask for identification or the availability to check student records to verify your request.

School staff and bus drivers cannot accommodate the huge number of requests for changing bus stops for children. Children will be picked up and delivered each day to the stop(s) designated by the parents at enrollment time unless other arrangements are made with the school on a permanent basis. Only in the event of a bona fide emergency will we deviate from this policy. Questions or concerns regarding bus transportation should be directed to the Transportation Coordinator: 923-0022.

Discipline Policies K-5

The Douglas School District strives to assist students in making effective decisions and developing personal responsibility. It is the belief of the Douglas School District that students can make appropriate choices for themselves and demonstrates respect, responsibility and reasoning skills.

The Douglas School District Elementary expects students to:

1. Respect themselves and others.
2. Work and play safely.
3. Walk in a quiet and orderly manner in the school building.
4. Use good manners and appropriate behavior.
5. Allow teachers to teach and others to learn.
6. Come to school ready to learn.

Effective discipline begins in the classroom with clear expectations for positive student behavior. It is also believed there are natural consequences for inappropriate behavior. Consequences, not punishment, are necessary to help the student take responsibility for their actions and lead the student to make positive choices.

Most disruptive behavior can be handled at the classroom level. However, the behaviors listed below require removal of the student from the classroom to the Time Out Room or principal:

- Bullying
- Cheating/Plagiarism
- Destruction of Others Property
- Disorderly Conduct
- Disregard of School Rules
- Disruptive Behavior
- Endangerment
- Harassment
- Inappropriate Dress
- Profanity
- Theft/Stealing
- Vandalism

The following behaviors will result in an automatic referral to the principal:

- Assault/Battery
- Bomb Threat
- Bullying
- Drugs/Alcohol/Tobacco
- Fighting
- Fire Alarm
- Flagrant Disrespect
- Gang Activity
- Instigation
- Insubordination
- Intimidation
- Intimidation of Staff
- Physical Assault on Staff
- Vandalism
- Weapons

Weapons in the School

The legislature, under SDCL 13-32-7, states "Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm

or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor."

Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.”

If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.

Disturbance of School

SDCL 13-32-6. Disturbance of School. “A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.” The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.

Disorderly Conduct

SDCL 22-18-35. Disorderly Conduct. “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by:

1. Engaging in fighting or violent or (threatening) behavior;
2. Making unreasonable noise;
3. Disturbing any lawful assembly or meeting of persons without lawful authority; or
4. Obstructing vehicular or pedestrian traffic;

Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”

Searches

Public areas, including backpacks, restrooms, lockers and desks are subject to unannounced searches. Specially trained dogs may be used to assist school officials in searches. In some circumstances where a student is a suspect in an illegal act, the student may be subject to a non-invasive search.

Harassment

Harassment consists of un-welcome conduct, whether verbal, physical or visual, that is based upon a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status. Douglas School District has a no tolerance policy.

Bullying

The Douglas School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student’s ability to learn and may have lasting negative effects on a student’s life. The bullying of students, staff or third parties is strictly prohibited and shall not be tolerated.

Policy JFCE and JFCE-R define bullying as physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it: has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities. Bullying may include, but is not limited to the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, hazing or other victimization that has the purpose of causing injury, discomfort, fear or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;

3. Implied or explicit threats concerning grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
4. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment; or
6. Sexting, including the possessing, taking, disseminating, transferring or sharing of sexually explicit digital images, message, or other data, including photographs or texts by electronic data source of any kind.

Alcohol and Other Drugs

The Douglas School District has a policy that indicates that no student can

“possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in drug use/misuse nor possess paraphernalia specific to the use of chemicals.”

Use of Tobacco Products - The Douglas School District Board policy reads: “No student shall use, possess, transfer, conceal, sell or attempt to sell tobacco products which include, but are not limited to, cigarettes, chewing tobacco, cigars and pipes.” (Board Policy JFCG)
In all cases, referrals will be made to the counselor. In addition, referrals may be made to law enforcement and/or the Department of Social Services.

The following matrix will be used as a guide in determine appropriate consequences for our students who have been referred

Administration reserves the right to alter any disciplinary action based on extenuating circumstances.

School year Discipline matrix *ISS- In School Suspension *OSS- Out of School Suspension	Formal Warning	1 hour of Time Out	1-3 hours of Time Out	1/2 Day of ISS	1 Day of ISS	1-5 Days of ISS	1-10 Days of OSS
Bullying					1	*2+	
Cheating			1	2	*3		
Disorderly Conduct				1	2	*3	
Disregard of School Rules		1		2		*3	
Disrespectful or Obscene Language/Gesture		1		2	3+		
Disruptive Behavior			1	2		*3+	
Endangerment of Self/Others (pushing, shoving, hitting, etc.)			1	2	3	4+	
Fighting						*1	2+
Instigating		1	2		3		
Insubordination/Disrespect to staff			1	2		*3+	
Name Calling			1	2		3+	
Other Local Board Policy Violation			1	2	3	*4+	
Physical Assault on Staff						*1+	
Sexual Harassment				1	*2	3+	
Threat and Intimidation				1	*2	3+	
Threatening Staff Member				1	*2	3+	
Trespassing							1+
Alcohol					*1	2	3+
Arson							1+
Battery							1+
Drugs/other than Alcohol							*1+
Gang Activity	1			2		*3+	
Tobacco					1	*2	3+
Weapons (firearms)							*1+
Weapons (Other)						*1	2+

General Information

Animals at School

Pets should not be brought to school without teacher or principal approval. Be sure the pet is not ill. Pets brought to school for show and tell activities should be taken back home thereafter.

Classroom Treats

In order to provide a safe and healthy learning environment for our students, any food items prepared at home will not be served in classrooms. **Any homemade food item received at school for distribution will be placed in a Zip-lock bag with a note for return to the parent.** Only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms.

Healthy treats are encouraged for all items sent to school.

Parents are welcome to bring in birthday treats for their student, but are asked to simply drop off the items unless the parent has made prior arrangements with the teacher. Teachers will find an appropriate time to distribute the treats.

Parties

Classrooms celebrate several holiday parties during the year. Individual teachers will give you information on how these holidays will be handled. **Due to the increase in student allergies to latex and plants, it is recommended that you do not send balloon or flower bouquets to school.**

Lost and Found

Articles found are placed in the "Lost and Found" area. To prevent the loss of a student's items, it is recommended that articles of clothing, school bags, lunch pails, etc. be clearly marked with the child's full name. For articles lost on the bus, parents can call 923-0022 (District Bus).

Field Trips

Teachers may choose to expand the learning experiences of students by

planning field trips for their classes. Buses will be used for transportation for these trips with teachers, parents, and other staff members being present as chaperones.

Chaperones are considered a volunteer of the district are expected to abide by the district's chaperone rules.

These rules include:

- A chaperone limits cell phone use to emergencies only.
- A chaperone may not bring siblings to the school event.
- A chaperone is responsible for the assigned group of children and must stay with the children throughout the event.
- A chaperone assists in supervising children and enforcing classroom and bus rules.
- A chaperone acts as a positive role model.
- A chaperone follows all Douglas School policies including tobacco use.
- A chaperone respects the students' and staffs' right to privacy.
- Chaperone names will be submitted by the building to the district office for final approval. A background check may be conducted prior to approving, per DSD Board Policy IICC and IICD.

Outside Organization Sales

We recognize that many of our students are involved in activities outside of school. Many organizations, such as girl and boy scouts do fundraising to support their organization. Because so many of our children are involved, it is impossible for staff to buy treats from every student. We appreciate the requests, but we ask that these items be sold outside of school time.

Toys

Students are not to bring toys and game balls to school. They tend to get lost or stolen. Students may bring items for show and tell if they are in a backpack or other container. **The school is not**

responsible for stolen items such as electronic devices, trading cards, game balls or any personal items.

Technology

Douglas School District provides access to electronic networks. The district believes learning to access information on the internet, worldwide web, and electronic databases is an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children’s Internet Protection Act. (CIPA). A copy of the Electronic Network Access policy IIBGA is available online at dsdk12.net or in the school office.

Cancellation or denial of access to the Internet due to inappropriate use does not eliminate the requirement of obtaining information for completing an assignment, a job, or necessary communication.

Parents or guardians of students

who object to the student using the Internet must notify the school office in writing annually. In addition, some classes have web pages on the Internet and students often display their work. The students’ first names will be used unless the parent notifies the office.

The care of devices assigned to students are the responsibility of students and their families. They are subject to replacement guidelines as written in district policy.



FACULTY HANDBOOK

Douglas School District 51-1

Prepare all students to meet the challenges of an ever-changing world.



Patriot and Vandenberg Elementary
2022-2023

MISSION, VISION, PHILOSOPHY

DOUGLAS SCHOOL DISTRICT MISSION

Prepare all students to meet the challenges of an ever-changing world.

DOUGLAS SCHOOL DISTRICT PHILOSOPHY

The Douglas School District will promote an environment conducive to teaching and learning.

The district, working as partners with the educational community, will develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever changing world.

DOUGLAS SCHOOL DISTRICT VISION 2020

The Vision of the Douglas School District is to prepare all students as lifelong learners.

Students are engaged in learning experiences which are outcome driven, collaborative, life relevant, challenging, and developed to promote successful citizens.

Parents and legal guardians participate as involved partners in determining the educational experiences necessary for their children's educational needs.

Staff development opportunities are designed to promote growth and leadership, which will provide positive learning experiences for students.

The administrative team makes informed decisions that promote a quality education.

The district provides instructional materials and technology necessary for a challenging curriculum designed for all students.

The district maintains safe facilities conducive to positive learning experiences.

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Douglas School District 51-1 that no employee or student shall be discriminated against on the basis of sex, race, national origin, religion, disability or marital status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504 and other state and federal law.

Any person wishing to discuss their rights under the District's nondiscrimination policies may contact the Superintendent or designee, Douglas School District, 400 Patriot Drive, Box Elder, South Dakota 57719 (605) 923-0000. Inquiries concerning disabilities may be directed to the Director of Special Education, 421 Don Williams Drive, Box Elder, South Dakota 57719, (605) 923-0090. For further information, contact 1-816-880-4200 or write Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114.

ONLINE POLICY REVIEW

Found at <http://douglas.sd.safeschools.com/>

AC: Nondiscrimination in Federal Programs
ACB: Nondiscrimination on the Basis of Handicap/Disability
ACAA: Sexual Harassment
AEA: Tobacco-Free Schools
ECAC: Video Surveillance
GBC: Staff Ethics
GBCB: Staff Conduct
GBCBB: Employee Use of Networking Sites
GBCB-R: Administrator Dress Code
GBEC: Use of Alcohol & Other Drugs by Employees
GBK: Smoking & Tobacco Use by Staff Members
GBM: Staff Complaints & Grievances
GCN: Professional Teaching Staff Evaluations
IIBGB: Internet Access and Technology Use
IIBGB-R: Electronic Networking and Technology Use
JFCD: Student Bullying
JHG: Reporting Child Abuse & Neglect
KGC: Smoking & Tobacco Use on School Grounds / In School
KLA: Public Complaints

REQUIRED DISTRICT / STATE TRAINING

STAR Protocol: Yearly

ALICE Training: Yearly

Suicide Prevention: Senate Bill 129, passed by the 2016 Legislature, requires anyone applying for an initial or renewal certificate as a teacher, administrator or other education professional to participate in a minimum of one clock hour of suicide awareness and prevention training. This requirement begins July 1, 2017.

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The information contained in this booklet is intended to establish consistency in the normal routine at Douglas Elementary. It is hoped that this consistency will add to the overall organization of the building and help to create a positive climate for all who work and learn here.

General Information

American Disabilities Act

This document is available in alternate formats upon a 48-hour request. Examples of alternate formats include: Braille, large print, ^{tap+}+, etc. Please contact the Director of Special Services at 923-0090 or for a TDD/Relay System number, call 1-800-877-1113, to make a request.

If you have a parent/guardian who requires auxiliary aids for effective communication regarding issues of the district or the education of your child, please notify the school district at 923-0090 or for a TDD/Relay number, call 1-800-877-1113. Examples of auxiliary aids may include: Braille or large print materials, sign language interpreter, TDD, etc.

General Teacher Information

School Closing

In the event of inclement weather, the superintendent will determine by 6:00 AM as to whether or not school will be canceled. When that decision is made an automated system will contact all school employees as well as students with cancellation information.

Contracted School Day

The contracted school day for certified employees is 7 1/2 hours, with the exception of Friday, which is a 7 1/4-hour day. Teachers are to accomplish 7 1/2 hours of educational activities during the day in the building. **Hours for all certified staff will be 7:30 - 3:30 with 1/2 hour for lunch.** Certified staff may leave 15 minutes early on Fridays. Times vary for classified employees.

Staff Children During Work Day

- Staff cannot miss any school/district meetings due to kids
- Teachers are expected to attend meetings, and continue job responsibilities
- If discussing students or school issues, staff children are not involved or near discussion (parent vs. professional educator)
- Kids should not be running around the building and must be in your room - students are expected to behave
- Kids should not interfere with professional responsibilities

- Confidentiality- No IEP meetings, etc. with kids in the room.
- Students may not enter their parents' building until that building is dismissed. Kids wait for their parents to come out of the building for dismissal before entering.
- All kids should leave their parent's classrooms at 7:30 (to go to breakfast, recess, or walk to their building).

Student Handbook

All staff should review the student handbook.

Dress

All staff members are encouraged to use good judgment in their attire. Please dress in a manner that models professionalism. Jeans should be saved for Fridays.

Fire Codes

National Safety Life Code and The State Fire Marshal state that we need to **reduce** combustible load in classrooms and corridors (rolls of paper, pillows, couches, chairs, untreated curtains, stuffed animals, etc.). **Remove** residential appliances and cooking devices from the classrooms (light string decorations, candles, etc.). **Microwaves and coffee pots are to be used in the teacher's lounge only.** (The only exception to this may be in the case of a special education student's needs based on an IEP. Be prepared to justify student use; not staff use.)

Emergency Procedures

Please refer to your Emergency Binder for further guidance and procedures.

Security Measures

ID Badges must be worn at all times and staff should have their keys.

Classroom doors must remain locked throughout the day, but do not need to be closed at all times.

Visitors are to get a visitor's pass from the office before walking through the halls. If you see anyone in the halls without a pass, direct them to the office and/or contact the office.

School Parties

School parties may be held just before holidays and at the end of the school year. If your students are not going to eat school lunch due to a party, **you must notify the building secretary at least 1 week in advance and they will notify food service.** Special

area classes will be maintained as normal unless you choose to make other arrangements with that specialty teacher.

Staff Meetings

Staff meetings will be held as needed to share information or to solicit staff input. **Prompt attendance is expected.**



Staff Absences

Flex-Time

Flex time should be used to vary the contractual hours without interfering with student contact time.

Any flex-time should be made up the day before, the day of, or the following day that flex time is used. The principal's secretary will be kept informed of the use of flex-time and when the time is made up. A form is to be submitted requesting the use of flex-time, which the building principal needs to initial before the time is flexed. The occasional use of flex-time (early start/early departure is allowable and should be mutually agreed upon by the person making the request and the building principal. It is the exception rather than the rule and should not be used to satisfy a person's everyday schedule.

2.

Certified Staff: Flex-time may only be taken outside of 30 minutes before and 15 minutes after the regularly scheduled classroom day. (Ex. 7:30-7:40, 3:05-3:30)

Classified Staff: Up to an hour may be flexed. Flex time is before & after school, not when students are present.

Substitute Folders

It is the responsibility of each teacher to have completed all information in the substitute teacher folder. The folder is to be located on the teacher's desk with a full day's activities planned and developed. The substitute folder should also include:

- **Student's names.**
- Student schedules for special services
- Medical concerns of students.
- Fire drill procedures.
- Class discipline plan.
- Some extra educational activities that could be used during the day.
- An explanation of your lesson plan book (codes, etc) if necessary.

- ***Do not share your computer passwords with the substitute.***

* Please leave the name of a **cooperating teacher** that can assist your substitute. It would be a good idea for that person to be familiar with where you keep things.

Note: Everyone should have a plan for someone to follow in case you have to leave unexpectedly.

TEACHER ABSENCE

Teachers are to call the 24-hour substitute call service (923-0004) in case of absence. Please put your absence in Frontline System ASAP so a substitute can be found. **Please include in your message the following important information and any additional information regarding lesson plans, special instructions, etc.:**

1. Your name
2. Your assignment, building and grade
3. The length of your absence
4. The reason for your absence

Teachers should not arrange for their own substitutes; however, a specific substitute may be requested. Attempts will be made to honor requests.

*****Teachers, please follow this procedure.***

It is important for you to sign out any time you are leaving the building before your regular time to leave, even if you have called Central Office or if you are just going to another building.

Also, please let the secretary know if you are sick and need to leave even if you do not need a substitute.

*****Remember to complete an electronic leave form immediately after an absence.***

*****Watch for requirements that need to be met on personal leave, school business leave and leave without pay. Read your negotiated agreement. Which is located on line.***

Academics

Conferences

Parent-Teacher Conferences will be held twice during the school year. Schedules for conferences

will be made by teachers and communicated to parents prior to the actual conferences. Please schedule a conference for all parents. A copy of this schedule needs to be given to the office. **REMEMBER: Be proactive with your parents. Establish a positive rapport with them from the start.** The time it takes to do this will actually save you time and headaches in the long run.

Curriculum

3.

The district curriculum aligns with the South Dakota Standards, is developed by teachers with peer dialogue and approved by the Board of Education. The district curriculum guides materials adoption, classroom instruction and assessment. In instances where adopted materials are not available to support the district curriculum, supplementary materials identified or developed by the teacher may be used after administrative approval. It is your professional responsibility to ensure all required curriculum is taught for your specific grade level.

Field Trips

Teachers will be expected to take students on one field trip per year. Field trips must be approved two weeks in advance through the office. **Field trips requiring busing will be limited to one trip per year unless teaming up with another teacher and staff and students can all fit on one bus.** A parent letter is to be submitted to the principal prior to the field trip. Please check the master calendar in the office for potential conflicts with meetings, schedules, etc. as you confirm your field trip plans. All class trips must be educationally aligned to meet and compliment the Douglas School District goals and curriculum guidelines. Prior to the field trip, staff must fill out the electronic field trip request for approval.

It is recommended that parents have first priority as chaperones. **Taking toddlers and siblings is not acceptable.** All chaperones must be given and abide by the district's field trip policy and chaperone guide. And Chaperones names must be submitted to the principal's secretary **7 school calendar days** in advance of the trip to ensure final approval from the district office. Background checks may need to.

4. If your class is planning on being gone over lunch and the field trip is canceled, Food Service will not be prepared to feed the extra students. You must provide lunch for the field trippers in whatever manner was planned: if money was brought to purchase lunch on the trip, you could order pizzas, if sack lunches were the plan, students could eat picnic

style in the classrooms.

Homework

Homework is an opportunity for a student to demonstrate her/his ability to apply a skill or objective learned in a classroom setting. The homework activity should solidify the concept in the child's mind and raise his/her confidence in mastery of the skill.

Lesson Plans

Lesson plans are required through Planbook. Lesson plans need to be in Planbook by the first teaching day of the week at 8 am. Long term and daily planning is essential and encouraged to ensure that specific student needs are addressed, daily activities are planned, and meaningful instruction is continuous from day to day. Lesson plans are expected to include the Standard based learning target, success criteria for the learning target, instructional strategies/engagement strategies, and formative assessment. The principal will randomly check lesson plans throughout the year.

Refocus Room:

Effective discipline begins in the classroom.

Clear expectations for appropriate behavior set the stage for positive student responses. Good discipline is consistent with clear consequences. Each teacher establishes classroom procedures and a system of natural consequences for routine infractions. Most disruptive behaviors can be handled at the classroom level, however, they can result in removal of the student from the classroom.

Classroom Management

Board Policy - Section J - File JG

Staff and students share responsibility for maintaining a climate in which education can be pursued. What is best for the individual must be balanced with what is most desirable for the entire school population. The following principles will be observed by the school staff in maintaining student control and discipline in the schools:

1. It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct, and striving to meet his or her social, emotional, and academic needs.

2. Every individual needs to feel worthy and accepted as a person. In criticizing a student for

his or her conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show the student that it is his or her behavior that is objectionable, not the student.

3. The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity. Within the above guidelines and specific policies regulating conduct and disciplinary action, the Superintendent will set up procedures for dealing with disciplinary problems.

The Board extends to all of its school employees, paid and unpaid, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

Handle minor rule infractions in your classroom according to the process you described to your class and parents at the beginning of the school year. **Review your plan with parents through your newsletter or conversations.**

Lunch

The hot lunch report should be entered into the computer first thing in the morning. Attach checks/money to the class envelope for lunch accounts and sent to the cashier in the lunchroom.

5. Teachers need to escort their students to the cafeteria or playground and pick students up from the cafeteria or playground promptly at the ring of the bell for their lunch period. Promptness is important as the lunchroom already has another group of students.

Teachers and staff members may not charge lunches.

Weekly Classroom Schedules

A weekly classroom schedule is to be completed and submitted to the principal by *the second Friday after school starts*. Also, please post a copy of the weekly schedule outside your classroom door.

Please indicate specialist schedules (PE, Music, Library, etc). A 15 minute recess may be scheduled any time **other than during the building's lunch periods.** It is the teacher's responsibility to supervise such an activity. Teachers may share this duty with another teacher.

Student Supervision

Before School

Teachers assigned to morning duty are to be in position by **7:40** at Patriot Elementary and **7:30** at Vandenberg Elementary. **Remember, you are legally responsible if you are assigned duty. One member of the duty team will get a radio and the medical bag before going outside. On duty staff members need to be visible, moving, and scanning activities.**

During School

Each teacher is responsible for each child in his/her classroom and **must not leave students unattended at any time.**

If an emergency arises, ask the office or any employee for assistance.

After School

Staff are responsible for ensuring students are on busses or picked up by parents.



Student Attendance

Reporting Attendance

A morning report should be put in DDN Campus within 20 minutes after school begins. If a student is reported absent and comes to school after the report has been completed, **be sure that he/she has a slip that lets you know that the student has stopped in the office. Otherwise that student will be marked absent all day.**

Parents are encouraged to call the school to report an absence. The office contacts all parents of students that have been reported absent but have not made contact with the school to verify their absence. If notes concerning past or anticipated absences are received, please send to the office. Teachers-- be sure to let us know in the office if a student is frequently tardy or absent - even if child and parent say they are sick. We will send letters and/or meet with parents.

Students Requesting To Be Excused From School

The parent must come to the office and check out the student at which time the child will be called to the office via the intercom.

UNDER NO CIRCUMSTANCES

should a child be released directly to a parent unless someone from the office notifies you.

Truancy

South Dakota State Statue Chapter 15.3201 Compulsory School Age: Specifies: attendance required states that it is the responsibility of the parent(s) to ensure that a child under their supervision who is seven years of age and not exceeding sixteen years of age shall annually attend some public or private day school for the entire school term of the public school district in which that person resides or in which such child is assigned to attend. Students with an excessive number of absences from school for non-medical reasons may have their cases reviewed and will be reported for investigation. Please notify office staff if you are concerned about a student's attendance and/or tardiness.

6.

When parents want to take their child on extended vacations, we do not send specific homework with them.

At the end of each semester, the attendance on the report cards will show the number of days absent.



Special Areas

PE, Music, Art, Computer, Library

Classroom teachers should be prompt in taking and picking their students up. Please don't punish students by taking away these important course areas.

Medications and Nurse Assistance

Teachers are encouraged to use careful observation when students request permission to see the nurse.

Please try to screen incidents but take precautions in assuming responsibilities of the nurse. The nurse's role includes observation, treatment and follow-up for any accident or medical ailment experienced by a child in school. The nurse will be responsible for supervising the distribution of medicines. If you have a student who needs nurse assistance at lunchtime, please advise the lunchroom personnel. Students are expected to have a nurse referral slip from their teacher or a supervising person prior to being sent to the office for nurse assistance. **Teachers are not to administer any medications to students.**

Media Center

The media center is a support service for the teaching of students. Classes are scheduled to instruct students on the utilization of the facility and in library skills.

The use of all audio-visual equipment by students is the responsibility of the teacher. *Please, be sure that audio-visual aids compliment your lessons and are not simply entertainment. Be sure you only show G-rated_Materials. **Be careful of copyright laws.** Purchased movies are for home use only. **Media materials need to be used for instructional purposes only.** If a teacher loans materials to another teacher, the last signed name is still held responsible.*

FACILITIES

Access to the Building

If a teacher plans to work in the building on the weekend, please be sure your code is in working order for the alarm. **Please sign your name** so others coming in the building know that you are here and do not set the alarm on you.

Care of the Classroom

The classroom is the home of the students and teacher for several hours of the day. It needs to be treated with as much respect as one's own home. Good classroom appearance builds pride in the students, the staff, and anyone entering the classroom.

Care Guidelines:

1. Place chairs on top of desks at dismissal. Cleaning is easiest if the legs of the chairs are standing on the desk.
2. Erase whiteboards; custodians will clean.
3. Keep sinks cleaned up. Custodians will do more thorough cleaning.
4. Place trash cans in the hallway.
5. **Close windows at night.**
6. Close outside exit door.
7. **Make sure trash is picked up off the floor, tables and desks are periodically washed. (Students assist teacher in housekeeping when feasible.)**
8. **Please treat the carpet as if it were your own. Call the daytime custodian for immediate clean up – that way we can keep stains out.**
9. *Use custodial work request or e-mail for room needs, i.e.: lights out,*
10. Pencil sharpener repair, heating problems, etc.
11. Please periodically wash & clean desks & tables

Carpet Care

- Try to keep sticky-tac, glue, tape, staples off carpet.
Contact custodian ASAP on large spills.
- Be sure to have a drip pan under all plants.
- When taking students back to the classroom to eat, please do your best to prevent food spills on the carpet.

If there is a problem, let the custodian or office know right away so the problem can be corrected.

Damaged and/or Stolen Material

It is the teacher's responsibility to report items that have been damaged or stolen. This form (S-244) is to be completed and turned into the principal's office.

If a student should lose or destroy a book, obtain the price of replacement from the building clerk and attempt to collect the cost. Make sure that the student receives a receipt from the office for the money turned in. Normal wear is expected on books being used, **but encourage respect of school property.**

Hardware/Laptops Loan

Hardware/Laptops must be in the district on a daily basis while school is in session.

AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT (Section E File EDC)

Recognizing that school facilities and all equipment and materials are purchased to support the school program and acquired by taxation, no school property may be used for other than school, school related or civic activities.

The Board may permit school equipment and materials to be loaned under circumstances, which are in the interest of educational or civic purposes. Proper controls and accountability shall be established to assure the users responsibility for all such equipment and materials.

Office Area

Please be considerate of the working areas of the secretaries. They frequently work with confidential information that needs to stay confidential. **Be aware that when secretaries are on the phone, speaking with a parent or answering the intercom it is very distracting when multiple conversations take place in the office. Working areas assigned to the office staff are to be respected in order to assist the principal and secretaries in maintaining their efficiency.**

Students are to use the office phone only for emergencies (glasses, school/library books, etc).

Copy Machine

All staff members may use the copy machine, but any maintenance (i.e. clearing the paper path, or adding toner) must be done by the office staff. If you change the color of the paper in the copy machine, please return the color to white when you are finished.

Cellular Phones

Cell phones must not be used during student instruction time – **this includes text messaging. Cell phones should only be used for emergency situations during contract hours.** If a situation arises, please visit with the building principal.

While the computer is an integral part of everyone's workday, personal business is **not** to be conducted while students are present.

District and Board Policies

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that all applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation, religion, disability or national in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

(See Policy GBA)

Harassment

It is the district's policy that harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the district may harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. (See policy ACAA and ACAA-R)

Non-Discrimination Policy

The Douglas School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

Title IX concerns should be directed to the Superintendent or their designee, Douglas School District #51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the application of Title IV or Section 504, of the Rehabilitation Act of 1973, as amended, may be referred to the Director of Special Education Services, Douglas School District #51-1, 421 Don Williams Drive, Box Elder, SD 57719 (605) 923-0090.

For additional information contact:

Office for Civil Rights
Kansas City Office
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114
Phone: (816) 268-0550
TDD: (816) 891-0582
Fax: (816) 823-1400
E-mail: OCR@Ed.gov

All district policies can be found at dsdk12.net

SCHOOL CRISIS **INFORMATION**

Attached items:

- **School Threat Assessment Response (S.T.A.R.) Protocol**

Items addressed in Crisis Manual:

- Chain of Command
- Telephone Numbers
- Bomb Threat
- Bomb Threat Checklist
- Bus Accident
- Chemical Accident / Hazardous Material
- Death / Suicide
- Explosions
- Evacuation Plan
- Fire
- ALICE protocol
- Medical Emergency / Injury / Illness / Attempted Suicide
- Plane Crash
- Severe Weather (Tornadoes, Flood, Earthquake, Natural Disaster)
- Power Outage
- Radio Locations
- Building Maps
- Crisis Response Plan

DOUGLAS SCHOOL DISTRICT 51-1 PENNINGTON COUNTY SHERIFF'S OFFICE SCHOOL THREAT ASSESSMENT RESPONSE (S.T.A.R.) PROTOCOL

The purpose of the S.T.A.R. Protocol is to provide a mechanism to assure

that threats of violence in a school environment are addressed, whenever possible, before such an act occurs. The process necessarily involves a variety of elements, including students, parents, teachers, staff members and administration, as well as, law enforcement and other criminal justice agency participation. The protocol is designed specifically for those violence issues affecting schools and the students who attend those schools. The S.T.A.R. Protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out.

The S.T.A.R. protocol is applicable during any school sponsored event or function, whether the event or function is on school property or not.

DEFINITIONS

9.

For purposes of this protocol, the following definitions apply:

1. Threatened Act of Violence: Any threat, rumored threat, third party tip, joking threat or action that suggests the possibility that serious physical injury or death may be caused to another.
2. Douglas School Staff Member: Any employee of the Douglas School District.
3. Douglas School Administrator: Any Douglas School District administrator or their designee.
4. STAR Team Members: STAR Team officers and deputies, responsible for first response and threat assessment, shall include all Pennington County Sheriff's Office School Resource Officers and Box

Elder Police Officers. These personnel shall be referred to generally as STAR Team Officers. Additionally, the STAR Team shall consist of one (1) designated prosecutor from the Pennington County State's Attorney's Office, who shall be referred to as STAR team prosecutors.

5. STAR Team Coordinators: The coordinators of the STAR Team, responsible for oversight of this protocol, shall include the Douglas School District Superintendent or his/her designee and the Pennington County Sheriff or his/her designee (School Resource Officer Supervisor).

PROCEDURE

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals.

1. Any Douglas School District student, upon receiving information that a person is threatening to commit an act of violence, shall:

- a. assume the threat is serious;
- b. immediately report the threat to a parent or guardian, school staff member, school administrator, law enforcement officer, call non-emergency dispatch 605-394-2151; or call 911. SafeSchools Alert is our district's tip reporting service. Threats may also be reported on the Douglas School District website or <http://1611.alert1.us>; emailed to 1611@alert1.us; or call/ text to 844-325-8063.
- c. be available and cooperative in providing a statement of information, with the understanding that the information source (the student) will remain anonymous to the greatest extent possible.

2. Any Douglas School District parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:

- a. assume the threat is serious;
- b. immediately report the threat to a school staff member, school administrator, law enforcement officer, call non-emergency dispatch 605-394-2151; or call 911. SafeSchools Alert is our district's tip reporting service. Threats may also be reported on the Douglas School District website or <http://1611.alert1.us>; emailed to 1611@alert1.us; or call/ text to 844-325-8063.
- c. be available and cooperative in providing a statement of information, with the understanding that the information source (the parent or guardian) will remain anonymous to the greatest extent possible.

3. Any Douglas School District staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

- a. assume the threat is serious;
- b. immediately report the threat to the school administrator or their designee; law enforcement officer, call non-emergency dispatch 605-394-2151; or call 911. SafeSchools Alert is our district's tip reporting service. Threats may also be reported on the Douglas School District website or <http://1611.alert1.us>; emailed to 1611@alert1.us; or call/ text to 844-325-8063.
- c. be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.

4. Any Douglas School District administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

- a. assume the threat is serious;
- b. cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated

into a secured area pending further investigation;

c. immediately notify the STAR Team Officer assigned to the school and provide the team member with complete information regarding the threat received;

d. attempt to secure a written statement from the individual reporting the threat or school staff member regarding the information received.

5. The STAR Team Officer, upon being notified that a threat to commit an act of violence has occurred, shall:

- a. assume the threat is serious;
- b. Immediately conduct an assessment interview of the subject making the threat. This assessment interview will include at least one (1) STAR Team Officer and the administrator or his/her designee.

The primary purpose of the interview is to engage in an assessment of the available information, in an attempt to determine the credibility of the threat in order to decide what level of follow-up action is needed and appropriate.

Some criteria used by the STAR Team Officer to help determine if the threat is credible or not would be:

- Age and maturity level of the person allegedly making the threat;
- Access to weapons, plans, drawings or actions to carry out the threat;
- Circumstances surrounding the making of the threat;
- Attempts at recruiting others;
- Multiple statements from different credible sources;
- Research history;
- Specificity of the threat;
- Prior behavior or sudden changes in behavior or mental health;

10.

6. Once the assessment is complete, the STAR Team Officer and administrator shall convene privately to discuss the threat and consider options for follow-up action:
- A. If it is agreed that the threat is credible, initiate appropriate Crisis Manual procedures as necessary or as directed by superintendent or designee in conjunction with the STAR Team; and the STAR Team Officer shall contact the STAR Team Prosecutor to discuss possible options for the subject making the threat. These options may include, but are not necessarily limited to:
- 1) Contacting the subject's parent(s) or legal guardian for input and assistance;
 - 2) Voluntary mental health evaluation;
 - 3) Involuntary mental health evaluation;
 - 4) Referrals to the Pennington County / Meade County State's Attorney, the Department of Social Services, or other governmental organization, such as Family Advocacy;
 - 5) Criminal charges, including arrest;
 - 6) School sanctions, changes in placement or requirements upon return.
- B. If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary per District policies and practices. The Pennington County Sheriff's Office School Resource Officer may complete a report or take law enforcement action.
7. Once an option is chosen and initiated, the STAR Team Members involved in the process shall engage in fulfilling the reporting requirements associated with the action taken:
- A. The STAR Team Member, upon exercising any of the aforementioned options, shall immediately complete reports relevant to the event and the action taken and assure that copies of these documents are provided to:

- 1) The State's Attorney's Office;
 - 2) The involved School Administrator;
 - 3) The STAR Team coordinators
- B. If the student is a student with a disability, the school administrator shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to which the crime is reported. (IDEA 97, Section 615 (k))
- C. Original reports are to be routed through the law enforcement records management system per usual procedure.

8. After-Action Considerations:
- A. Periodically, as deemed necessary by the STAR Team Coordinators, a meeting will be held to discuss recent STAR cases, in order to determine the effectiveness of this protocol. Meeting attendees may include: 1) The Pennington County State's Attorney or his/her designee. 2) The Douglas School District superintendent or his/her designee. 3) The Chief Court Services Officer or his/her designee. 4) The Pennington County Sheriff or his/her designee. 5) Designated STAR Officers.

Rev 1/17/18 Bd Approved 1/22/18

DOUGLAS SCHOOL DISTRICT 51-1 PENNINGTON COUNTY SHERIFF'S OFFICE SCHOOL THREAT ASSESSMENT RESPONSE (S.T.A.R.) PROTOCOL AMENDMENT A RESPONSE TO BOMB THREATS OR THREATS OF MULTIPLE VICTIM VIOLENCE

PROCEDURE

When events occur involving threats to detonate explosive devices in schools, or cause mass casualties through the use of weapons or explosive devices, the following action will be taken:

1. The person who becomes aware of the threat will immediately contact the school principal or their designee, law enforcement, call non-emergency dispatch 605-394-2151; or call 911 and make them aware of the substance and content of the threat. SafeSchools Alert is our district's tip reporting service. Threats may also be reported on the Douglas School District website or <http://1611.alert1.us>; emailed to 1611@alert1.us; or call/ text to 844-325-8063.
2. The school principal or their designee will immediately activate the School Threat Assessment Response (S.T.A.R.) Team by contacting the school superintendent's office or one of the team members. The first team member notified is responsible for notification of other team members. S.T.A.R. Team members include:
 - a. The Box Elder Chief of Police or his/her designee;
 - b. The Pennington County Sheriff's Office Chief Deputy or his/her designee;
 - c. The Superintendent of Schools or his/her designee;
3. Once the Response Team has been activated, available Response Team members will meet with the principal at the involved school, or other designated location, and assess the threat to determine subsequent response.
 - a. The Response Team will review all pertinent and available information, including:
 - i. The nature and specificity of the threat;
 - ii. The method through which the threat was delivered or communicated;
 - iii. Students attending the school who are known or suspected to be potentially dangerous;
 - iv. Any history of prior threats made at the school;
 - v. Recent activities, incidents, or events at the school that may be connected to the threat;
 - vi. The potential for disruption of school and school related activities;
 - vii. The level of anxiety among staff, students, and parents as a direct result of the threat;
 - viii. The probability of prompt identification of the person making the threat;
 - ix. Existing school contingency plans for dealing with threat events
 - b. The Response Team will recommend a course of action that attempts to ensure a reasonable level of safety for students and staff while at the same time providing for a minimal disruption of the education process.
4. This course of action may include one or more of the following options:
 - a. Immediate evacuation or dismissal of school at a specific time;
 - b. Deployment of uniformed law enforcement personnel into the school to assist with evacuation of students, search of the school for explosive devices or other functions as determined by the Response Team;
 - c. Mobilization of canine units to assist in the search of the school for explosive devices;
 - d. Deployment of officers for additional security while school remains in session;
 - e. Assigning of criminal investigators to assist the school resource officer(s) in the investigation of the threat;
 - i. The investigation will focus on determining those responsible for making the threat, the motivation behind the threat, and the threat potential;
 - ii. All information gained will immediately be forwarded to the Response Team for evaluation and assessment.
5. Upon completion of the assessment by the Response Team, a report will be completed by the school's assigned resource officer or other person designated by the Response Team, this report to include details concerning the response and the action taken. This report will be processed as a S.T.A.R. event.
6. All communication during and after any event will be done by law enforcement in collaboration with district administration.

7. Media release information will be the responsibility of either the Pennington County Sheriff's Office Public Information Officer or the Douglas School District Administration. A joint press release may also be done. This determination will be made by Response Team members based upon the incident or event.

Douglas School District
Administrators Handbook



2022-23

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Mr. Bud Gusso, Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to Ms. Monica Waltman, Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder, SD 57719 (605) 923-0013.

For additional information contact Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0559. E-mail OCR.KansasCity@ed.gov

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INTRODUCTION

The Administrators Handbook contains general working benefits for administrators in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the administrator's individual contract. The Superintendent, Business Manager, **Executive Director of Elementary Academics, Executive Director of Secondary Academics, and Executive Director of Operational Support Services** ~~Assistant Superintendent of Curriculum and Instruction~~ receive all benefits provided by the Administrators Handbook except when board policy and/or language in the individual's contract directs otherwise, effective the 2000-01 contract year.

Definition of an Administrator:

An administrator is an individual who has direct or delegated responsibility for decision-making in the following areas: personnel, curriculum and policies. This includes all Principals, Assistant Principals, Activities Directors, Director of Special Education Services, ~~Director of Library Services, Elementary Curriculum Director,~~ **Executive Director of Elementary Academics, Executive Director of Secondary Academics, Executive Director of Operational Support Services,** Superintendent, ~~Assistant Superintendent of Curriculum and Instruction,~~ and Business Manager.

Education: M.A., M.A. + 30, M.A. + 60, or Ed.D. or Ph.D.

All credit hours beyond the Master's degree must be based on graduate level courses. Half of the hours must be in the area of responsibility and half may be in related fields.

Experience:

Experience, to the extent allowable, shall be granted for continuous years outside or within the District in similar positions.

Definition:

The term "days", except where otherwise noted in this handbook, shall refer to calendar days.

ADMINISTRATOR DRESS CODE
District Board Policy Regulation GBCB-R

Professional dress is required of all District Administrators. All administrators must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

A positive impression from the community;

Provide appropriate role modeling for students

Promote a working and learning environment that is free from unnecessary disruption;

And be conducive to high student and staff performance.

In an effort to lead the way, the administrators in the District will adhere to the following dress code:

Professional Dress Standards for Men

Acceptable Attire/Grooming

- Pants or slacks
- Collared shirts to include polo-type and button-down shirts. Sweaters, turtlenecks, and Henley shirts are acceptable.
- Ties and dress coats improve the image; recommended but not required.
- Cologne or aftershave to be unobtrusive
- Shoes that are clean and polished improve the image. (Tennis shoes often detract from the image and should be worn sparingly).
- Facial hair must be neat and well groomed.

Non-Acceptable Attire/Grooming

- Jeans and t-shirts may not be worn except on Fridays.
- Tattered cuffs, tears in clothing, and heavy wear marks are unacceptable.
- Sweatpants and jogging suits are not acceptable.
- Hats are not to be worn in the building.

Professional Dress Standards for Women

Acceptable Attire/Grooming

- Pants, slacks, capris, dresses, or skirts.
- Blouses and shirts: collared shirts to include polo-type and button-down shirts. Sweaters, turtlenecks and Henley shirts are acceptable, as well as other blouses (with or without collars) that would be considered professional in nature. Blouses and dresses should be cut in such a way as to exceed the expectations of student dress.
- Coats and vests often add to professional image but are not required.
- Makeup, perfume, or cologne to be unobtrusive.
- Tennis shoes often detract from the image and should be worn sparingly.

Unacceptable Attire/Grooming

- Jeans and t-shirts may not be worn except on Fridays.
- Tattered cuffs, tears in clothing and heavy wear marks are unacceptable.
- Sweat pants, spandex pants, leggings (unless covered by other apparel down to the acceptable skirt length), and jogging suits are unacceptable.
- Hats are not to be worn in the building.

Jeans and appropriate t-shirts are allowed for all staff on Fridays only. Jeans should be in good repair with no holes. It is understood that there may be times when different clothing is appropriate (athletic wear for field days, dress up days for building events, etc.) and it is expected that administrators make reasonable decisions at these times. Administrators may also dress more casually on days where no students are present, however, professional duties (meetings with parents, new staff, interviews, etc.) must be considered and dress adjusted accordingly.

Directors and Coordinators are allowed to wear jeans on days that they may be working in dirty environments.

MEDICAL EXAMINATION

1. If at any time there is reasonable cause to believe that an administrator is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.
2. An administrator of the Board of Education who is not able to return to duty on the day following ten (10) days of illness or injury may be required to present a certificate of ableness to the Superintendent or designee upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
3. An administrator who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the administrator may be required to submit to an examination to provide a medical report secured from the School District's designated physician at the expense of the School District.

LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted to certified administrators for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence. Request shall be acted upon within a reasonable time, not exceeding forty- five (45) days. A copy of this leave provision shall be given to the administrator when a leave is granted.

While on leave an administrator shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such administrator and the School District.

An administrator desiring to return from such leave shall give written notice of a desire to return to employment no later than March 1 of the year in which he/she is on leave and provided such written notice is given, such administrator shall be restored to his/her former position or one of comparable status. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof, and provided such written notice is given, he/she shall be restored to his/her former position or to another vacant administrative position for which the administrator is qualified.

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave without Pay

The Superintendent may grant leaves of absence without pay to administrators for personal reasons. Requests for leave without pay must be approved by the Superintendent and the Board of Education and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; ie. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the Douglas School District and relates to the administrator's professional interests or leadership position in local, state or national educational organizations.
2. The request for leave must be directly associated with educational activities.
3. Approval for professional leave will be contingent on the availability of sufficient funds.
4. Priority will be given to professional leave applications of administrators who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational professional organizations.
 - c. Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent, the administrator shall file a report on the activities of the conference with any recommendations.

If an administrator holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Sick Leave

Sick leave is provided to all full-time and half-time administrators of the Douglas School District. All administrators under contract shall receive 15 days of sick leave on the first day of service each year unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These 15 days shall represent all the administrator's sick leave for that year, subject to the accumulation provisions hereof. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the administrator's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above). Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

Administrators are required to immediately notify the personnel office when sick leave is needed.

Upon returning from sick leave, the administrator shall complete a sick leave application indicating the reason for the absence. The Superintendent or designee may require a physician's statement concerning such absence.

If an administrator is released or leaves before the termination of the school year, the administrator shall be credited with only that portion of the 15 days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

All unused days earned shall be added to the administrator's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

Any administrator who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of his/her previously earned and unused sick leave reinstated.

An administrator who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Upon approval of the Superintendent **or designee**, administrators may use a day of sick leave to attend the funeral of someone close.

E. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act.

When a leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks, or until use of sick leave and sick leave bank benefits (when appropriate) is exhausted, whichever is longer. Thereafter the administrator will be required to pay the full amount if he/she wishes to remain an active participant in the programs.

F. Worker's Compensation

An administrator injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. An administrator injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.
2. All worker's compensation payments shall be retained by the administrator. An administrator who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the administrator up to, but not in excess of the amount of the compensation payment.

G. Additional Use of Sick Leave (Court Appearance)

Each administrator, upon the approval of the Superintendent **or designee**, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law, involving no moral turpitude on the part of the administrator, in a case in which the administrator is a party.

H. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year except to extend a scheduled school holiday, listed in the School Calendar, if approved in advance (preferably two days in advance) by the Superintendent of schools or his/her designee. Two (2) additional days of personal leave shall be granted each year to an administrator who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year. No more than seven (7) personal leave days may be used in any one year with the exception of an administrator taking an oral or written comprehensive examination to complete a degree.

Personal leave may be used to extend a scheduled school holiday, according to the following guidelines:

- a. Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.
- b. Leave cannot be requested more than 180 days in advance.
- c. One day of personal leave can only be used once in a school calendar year based upon availability.
- d. Personal leave may not be granted during Parent/Teacher Conference Days. Use of personal leave is strongly discouraged during In-service Days.
- e. Leave is subject to approval by the Superintendent of Schools.

The Superintendent may grant personal leave in emergency situations and the decision to do so is non-precedent setting nor grievable.

One (1) additional day of personal leave shall be granted to an administrator to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

I. Court Witness and Jury Duty Leave. Reference Board Policy GCBDC

When a School District administrator is subpoenaed to testify in court (in a case in which he or she is not a party) or is summoned to serve on a jury, he or she will be granted leave when such subpoena or summons is verified. Applications for such leaves shall be made in letter form, accompanied by a copy of the summons, and submitted to the superintendent for verification and approval. Reference Board Policy GCBDC—Jury Duty Leave.

1. State Court

All fees received for State Court appearances or services shall be retained by the administrator. An administrator on "Jury Duty Leave" shall receive his or her regular salary less any amount received for services, up to but not in excess of his or her regular daily rate of pay. Within twenty (20) days of receipt of court fees, the administrator is required to present the court check to the Personnel Office for verification of leave time.

2. Federal Court

All fees received for Federal Court appearances or services shall be retained by the administrator. An administrator on "Jury Duty Leave" shall receive his or her regular salary with no reduction for the amount received. Within twenty (20) days the administrator is required to present the court check to the Personnel Office for verification of leave time.

J. Parental Leave

1. Upon written application to the Board, a parental leave of absence without pay shall be granted to an administrator for the purpose of childbearing and/or child rearing. A administrator who is pregnant shall notify her supervisor in writing, accompanied by her physician's written statement with the approximate date of expected birth, at least forty-five (45) days prior to date leave is to begin. She shall indicate in the

- written notification (1) whether she wishes to apply for a parental leave of absence prior to the birth of the child or continue working until she is no longer able to do so, (2) the requested commencement day (may be approximated) of a leave request, and (3) the desired length of any requested leave.
2. A parental leave of absence shall be for a maximum period of one year. However, on written application made at least 45 days prior to the expiration of such leave, it shall be extended to the end of the current year.
 3. An administrator shall be entitled to take a parental leave beginning at any time after the commencement of pregnancy, provided such administrator makes written application for such leave to the Superintendent **or designee**, specifying the date such leave is requested to begin. Except in cases of emergency, the written application must be made at least thirty (30) days prior to the date on which her leave is requested to begin. Unless the written notification of pregnancy provided for in part 1 hereof has been given, such application shall contain the information required in part 1 hereof.
 4. A pregnant administrator may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her required functions and duties. Physicians' statements may be required from time to time if the ability of the administrator to properly perform her required functions and duties becomes questionable.
 5. Within forty-five (45) days after childbirth, an administrator shall be entitled to use her sick leave not to exceed thirty (30) days.

The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified in writing by a doctor. Certification of physical disability shall not in any way be associated with the care of the child, but only with the administrator's inability to perform her contractual duties.

Within the forty-five (45) day period, administrators qualifying for sick leave may also apply to use the Sick Leave Bank under the conditions described in this Handbook.

6. A male administrator shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of his child and one year thereafter. Additional days taken will be parent leave without pay. Except in case of emergency, an administrator desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
7. An administrator adopting a child shall be entitled to use up to thirty (30) sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of said child. Additional days taken will be parental leave without pay. Except in an emergency or where the length of notification of receipt of custody does not permit, an administrator desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
8. An administrator who is granted a parental leave of absence shall have the following reemployment rights:

- a. If a parental leave does not extend beyond ninety (90) days, such administrator shall be reassigned to his or her original position, or to a position of like status and pay, upon giving forty-five (45) days advance written notice to the Superintendent or designee.
 - b. If a parental leave extends beyond ninety (90) days, upon giving ninety (90) days advance written notice to the Superintendent or designee of his/her desire to return to active employment, such administrator shall be assigned to the first available vacant position for which he/she is qualified, provided that if more than one administrator has given such notice, the administrator giving notice at the earliest date shall be assigned to such vacant position. If no such position becomes vacant during that current year, such administrator shall be reassigned to his/her original position or to a position of like status and pay at the commencement of the next school year.
9. Prior to returning to employment from a parental leave, the Board may require that administrator's personal physician certify that the administrator is both physically and mentally ready to resume her regular duties. The Board may request an additional physical examination at its expense by a physician of its own choosing.
10. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave an administrator shall have the option to remain an active participant in: (a) the state retirement system by paying the entire amount which would have been otherwise paid by such administrator and the School District, and (b) the health and dental insurance program by continuing cost sharing for the first twelve

weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with the provisions of the Family and Medical Leave Act.

11. An administrator on parental leave of absence shall not be denied the opportunity to substitute in the School District by reason of the fact that she/he is on such leave of absence.

K. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent, may grant a sabbatical leave to qualified administrators for the purposes of study, travel, and for such other purposes as may be approved by the Board of Education.
2. Upon the recommendation of the Superintendent, the Board of Education may grant a sabbatical leave to a contract administrator who has been employed at least six (6) consecutive years, and who has not had a sabbatical leave during the six (6) years immediately preceding. The leave granted shall not exceed two semesters.
3. An administrator on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his/her regular scheduled salary, not to exceed one-half (1/2) of the master's degree maximum.
4. Compensation shall be paid at the same time as the other administrators of his/her professional rank. An administrator on sabbatical leave shall receive the scheduled increment and/or adjustments in salary the same as he/she would have received were he/she occupying his/her regular assignment.
5. While on leave an administrator shall have the option to remain an active participant of the state retirement system, and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such administrator and the School District.

6. The number of persons given sabbatical leave in any year shall not exceed one administrator or director per year; provided, however, that the administrator given such leave in any year shall depend upon the financial condition of the School District and the amount of funds available to finance the program. The number of leaves granted shall be distributed throughout the District. If the number requesting sabbatical leave exceeds the number of leaves available as determined by the Board, the selection shall be based upon:
 - (a) The estimated value of the plan to the individual and to the District.
 - (b) The amount of seniority.
 - (c) The length of time since the last sabbatical leave.
7. An administrator who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The administrator who fails to return to the District upon completion of his /her sabbatical leave shall refund compensation paid to him/her during the leave.
8. The administrator, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The administrator, upon return from sabbatical leave, shall make such reports as may be designated by the superintendent.

SICK LEAVE BANK

A voluntary sick leave bank is available for administrators and directors employed in a certified position working a minimum of half time and at least 6 months a year who are in their second consecutive term of employment by the District under the following conditions and provisions:

- A. Each participating administrator shall contribute one day of his/her sick leave per year for the first three years of participation and one-half day per year for each successive year to the bank. The deadline for sick leave bank enrollment shall be on September 15 of each year. Eligible administrators declining to become participants in the bank in any given year shall be ineligible for participation later. Once you have enrolled in the sick leave bank, you will remain an active member with automatic deductions made from your sick leave account each year unless you request in writing to the Personnel Office to be dropped from the bank.
- B. When the total balance of days in the bank exceeds 600 days, members will not be deducted the one-half day per year after the first three years.
- C. This pool is for the protection of individual participating certified employees including administrators and directors whose long-term extended illness or disability causes an absence from regularly assigned duties. The absence must extend more than five (5) duty days beyond the number of sick leave days, which an individual participating certified employee has accumulated. There shall be only one five (5) day waiting period per illness or disability. (The five (5) days need not be consecutive.) Use of this pool will begin on the sixth duty day after an individual's accumulated sick leave days have been exhausted, at which time the participating certified employees may draw up to 30 days of sick leave from the bank. Use of pool days by participants shall not be limited to the school year in which the long-term extended illness or disability began.
- D. The dates of physical disability as defined in "Leaves of Absence" for which payment under the sick leave bank is claimed shall be verified by a doctor
- E. Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Manager and must be

approved by the Superintendent **or designee**. The request must be supported by a written statement from the employee's personal physician that states the specific long term extended illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.

- F. Administrators withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An administrator resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
- G. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- H. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year. The Personnel Office shall report the status of the bank, including the balance of days in the bank. The Business Manager shall conduct an annual audit of the sick leave bank.

INSURANCE PROGRAM

A. Hospitalization and Surgical

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible administrators electing to be covered by such insurance. For those administrators

electing to be covered, such plan shall include a \$10,000 term life insurance coverage, \$6,000 for administrator's spouse, and \$2,000 for each dependent child.

The contribution of the Board to such insurance plan shall be ~~\$599~~ \$549 per month for a family (employee and qualified dependents) plan, ~~\$599~~ \$549 per month for a single (employee only) plan, ~~\$599~~ \$549 for an employee + dependent(s) plan, and ~~\$599~~ \$549 for an employee + spouse plan. If any plan costs less than the ~~\$599~~ \$549 the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than ~~\$599~~ \$549 per month. All administrators shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, single plan or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time administrator (single coverage). An individual administrator shall have the option of adding dependent coverage at his/her own expense, by completing in writing an authorization for payroll deduction. The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

EVALUATION OF ADMINISTRATORS & DIRECTORS

The purpose of administrative evaluations is to improve the quality of education for the students of Douglas School District by effecting improvement in administrative leadership. To the degree possible, the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience.

The frequency of the evaluation shall be a minimum of one evaluation each semester during the first two years of employment in the school district. After two years of employment, administrators will be evaluated at least once every other year.

The Superintendent or designee will evaluate principals and other administrators. The areas subject to evaluation are management techniques; staff relations; administrative/board relationships; community/public relations; personal qualities; professional skills, growth and conduct, and leadership. The administrator's job description should also be considered when conducting the evaluation.

Evaluations are to be used by the school board to improve the quality of education and may be used in the determination of advancement, promotion, transfers, assignments and future employment.

A copy of the written evaluation will be given to the administrator. Each formal written evaluation will be accompanied by a conference between the evaluator and the administrator.

An administrator/director may request another person to accompany them at any step within the evaluation process.

When “does not meet expectations” is noted on the formal evaluation, the evaluator shall work with the administrator/director to develop a mutually agreed upon Plan for Improvement. The superintendent shall assist in the development of the Plan for Improvement. A Plan for Improvement may extend into the following year. It is very important for the administrator/director to successfully complete the Plan for Improvement, as failure to do so may result in dismissal.

Evaluations are to be completed before the third Monday in March. The recommendation portion of the staff evaluation form need only be completed for the second semester evaluation

and shall be checked in one of three categories:

- ... Recommended for Employment
- ... Recommended with Qualifications for Employment
- ... Not Recommended for Employment

When the evaluation “Recommended with Qualifications” is contemplated, the administrator/director involved shall be apprised of the evaluation in a conference to be held before the third Monday in March. The administrator/director shall be advised in writing relative to areas in which improvement is necessary. Before an administrator/director is given the evaluation “Not Recommended”, the evaluator conducting the evaluation shall have a minimum of two conferences with the administrator/director relative to the areas of weakness. The first of these conferences shall be held by or before the end of the first semester. The basis and reason for the evaluation shall be discussed and a Plan for Improvement developed. If an administrator/director receives the evaluation “Recommended with Qualifications” or “Not Recommended”, he/she may file a request with the Superintendent for a conference regarding the evaluation. Within five (5) working days after receiving such a request, the Superintendent or his designee shall meet with the administrator/director to discuss the evaluation.

GRIEVANCE PROCEDURES (Board Policy Regulation GBM-R)

A. Definition

1. A "grievance" shall mean a complaint by an administrator, or administrators, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of this Handbook or an administrator's individual contract, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.

2. An "aggrieved person" is an administrator or administrators asserting a grievance in writing.
3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.
4. The term "days", except where otherwise provided, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems.
2. The proceedings under this procedure will be kept informal, and confidentiality shall be maintained.
3. Nothing contained herein will be construed as limiting the right of any administrator having a grievance to discuss the matter informally, at a mutually agreeable time, with the administrator's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Handbook.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.
2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced

so that the grievance procedures may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the Superintendent **or designee**'s office within at least forty-five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

1. If an administrator has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.
2. In exceptional circumstances, the employee may discuss the matter with the Superintendent **or designee**. The Superintendent **or designee** shall determine whether the circumstances warrant this circumvention. The Superintendent **or designee**, the supervisor, and the employee will work together to resolve the problem informally.

E. Formal Procedures, Level 1 -- Superintendent

1. If the administrator is not satisfied with the disposition of the complaint through informal procedures, the administrator may submit the problem as a formal written grievance (Board Policy Exhibit GBM-E, S-423) to the Superintendent **or designee**, who will represent the District.
2. The aggrieved person shall discuss the grievance personally, and may request that another administrator or representative accompany him/her.

3. The Superintendent **or designee** shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the Superintendent **or designee**. The Superintendent **or designee** shall render his decision in writing to the aggrieved person within ten (10) days.

F. Formal Procedures, Level 2 -- Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level 1, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the Superintendent **or designee**'s decision. The Board will hold a hearing on the grievance at the next regular Board meeting. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

G. Arbitration

1. If the aggrieved person is not satisfied with the Board of Education's decision, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor.
2. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.
3. The Department of Labor shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of SDCL 3-18-15.2.
4. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in

the form of an appeal from the decision of the Department of Labor as provided by SDCL 1-26.

H. Rights to Representation

1. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
2. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his/her own choosing.

I. Miscellaneous Provisions

1. If a grievance affects a group of administrators from more than one building, such grievance may be submitted in writing directly to the Superintendent's office. The processing of such grievance will follow the procedures in Level 1 and Level 2 if necessary.
2. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent **or designee** and the grievants' representative.
3. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. The Board and the aggrieved person shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.
5. When it is necessary for a representative or representatives, the grievant or party in interest to attend a grievance hearing called during the school day, the Superintendent's office shall notify the supervisor of such representatives and they shall be released

without loss of pay for such time as their attendance is required at such meeting or hearing.

6. Upon completion of their contracted obligations, administrator who voluntarily terminates employment will have their grievances immediately withdrawn and not benefit by any later settlement of an individual or group grievance.

REQUEST FOR REVIEW

This procedure is in recognition of the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, and between the District employees. The process will be kept informal and confidential. Request for review will follow procedures established in Board Policy GBM and GBM-R.

1. The proper channeling of complaints will be
 - A. Immediate supervisor
 - B. Superintendent
 - C. Board of Education.
2. All efforts will be taken to solve the complaint at the lowest possible level.
3. If a complaint is presented concerning an administrator, he/she will be immediately informed and given a chance to respond.
4. An administrator may be represented by legal counsel at any level of a request for review procedure.

PUBLIC COMPLAINT ABOUT AN ADMINISTRATOR

Public complaints against an administrator are only recognized after they have been put in written form (forms are available in the building offices). Public complaints against an administrator will follow procedures established in Board Policy KLA. Anonymous letters and phone calls will not be given consideration and may not be used against an administrator within an evaluation. "Hearsay" will be treated as anonymous and will not be given consideration and may not be used against an administrator within an evaluation. However, it is expected that when such is made known to an evaluator, they will in a timely manner discuss the concern with the administrator or director.

INDIVIDUAL ADMINISTRATOR'S CONTRACTS

- A. All individual contracts with administrators employed by the Board, and covered by this Handbook, shall be in writing and signed by the administrator, by the President of the Board of Education and by the Business Manager.
- B. Unless otherwise specified in the written contract, the salary shall be paid in twenty-four semi-monthly payments.
- C. Individual administrator's contracts shall provide for a set term or duration. During the term of the contract, the administrator may not be dismissed except as provided in this Handbook, for "Dismissal and Suspension" or as stipulated in the individual contract.

LENGTH OF ADMINISTRATIVE CONTRACTS

The length of the employment term for administrators is based upon the following work year minimums with the specific starting date determined by the immediate supervisor in consultation with the supervisee:

209 days	Elementary Principals Assistant Principals High School Activities Director
219 days	High School Principal Middle School Principal
230 days	Superintendent
230 days	Executive Directors of Academics / Operational Support
235 days	Business Manager
230 days	Director of Special Education Services

CONTRACT IMPLEMENTATION

A. Contract Term:

1. Administrative contract year will begin July 1 and end June 30.
2. All administrators are responsible for working all days needed to fulfill contract obligations.
3. All administrative contract days must be completed by June 30.
4. All administrators must receive approval from the Superintendent's Office when working additional contractual days.
5. Administrators under contract for 200 –220 days or more will be paid for the following holidays: **Native American Day**, Veteran's Day, Thanksgiving Day & Day After, Memorial Day, and one (1) additional paid holiday.

B. Work Year:

Days beyond the established minimum work year must be approved in advance by the Superintendent and the Board of Education.

C. Switch Days:

1. To Work a Non-Contract Day

~~Notify Central Office (Superintendent, Assistant Superintendent of Curriculum and Instruction, Superintendent's secretary or Personnel Office) when working on a weekday that is not a contract day and the reason for working (i.e., interviewing, professional or school business leave). The Personnel Office will be informed by the Superintendent, Assistant Superintendent of Curriculum and Instruction, or Superintendent's secretary of any notification they receive. The Personnel Office will provide a Switch Time Log to record the date worked, hours, and reason. The log sheet will track total hours accrued and used. An updated log sheet should be forwarded to the Personnel Office quarterly (October, January, March and May) and each time requesting use of accrued time. The Personnel Office will print and obtain Superintendent **or designee**'s approval signature.~~

Each administrator is allowed a maximum of 6 days or 48 hours of switch time per contract year.

D. Dues:

The School District shall pay for individual enrollment in professional organizations as approved by the Superintendent **or designee**.

E. Master's Degree Requirements

To qualify for the master's degree allowance, a teacher must have his/her graduate training in areas applicable to the areas of his/her professional responsibility. If a master's degree is in an educationally related field such as guidance or administration, a teacher may receive the master's

degree allowance upon approval of the Superintendent **or designee**.

F. Master's Plus Thirty / Master's Plus Forty-Five Requirements

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent or designee of schools in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the superintendent or his designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.

F. Higher Degree During Year

Employees under a professional growth plan, who qualify for a lane change during the contract year, will be compensated as follows:

- 1) If a lane change is earned during the school term, increased compensation will begin the next contract year.
- 2) The deadline for submitting transcripts for lane changes is June 30. The documents must be in the Personnel Office by the deadline so payroll adjustments can be made.

ASSIGNMENT AND TRANSFER

A. Involuntary Transfers and Assignments:

Each administrator of the Board of Education shall be assigned to a specific position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Assignments ~~Transfers~~ may be at the initiative of the Superintendent or other administrative officers for any purpose, which, in the judgment of the Superintendent, is for the welfare of the employee or the schools. An administrative ~~transfer or re~~assignment shall be made only after a conference between the administrator involved and the Superintendent at which time the administrator will be notified of the reason therefore.

B. Voluntary Transfers and Assignments: Administrative to Administrative Position.

An administrator may request a transfer ~~or reassignment~~; however, a new administrator must have spent at least one (1) year in an assignment before requesting a transfer because of dissatisfaction with his/her position. In the determination of requests for transfer ~~or reassignment~~, the convenience and wishes of the individual administrator will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one administrator has applied for the same position, the administrator best qualified for the position shall be appointed.

DISMISSAL AND SUSPENSION

A. The Board of Education may dismiss any administrator at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality,

unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. If an administrator is terminated for cause, he/she is no longer entitled to accrued benefits.

- B. Whenever the Board contemplates the dismissal of an administrator such administrator shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held within seven (7) days thereafter. At such hearing, the administrator shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the hearing, the Board shall render its final decision and notify the administrator of its decision in writing. The administrator shall have the right of appeal as provided in South Dakota State Statutes.
- C. No administrator shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to grievance.

PERSONNEL FILES

- A. While employed by the Douglas School District, an administrator shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at

his/her own expense of any documents contained therein. An administrator shall be entitled to have a representative accompany him/her during such review. At least once every three (3) years, an administrator shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the superintendent or his/her designee, and if the administrator and the superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

- B. No material which is derogatory to an administrator's conduct, service, character or personality shall be placed in his/her personnel file unless the administrator has received a copy. The administrator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the administrator and discussed.) An administrator also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent **or designee** and attached to the file copy.
- C. The personnel file in the Central Office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

VOLUNTARY SEPARATION PLAN

The Douglas Board of Education has authorized a Voluntary Separation Plan for all full time administrators and directors. Full-time employees, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation plan.

When an administrator or director retires, the separation benefits (if qualified), the voluntary separation plan (if qualified), and the final July 7th payment will all be included with the June 21st payment.

SEPARATION PROGRAM

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such administrators/directors will be paid for one-half of their accumulated sick leave.
- B. Any administrator/director as above designated having reached the minimum age of forty- five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one half of his/her accumulated sick leave upon terminating his/her employment in the Douglas Schools. If resignation during the school year, such resignation must be appropriately approved.
- C. The amount of sick leave pay under this policy will be determined by the average of the employee's daily rate of pay over the five-year period immediately preceding retirement. Such payment, as well as final pay, shall be made with the final payment following the effective date of retirement.

VOLUNTARY SEPARATION PLAN

- A. Full-time administrators/directors, upon written application and approval by the Superintendent, may participate in a voluntary separation program. In case of death, where the individual qualifies for voluntary separation, all benefits will be paid accordingly in one lump sum.

1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 1% of the budget for certified instructional salaries in that year.
2. Only one administrator will be allowed to participate each school year unless special consideration is made by the Board.
3. In the event applications exceed funds available under the 1% limitation, consideration for voluntary separation benefits will be based upon years of service in the District. If further consideration is needed, the Authorization to Hire date will be considered as a second factor, and if further consideration is still needed, the date the application is received by the board secretary and his/her designee will be considered.
4. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.

B. Program Eligibility and Provisions

1. Eligible employees must be at least forty-five (45) years of age with at least ten (10) years of service in the district.
2. Applications must be submitted in writing by January 1 of the elected year of separation. Approval of an administrator's application for the voluntary separation program will be considered a voluntary resignation.
3. Program benefits will be paid as follows:

After applying a, one of the following options (b, c, or d) is to be selected by the employee.

 - a. If deemed eligible for the South Dakota Retirement System (SDRS) Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:

- i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
 - b. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid at the time of separation, OR
 - c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the three (3) school years following the elected year of separation; OR
 - d. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the five (5) school years following the elected year of separation.
 4. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
 5. Only employees designated as an Administrator or Director on their employment contract are eligible for this plan.
 6. Employee must notify the Business Office of choice b, c, or d by April 1.
 7. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
- C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in

the district. Current salary does not include extra-duty pay, contract extensions, or other payment above the specified annual salary of the administrator. Those administrators in their 10th year or more at Douglas will receive 45% of the maximum calculation; those in their 15th year or more at Douglas will receive 60% of the maximum calculation; those in their 20th year or more at Douglas will receive 75% of the maximum calculation; and those in their 25th year or more at Douglas will receive 90% of the maximum calculation.

STUDENT DISCIPLINE AND ADMINISTRATOR PROTECTION

Assault Upon Administrators:

1. Administrators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent **or designee** or other immediate supervisor. Such report shall be reduced to writing by the administrator as soon as reasonably possible.
2. Such notification shall be immediately forwarded to the Superintendent **or designee**, and following the incident, the Superintendent, or his designee, and the administrator shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

MISCELLANEOUS PROVISION

Savings Clause

If any provision of this Agreement or any application of the Agreement to any administrator or group of administrators shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Modifications

This handbook is in force during the current contract year only and may be amended or altered at the sole discretion of the Douglas Board of Education for the ensuing contract year.

ADMINISTRATORS SALARY SCHEDULE

2022-23

Salary based on the following FACTORS:

Formula: Salary Base + Experience + Education + Position Percent + Length of Contract = Salary

FACTOR I – SALARY BASE

Salary Base = \$84,200

FACTOR II – EXPERIENCE

Experience is credited on the basis of a full year of administrative experience. Compensation for experience is determined according to the following schedule:

<u>Experience</u>	<u>\$ Value</u>
0	-0-
1 year	800
2 years	1600
3 years	2400
4 years	3200
5 years	4000
6 years	4800
7 years	5600
8 years	6400

FACTOR III – EDUCATION

A Master's Degree in administration or another appropriate field is a requirement for an administrative position. Compensation for education is determined according to the following schedule:

<u>Education</u>	<u>\$ Value</u>
Master's Degree	-0-
Master's plus 15	1500
Master's plus 30	2250
Master's plus 45	3000
Specialists or Master's plus 60	4500
Doctorate	5000

FACTOR IV – RESPONSIBILITY (Based on \$16,000)

This factor is based on a percentage that varies according to the type of assignment.

<u>Assignment</u>	<u>Percentage</u>	<u>\$ Value</u>
Carrousel/BC Principal	.45	7,200
Francis Case Principal	.45	7,200
Vandenberg Principal	.45	7,200
Middle School Principal	.45	7,200
High School Principal	.55	8,800
High School Assistant Principal	.35	5,600
Middle School Assistant Principal	.35	5,600
Director of Activities	.35	5,600
Director of Special Education Services	.45	7,200

FACTOR V – LENGTH OF CONTRACT

1. All FACTORS are based on 200 days of employment.
2. Days of contract beyond 200 days are based on daily rate.

DOUGLAS SCHOOL DISTRICT 51-1

ADMINISTRATOR'S CONTRACT SCHOOL 2020-2021
(Principal, Assistant Principal, Director of Special Education, Activities Director)

THIS AGREEMENT entered into this day of , 2021 between Douglas School District No. 51-1, hereinafter designated "District", and «FIRST_NAME» «LAST_NAME» hereinafter designated "Administrator", an administrator in good standing with proper qualifications under the laws of the State of South Dakota, and under the regulations of the Division of Elementary and Secondary Education, and who is a lawful holder of a valid South Dakota «TYPE_OF_CERT» Teacher Certificate No. and Administrative Certificate No. «CERT_».

WITNESSETH:

The Administrator whose name is affixed to this contract hereby agrees to act as an administrator in the public schools of the District under the supervision and direction of the Board of Education as assigned by the Superintendent of Schools, for a one year contract term between July 1, 2021 and June 30, 2022 and subject to the school calendar adopted by said Board with the term of employment beginning on or about July 26, 2021.

FIRST: The District hereby agrees to pay said Administrator for such services and Administrator hereby accepts such employment for the total sum of «BASE» in 24 semi monthly installments, payable on the day nearest the seventh and twenty first day of each calendar month. The Administrator 's daily wage is computed to be «DAILY», and the monthly wage is computed to be «MONTHLY».

SECOND: Adjusted payment so as to make the total of the installments equal to the annual salary will be made on the last installment, provided, however, that if the administrator's contract is terminated, payment shall be made for that portion of the school term completed, as of termination. Deductions due to unpaid absence will be made during the pay period following the absence.

THIRD: It is agreed that the Administrator shall be employed for a total of «DAYSYR» days, subject to the school calendar adopted by said Board and the employment period identified in the Administrative Salary Schedule.

FOURTH: It is further agreed that the Administrator's contract may be extended subject to the approval of the Board and further that the Administrator shall be paid for such time at his/her regular daily rate of pay.

FIFTH: If the administrator shall fail or refuse to perform this contract or any provision hereof, or shall be dismissed for any reason provided by law or this contract, or if the administrator's certificate to teach be legally revoked or expire, then, and in of any said events, this agreement shall terminate and the administrator shall not be entitled to compensation from and after such dismissal, revocation or expiration.

SIXTH: The Board shall extend to the Administrator, at a minimum, such compensable and non-compensable benefits as shall be the substantial equivalent of those granted by the Board to Administrative personnel of the District pursuant to Board policy or pursuant to the terms of such agreements (Administrator's Handbook) as may be in force and effect between said Administrator and the board during the contract period hereunder, whichever is greater. During the 2021/22 school year, the Board shall contribute \$549.00 per month towards the District Health Care Plan for the Administrator if the Administrator is enrolled in such Plan.

SEVENTH: If no mutual consent as to termination exists and if the administrator initiates the termination of this contract prior to its terminal date, the school district shall withhold from any monies due the administrator or collect from the administrator the sum of \$500 as liquidated damages if such termination occurs after June 1st; \$1,000 if after July 1st; \$1500 if after August 1st; and \$3000 after September 1st. It is further agreed that the assessment of liquidated damages shall preclude the school district's utilization of the provisions of SDCL 13-42-9 on revocation of certificate.

EIGHTH: This employment contract may also be terminated by the District prior to the expiration of the term described above under any of the following conditions: (1) if the Administrator should die; (2) if the Administrator should become unable to perform the essential duties of his job with or without reasonable accommodation, following the expiration of any period of leave required by law, and including any regular sick leave or other regular leave days to which the Administrator is entitled, which period of leave shall be paid, and an additional period of paid leave is necessary so that the total period of paid leave terminates effective with the payment of benefits under any policy of disability insurance or available to him or her and as exist under the provisions of paragraph 6 above, and/or Administrator has exhausted all leave available under the Family Medical Leave Act.

NINTH: Provisions for Subsequent Conditions:

- a. It is recognized by the parties, that, by reason of events beyond the control of either party the funds necessary to carry out the functions of the District, as elaborated above, may not be received by the District and that by reason thereof, the District may elect to close all or part of its schools for periods of time as determined by its Board of Education.
b. If, subsequent to the execution of this administrator's contract, such event shall occur, then and in that event only, this contract may be terminated by the District upon giving 30 days advance written notice thereof to the administrator, provided, however the administrator shall be paid in full for such services as shall have been rendered, disregarding the effect of scheduling salary payments for 12 months; and the obligation of the administrator hereunder shall also cease.
c. In the event this contract shall be terminated under this clause, Administrator shall be considered as having been employed for the full current school year for the purpose of qualifying under the provisions of SDCL-13-43-6.

TENTH: THIS CONTRACT EFFECTIVE ONLY IF ACCEPTED AND EXECUTED BY THE ADMINISTRATOR BY , 2021; AND SHALL NOT BE EFFECTIVE OR BINDING UNTIL OFFICIALLY APPROVED BY THE BOARD OF EDUCATION.

Accepted and Executed by the undersigned this _____day of _____, 2021.

Administrator

Cathy Melendez, President, Board of Education

Trista Olney, Business Manager

Degree ADMN Step «DEGREE» «STEP»

Board of Education Action Date _____



Douglas School District

Coordinators Handbook

2022-23

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Mr. Bud Gusso, Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to Ms. Monica Waltman, Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder, SD 57719 (605) 923-0013.

For additional information contact Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0599. E-mail OCR.KansasCity@ed.gov

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INTRODUCTION

The Coordinators Handbook contains general working benefits for Coordinators in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the Coordinator's individual contract. District Coordinators receive all benefits provided by the Coordinators Handbook except when board policy and/or language in the individual's contract directs otherwise, effective the 2016-17 contract year.

Definition of a Coordinator:

A Coordinator is an individual who has direct or delegated responsibility for decision-making in the support services of the District. This includes Food Service Coordinator, Building & Grounds Coordinator, Transportation Coordinator, **and** Information Technology Coordinator, **and Communications Coordinator.**

Experience:

Experience, to the extent allowable, shall be granted for continuous years outside or within the District in similar positions.

Definition:

The term "days", except where otherwise noted in this handbook, shall refer to calendar days.

ADMINISTRATOR DRESS CODE District Board Policy Regulation GBCB-R

Professional dress is required of all District Administrators. All administrators must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- A positive impression from the community;
- Provide appropriate role modeling for students

- Promote a working and learning environment that is free from unnecessary disruption;
- And be conducive to high student and staff performance.

In an effort to lead the way, the administrators in the District will adhere to the following dress code:

Professional Dress Standards for Men

Acceptable Attire/Grooming

- Pants or slacks
- Collared shirts to include polo-type and button-down shirts. Sweaters, turtlenecks, and Henley shirts are acceptable.
- Ties and dress coats improve the image; recommended but not required.
- Cologne or aftershave to be unobtrusive
- Shoes that are clean and polished improve the image. (Tennis shoes often detract from the image and should be worn sparingly).
- Facial hair must be neat and well groomed.

Non-Acceptable Attire/Grooming

- Jeans and t-shirts may not be worn except on Fridays.
- Tattered cuffs, tears in clothing, and heavy wear marks are unacceptable.
- Sweatpants and jogging suits are not acceptable.
- Hats are not to be worn in the building.

Professional Dress Standards for Women

Acceptable Attire/Grooming

- Pants, slacks, capris, dresses, or skirts.
- Blouses and shirts: collared shirts to include polo-type and button-down shirts. Sweaters, turtlenecks and Henley shirts are acceptable, as well as other blouses

(with or without collars) that would be considered professional in nature. Blouses and dresses should be cut in such a way as to exceed the expectations of student dress.

- Coats and vests often add to professional image but are not required.
- Makeup, perfume, or cologne to be unobtrusive.
- Tennis shoes often detract from the image and should be worn sparingly.

Unacceptable Attire/Grooming

- Jeans and t-shirts may not be worn except on Fridays.
- Tattered cuffs, tears in clothing and heavy wear marks are unacceptable.
- Sweat pants, spandex pants, leggings (unless covered by other apparel down to the acceptable skirt length), and jogging suits are unacceptable.
- Hats are not to be worn in the building.

Jeans and appropriate t-shirts are allowed for all staff on Fridays only. Jeans should be in good repair with no holes. It is understood that there may be times when different clothing is appropriate (athletic wear for field days, dress up days for building events, etc.) and it is expected that administrators make reasonable decisions at these times. Administrators may also dress more casually on days where no students are present, however, professional duties (meetings with parents, new staff, interviews, etc.) must be considered and dress adjusted accordingly.

Directors and Coordinators are allowed to wear jeans on days that they may be working in dirty environments.

MEDICAL EXAMINATION

1. If at any time there is reasonable cause to believe that a Coordinator is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.
2. A Coordinator of the Board of Education who is not able to return to duty on the day following ten (10) of illness or injury may be required to present a certificate of ableness to the Superintendent or designee upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
3. A Coordinator who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the Coordinator may be required to submit to an examination to provide a medical report secured from the School District's designated physician at the expense of the School District

LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted Coordinators for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence. Request shall be acted upon within a reasonable time, not exceeding forty-five (45) days. A copy of this leave provision shall be given to the Coordinator when a leave is granted.

While on leave, a Coordinator shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such Coordinator and the School District.

A Coordinator desiring to return from such leave shall give written notice of a desire to return to employment no later than March 1 of the year in which he/she is on leave and provided such written notice is given, such Coordinator shall be restored to his/her former position or one of comparable status. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof, and provided such written notice is given, he/she shall be restored to his/her former position.

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave without Pay

The Superintendent may grant leaves of absence without pay to Coordinators for personal reasons. Requests for leave without pay must be approved by the Superintendent and the Board of Education and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; ie. all sick leave

must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent **or designee** may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the Douglas School District and relates to the Coordinator's professional interests or leadership position in local, state or national educational organizations.
2. The request for leave must be directly associated with educational activities.
3. Approval for professional leave will be contingent on the availability of sufficient funds.
4. Priority will be given to professional leave applications of Coordinators who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational professional organizations.
 - c. Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent **or designee**, the Coordinator shall file a report on the activities of the conference with any recommendations.

If a Coordinator holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Sick Leave

Sick leave is provided to all Coordinators of the Douglas School District. All Coordinators who work 12 months shall receive 15 days of sick leave on the first day of service each year unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. Coordinators working 11 months will receive 12 days of sick leave. These days shall represent all the Coordinator's sick leave for that year, subject to the accumulation provisions hereof. Sick leave may be taken for personal illness, injury or other

physical disability (including pregnancy-related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above). Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

Coordinators are required to immediately notify the personnel office when sick leave is needed.

Upon returning from sick leave, the Coordinator shall complete a sick leave application indicating the reason for the absence. The Superintendent **or designee** may require a physician's statement concerning such absence.

If a Coordinator is released or leaves before the termination of the school year, the Coordinator shall be credited with only that portion of the days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

All unused days earned shall be added to the Coordinator's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

Any Coordinator who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of his previously earned and unused sick leave reinstated.

A Coordinator who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Upon approval of the Superintendent **or designee**, Coordinators may use a day of sick leave to attend the funeral of someone close.

E. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act.

When a leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks, or until use of sick leave and sick leave bank benefits (when appropriate) is exhausted, whichever is longer. Thereafter the Coordinator will be required to pay the full amount if he/she wishes to remain an active participant in the programs.

F. Worker's Compensation

A Coordinator injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. A Coordinator injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.

2. All worker's compensation payments shall be retained by the Coordinator. A

Coordinator who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the Coordinator up to, but not in excess of the amount of the compensation payment.

G. Additional Use of Sick Leave (Court Appearance)

Each Coordinator, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law, involving no moral turpitude on the part of the Coordinator, in a case in which the Coordinator is a party.

H. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year except to extend a scheduled school holiday, listed in the School Calendar, if approved in advance (preferably two

days in advance) by the Superintendent or his/her designee. Two (2) additional days of personal leave shall be granted each year to a Coordinator who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional day of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year. No more than seven (7) personal leave days may be used in any one year with the exception of a Coordinator taking an oral or written comprehensive examination to complete a degree.

Personal leave may be used to extend a scheduled school holiday, listed in Appendix B, according to the following guidelines:

- a. Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.
- b. Leave cannot be requested more than 180 days in advance.
- c. One day of personal leave can only be used once in a school calendar year based upon availability.
- d. Personal leave may not be granted during Parent/Teacher Conference Days. Use of personal leave is strongly discouraged during In-service Days.
- e. Leave is subject to approval by Superintendent of School.

The Superintendent may grant personal leave in emergency situations and the decision to do so is non-precedent setting nor grievable.

One (1) additional day of personal leave shall be granted to a Coordinator to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

I. Court Witness and Jury Duty Leave - Reference School Board GCBDC

~~When a School District Coordinator is subpoenaed to testify in court (in a case in which he or she is not a party) or is summoned to serve on a jury, he or she will be granted leave when such subpoena or summons is verified. Applications for such leaves shall be made in letter form, accompanied by a copy of the summons, and submitted to the Superintendent for verification and approval. Reference School Board Policy GCBDC—Jury Duty Leave.~~

~~1. State Court~~

All fees received for State Court appearances or services shall be retained by the Coordinator. A Coordinator on "Jury Duty Leave" shall receive his or her regular salary less any amount received for services, up to but not in excess of his or her regular daily rate of pay. Within twenty (20) days of receipt of court fees, the Coordinator is required to present the court check to the Personnel Office for verification of leave time.

2. Federal Court

All fees received for Federal Court appearances or services shall be retained by the Coordinator. A Coordinator on "Jury Duty Leave" shall receive his or her regular salary with no reduction for the amount received. Within twenty (20) days the Coordinator is required to present the court check to the Personnel Office for verification of leave time.

J. Military Leave - Reference School Board Policy GCBDD

As stated in Board Policy GCBDD—Military Leave, all requests for military leave will be submitted to the Superintendent in writing accompanied by copies of the proper documentation showing the necessity for the military leave request. The Superintendent shall grant leave without pay or military leave to carry out the military obligations in accordance with USERRA.

Unless otherwise impossible, all requests for military leave will be submitted at least one full month in advance of the date military service is to begin. Persons returning from military leave are asked to give notice of intent to return to the Superintendent, in writing, at least one full month in advance of the return date.

Payment Options

Any employee who is authorized military leave during the school term for the purpose of performing military duty pursuant to the provisions of USERRA shall have the option of either receiving their regular hourly pay from the District to be reduced by the hourly pay received from the military or to accept only their military pay. Such leave not to exceed fifteen (15) working days in one school year (July 1-June 30). If authorized military leave extends beyond fifteen (15) days, approval by the Superintendent will be required.

K. Parental Leave

1. Upon written application to the Board, a parental leave of absence without pay shall be granted to a Coordinator for the purpose of childbearing and/or child rearing. A Coordinator who is pregnant shall notify her supervisor in writing, accompanied by her physician's written statement with the approximate date of expected birth, at least forty-five (45) days prior to date leave is to begin. She shall indicate in the written notification (1) whether she wishes to apply for a parental leave of absence prior to the birth of the child or continue working until she is no longer able to do so, (2) the requested commencement day (may be approximated) of a leave request, and (3) the desired length of any requested leave.
2. A parental leave of absence shall be for a maximum period of one year. However, on written application made at least 45 days prior to the expiration of such leave, it shall be extended to the end of the current year.
3. A Coordinator shall be entitled to take a parental leave beginning at any time after the commencement of pregnancy, provided such Coordinator makes written application for such leave to the Superintendent or designee, specifying the date such leave is requested to begin. Except in cases of emergency, the written application must be made at least thirty (30) calendar days prior to the date on which her leave is requested to begin. Unless the written notification of pregnancy provided for in part 1 hereof has been given, such application shall contain the information required in part 1 hereof.
4. A pregnant Coordinator may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her required functions and duties. Physicians' statements may be required from time to time if the ability of the Coordinator to properly perform her required functions and duties becomes questionable.
5. Within forty-five (45) days after childbirth, a Coordinator shall be entitled to use her sick leave not to exceed thirty (30) days.
 - a. The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified in writing

by a doctor. Certification of physical disability shall not in any way be associated with the care of the child, but only with the Coordinator's inability to perform her contractual duties.

- b. Within the forty-five (45) day period, Coordinators qualifying for sick leave may also apply to use the Sick Leave Bank under the conditions described in this Handbook.
6. A male Coordinator shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of his child and one year thereafter. Additional days taken will be parent leave without pay. Except in case of emergency, a Coordinator desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
7. A Coordinator adopting a child shall be entitled to use up to thirty (30) sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of said child. Additional days taken will be parental leave without pay. Except in an emergency or where the length of notification of receipt of custody does not permit, a Coordinator desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
8. A Coordinator who is granted a parental leave of absence shall have the following reemployment rights:
 - a. If a parental leave does not extend beyond ninety (90) days, such Coordinator shall be reassigned to his or her original position, or to a position of like status and pay, upon giving forty-five (45) days advance written notice to the Superintendent or designee.
 - b. If a parental leave extends beyond ninety (90) days, upon giving ninety (90) days advance written notice to the Superintendent or designee of his or her desire to return to active employment, such Coordinator shall be assigned to the first available vacant position for which he or she is qualified, provided that if more than one

Coordinator has given such notice, the Coordinator giving notice at the earliest date shall be assigned to such vacant position. If no such position becomes vacant during that current year, such Coordinator shall be reassigned to his or her original position or to a position of like status and pay at the commencement of the next school year.

9. Prior to return to employment from a parental leave, the Board may require that Coordinator's personal physician certify that the Coordinator is both physically and mentally ready to resume her regular duties. The Board may request an additional physical examination at its expense by a physician of its own choosing.
10. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave, a Coordinator shall have the option to remain an active participant in: (a) the state retirement system by paying the entire amount which would have been otherwise paid by such Coordinator and the School District, and (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with the provisions of the Family and Medical Leave Act.
11. A Coordinator on parental leave of absence shall not be denied the opportunity to substitute in the School District by reason of the fact that she or he is on such leave of absence.

SICK LEAVE BANK

SICK LEAVE BANK

A voluntary sick leave bank has been established for all eligible employees who are in their second consecutive terms of employment by the District under the following conditions and provisions:

1. Employees shall become eligible to join the sick leave bank on their one year anniversary date with a minimum of one day sick leave accumulated on that date. The 30-day period following completion of the one year of employment shall be

the only sick leave bank enrollment opportunity. For the 2018-19 school year, there will be a special open enrollment for existing employees who are eligible to participate in the sick leave bank.

2. Each participating employee shall contribute one day (hours equal to the number of hours worked) of sick leave per year to the bank for three (3) years. Eligible employees declining to become participants in the bank within 30 days of their 1st anniversary date shall be ineligible for participation later.
3. When the sick leave bank balance reaches 4,000 hours, participating employees will discontinue contributing to the bank. If the balance of the bank drops below 2,400 hours, all members will contribute again until 4,000 hours are reached. New participants in the sick leave bank must contribute for three (3) years regardless of the total number of hours/days in the bank. Current participating employees who have already contributed for more than three (3) years will be grandfathered in and eligible to receive up to seven (7) additional days added to the maximum thirty (30) days available to use based upon the number of years, he/she has contributed in excess of the three (3) years.
4. This pool is for the protection of individual participating employees during a long-term extended illness or disability of the employee only (illness or disability of a family member does not qualify) causing an absence from regularly assigned duties which extends more than five (5) duty days beyond the number of sick leave days which an individual participating employee has accumulated (there shall be one five (5) day waiting period per illness or disability. The five days need not be consecutive. Use of this pool will begin on the sixth duty day after an individual's accumulated sick leave days have been exhausted, at which time the participating employees may draw up to 30 days of sick leave from the bank. Use of pool days by participants shall not be limited to the fiscal year in which the illness or disability causing the long-term absence from regularly assigned duties began. Individuals with annual leave will not be required to exhaust their annual leave account before using the sick leave bank. However, annual leave may not be substituted for the five (5) day waiting period.
5. Administration of the bank will be handled by the District Personnel Office. All

requests for use of the bank must be submitted in writing to the Personnel Office and must be approved by the Superintendent or designee. The request must be supported by the written statement from the employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which the pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.

6. Persons withdrawing days from the bank are not required to replace these days except as a regular contributing member of the bank. A person resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required, shall not be able to withdraw previously contributed days.
7. Days in the bank shall be withdrawn on a first come, first served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
8. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable fiscal year.
9. The Business Manager shall conduct an annual audit of the Sick Leave Bank.

INSURANCE PROGRAM

A. Hospitalization and Surgical

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible Coordinators electing to be covered by such insurance. For those Coordinators electing to be covered, such plan shall include a \$10,000 term life insurance coverage, \$6,000 for Coordinator's spouse, and \$2,000 for each dependent child.

The contribution of the Board to such insurance plan shall be ~~\$599~~ \$549 per month for a family (employee and qualified dependents) plan, ~~\$599~~ \$549 per month for a single (employee only) plan, ~~\$599~~ \$549 for an employee + dependent(s) plan, and ~~\$599~~ \$549 for an employee + spouse plan. If any plan costs less than the ~~\$599~~ \$549 the Board contributes, the remaining

amount shall be contributed to an eligible Health (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than ~~\$549~~ **\$599** per month. All Coordinators shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, the single plan, or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time Coordinator (single coverage). An individual Coordinator shall have the option of adding dependent coverage at his/her own expense, by completing in writing an authorization for payroll deduction. The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

EVALUATION OF COORDINATORS

Coordinators will be evaluated by the hiring supervisor using input from other appropriate supervisory staff.

Evaluations must be discussed with the employee. The district evaluation process (Board Policy GDN) will be used for all Coordinators as follows:

1. New employees will be evaluated during or at the end of the first three (3) months.
2. Employees will be evaluated every other year or more as needed.

STAFF COMPLAINTS AND GRIEVANCE PROCEDURES

Board Policy GBM and Administrative Regulations GBM-R provide a procedure to secure solutions at the lowest possible administrative level to problems, which may arise. The process goes from the informal with the immediate supervisor through the formal procedure with the Board.

A. DEFINITIONS:

A "grievance" shall mean a complaint by an employee, or employees of the district, that

there has been a violation, misinterpretation or inequitable application of any of the terms of this handbook, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) The Board is without authority to act.

An "aggrieved person" or "grievant" is an employee or employees asserting a grievance in writing.

A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.

B. PURPOSE:

Purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. Proceedings under the procedure will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this handbook.

C. PROCEDURE:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. If the appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limit specified may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

If a coordinator does not file a grievance in writing with supervisor within thirty (30) days after the coordinator knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.

If a filed grievance cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so the grievance procedure may be concluded prior to the end of the school year or as soon thereafter as is practicable.

Informal Procedures:

A grievance will be discussed with the grievant's immediate supervisor with the objective of resolving the matter informally, at which time the grievant may discuss the grievance personally or request that a representative be present and/or act on his/her behalf.

Level 1:

A grievant not satisfied with the disposition of his/her problem through informal procedures shall submit the grievance in writing on an Employee Grievance form (GBM-E, S-423). Signed copies of the written Employee Grievance form shall be delivered by the coordinator to each of the following: supervisor, Superintendent or designee and the president of the Board of Education.

The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level 2:

A grievant not satisfied with the disposition of the grievance at Level 1, or if no decision is rendered within ten (10) days after the presentation of the grievance, may file the grievance in writing with the Superintendent or designee within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner. The Superintendent or designee or designees, will represent the administration at Level 2 of the grievance procedure. The Superintendent, or designee or designees, shall meet with the grievant and parties in interest in an effort to resolve the grievance. Within ten (10) days after said meeting the Superintendent, or designee or designees, shall render a decision in writing to the grievant.

Level 3:

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance

decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance within twenty (20) days. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

Level 4:

The grievant, if not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board of Education has heard the grievance, may within ten (10) days thereafter initiate an appeal to the Department of Labor. Said Secretary shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education. The investigation and hearing conducted by said Secretary shall be conducted in accordance with the rules and regulations of said Secretary. It is specifically and expressly understood and agreed that taking an appeal to said Secretary constitutes an election of remedies and a waiver of all rights by the appealing party or parties and/or representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided in 1-26.

Rights of Employee to Representation

- A. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
- B. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his own choosing.

Miscellaneous Provisions

- A. If a grievance affects a group of employees from more than one function, such grievance may be submitted in writing directly to the Superintendent's Office, and the processing of such grievance may be commenced at Level 2.
- B. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent and the grievant's representative.

- C. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- D. The Board and the grievant shall make available to one another all pertinent information, not privilege under law, in their possession or control which is relevant to the issues raised by the grievance.
- E. When it is necessary for a representative or representatives, the grievant or a party in interest to attend a grievance hearing called during the school day, the Superintendent's Office shall notify the supervisor of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- F. No grievance shall be recognized unless it has been presented at the appropriate level within thirty (30) days after the grievant knew, or should have known, of the act or condition on which the grievance is based, and, if not so presented, the grievance will be considered waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it shall have been filed with the Superintendent's Office within at least forty-five (45) days after the act or condition upon which it is based occurred.
- G. Employees voluntarily terminating employment will have their grievances immediately withdrawn and will not benefit by any later settlement of any grievance.
- H. Except where otherwise provided in this policy, the term "days" shall refer to calendar days.

COORDINATOR'S AUTHORIZATION TO HIRE

- A. All individual authorizations to hire with Coordinators employed by the Board, and covered by this Handbook, shall be in writing and signed by the Coordinator.
- B. Unless otherwise specified in the written authorization to hire, the salary shall be paid in twenty-four semi-monthly payments.

LENGTH OF COORDINATOR CONTRACTS

The length of the employment term for Coordinators is based upon the following work year minimums with the specific starting date determined by the immediate supervisor in consultation with the supervisee:

239 days	Food Service Coordinator
225 days	Building & Grounds Coordinator
225 days	Information Technology Coordinator
239 days	Transportation Coordinator
225 days	Communications Coordinator

CONTRACT IMPLEMENTATION

A. Contract Term:

1. Coordinator contract year will begin July 1 and end June 30.
2. All Coordinators are responsible for working all days needed to fulfill contract obligations.
3. All Coordinator contract days must be completed by June 30.
4. All Coordinators must receive approval from the Superintendent's Office when working additional contractual days.
5. Coordinators under contract for 200 –220 will be paid for the following holidays: Labor Day, **Native American Day**, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday and Memorial Day. Coordinators under contract for more than 220 days will be paid for the following holidays: Labor Day, **Native American Day**, Veteran's Day, Thanksgiving Day and the following Friday, Christmas Day and one additional day, New Year's Day and one additional day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day and one additional day.

B. Work Year:

Days beyond the established minimum work year must be approved in advance by the Superintendent **or designee** and the Board of Education.

C. Switch Days:

1. To Work a Non-Contract Day

~~Notify Central Office (Superintendent, **Executive Director of Operational Support Services** Assistant Superintendent of Curriculum and Instruction, Superintendent's secretary or Personnel Office) when working on a weekday that is not a contract day and the reason for working (i.e., interviewing, professional or school business leave). The Personnel Office will be informed by the Superintendent, **Executive Director of Operational Support Services** Assistant Superintendent of Curriculum and Instruction, or Superintendent's secretary of any notification they receive. The Personnel Office will provide a Switch Time Log to record the date worked, hours, and reason. The log sheet will track the total of hours accrued and used. An updated log sheet should be forwarded to the Personnel Office quarterly (October, January, March and May) and each time requesting use of accrued time. The Personnel Office will print and obtain the Superintendent or designee's approval signature.~~

Each coordinator is allowed a maximum of 6 days or 48 hours of switch time per contract year.

Coordinators will be provided a switch time log to record accrued and used switch time hours and will notify supervisor for approval to use switch time hours. Switch logs will be reviewed, signed and submitted on a quarterly basis to human resources by supervisors.

ASSIGNMENT AND TRANSFER

A. Involuntary Transfers and Assignments:

Each coordinator of the Board of Education shall be assigned to a specific position at the direction of the Superintendent **or designee** and may be transferred to any other position as the Superintendent **or administrative designee** may direct.

Assignments ~~Transfers~~ may be at the initiative of the Superintendent or **designee** ~~other administrative officers~~ for any purpose, which, in the judgment of the Superintendent **or designee**, is for the welfare of the employee or the schools. An administrative ~~transfer or re~~assignment shall

be made only after a conference between the coordinator involved and the Superintendent **or designee** at which time the coordinator will be notified of the reason therefore.

B. Voluntary Transfers and Assignments: Administrative to Administrative Position.

A coordinator may request a transfer ~~or reassignment~~; however, a new coordinator must have spent at least one (1) year in **a position** ~~an assignment~~ before requesting a transfer ~~because of dissatisfaction with his/her position~~. In the determination of requests for transfer ~~or reassignment~~, the convenience and wishes of the individual coordinator will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one coordinator has applied for the same position, the coordinator **determined to best serve the needs of the school district** ~~best qualified for the position~~ shall be appointed.

DISMISSAL AND SUSPENSION

- A. The Board of Education may dismiss any Coordinator at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. If a coordinator is terminated for cause, he/she is no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a Coordinator such Coordinator shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held within seven (7) days thereafter. At such hearing, the Coordinator shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence

and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) working days after the hearing, the Board shall render its final decision and notify the Coordinator of its decision in writing. The Coordinator shall have the right of appeal as provided in South Dakota State Statutes.

- C. No Coordinator shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to grievance.

PERSONNEL FILES

- A. While employed by the Douglas School District, a Coordinator shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A Coordinator shall be entitled to have a representative accompany him/her during such review. At least once every three (3) years, a Coordinator shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the Coordinator and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
- B. No material which is derogatory to a Coordinator's conduct, service, character or personality shall be placed in his/her personnel file unless the Coordinator has received a copy. The Coordinator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the Coordinator and discussed.) A Coordinator also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent **or designee** and attached to the file copy.
- C. The personnel file in the Central Office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

SEVERANCE PAY

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such Coordinators will be paid for one-half of their accumulated sick leave.
- B. Any Coordinator as above designated having reached the minimum age of forty- five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one half of his or her accumulated sick leave upon terminating his or her employment in the Douglas Schools. If resignation occurs during the school year, such resignation must be appropriately approved.
- C. The amount of sick leave pay under this policy will be determined by the average of the Coordinator's daily rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by the South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if the Coordinator is age 55 or older and payout is \$600.00 or more up to a maximum allowed by SDRS.
- D. If a full-time Coordinator retires and will be completing his/her contract as of June 30, the remaining contract payment will be included in the final June 21st payroll.

STUDENT DISCIPLINE AND COORDINATOR PROTECTION

Assault Upon Coordinators:

- 1. Coordinators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent or other immediate supervisor. Such report shall be reduced to writing by the Coordinator as soon as reasonably possible.
- 2. Such notification shall be immediately forwarded to the Superintendent **or designee**, and following the incident, the Superintendent, **or his designee**, and the Coordinator shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

MISCELLANEOUS PROVISION

Savings Clause

If any provision of this Agreement or any application of the Agreement to any Coordinator or group of Coordinators shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Modifications

This handbook is in force during the current contract year only and may be amended or altered at the sole discretion of the Douglas Board of Education for the ensuing contract year.

**PROGRAM COORDINATOR'S SALARY SCHEDULE
2022-23**

Salary based on the following five FACTORS:

Daily Rate Formula: (Salary Base + Experience + Responsibility) divided by 220
Salary = Daily Rate multiplied by number of contract days

FACTOR I – SALARY BASE

Salary Base = \$54,250

FACTOR II – EXPERIENCE

Experience is credited on the basis of a full year of related experience.
Compensation for experience is based on the following schedule:

<u>Experience</u>	<u>\$ Value</u>
0	-0-
1 year	400
2 years	800
3 years	1200
4 years	1600
5 years	2000
6 years	2400

FACTOR III – EDUCATION

A high school diploma or equivalent is a requirement for a coordinator's position.
Compensation for education is determined according to the following schedule:

<u>Education</u>	<u>\$</u>
<u>Value</u>	
High School Diploma	0
Associates Degree	800
Bachelors Degree	1000
Masters Degree	1200
Technical Training	To Be Determined

FACTOR IV – RESPONSIBILITY

This factor is based on the number of full-time employees (FTE) supervised.

<u>Employees Supervised</u>	<u>\$ Value</u>
0 to 5	750

6 to 10	1500
1 to 20	2250
Over 20	3000

FACTOR V – LENGTH OF CONTRACT

1. All FACTORS are based on 220 days of employment.
2. Days of contract beyond 220 days are based on daily rate

DOUGLAS SCHOOL DISTRICT 51-1



2022-23

**CLASSIFIED EMPLOYEES
HANDBOOK**

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Mr. Bud Gusso, Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to Ms. Monica Waltman, Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder, SD 57719 (605) 923-0013.

For additional information contact the Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339 Fax: (816) 268-0599. E-mail OCR.KansasCity@ed.gov

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The term “days”, except where otherwise provided in this handbook, shall refer to calendar days.

I. EMPLOYMENT, REEMPLOYMENT AND SALARY SCHEDULE PLACEMENT - APPENDIX A

An employee new to the Douglas School District shall be placed on the lowest step (base) of the scale. The Superintendent may amend this for “high need” areas. Increases in salary will be effective with the anniversary date of employment.

Employees moving to a higher paying scale will move to the step closest to what they were earning previously, but not less. If the step closest to what they were earning previously provides less than a 15 cents per hour increase, the employee will move to the next higher step. Those moving to a higher paying classification in a comparable position will be given experience credits if they worked for nine months or more, 6 1/2 hours or more per day, in a given year.

When experience steps on the Salary Schedule **are** ~~will be~~ given, **all classified staff will receive their increase on July 1.** ~~to employees on their anniversary date of employment.~~

A. MEDICAL EXAMINATION

Douglas School District may require each employee to submit a pre-employment certification of health signed by a licensed physician, nurse practitioner, certified nurse midwife, or physician's assistant within ten (10) days after first being employed. The certification shall include a statement that there is no evidence of physical condition that would endanger health, safety or welfare of the pupils in the initial examination.

Warehouse and Buildings & Grounds personnel (new hirees) shall be required to pass a designated examination paid for by the district.

If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. The expense of obtaining additional certifications of health will be borne by the school district.

An employee of the school district who is not able to return to duty on the day following fourteen (14) days of illness or injury may be required to present a certificate of ableness to the supervisor upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.

An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the state. In addition, the employee may be required to provide a medical report secured from the school district's designated physician at the expense of the school district.

B. EVALUATION

Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process (Board Policy GDN) will be used for all classified employees as follows:

1. New employees will be evaluated during or at the end of the first ninety (90) days; and
2. Employees will be evaluated every other year unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.

A copy of the written evaluation will be given to the employee and to the Superintendent's Office. The original will be placed in the supervisor's files.

Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.

The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

C. NOTICE OF INTENT

All classified employees whom the district has chosen to reemploy will be given written notice by July 1 of each year with the reasonable assurance or notice of intent to rehire for the next school year.

D. REEMPLOYMENT

Employees who resign and are rehired for employment within a period of one year will, if reemployed in the same position, be placed on the salary schedule step held at the time of resignation. Former employees who are reemployed after a period of one year may be given credit not to exceed two years on the salary schedule upon recommendation by the hiring supervisor. An employee who resigns/retires and receives a payout for severance pay or any retirement payout will be placed on step 1 if they return.

An employee re-employed three years or less after resigning shall have reinstated any sick leave days, which remained at the time of the resignation.

E. RESIGNATION (APPENDIX B)

An employee resigning for any reason must notify his/her supervisor as far in advance as possible. A minimum of fourteen (14) days notice is required in writing except in those instances where hardship would be imposed on the employee. Upon termination an employee's salary will be calculated based on the last day worked.

F. SUBSTITUTES

Substitutes will receive 95% of the beginning wage scale of the position they are replacing.

Regular employees who substitute will be paid at their regular rate of pay or substitute pay if that rate is higher.

G. STUDENT EMPLOYMENT

Students employed by the district will be paid at least at state minimum wage.

II. CHANGE IN EMPLOYMENT STATUS

A. VOLUNTARY TRANSFER AND ASSIGNMENT

“Assignment” is defined as a change of position or responsibility initiated by the Superintendent or designee that may additionally change the employee’s building, classification, or assigned administrator for evaluation.

The Superintendent or designee will make assignments of support staff members to promote efficient operations of the District. (Board Policy GDI)

Each employee shall be assigned to a specific position. The employee's job description shall be subject to the direction and discretion of the Superintendent **or designee**. The employee may be **assigned** transferred to any other position as the Superintendent **or designee** may direct. **Assignments** transfers may be initiated by the Superintendent or by other administrative officers for any purpose which, in the judgment of the Superintendent **or designee**, is for the welfare of the employee or the district. An administrative transfer or reassignment shall be made only after a conference between the employee and the Superintendent or administrator. At that time the employee will be notified of the reason(s) for the **assignment** transfer. A written record of this meeting will be placed in the employee's personnel file. If the new position is at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

B. INVOLUNTARY TRANSFER AND ASSIGNMENT

“Transfer” is defined as a requested change of position or responsibility initiated by the employee that may be additionally change the employee’s building, classification, or assigned administrator for evaluation; or is the result of interest in any District vacancy.

In considering requests for transfer ~~or reassignment~~, the convenience and wishes of the employee will be honored to the extent that they are consistent with the best interest of the district. This will also be the case when **a change in work hours is** ~~fewer work hours are~~ contemplated and/or requested. If the new position is set at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected. ~~Requests for transfer are to be submitted in writing to the supervisor with a copy to the Superintendent.~~

Any employee desiring a transfer may make a request in writing to his/her supervisor with a copy to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer:

- 1. The best interest of the District;**
- 2. The qualifications of the employee;**
- 3. The length of continuous service the employee has with the District;**
- 4. The contribution the employee would make in the new assignment;**
- 5. The opportunity for growth in the position.**

C. REDUCTION IN FORCE POLICY

In the event that staff reductions by the district become necessary, decisions as to which positions to delete will be made at the discretion of the administration. Seniority of employees will be given first consideration for remaining positions in the event two or more employees have equal ability, skill level, and job performance. Determinations as to ability and skill level will be made at the discretion of the supervisor of the

position under review. An informal conference with employees directly involved in changes due to reduction in force may precede the final determination.

D. SUSPENSION AND DISMISSAL

Employment relationships in South Dakota may be “terminated at will”, which means an employer does not need a specific reason to fire an employee. This is the same concept as an employee not needing a specific reason to quit. Any employee will be immediately discharged for dishonesty, theft, drunkenness and immoral conduct. Upon termination, the employee’s final check will be calculated based upon the last day worked.

III. PAYMENT OF SALARY

A. PAYDAYS

Paydays are the 7th and 21st of the month. If payday falls on a Saturday or Sunday, employees will be paid on the Friday before. If payday falls on a holiday, employees will be paid on the day before. Each non-exempt employee will be required to complete a district timesheet for each pay period. These will be due on the 7th and 21st of each month. If these days fall on a weekend or holiday, they will be due the last working day prior to it.

Effective 2008-09 School Year Payment Schedule is as follows:

- a. Full time (8 hrs/day for 12 months) employees will be paid in twenty four (24) payments beginning with July 21 payday and ending with July 7 payday. Employees hired during the 2017-18 school year and after will be paid on time sheets on the basis of hours worked. Existing full time employees have the option to switch to being paid off the timesheet.
- b. Employees who work less than full-time who were employed prior to the 2008-2009 school year have the option of either being paid off the time sheet or over a 12-month period. Once an employee chooses to be paid off the timesheet, they no longer have the option to be paid over 12 months.
- c. All other employees (working 8 or less hours per day and less than 12 months) will be paid on time sheets on the basis of hours worked. Payment will be made the payday following receipt of the timesheet, i.e. timesheet due on 7th will be paid on 21st.

B. PAYROLL DEDUCTIONS

Payroll deductions are authorized for annuities, the group insurance program, the Section 125 benefit plans, Douglas Child Care Center, and Happy Days Preschool. Employees will complete the appropriate forms for payroll deduction.

C. DIRECT DEPOSIT

All payroll distributions will be deposited automatically into the employee’s designated account.

IV. OVERTIME COMPENSATION

The Board of Education has authorized pay for employees for work performed in excess of forty (40) hours in a week but subject to the following regulations:

- A. Overtime pay is to be authorized only by the Superintendent or his designee, and cleared through the Personnel Office. All overtime must be approved in advance. Failure to secure pre-approval of overtime will result in disciplinary action, up to and including termination.
- B. Overtime pay will be paid only on the excess of forty (40) hours worked within a given week beginning Sunday and extending through Saturday. However, overtime pay will be paid for all work performed on Sundays at time and one half and double time for employees who work on their paid holidays in addition to holiday pay.
- C. Payroll calculations with regard to overtime will not include holidays and annual, sick or personal leave hours as hours worked, but only as hours paid. EXAMPLE - Any given week with one holiday, normal work hours are thirty-two (32), but total paid hours are forty (40). If an employee works additional hours, he must actually work in excess of forty (40) hours in order to receive overtime pay.
- D. An eight (8) hour break must be provided between shifts to the employee working overtime, otherwise overtime compensation will be continued into the next work day.
- E. A minimum of two (2) hours shall be authorized for an employee that is required to report to work for emergency situations outside of normal duty hours. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).
- F. A minimum of one (1) hour shall be authorized for an employee that is required to report to work for scheduled events to assist in the opening and closing of a building/facility for special events or meetings. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).

V. LUNCH AND COFFEE BREAK SCHEDULE

(Excluding Food Service Employees)

15-minute coffee breaks are considered working breaks; and therefore employees are not to leave campus during coffee breaks. Coffee breaks are not to be combined with the 30 minute uninterrupted lunch to extend time off.

- Employee works over 4 hours - one 15-minute coffee break
- over 6 hours - one 15 minute coffee break and
- one 30 minute uninterrupted lunch
- 7 hrs or more - two 15 minute coffee breaks and
- one 30 minute uninterrupted lunch

VI. LEAVE POLICIES

Employees must obtain approval prior to taking leave. Sick leave does not require advance approval; but it is recommended when possible. Employees taking leave without pay and participating in the South Dakota Retirement System and the district group insurance program shall have the option to remain active members by paying the entire amount, which would otherwise have been paid by the employee and the district.

A. ANNUAL LEAVE

Full time (8 hours/day for 12 months) employees earn annual leave. Annual leave will be earned and credited each month employed. Employees who transfer from part time employment to full time employment will receive prorated credit of annual leave for previous months employed. Full time employees are ineligible to use annual leave during the first three months of employment. Annual leave will be credited per the following schedule:

0-5 years service	-	10 days annual leave
6 years service	-	11 days annual leave
7 years service	-	12 days annual leave
8 years service	-	13 days annual leave
9 years service	-	14 days annual leave
10 years service	-	15 days annual leave
12 years service	-	16 days annual leave
14 years service	-	17 days annual leave
16 years service	-	18 days annual leave
18 years service	-	19 days annual leave
20 years service	-	20 days annual leave (maximum)

Annual leave in an employee's account cannot exceed two years accumulation of credits as of June 30. Any additional annual leave will be forfeited effective July 1. If circumstances warrant that it is not convenient to the District for an employee to take annual leave and the balance of his/her annual leave account is such that any additional credits would be forfeited, an extension of the employee's annual leave account can be affected. This is done by a written petition to the Superintendent by the employee's immediate supervisor. Annual leave requests are to be submitted to the supervisor for approval.

Leave requests should be processed a minimum of 5 days prior to the leave commencement. Annual leave should be taken as consecutive duty days of vacation at a time convenient to the District. Holidays occurring during an employee's vacation do not count as days of annual leave.

No more than ten (10) days of annual leave can be used in any single occurrence during a school year (July 1-June 30). The Superintendent may grant the use of additional days of annual leave in exceptional circumstances; and the decision will be non-precedent setting nor grievable under the terms of this agreement.

At the time of retirement, not more than 30 days of annual leave may be used in the days immediately prior to the last day of work.

B. PAID HOLIDAYS

Employees will be paid for holidays as set forth below:

Scheduled Hours Worked

Paid Holidays

Full Time

(8 hrs/day for 12 months)
240 or more days per year

Labor Day
Native American Day - NEW
Veterans Day
Thanksgiving Day and the following Friday
Christmas Day and one additional day
New Year's Day and one additional day
Martin Luther King Day
Presidents Day
Good Friday **or Easter Monday**
Memorial Day
Independence Day and one additional day
TOTAL 15

1501 – 1900

Between 190-239 days per year

Labor Day
***Native American Day - NEW**
Veterans Day
*Thanksgiving Day
*Christmas Day
*New Year's Day
*Martin Luther King Day
Presidents Day
Good Friday **or Easter Monday**
Memorial Day
TOTAL 10

1300 – 1500

Between 180-189 days per year

***Native American Day - NEW**
Veterans Day
*Thanksgiving Day
*Christmas Day
*New Year's Day
*Martin Luther King Day
Presidents Day
Good Friday **or Easter Monday**
TOTAL 8

700 – 1299

Between 170-179 days per year

***Native American Day - NEW**
*Thanksgiving Day
*Christmas Day
*New Year's Day
*Martin Luther King Day
Good Friday **or Easter Monday**
TOTAL 6

If a holiday falls on a Sunday, the following Monday will be a holiday. If a holiday falls on a Saturday, the previous Friday will be a holiday. **The day taken off for a holiday may change in order to coincide with the approved school calendar depending on the year.**

A classified employee may choose, prior to the start of the school year, to have up to five (5) of their holidays to be paid during Christmas break (marked with *). This will be elected in writing and may not be revoked during the school year. If interested, a new election must be signed each year. Any pay for unearned holidays will be deducted if the employee leaves employment.

C. LEAVE OF ABSENCE

A leave of absence without compensation may be granted to employees for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education at least thirty (30) days prior to the date upon which the leave is requested to begin and must contain the purpose and length of the proposed absence. Requests shall be acted upon within a reasonable time, not exceeding thirty (30) days. A copy of this leave provision shall be given to the employee when a leave is granted.

While on leave an employee shall have the option to remain an active participant in the state retirement system and the health and dental insurance program of the school district by paying the entire amount which would have been otherwise paid by such employee and the school district. However, when the leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks. Thereafter the employee will be required to pay the full amount if he/she wishes to remain an active participant in the programs. Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act.

Scheduled increments, salary adjustments and other credits are not allowed for leaves of absence. Time spent on leave of absence shall not count toward years of service for any benefits and shall be so registered on the employee's record.

If leave is granted for ninety (90) days or less, no written notice to return is required but the employee must return to work on the day specified (regardless of length). The employee will be terminated unless an extension has been approved.

An employee desiring to return from a leave of more than 90 days shall give written notice of a desire to return to employment sixty (60) days prior to the end of the leave and provided such notice is given, such employees shall be restored to his former position or to one of comparable status.

D. LEAVE WITHOUT PAY

The Superintendent may grant leaves of absence without pay to employees for personal reasons. Requests for leave without pay must be approved by the supervisor and must include the reason. All applicable leave must be used before leave without pay is granted when/if applicable; i.e. all sick leave must be used before leave without pay is granted when sick.

E. SICK LEAVE

Sick leave is provided to employees with a scheduled work week of 20 hours or more. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility. Upon approval of the Superintendent, employees may use a day of sick leave to attend the funeral of someone close to them.

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above). Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

Employees are required to immediately notify their supervisor when sick leave is required. Upon returning from sick leave, the employee shall complete a sick leave application indicating the reason for the absence. The supervisor or Superintendent may require a physician's statement concerning such absence.

If an employee is absent on the last day of the pay period, the appropriate leave form should be forwarded to the Personnel Office with the supervisor's signature.

Sick leave is earned as follows:

<u>Scheduled Months Worked</u>	<u>Sick Leave Earned</u>
9 months	8 days equal to daily hours worked
10 months	10 days equal to daily hours worked
11 months	12 days equal to daily hours worked
 <u>Scheduled Months Worked</u>	 <u>Sick Leave Earned</u>
Full Time 12 months (8 hours/day for 12 months)	15 days based on 8 hr day

~~*Still must work a minimum of 700 hours to qualify for sick leave and will round to the nearest half hour increment.~~

***Four employees will be grandfathered in at current days earned.*

After one month of employment, employees eligible for sick leave shall have the annual number of sick leave hours credited to their account. All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. An unlimited number of sick leave days may be accumulated. Employees leaving prior to the end of the school year (July 1 through June 30) shall have the annual sick leave prorated.

An employee who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition under the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Any physical disability, exceeding thirty (30) duty days, for which payment under the sick leave policy is claimed, shall be verified by a doctor. In the case of childbirth, certification of physical disability should in no way relate to the care of a well child, but only to the period during which the employee is physically unable to perform her contractual duties.

An employee returning to the district within 3 years after resignation, and who has not previously qualified for severance pay, shall have all previously earned and unused sick leave reinstated.

F. SICK LEAVE BANK

A voluntary sick leave bank has been established for all eligible employees who are in their second consecutive term of employment by the District under the following conditions and provisions:

- (1) Employees shall become eligible to join the sick leave bank on their one year anniversary date with a minimum of one day sick leave accumulated on that date. The 30-day period following completion of the one year of employment shall be the only sick leave bank enrollment opportunity.
- (2) Each participating employee shall contribute one day (hours equal to the number of hours worked) of sick leave per year to the bank for three (3) years. Eligible employees declining to become participants in the bank within 30 days of their 1st anniversary date shall be ineligible for participation later.

- (3) When the sick leave bank balance reaches 4,000 hours, participating employees will discontinue contributing to the bank. If the balance of the bank drops below 2,400 hours, all members will contribute again until 4,000 hours are reached. New participants in the sick leave bank must contribute for three (3) years regardless of the total number of hours/days in the bank. Current participating employees who have already contributed for more than three (3) years will be grandfathered in and eligible to receive up to seven (7) additional days added to the maximum thirty (30) days available to use based upon the number of years they have contributed in excess of the three (3) years.
- (4) This pool is for the protection of individual participating employees during a long-term extended illness or disability of the employee only (illness or disability of a family member does not qualify) causing an absence from regularly assigned duties which extends more than five (5) duty days beyond the number of sick leave days which an individual participating employee has accumulated (there shall be one five (5) day waiting period per illness or disability. The five days need not be consecutive. Use of this pool will begin on the sixth duty day after an individual's accumulated sick leave days have been exhausted, at which time the participating employees may draw up to 30 days of sick leave from the bank. Use of pool days by participants shall not be limited to the fiscal year in which the illness or disability causing the long-term absence from regularly assigned duties began. Individuals with annual leave will not be required to exhaust their annual leave account before using the sick leave bank. However, annual leave may not be substituted for the five (5) day waiting period.
- (5) Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Office and must be approved by the Superintendent. The request must be supported by the written statement from the employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which the pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
- (6) Persons withdrawing days from the bank are not required to replace these days except as a regular contributing member of the bank. A person resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required, shall not be able to withdraw previously contributed days.
- (7) Days in the bank shall be withdrawn on a first come, first served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- (8) Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable fiscal year.
- (9) The Business Manager shall conduct an annual audit of the Sick Leave Bank.

G. PROFESSIONAL LEAVE

The Superintendent may approve a limited amount of professional leave with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

- (1) The leave is in the best interest of the district and related to the employee's professional interests or leadership position in local, state or national educational /professional organizations.

- (2) The request for leave must be directly associated with educational/professional activities. Priority will be given to professional leave applications of employees who:
 - (a) Submit them first.
 - (b) Hold local, state, and/or national offices in educational/professional organizations.
- (3) Applications must be submitted a minimum of one (1) week in advance and must be approved by the supervisor and the Superintendent.
- (4) Approval for professional leave will be contingent on the availability of sufficient funds.

Upon request of the Superintendent, the employee shall file a report on the activities of the conference with any recommendations. An employee holding a leadership position in a major state educational/professional organization may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

H. SCHOOL BUSINESS LEAVE

Employees may be granted school business leave upon making an application on the appropriate form. School business leave may be authorized by the Superintendent or designee.

I. PERSONAL LEAVE

Three (3) days sick leave may be taken for personal reasons each year, if approved in advance by the Superintendent or designee. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year. No more than seven (7) personal leave days may be used in any one year. Personal leave cannot be accumulated.

Personal leave may be used to extend a scheduled school holiday according to the following guidelines:

- a. Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.
- b. Leave cannot be requested more than 180 days in advance.
- c. One day of personal leave may be used one time in a school calendar year based upon availability.
- d. Personal leave may not be granted during Parent/Teacher Conference days. Use of personal leave is strongly discouraged during In-Service Days.
- e. Leave is subject to approval by the Superintendent of School.

The Superintendent may grant personal leave in emergency situations and the decision to do so is non-precedent setting nor grievable under the terms of this agreement.

J. COURT WITNESS AND JURY DUTY LEAVE - [Reference School Board Policy GCBDC](#)

When a school district employee is subpoenaed to testify in Court or give an oral deposition, (in a case in which he or she is not a party), or is summoned to serve on a jury, he or she will be granted leave when such subpoena or summons is verified. Applications for such leaves shall be made in letter form, accompanied by a copy of the summons, and submitted to the Superintendent for verification and approval. See Board Policy GGBDC—Jury Duty Leave.

STATE COURT

All fees received for State Court appearances or services shall be retained by the employee. An employee on "Jury Duty Leave" shall receive his or her regular salary less any amount received or services, up to but not in excess of his or her regular daily rate of pay. Within twenty (20) days of receipt of court fees, the employee is required to present the Court check to the Personnel Office for verification of leave time.

FEDERAL COURT

All fees received for Federal Court appearances or services shall be retained by the employee. An employee on "Jury Duty Leave" shall receive his or her regular salary with no reduction for the amount received. Within twenty (20) days the employee is required to present the Court check to the Personnel Office for verification of leave time.

K. ADDITIONAL USE OF SICK LEAVE (COURT APPEARANCES)

Each employee, upon the approval of the Superintendent, may be granted the privilege of using a maximum of five days sick leave to cover absence due to a required appearance in a court of law, involving no moral turpitude on the part of the employee, in a case in which the employee is a party.

L. MILITARY LEAVE - Reference School Board Policy GCBDD

As stated in Board Policy GCBDD—Military Leave, all requests for military leave will be submitted to the Superintendent in writing accompanied by copies of the proper documentation showing the necessity for the military leave request. The Superintendent shall grant leave without pay or military leave to carry out the military obligations in accordance with USERRA.

Unless otherwise impossible, all requests for military leave will be submitted at least one full month in advance of the date military service is to begin. Persons returning from military leave are asked to give notice of intent to return to the Superintendent, in writing, at least one full month in advance of the return date.

Payment Options

Any employee who is authorized military leave during the school term for the purpose of performing military duty pursuant to the provisions of USERRA shall have the option of either receiving their regular hourly pay from the District to be reduced by the hourly pay received from the military or to accept only their military pay. Such leave not to exceed fifteen (15) working days in one school year (July 1-June 30). If authorized military leave extends beyond fifteen (15) days, approval by the Superintendent will be required.

M. PARENTAL LEAVE

Upon written application to the Superintendent, a parental leave of absence without pay shall be granted to employees for the purpose of adoption, child bearing or child rearing. Requests for parental leave must be submitted in writing to the Board of Education at least forty-five (45) days prior to the date upon which the requested leave is requested to begin. A parental leave of absence shall be for a maximum period of one

year; however, upon written application made at least 30 days prior to the expiration of such leave, the leave may be extended to the end of the current year of employment.

Within forty-five (45) days after childbirth, an employee shall be entitled to use sick leave not to exceed thirty (30) days. The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified by a doctor. Certification of physical disability shall not in any way be associated with the care of a well child, but only to the period, which the employee is physically unable to perform her duties.

A male employee shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of his child and one year thereafter. Additional days taken will be parental leave without pay. Except in case of emergency, an employee desiring such leave shall make written application for such leave to the Superintendent at least forty-five (45) days prior to the date on which the leave is to begin.

An employee adopting a child shall be entitled to use up to thirty (30) days sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of the child. Additional days taken will be parental leave without pay.

Reemployment rights for employees granted parental leave:

Less than ninety (90) calendar days - Upon giving forty-five (45) days written notice, the employee shall be returned to the original position without loss of ordinary salary increments.

More than ninety (90) calendar days- Upon giving ninety (90) days written notice, the employee shall be restored to the original position or position of like status and pay. Reassignment shall be without accumulation of ordinary increments.

While on leave an employee shall have the option to remain an active participant in:

- a. the South Dakota retirement system by paying the entire amount, which would have been otherwise paid by such employee and the school district;
- b. the health and dental insurance program by continuing cost sharing the first twelve weeks and thereafter by paying the entire amount.

The administration of parental leaves shall comply with the provisions of the Family and Medical Leave Act.

An employee on parental leave may serve as a substitute in the District while on such leave.

N. FLEX TIME

For classified personnel, up to one hour can be flexed. Flex time is before and after school, not during hours students are present. Exceptions to the one-hour limit on flex time may be granted by the Superintendent for emergencies or extenuating circumstances (special projects, etc.). (Reference Board Policy GBN—Staff Flex Time)

The occasional use of flex time shall be mutually agreed upon by the person making the request and the supervisor. It is the exception rather than the rule and should not be used to satisfy a person's every day or weekly schedule. Any flex time should be made up within the same workweek that flex time is used.

VII. WORKER'S COMPENSATION

- A. An employee injured in an accident during duty hours, or his/her representative, shall immediately upon the occurrence of an injury, or as soon thereafter as practicable, give to the immediate supervisor written notice of the injury. Failure to give such notice shall result in all penalties applicable under the Worker's Compensation Act of South Dakota.
- B. All worker's compensation payments shall be retained by the employee. An employee who has elected to use sick leave and has sufficient leave to cover the time absent from work, shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the employee up to, but not in excess of the amount of the compensation payment.

VIII. RETIREMENT BENEFITS AND SEVERANCE PAY

Participation in the South Dakota State Retirement System is mandatory for employees with a scheduled work week of twenty (20) hours or more and at least six (6) months a year. A 6% deduction of gross salary will be made for this purpose and will be matched by the District.

Benefits consist of, but are not limited to:

1. Normal Retirement
2. Early Retirement
3. Disability Benefit
4. Separation Benefit with Interest
5. Vested Benefit
6. Spouse survivor and Family Benefits

SEVERANCE PAY:

Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment) an employee will be paid one half of their accumulated sick leave.

Any employee as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years, upon resigning his or her employment with the Douglas Schools shall be paid one-half of his or her accumulated sick leave.

The amount of sick leave pay under this policy will be determined by the average of the employee's hourly rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if you are age 55 or older and your payout is \$600 or more up to the maximum allowed by SDRS.

If a full-time (8 hours/day for 12 months) employee retires and will be completing their contract as of June 30, their remaining contract payment will be included in the final June 21st payroll.

IX. INSURANCE PROGRAM

The School Board shall provide a group hospitalization and surgical insurance plan for all employees who work on a continuing basis. The coverage and terms of such an insurance plan is determined by the School Board. Health, life and dependent dental insurance must be carried on a 12-month basis.

A. HOSPITAL, SURGICAL AND LIFE INSURANCE

For those employees with a scheduled work week of twenty (20) hours or more for six (6) months or more, the contribution by the school district is ~~\$599~~ \$549 per month for a family (employee and qualified dependents) plan, ~~\$599~~ \$549 per month for an employee + dependent(s) plan, ~~\$599~~ \$549 for an employee + spouse plan, and ~~\$599~~ \$549 per month for a single (employee only) plan. If any plan costs less than the ~~\$599~~ \$549 the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than ~~\$599~~ \$549 per month. This insurance will include a life and accidental death benefit of \$10,000 term insurance for the employee and \$6,000 for spousal and \$2,000 child coverage. Employees shall elect the family plan, the employee + dependent(s) plan, the employee + spouse plan, the single plan, or to have no coverage. Participating employees, at employee expense, may add an additional \$20,000 of employee life insurance coverage. Where a husband and wife are both employees of the district and eligible for the group insurance program, if they elect the employee + spouse plan or the family plan, only one employee will be enrolled in the program and the district will contribute ~~\$599~~ \$549 monthly for each employee towards the insurance program and/or the eligible HSA.

B. DENTAL INSURANCE

The School District provides a group Dental Insurance for each employee with a scheduled work week of twenty (20) hours or more for six (6) months or more (single coverage). Individual employees have the option of additional dependent coverage at his/her own expense during the first thirty (30) days of employment or during open enrollment periods only.

X. SERVICE FACTOR (LENGTH OF EMPLOYMENT)

The service factor is calculated for all classified employees after an employee works 5 years, after 10 years, and after each 5 year increment thereafter by multiplying the total number of scheduled hours worked as follows: after 5 years, .036; after 10 and 15 years, .045; after 20 and 25 years, .054; after 30, 35, and after each 5 year increment thereafter, .06. That calculated total is then given in addition to the salary in a lump sum the first pay period following the anniversary date.

If an employee is subject to a reduction in force (as that phrase is defined elsewhere in the Classified Employees Handbook), within twelve months of qualifying for the service factor bonus described in Section X, page 12, of the Classified Employees Handbook, the employee will be treated as if he or she has satisfied the requirements for earning the service factor bonus, and the bonus will be paid in a lump sum at the time of the reduction in force.

Service factor bonus applies to classified employees only who are paid in accordance with the classified salary schedule.

If an employee separates from the system and returns within a period of one year, previous district service will be credited.

XI. INSERVICE TRAINING PARTICIPATION

Employees may be required to participate in specific inservice training programs when the immediate supervisor or Superintendent indicates a need exists for improvement or orientation.

XII. INCLEMENT WEATHER (includes heat, snow/icy roads, fog, power outage or any other unscheduled event)

A. UNSCHEDULED LATE START

When there is a late start, employees are not to report to work until the time directed by their supervisor/Superintendent.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to report early by their supervisor/Superintendent will be paid double time pay for hours worked. Note: Bus drivers will always be required to run their routes and will receive double time pay for hours worked during winter weather.

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time.

B. UNSCHEDULED EARLY DISMISSAL

When there is an early dismissal for winter weather, employees are to go home unless specifically directed by their supervisor/Superintendent to remain on duty. All staff will be released according to the high school release time, i.e. the high school buses normally leave by 3:20 p.m., so an one-hour early dismissal would mean all staff would be allowed to leave at 2:20 p.m. once all students have left the district. For any other contingencies including heat or a power outage, staff dismissal time will be announced.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to remain on duty by their supervisor/Superintendent will be paid double time pay for hours worked. Note: Bus drivers will always be required to run their routes and will receive double time pay for hours worked during winter weather.

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time during winter weather. When the early dismissal is due to heat, those working other shifts will report to work late equal to the amount of time the day shift left early from their regularly scheduled time. Employees who work shifts that end prior to the early dismissal time will work their regular shift and leave at their regularly scheduled time. Employees will be directed when to report to work during a power outage.

C. SCHOOL CANCELLATION

The following procedures will be used on those occasions when school is cancelled due to inclement weather for all employees who work full time (8 hours/day for 12 months). Duty hours lost as a result of days cancelled will be compensated by the individual -

1. Making up the time lost as a result of not working.
2. Applying for personal or annual leave or leave without pay.

Days missed because of inclement weather or other emergencies will be made up at a time established by the supervisor/Superintendent. Hours worked beyond 40 hours in one week as the result of weather conditions will be considered overtime.

Other categories of employees make-up the day at the end of the school year.

XIII. STAFF COMPLAINTS AND GRIEVANCE PROCEDURE (Board Policy Regulation GBM-R)

Board Policy GBM and Administrative Regulations GBM-R provide a procedure to secure solutions at the lowest possible administrative level to problems, which may arise. The process goes from the informal with the immediate supervisor through the formal procedure with the Board

A. DEFINITIONS

A "grievance" shall mean a complaint by an employee, or employees of the district, that there has been a violation, misinterpretation or inequitable application of any of the terms of this handbook, except that the term

"grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.

An "aggrieved person" or "grievant" is an employee or employees asserting a grievance in writing.

A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.

B. PURPOSE

Purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. Proceedings under the procedure will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this handbook.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. If the appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limit specified may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

If an employee does not file a grievance in writing with the principal or other supervisor within thirty (30) days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.

If a filed grievance cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so the grievance procedure may be concluded prior to the end of the school year or as soon thereafter as is practicable.

A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor. (Board Policy Exhibit GBM-E, Form S-423)

Informal Procedures:

A grievance will be discussed with the grievant's immediate supervisor with the objective of resolving the matter informally, at which time the grievant may discuss the grievance personally or request that a representative be present and/or act on his/her behalf.

Level 1:

A grievant not satisfied with the disposition of his/her problem through informal procedures shall submit the grievance in writing on an Employee Grievance form (GBM-E, S-423).

Signed copies of the written Employee Grievance form shall be delivered by the employee to each of the following: supervisor, principal or other administrator, Superintendent and the president of the Board of Education.

The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person

Level 2:

A grievant not satisfied with the disposition of the grievance at Level 1, or if no decision is rendered within ten (10) days after the presentation of the grievance, may file the grievance in writing with the Superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.

The Superintendent, or designee or designees, will represent the administration at Level 2 of the grievance procedure. The Superintendent, or designee or designees, shall meet with the grievant and parties in interest in an effort to resolve the grievance. Within ten (10) days after said meeting the Superintendent, or designee or designees, shall render a decision in writing to the grievant.

Level 3:

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance within twenty (20) days. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

Level 4:

The grievant, if not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board of Education has heard the grievance, may within ten (10) days thereafter initiate an appeal to the Department of Labor. Said Secretary shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education. The investigation and hearing conducted by said Secretary shall be conducted in accordance with the rules and regulations of said Secretary.

It is specifically and expressly understood and agreed that taking an appeal to said Secretary constitutes an election of remedies and a waiver of all rights by the appealing party or parties and/or representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided in 1-26.

Rights of Employee to Representation

- A. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
- B. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his own choosing.

Miscellaneous Provisions

- A. If a grievance affects a group of employees from more than one function, such grievance may be submitted in writing directly to the Superintendent's Office, and the processing of such grievance may be commenced at Level 2.
- B. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent and the grievant's representative.
- C. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- D. The Board and the grievant shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.
- E. When it is necessary for a representative, representatives, the grievant or a party in interest to attend a grievance hearing called during the school day, the Superintendent's Office shall notify the supervisor of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- F. No grievance shall be recognized unless it has been presented at the appropriate level within thirty (30) days after the grievant knew, or should have known, of the act or condition on which the grievance is based, and, if not so presented, the grievance will be considered waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it shall have been filed with the Superintendent's Office within at least forty-five (45) days after the act or condition upon which it is based occurred.
- G. Employees voluntarily terminating employment will have their grievances immediately withdrawn and will not benefit by any later settlement of any grievance.
- H. Except where otherwise provided in this policy, the term "days" shall refer to calendar days.

XIV. MILEAGE

Employees assigned to more than one building or employees on approved professional leave who are required to use their own vehicles for such travel shall be paid mileage at the rate established in Board of Education Policy GCLA.

APPROVED CLASSIFIED PAY SCHEDULE 2022-2023

	1	2	3	4	5	6	7
A	\$13.00	\$13.75	\$14.50	\$15.25	\$16.00	\$16.75	\$17.50
B	\$13.50	\$14.25	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00
C	\$14.25	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75
D	\$14.75	\$15.50	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25
E	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75	\$19.50
F	\$15.50	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25	\$20.00
G	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75	\$19.50	\$20.25
H	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25	\$20.00	\$20.75
I	\$17.25	\$18.00	\$18.75	\$19.50	\$20.25	\$21.00	\$21.75
J	\$18.50	\$19.25	\$20.00	\$20.75	\$21.50	\$22.25	\$23.00
K	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50
L	\$19.50	\$20.25	\$21.00	\$21.75	\$22.50	\$23.25	\$24.00
M	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50	\$24.25	\$25.00
N	\$23.50	\$24.25	\$25.00	\$25.75	\$26.50	\$27.25	\$28.00
O	\$26.75	\$27.50	\$28.25	\$29.00	\$29.75	\$30.50	\$31.25
P	\$31.75	\$32.50	\$33.25	\$34.00	\$34.75	\$35.50	\$36.25

ACCOUNTING

- I - Bookkeeper 2
- J - Bookkeeper 1
- N - Executive Bookkeeper

CHILD CARE

- D - Aide
- F - Supervisor

COMPUTER

- J - Tech. Help Desk Support
- M - Tech. Technician/Support
- O - Tech. Data Base/Support
- O - Tech. Network Administrator

ASSISTANT

- N - SLP Assistant

CUSTODIAL/MAINTENANCE

- G - Apprentice
- G - Custodian
- K - Groundskeeper/Carpenter
- M - Electrician/Plumber

DELIVERY

- C - Delivery

FOOD SERVICE

- B - Food Service Worker
- C - Cook

-Custodial night differential \$0.50 per hour worked on the night shift
 -Bus Aide with CDL and floater differential \$0.50 per hour worked
 -Lead Library Aide \$0.50 per hour differential per hour worked
 * 48 credit minimum
 ** Route Bonus calculated on a 1.1:1 Ratio

INSTRUCTIONAL AIDE

- E - Instructional Aide/Tutor
- E - Library Aide/Title 1 Tutor*
- E - Speech Aide

NURSE

- O - LPN
- P - Registered Nurse

PERSONNEL

- K - Personnel Manager
- N - Executive Personnel Manager

SECRETARIAL

- E - Secretary
- G - Principal's Secretary
- J - Administrative Secretary
- L - Executive Secretary
- N - Administrative Assistant

SUPPORT AIDE

- B - Lunchroom Aide
- B - Bus Aide

TRANSPORTATION

- H - Maintenance/Driver**
- I - Mechanic/Driver
- L - Head Mechanic
- N - Executive Head Mechanic

DOUGLAS SCHOOL DISTRICT

EMPLOYMENT TERMINATION

<input type="checkbox"/>	Resignation
<input type="checkbox"/>	Dismissal
<input type="checkbox"/>	Other

A statement of intent signed and dated by the employee to the immediate supervisor is required in all resignations. This employee termination form must then be completed by the employee, his supervisor, and the Personnel Office.

CLASSIFICATION

1. To be completed by employee

<input type="checkbox"/> Administration	<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Transportation
<input type="checkbox"/> Secretary	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Teacher
<input type="checkbox"/> Aides/Nurses	<input type="checkbox"/> Tutors	<input type="checkbox"/> Other _____

Name _____ Building _____ Position _____

Reason for Termination _____

Today's Date _____ Effective Date of Resignation _____ Date Employed _____

Request Refund of SD Retirement Yes No (If yes, contact SDRS)

Signature of Employee

Date

2. To be completed by employee's immediate supervisor

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Employee gave appropriate notice.
<input type="checkbox"/>	<input type="checkbox"/>	Employee has fulfilled all checkout procedures as of _____ (Date)
<input type="checkbox"/>	<input type="checkbox"/>	I recommend this termination be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	Employee's services while under my supervision were
		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
<input type="checkbox"/>	<input type="checkbox"/>	Recommend that employee be eligible for rehire at some future date.
<input type="checkbox"/>	<input type="checkbox"/>	Employee's statement of intent to resign is attached.

Signature of Supervisor

Date

Remarks _____

3. To be completed by Personnel Office

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Personnel File has been stored w/ social security number labeled w/name.
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor has filed final evaluation report.

Rehire Status: Eligible Ineligible Conditional

Remarks: _____



D A DAVIDSON
FIXED INCOME CAPITAL MARKETS

DOUGLAS SCHOOL DISTRICT NO. 51-1 FINANCING OPTIONS

PRESENTED BY:

Jerry Spethman
Senior Vice President
D.A. Davidson & Co.

450 Regency Parkway, Suite 400
Omaha, NE 68114
Office (866) 466-9368
E-mail: jspethman@dadco.com

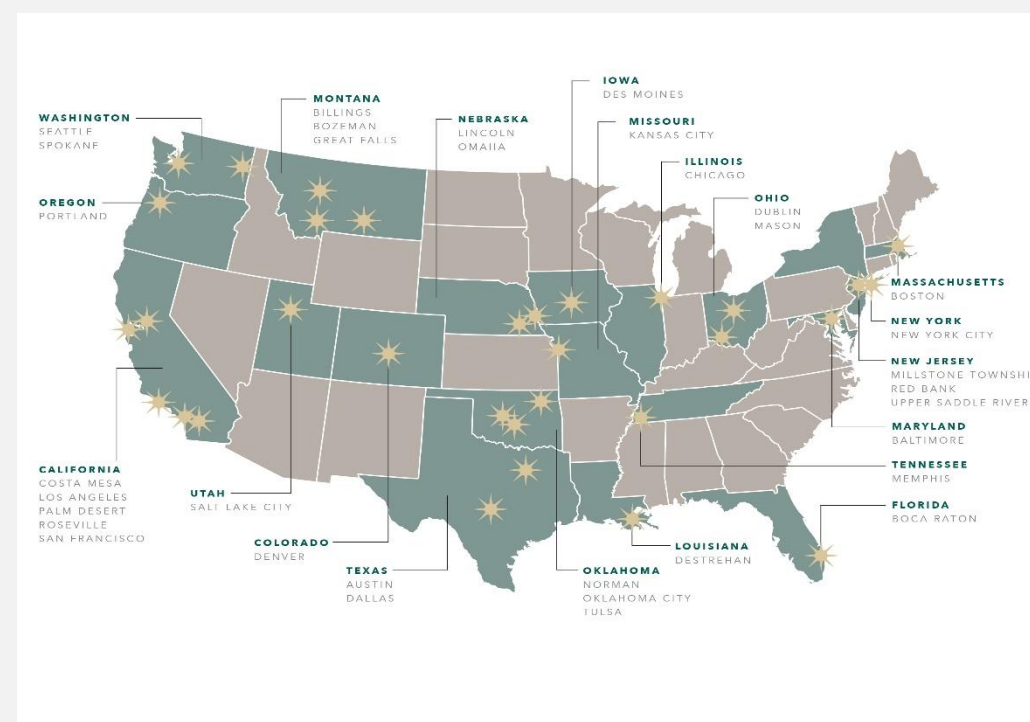
COMPANY OVERVIEW

D.A. Davidson & Co. is a full-service brokerage and investment banking firm with a Fixed Income Capital Markets Group that specializes in financing projects for communities across the United States. From securing funding for a new elementary school building to structuring multi-million-dollar financings for professional athletic facilities, we are committed to strengthening infrastructure, expanding businesses and enriching the lives of the people in our communities. Our bankers are passionate about providing service excellence and transaction follow-through to guide you through the complexities of project funding.

Davidson's public finance professionals average over a quarter century of experience and enjoy working relationships with over 500 clients nationwide. Our focus includes conventional fixed rate and variable rate debt financings, credit-enhanced structures and non-rated bonds, as well as synthetic products such as swaps, forwards, and synthetic advance refundings. Year after year, we serve as manager for billions of dollars in financings across the United States.

Our public finance team serves a broad range of clients, specializing in a number of practice areas in which we have significant experience:

- City and County Governments
- State Governments
- Healthcare Finance
- Public School Districts
- Higher Education
- Charter Schools
- Resort Communities
- Tribal Finance
- Housing Agencies
- Lease-Purchase Financing
- Utility Finance
- Alternative Energy
- Rural Water and Sanitation Districts
- Elections
- Special Districts



With an over 80-year history, D.A. Davidson & Co. has demonstrated its commitment to public sector clients. Moreover, the firm has the financial strength to underwrite transactions in excess of \$100 million. For fiscal year 2020 (ending September 30, 2020), D.A. Davidson had over \$276.4 million in equity. D.A. Davidson and its related entities operate under D.A. Davidson Companies, an employee-owned firm offering broad-based financial services. D.A. Davidson Companies had over \$52.9 billion of assets under management and administration, and recorded over \$524.9 million of net revenue in fiscal 2020. (Source: D.A. Davidson Companies 2020 Annual Report)

Since 1982, the firm has underwritten in excess of \$2.5 billion of bonds and certificates for South Dakota issuer clients.

PUBLIC FINANCE RANKINGS

NATIONAL NEGOTIATED RANKINGS: IN 2021, D.A. DAVIDSON & CO. COMPLETED 446 NEGOTIATED TRANSACTIONS TOTALING \$4.89 BILLION. THIS RANKED D.A. DAVIDSON & CO. 5TH IN TERMS OF THE NUMBER OF TRANSACTIONS AND 18TH IN PAR AMOUNT.

2021 National Negotiated Underwriter Rankings Ranking by Number of Deals

Lead Manager	Number of Issues	Rank	Mkt. Share	Par Amount (US\$ mil)
Stifel Nicolaus & Co Inc	990	1	13.2	23,242.1
Piper Sandler & Co	739	2	9.8	15,843.3
RBC Capital Markets	579	3	7.7	26,706.0
Raymond James	452	4	6.0	15,212.1
D A Davidson & Co	446	5	5.9	4,891.6
Robert W Baird & Co Inc	366	6	4.9	5,377.7
BofA Securities Inc	352	7	4.7	44,279.8
Citi	239	8	3.2	36,538.2
J P Morgan Securities LLC	209	9	2.8	22,472.7
Morgan Stanley	173	10	2.3	22,665.5

2021 National Negotiated Underwriting Rankings By Par Amount

Lead Manager	Par Amount (US\$ mil)	Rank	Number of Issues
BofA Securities Inc	44,279.8	1	352
Citi	36,538.2	2	239
RBC Capital Markets	26,706.0	3	579
Goldman Sachs & Co LLC	26,566.2	4	152
Stifel Nicolaus & Co Inc	23,242.1	5	990
Morgan Stanley	22,665.5	6	173
J P Morgan Securities LLC	22,472.7	7	209
Jefferies LLC	17,852.8	8	109
Barclays	15,928.1	9	134
Piper Sandler & Co	15,843.3	10	739
D A Davidson & Co	4,891.6	18	446

PERSONNEL



Jerry Spethman

Senior Vice President, Public Finance Banker

Jerry Spethman is an investment banker with a focus on school districts and municipalities throughout the Midwest and northern Plains states. He has worked in the municipal finance business since 1998 and has underwritten both tax-exempt and taxable bonds for the capital needs of issuer clients in South Dakota, Nebraska, Iowa, North Dakota and Arizona. As the lead member of the firm's South Dakota investment banking team, he has helped guide issuers through the election process, new money transactions and refinancing/restructuring outstanding debt.

In addition to holding FINRA Securities Licenses of Series 7, 50, 53 and 63, Jerry holds a bachelor's degree from Creighton University and a law degree from Creighton University School of Law.

SOUTH DAKOTA SCHOOL BOND ELECTION SUCCESSES

<u>District</u>	<u>Size of Issue</u>	<u>Tax Levy Approved</u>	<u>Year</u>
Hamlin	\$4,995,000	3.25	1996
Dakota Valley	\$7,250,000	1.88	1996
Canton	\$6,130,000	2.87	1996
DeSmet	\$2,500,000	2.80	1996
Beresford	\$4,300,000	2.60	1996
Estelline	\$3,070,000	2.63	1997
Clark	\$3,650,000	2.10	1997
Elkton	\$1,050,000	1.47	1997
Gayville/Volin	\$2,800,000	4.90	1997
Ethan	\$2,000,000	4.90	1998
Langford	\$1,325,000	1.29	1998
Montrose	\$2,800,000	4.90	1998
Elk Point/Jefferson	\$8,490,000	4.67	1998
Menno	\$2,600,000	3.07	1998
Centerville	\$2,100,000	2.10	1998
Dakota Valley	\$7,450,000	1.75	1998
Bridgewater	\$1,250,000	1.65	1999
Vermillion	\$3,500,000	1.03	1999
Viborg	\$3,700,000	4.46	1999
Hurley	\$1,700,000	2.79	1999
Parkston	\$3,600,000	2.14	1999
Dell Rapids	\$4,100,000	1.69	1999
Garretson	\$3,000,000	1.55	1999
Harrisburg	\$7,590,000	2.47	2000

<u>District</u>	<u>Size of Issue</u>	<u>Tax Levy Approved</u>	<u>Year</u>
Pierre	\$13,250,000	1.64	2000
Colman/Egan	\$2,900,000	2.81	2001
Flandreau	\$3,500,000	1.49	2001
Brandon Valley	\$7,900,000	0.61	2001
Plankinton	\$2,000,000	1.78	2001
Arlington	\$3,700,000	2.66	2002
Lennox	\$12,600,000	2.81	2003
Harrisburg	\$11,500,000	1.82	2003
Webster	\$875,000	0.54	2003
West Central	\$9,820,000	1.72	2006
Harrisburg	\$30,180,000	1.69	2007
Freeman	\$3,980,000	1.40	2008
Dell Rapids	\$10,985,000	1.43	2010
Brookings	\$14,995,000	0.72	2013
Brandon Valley	\$5,950,000	0.28	2013
Dakota Valley	\$27,000,000	2.25	2014
McCook Central	\$2,990,000	0.77	2014
Harrisburg	\$25,000,000	0.55	2014
Gayville/Volin	\$2,650,000	1.48	2016
Wessington Springs	\$3,500,000	0.36	2018
Brandon Valley	\$15,750,000	0.37	2019
Tri Valley	\$52,000,000	2.40	2021
Brookings	\$32,430,000	0.85	2022
De Smet	\$9,000,000	0.90	2022

Total New Money Projects: \$395,405,000

South Dakota Transactions
January 1, 2014 - August 19, 2022

<u>Issuer</u>	<u>Par Amount</u>	<u>Dated Date</u>	<u>Deal Description</u>	<u>Role</u>
Brandon Valley SD #49-2	\$8,155,000	01/24/2014	Limited Tax Capital Outlay Certs	Sole Underwriter
Plankinton SD #01-1	\$970,000	02/11/2014	GO Refunding Bonds	Sole Underwriter
Vermillion SD #13-1	\$1,270,000	02/28/2014	GO Refunding Bonds	Sole Underwriter
Beresford SD #61-2	\$2,845,000	04/29/2014	Ltd Tax Capital Outlay Certs	Sole Underwriter
Platte-Geddes SD #11-5	\$1,130,000	05/16/2014	Reorg Ltd Tax GO Refunding Bonds	Sole Underwriter
Elkton SD #5-3	\$1,015,000	05/22/2014	Limited Tax Capital Outlay Certs	Sole Underwriter
Brookings SD #5-1	\$765,000	05/30/2014	Ltd Tax Capital Outlay Certs	Sole Underwriter
West Central SD #49-7	\$800,000	06/12/2014	Limited Tax Capital Outlay Cert	Sole Underwriter
Lennox SD #41-4	\$3,775,000	06/18/2014	Ltd Tax Capital Outlay & Ref Cert	Sole Underwriter
Dakota Valley SD #61-8	\$27,000,000	06/27/2014	General Obligation Bonds	Sole Underwriter
Viborg-Hurley SD #60-6	\$620,000	07/10/2014	Reorg GO Refunding Bonds	Sole Underwriter
McCook SD #43-7	\$2,990,000	07/31/2014	General Obligation Bonds	Sole Underwriter
McCook SD #43-7	\$4,285,000	08/13/2014	Ltd Tax Capital Outlay Cert	Sole Underwriter
Garretson SD #49-4	\$605,000	08/19/2014	Ltd Tax Cap Outlay Ref Certs	Sole Underwriter
Tri-Valley SD #49-6	\$1,745,000	09/30/2014	Limited Tax Cap Outlay Ref Certs	Sole Underwriter
Harrisburg SD #41-2	\$19,000,000	12/18/2014	General Obligation Bonds	Sole Underwriter
Colman-Egan SD #50-5	\$1,495,000	01/09/2015	GO Refunding Bonds	Sole Underwriter
Harrisburg SD #41-2	\$6,000,000	01/29/2015	General Obligation Bonds	Sole Underwriter
Brookings SD #5-1	\$4,485,000	02/05/2015	GO Refunding Bonds	Sole Underwriter
Flandreau SD #50-3	\$1,130,000	03/25/2015	Ltd Tax Capital Outlay Ref Certs	Sole Underwriter
Flandreau SD #50-3	\$1,495,000	03/25/2015	GO Refunding Bonds	Sole Underwriter
Hanson SD #30-1	\$1,185,000	04/27/2015	Ltd Tax Capital Outlay Ref Cert	Sole Underwriter
Garretson SD #49-4	\$275,000	05/15/2015	Ltd Tax Capital Outlay Certs	Sole Underwriter
West Central SD #49-7	\$7,500,000	07/30/2015	GO Refunding Bonds	Sole Underwriter
Colman-Egan SD #50-5	\$595,000	08/20/2015	Limited Tax Cap Outlay Ref Cert	Sole Underwriter
Lennox SD #41-4	\$1,410,000	08/25/2015	Limited Tax Cap Outlay Ref Certs	Sole Underwriter
Harrisburg SD #41-2	\$4,290,000	09/21/2015	GO Refunding Bonds	Sole Underwriter
West Central SD #49-7	\$1,415,000	09/24/2015	Ltd Tax Capital Outlay Ref Cert	Sole Underwriter
Gregory SD #26-4	\$1,110,000	09/30/2015	Ltd Tax Cap Outlay Ref Certs	Sole Underwriter
Irene-Wakonda SD #13-3	\$495,000	10/19/2015	Reorg Limited Tax Ref Bonds	Sole Underwriter
Plankinton SD #01-1	\$1,250,000	10/21/2015	Limited Tax Capital Outlay Cert	Sole Underwriter
Hanson SD #30-1	\$575,000	10/26/2015	Ltd Tax Capital Outlay Ref Certs	Sole Underwriter
Harrisburg SD #41-2	\$1,365,000	01/14/2016	Limited Tax Outlay Ref Certs	Sole Underwriter
Vermillion SD #13-1	\$1,165,000	02/11/2016	Ltd Tax Cap Outlay Ref Certs	Sole Underwriter
Brandon Valley SD #49-2	\$14,110,000	02/24/2016	GO Refunding Bonds	Sole Underwriter

Arlington SD #38-1	\$1,630,000	02/29/2016	GO Refunding Bonds	Sole Underwriter
Dell Rapids SD #49-3	\$1,000,000	03/18/2016	Limited Tax Capital Outlay Certs	Sole Underwriter
Hanson SD #30-1	\$3,065,000	03/22/2016	Limited Tax Capital Outlay Cert	Sole Underwriter
Beresford SD #61-2	\$515,000	04/04/2016	Ltd Tax Cap Outlay Certificates	Sole Underwriter
Chamberlain SD #07-1	\$3,555,000	04/11/2016	Ltd Tax Cap Outlay Certificates	Sole Underwriter
Watertown SD #14-4	\$1,795,000	04/27/2016	Ltd Tax Capital Outlay Ref Cert	Sole Underwriter
Harrisburg SD #41-2	\$9,930,000	05/06/2016	GO Refunding Bonds	Sole Underwriter
Custer SD #16-1	\$2,205,000	05/25/2016	Ltd Tax Capital Outlay Ref Certs	Sole Underwriter
Custer SD #16-1	\$4,425,000	07/07/2016	Ltd Tx Capital Outlay Ref Certs	Sole Underwriter
Dell Rapids SD #49-3	\$8,735,000	08/10/2016	GO Crossover Advance Ref Bonds	Sole Underwriter
Brookings SD #5-1	\$13,425,000	09/08/2016	GO Refunding Bonds	Sole Underwriter
Dakota Valley SD #61-8	\$26,990,000	09/16/2016	GO Refunding Bonds	Sole Underwriter
Minnehaha SD #49-7	\$2,905,000	09/29/2016	Ltd Tx Cap Outlay Ref Certs	Sole Underwriter
Yankton SD #63-1	\$2,650,000	12/16/2016	General Obligation Bonds	Sole Underwriter
Colman-EganSD #50-5	\$615,000	03/21/2017	Ltd Tax Capital Outlay Certs Series 2017	Sole Underwriter
Harrisburg SD #41-2	\$15,000,000	05/03/2017	GO Refunding Bonds Series 2017	Sole Underwriter
Flandreau SD #50-3	\$4,070,000	05/11/2017	Ltd Tax Capital Outlay Ref Certs Series 2017	Sole Underwriter
Madison SD #39-2	\$5,250,000	06/13/2017	GO Refunding Bonds Series 2017	Sole Underwriter
Freeman SD #33-1	\$2,450,000	07/13/2017	GO Refunding Bonds Series 2017	Sole Underwriter
City of Lennox	\$425,000	08/03/2017	Water Utility Revenue Ref Bonds Series 2017	Sole Underwriter
Lennox SD #41-4	\$5,550,000	08/29/2017	Ltd Tax Capital Outlay Ref Certs Series 2017 A & B	Sole Underwriter
McCook SD #43-7	\$2,525,000	10/05/2017	GO Refunding Bonds Series 2017	Sole Underwriter
Harrisburg SD #41-2	\$7,680,000	10/12/2017	Ltd Tax Capital Outlay Ref Certs Series 2017	Sole Underwriter
McCook SD #43-7	\$3,815,000	10/12/2017	Limited Tax Cap Outlay Ref Certs Series 2017	Sole Underwriter
Brandon Valley SD #49-2	\$5,165,000	11/09/2017	GO Refunding Bonds Series 2017	Sole Underwriter
Sioux Falls SD #49-5	\$31,225,000	11/16/2017	Ltd Tax Capital Outlay Ref Certs Series 2017 A & B	Sole Underwriter
Brandon Valley SD #49-2	\$4,600,000	11/22/2017	Ltd Tax Capital Outlay Ref Certs Series 2017	Sole Underwriter
Sioux Falls SD #49-5	\$34,955,000	11/28/2017	Ltd Tax Capital Outlay Ref Certs Series 2017 C	Sole Underwriter
Watertown SD #14-4	\$8,865,000	12/28/2017	Capital Outlay Refunding Certs Series 2017	Sole Underwriter
Harrisburg SD #41-2	\$53,990,000	12/28/2017	GO Refunding Bonds Series 2017 B & C	Lead Underwriter
Wessington Spr SD #36-2	\$3,500,000	03/27/2018	General Obligation Bonds Series 2018	Sole Underwriter
Oglala Sioux Tribe Pine Ridge	\$15,270,000	05/25/2018	Tribal Healthcare Rev Ref Bonds Series 2018 A	Sole Underwriter
Brookings SD #5-1	\$23,170,000	08/16/2018	Limited Tax Capital Outlay Certs Series 2018	Sole Underwriter
Dell Rapids SD #49-3	\$985,000	09/20/2018	Limited Tax Capital Outlay Certs Series 2018	Sole Underwriter
Ethan SD #17-1	\$1,935,000	09/27/2018	Limited Tax Capital Outlay Certs Series 2018	Sole Underwriter
Lennox SD #41-4	\$7,800,000	12/12/2018	Limited Tax Capital Outlay Certs Series 2018	Sole Underwriter
City of Lennox	\$1,700,000	12/19/2018	General Obligation Bonds Series 2018	Sole Underwriter
City of Brandon	\$8,500,000	09/11/2019	Sales Tax Revenue Bonds Series 2019 B & C	Sole Underwriter
Custer SD #16-1	\$1,875,000	10/08/2019	Ltd Tax Cap Outlay Ref Certs Series 2019	Sole Underwriter
Harrisburg SD #41-2	\$11,850,000	10/09/2019	GO Refunding Bonds Series 2019 B	Lead Underwriter

Brandon Valley SD #49-2	\$15,525,000	11/13/2019	General Obligation Bonds Series 2019	Sole Underwriter
City of Rapid City	\$8,180,000	12/03/2019	Airport Revenue Ref Bonds Series 2019	Sole Underwriter
Lennox SD #41-4	\$4,295,000	12/23/2019	GO Refunding Bonds Series 2019	Sole Underwriter
Harrisburg SD #41-2	\$5,500,000	12/26/2019	GO Refunding Bonds Series 2019 C	Lead Underwriter
Brookings SD #5-1	\$3,370,000	01/29/2020	GO Refunding Bonds Series 2020	Sole Underwriter
Custer SD #16-1	\$9,800,000	03/19/2020	Ltd Tx Cap Outlay Certificates Series 2020 A	Sole Underwriter
City of Brandon	\$1,000,000	03/26/2020	Water Utility Revenue Bonds Series 2020	Sole Underwriter
Deubrook SD #5-6	\$925,000	03/31/2020	Ref Ltd Tax Capital Outlay Certs Series 2020	Sole Underwriter
Dell Rapids SD #49-3	\$3,755,000	05/06/2020	Ltd Tx Cap Outlay Certificates Series 2020	Sole Underwriter
Tri-Valley SD # 49-6	\$8,650,000	06/18/2020	Ltd Tx Cap Outlay Certificates Series 2020	Sole Underwriter
City of Brandon	\$6,475,000	06/30/2020	Ltd Tx Cap Outlay Refunding Certificates Series 2020	Sole Underwriter
Hanson SD #30-1	\$820,000	07/14/2020	GO Refunding Bonds Series 2020	Sole Underwriter
West Central SD #49-7	\$4,270,000	07/15/2020	Sales Tax Revenue Bonds Series 2020	Sole Underwriter
Watertown SD #14-4	\$12,740,000	09/09/2020	Ltd Tx Capital Outlay Certificates, Series 2020	Sole Underwriter
Custer SD #16-1	\$4,700,000	09/24/2020	Ltd Tx Capital Outlay Certificates, Series 2020B	Sole Underwriter
City of Beresford	\$760,000	11/05/2020	GO Refunding Bonds, Series 2020	Sole Underwriter
Garretson SD #49-4	\$1,275,000	11/17/2020	Ltd Tx Capital Outlay Refunding Certificates, Series 2020	Sole Underwriter
Beresford SD #61-2	\$1,205,000	11/25/2020	Ltd Tx Capital Outlay Refunding Certificates, Series 2020	Sole Underwriter
City of Beresford	\$715,000	12/17/2020	Certificate of Participation, Series 2020D	Sole Underwriter
City of Beresford	\$365,000	12/17/2020	Certificate of Participation, Series 2020C	Sole Underwriter
City of Beresford	\$320,000	12/17/2020	Certificate of Participation, Series 2020B	Sole Underwriter
Hanson SD #30-1	\$2,025,000	01/20/2021	Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
West Central SD #49-7	\$525,000	01/21/2021	Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
Beresford SD #61-2	\$970,000	01/28/2021	Ltd Tx Capital Outlay Certificates, Series 2021	Sole Underwriter
Chamberlain SD #07-1	\$2,720,000	02/04/2021	Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
Sioux Falls SD #49-5	\$10,000,000	02/23/2021	Taxable Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
Parker SD #60-4	\$5,270,000	03/03/2021	Ltd Tx Capital Outlay Certificates, Series 2021	Sole Underwriter
Custer SD #16-1	\$3,795,000	04/29/2021	Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
Sioux Falls SD #49-5	\$159,060,000	06/08/2021	GO Refunding Bonds, Taxable Series 2021	Lead Underwriter
City of Brandon	\$4,150,000	06/10/2021	Sales Tax Revenue Bonds	Sole Underwriter
West Central SD #49-7	\$2,545,000	07/28/2021	Limited Tax Capital Outlay Refunding Certificates, Series 2021B	Sole Underwriter
Brookings SD #5-1	\$16,210,000	07/29/2021	Taxable Ltd Tx Capital Outlay Refunding Certificates, Series 2021	Sole Underwriter
City of Alcester	\$585,000	09/30/2021	Sales Tax Revenue Bonds, Series 2021	Placement Agent
Gayville-Volin SD #63-1	\$2,200,000	10/05/2021	General Obligation Refunding Bonds, Series 2021	Sole Underwriter
Tri-Valley SD #49-6	\$49,950,000	11/18/2021	General Obligation Bonds, Series 2021	Sole Underwriter
Platte-Geddes SD #11-5	\$5,260,000	12/30/2021	Limited Tax Capital Outlay Certificates, Series 2021	Sole Underwriter
Flandreau SD #50-3	\$3,405,000	03/16/2022	Limited Tax Capital Outlay Refunding Certificates, Series 2022	Sole Underwriter
Chamberlain SD #07-1	\$9,000,000	03/24/2022	Limited Tax Capital Outlay Certificates, Series 2022	Sole Underwriter

Wessington Spr SD #36-2	\$1,500,000	04/14/2022	Limited Tax Capital Outlay Certificates, Series 2022	Sole Underwriter
City of Brandon	\$3,000,000	06/01/2022	Sales Tax Revenue Bonds	Sole Underwriter
Hanson SD #30-1	\$3,000,000	06/16/2022	Limited Tax Capital Outlay Certificates, Series 2022	Sole Underwriter
City of Brandon	\$18,080,000	07/14/2022	Water Surcharge Revenue Bonds, Series 2022	Sole Underwriter
Tri-Valley SD #49-6	\$2,050,000	07/26/2022	General Obligation Bonds, Series 2022	Sole Underwriter
West Central SD #49-7	\$9,000,000	07/28/2022	Limited Tax Capital Outlay Certificates, Series 2022	Sole Underwriter
Brookings SD #5-1	\$32,430,000	08/24/2022*	General Obligation Bonds	Sole Underwriter
Total:	\$915,280,000			
Source: D.A. Davidson Experience List August 19, 2022				
* Expected to close				

SO – JUST WHAT IS A BOND OR A CAPITAL OUTLAY CERTIFICATE?

Growing districts need new schools and classrooms, older schools need to be renovated, and classroom tools need upgrades.

That costs money, so many school districts
turn to **bonds** and/or **capital outlay certificates**.

A bond or a capital outlay certificate (“certificate”) are similar to a loan as the district promises to pay a fixed principal amount on a specific date and pay periodic interest from the date the bonds or certificates are issued to the date the bonds or certificates mature.



BONDS VS. CAPITAL OUTLAY CERTIFICATES



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FIXED INCOME CAPITAL MARKETS

D.A. Davidson & Co. member SIPC and FINRA

BASIC DEFINITION

❖ Bond

A bond is a debt instrument. It is a way for a governmental entity or a company to raise money by selling IOUs with interest payments annually.

❖ Capital Outlay Certificate

A Capital Outlay Certificate is a limited tax bond



DIFFERENCES BETWEEN BONDS AND CAPITAL OUTLAY CERTIFICATES

❖ Bonds

Authority for Issuance – 60% super majority vote in favor by District patrons at an election

Security – All taxable property located within the school district, ad valorem pledge of bond levy unlimited as to rate or amount

Length of Maturity – Not to exceed 50 years from the date of issuance

Amount – Limited to 10% of a school district's assessed valuation

❖ Capital Outlay Certificates

Authority for Issuance – Majority vote of the Board of Education

Security – Pledge of Capital Outlay Levy not to exceed \$3.00 per \$1,000 of taxable value of school district

Length of Maturity – Not to exceed 20 years from the date of issuance

Amount – Limited to 1.5% of a school district's taxable valuation without being subject to referendum or up to 3% of a school district's taxable valuation subject to referendum

Financing Participants – All Transactions

SCHOOL DISTRICT – SUPERINTENDENT, BUSINESS MANAGER AND BOARD OF EDUCATION

ARCHITECTURAL FIRM – PROVIDES DRAFTING SERVICES, CONSTRUCTION COST ESTIMATES AND OVERSEES BID PROCESS ON BEHALF OF THE SCHOOL DISTRICT

BOND COUNSEL LAW FIRM – REPRESENTS THE SCHOOL DISTRICT, DRAFTS RESOLUTION AUTHORIZING THE ISSUANCE OF THE BONDS/CERTIFICATES, ISSUES OPINION ON TAX EXEMPT STATUS OF BONDS/CERTIFICATES AND VERIFIES THE BONDS/CERTIFICATES HAVE BEEN VALIDLY ISSUED PURSUANT TO STATE LAW

UNDERWRITING FIRM – STRUCTURES THE FINANCING OF BONDS/CERTIFICATES, SELLS THE BONDS/CERTIFICATES AND CLOSES THE FINANCING OF THE BONDS/CERTIFICATES

REGISTRAR/PAYING AGENT – BANK WHICH ENSURES THE PRINCIPAL AND INTEREST PAYMENTS MADE BY THE SCHOOL DISTRICT ON THE BONDS/CERTIFICATES ARE SENT TO THE PURCHASERS IN A TIMELY FASHION

Debt Limitations

Bonds and Capital Outlay Certificates

UNDER THE SOUTH DAKOTA CONSTITUTION THE TOTAL INDEBTEDNESS OF A SCHOOL DISTRICT MAY NOT EXCEED 10% OF THE ASSESSED VALUE OF THE PROPERTY WITHIN SUCH SCHOOL DISTRICT. SOUTH DAKOTA LAW FURTHER PROVIDES THAT THE PORTION OF THE TOTAL DEBT REPRESENTED BY CAPITAL OUTLAY CERTIFICATES MAY NOT EXCEED 3% OF A SCHOOL DISTRICT'S TAXABLE VALUATION.

DOUGLAS SCHOOL DISTRICT NO. 51-1 DEBT MARGIN AS OF AUGUST 22, 2022

The District's debt margin is as follows:

Constitutional Debt Limit (10% of Assessed Value)	\$81,242,790
Less Outstanding Capital Outlay Certificates	(0)
Less Outstanding General Obligation Bonds	(0)
Debt Margin	<u>\$81,242,790</u>

DOUGLAS SCHOOL DISTRICT NO. 51-1

<u>Meade County</u>		
21 Payable 22 Taxable Value	175,692,916	
Ag Value	16,208,790	
Ag Factor	<u>divided by .85</u>	
	<u>19,069,165</u>	
Non-Ag Value (All Categories)	167,836,003	
Non-Ag Factor	<u>divided by .938</u>	
	<u>178,929,641</u>	
Meade County Assessed Value		197,998,806

<u>Pennington County</u>		
21 Payable 22 Taxable Value	519,889,942	
Ag Value	15,880,465	
Ag Factor	<u>divided by .85</u>	
	<u>18,682,900</u>	
Non-Ag Value (All Categories)	517,107,700	
Non-Ag Factor	<u>divided by .868</u>	
	<u>595,746,198</u>	
Pennington County Assessed Value		<u>614,429,098</u>
District's Total 21 Payable 22 Assessed Value:		<u>812,427,904</u>
10% of District's Total 21 Payable 22 Assessed Value		<u>81,242,790</u>



NATURE OF PROJECT DRIVES THE TYPE OF SECURITIES ISSUED

SCHOOL BOND

- ❖ Limited Tax Capital Outlay Certificates
- ❖ Certificates of Participation (Lease Structure)
- ❖ General Obligation Bonds



FINANCING OPTIONS:

Limited Tax Capital Outlay Certificates

Authorized under South Dakota Codified Laws, Section 13-16-6 through 13-16-9, as amended:

Max Term: 20 Years

Authority: Majority vote of the Board of Education

Max Levy: \$3.00 per \$1,000 of taxable valuation

Public Hearing: (1) None if borrowing amount is less than or equal to 1.5% of a school district's taxable valuation, or (2) Required if borrowing amount exceeds 1.5% of school district's taxable valuation up to a maximum of 3%.

1.5% of the District's current taxable valuation is \$10,433,742. Maximum annual payment amount from the Capital Outlay fund on \$10,400,000 issuance repaid over 20 years would be approximately \$750,000.

Qualifying Projects: Acquire or construct real property, plant or equipment. "Buildings, boilers or buses"

NOT A VIABLE OPTION SINCE DISTRICT NEEDS ITS CAPITAL OUTLAY DOLLARS TO MAINTAIN 5 EXISTING SCHOOL BUILDINGS



Limited Tax Capital Outlay
Certificates



D | A | DAVIDSON
FIXED INCOME CAPITAL MARKETS

FINANCING OPTIONS:

Certificates of Participation (Lease Structure)

Authorized under South Dakota Codified Laws, Sections 13-8-39, 13-16-4, 13-24-1 and 13-24-10, as amended:

Borrower: Any school district authorized to receive funds from the federal government under Public Law 874 (federal impact aid)

Authority: Majority vote of the Board of Education

Max Lease Payment: Limited to no more than 10% of General Fund budget during any school fiscal year

The District's FY 2021-22 General Fund budget was approximately \$22,000,000. Maximum annual payment amount from the General Fund would be approximately \$2,200,000. District currently receiving approximately \$5,000,000 of federal impact aid annually.

Max Term: 30 Years

Qualifying Projects: "Equipment, teacherages, buildings and other real estate"

NOT A VIABLE OPTION SINCE DISTRICT NEEDS ALL OF ITS FEDERAL IMPACT AID DOLLARS TO CONTINUE FUNDING OPERATIONS



Certificates of Participation

FINANCING OPTIONS:

General Obligation Voter Approved Bonds



General Obligation Bonds

Authorized under South Dakota Codified Laws, Section 6-8B-2 and 13-19-9, as amended:

Max Term: 50 Years

Authority: 60% majority vote in favor of issuing the bonds by District patrons voting at an election

Max Levy: Unlimited

Security: All taxable property located within the boundaries of the school district

General Obligation bonds allow the District to pledge its ad valorem taxing authority towards the repayment of the debt. No limitation on the rate or amount of the levy needed to make payments on the bonds.

ONLY VIABLE OPTION LEFT TO THE DISTRICT FOR FUNDING NEW FACILITIES WITH TAXES

\$TBD
Douglas School District No. 51-1
Meade and Pennington Counties, South Dakota
General Obligation Bonds, Series 2024*
Preliminary Bond Election and Financing Calendar

February 12, 2024	Board Meeting to discuss steps, timing and sizing of prospective bond election.
April 8, 2024	Special board meeting to adopt resolution calling special bond election for June 11, 2024 (2nd Tuesday in June)
April 16, 2024	Initial meeting of Facilities Task Force
April 23, 2024	Receipt of design concepts from Architect
April 30, 2024	First public meeting regarding bond election and tax levy
May 15, 2024	Second public meeting regarding bond election and tax levy
June 11, 2024	Bond Election
June 17, 2024	Board meeting to canvass the results of the bond election and adopt resolution authorizing the issuance of the bonds
July 8, 2024	Rating request submitted to S&P Global Ratings
July 15, 2024	Conference call with S&P analysts
July 18, 2024	Submit application for State Aid Pledge Program to SDHEFA
July 22, 2024	Rating received
July 30, 2024	POS deemed final and available for distribution
August 7, 2024	Davidson takes indications of interest
August 8, 2024	Davidson formally takes orders for the bonds and Bond Purchase Agreement (BPA) signed
August 22, 2024	Closing

*Preliminary: subject to change

Douglas School District 51-1

Date of publications:

	not before	not after	Days From Voter Registration	Days From Election	Wednesday
Resolution Authorizing election 4/8/2024					
Absentee Ballot Voting Start				46	Friday, April 26, 2024
First Notice of Voter Registration	Sunday, May 05, 2024	Friday, May 10, 2024	19		Wednesday, May 08, 2024
2nd Notice of Voter Registration	Sunday, May 12, 2024	Friday, May 17, 2024	12		Wednesday, May 15, 2024
VOTER DEADLINE		Monday, May 27, 2024		15	Monday, May 27, 2024
1st Notice of Election	Saturday, May 25, 2024	Friday, May 31, 2024		13	Wednesday, May 29, 2024
2nd Notice of Election	Saturday, June 01, 2024	Friday, June 07, 2024		6	Wednesday, June 05, 2024
Ballot				6	Wednesday, June 05, 2024
ELECTION		Tuesday, June 11, 2024		ELECTION	Tuesday, June 11, 2024

DOUGLAS SCHOOL DISTRICT NO. 51-1

25-YEAR GENERAL OBLIGATION BOND EXAMPLE - ASSUMPTIONS

PROJECTED CLOSING DATE:	AUGUST 22, 2024
PROJECTED BORROWING AMOUNT:	\$34,975,000
MAXIMUM ANNUAL PAYMENT AMOUNT:	\$2,991,518.75
BOND LEVY STARTING FY 2026-27:	\$2.50 PER \$1,000
DISTRICT'S 2021 PAY 2022 TAXABLE VALUE:	\$695,582,858
NET BOND PROCEEDS FOR PROJECT:	\$36,094,212.70



SOURCES AND USES OF FUNDS

DOUGLAS SCHOOL DISTRICT 51-1
(MEADE AND PENNINGTON COUNTIES, SOUTH DAKOTA)
South Dakota Health and Education Facilities Authority (SDHEFA) Credit Enhancement Program
GENERAL OBLIGATION BONDS, SERIES 2024
Assumes Non-BQ, AA+ Rating (A+ Underlying), 2049 Final Maturity
[Preliminary – for discussion only]

Dated Date 08/22/2024
Delivery Date 08/22/2024

Sources:

Bond Proceeds:	
Par Amount	34,975,000.00
Premium	4,081,947.70
	<hr/>
	39,056,947.70

Uses:

Project Fund Deposits:	
Project Fund	36,094,212.70
Other Fund Deposits:	
Capitalized Interest Fund (thru 2/1/2026)	2,567,536.25
Cost of Issuance:	
Bond Counsel	41,172.50
Rating Fee (est'd)	30,000.00
Credit Enhancement (s/t max, 0.125%)	10,000.00
Registrar/P.A. Fee	1,000.00
	<hr/>
	82,172.50
Delivery Date Expenses:	
Underwriter's Discount	313,026.25
	<hr/>
	39,056,947.70

NET DEBT SERVICE

**DOUGLAS SCHOOL DISTRICT 51-1
(MEADE AND PENNINGTON COUNTIES, SOUTH DAKOTA)
South Dakota Health and Education Facilities Authority (SDHEFA) Credit Enhancement Program
GENERAL OBLIGATION BONDS, SERIES 2024
Assumes Non-BQ, AA+ Rating (A+ Underlying), 2049 Final Maturity
[Preliminary – for discussion only]**

Date	Principal	Interest	Total Debt Service	Capitalized Interest Fund (thru 2/1/2026)	Net Debt Service	Annual Net D/S
02/01/2025		786,586.25	786,586.25	786,586.25		
06/30/2025						
08/01/2025		890,475.00	890,475.00	890,475.00		
02/01/2026		890,475.00	890,475.00	890,475.00		
06/30/2026						
08/01/2026	320,000	890,475.00	1,210,475.00		1,210,475.00	
02/01/2027		882,475.00	882,475.00		882,475.00	
06/30/2027						2,092,950.00
08/01/2027	400,000	882,475.00	1,282,475.00		1,282,475.00	
02/01/2028		872,475.00	872,475.00		872,475.00	
06/30/2028						2,154,950.00
08/01/2028	490,000	872,475.00	1,362,475.00		1,362,475.00	
02/01/2029		860,225.00	860,225.00		860,225.00	
06/30/2029						2,222,700.00
08/01/2029	580,000	860,225.00	1,440,225.00		1,440,225.00	
02/01/2030		845,725.00	845,725.00		845,725.00	
06/30/2030						2,285,950.00
08/01/2030	680,000	845,725.00	1,525,725.00		1,525,725.00	
02/01/2031		828,725.00	828,725.00		828,725.00	
06/30/2031						2,354,450.00
08/01/2031	765,000	828,725.00	1,593,725.00		1,593,725.00	
02/01/2032		809,600.00	809,600.00		809,600.00	
06/30/2032						2,403,325.00
08/01/2032	855,000	809,600.00	1,664,600.00		1,664,600.00	
02/01/2033		788,225.00	788,225.00		788,225.00	
06/30/2033						2,452,825.00
08/01/2033	950,000	788,225.00	1,738,225.00		1,738,225.00	
02/01/2034		764,475.00	764,475.00		764,475.00	
06/30/2034						2,502,700.00
08/01/2034	1,045,000	764,475.00	1,809,475.00		1,809,475.00	
02/01/2035		738,350.00	738,350.00		738,350.00	
06/30/2035						2,547,825.00
08/01/2035	1,155,000	738,350.00	1,893,350.00		1,893,350.00	
02/01/2036		709,475.00	709,475.00		709,475.00	
06/30/2036						2,602,825.00
08/01/2036	1,240,000	709,475.00	1,949,475.00		1,949,475.00	
02/01/2037		678,475.00	678,475.00		678,475.00	
06/30/2037						2,627,950.00
08/01/2037	1,330,000	678,475.00	2,008,475.00		2,008,475.00	
02/01/2038		645,225.00	645,225.00		645,225.00	
06/30/2038						2,653,700.00
08/01/2038	1,425,000	645,225.00	2,070,225.00		2,070,225.00	
02/01/2039		609,600.00	609,600.00		609,600.00	
06/30/2039						2,679,825.00
08/01/2039	1,525,000	609,600.00	2,134,600.00		2,134,600.00	
02/01/2040		571,475.00	571,475.00		571,475.00	
06/30/2040						2,706,075.00
08/01/2040	1,630,000	571,475.00	2,201,475.00		2,201,475.00	
02/01/2041		530,725.00	530,725.00		530,725.00	
06/30/2041						2,732,200.00
08/01/2041	1,745,000	530,725.00	2,275,725.00		2,275,725.00	
02/01/2042		487,100.00	487,100.00		487,100.00	
06/30/2042						2,762,825.00
08/01/2042	1,860,000	487,100.00	2,347,100.00		2,347,100.00	
02/01/2043		440,600.00	440,600.00		440,600.00	
06/30/2043						2,787,700.00
08/01/2043	1,985,000	440,600.00	2,425,600.00		2,425,600.00	
02/01/2044		390,975.00	390,975.00		390,975.00	
06/30/2044						2,816,575.00
08/01/2044	2,115,000	390,975.00	2,505,975.00		2,505,975.00	
02/01/2045		338,100.00	338,100.00		338,100.00	
06/30/2045						2,844,075.00
08/01/2045	2,255,000	338,100.00	2,593,100.00		2,593,100.00	
02/01/2046		278,906.25	278,906.25		278,906.25	
06/30/2046						2,872,006.25
08/01/2046	2,410,000	278,906.25	2,688,906.25		2,688,906.25	
02/01/2047		215,643.75	215,643.75		215,643.75	
06/30/2047						2,904,550.00
08/01/2047	2,565,000	215,643.75	2,780,643.75		2,780,643.75	

NET DEBT SERVICE

**DOUGLAS SCHOOL DISTRICT 51-1
(MEADE AND PENNINGTON COUNTIES, SOUTH DAKOTA)
South Dakota Health and Education Facilities Authority (SDHEFA) Credit Enhancement Program
GENERAL OBLIGATION BONDS, SERIES 2024
Assumes Non-BQ, AA+ Rating (A+ Underlying), 2049 Final Maturity
[Preliminary -- for discussion only]**

Date	Principal	Interest	Total Debt Service	Capitalized Interest Fund (thru 2/1/2026)	Net Debt Service	Annual Net D/S
02/01/2048		148,312.50	148,312.50		148,312.50	
06/30/2048						2,928,956.25
08/01/2048	2,735,000	148,312.50	2,883,312.50		2,883,312.50	
02/01/2049		76,518.75	76,518.75		76,518.75	
06/30/2049						2,959,831.25
08/01/2049	2,915,000	76,518.75	2,991,518.75		2,991,518.75	
06/30/2050						2,991,518.75
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	34,975,000	30,480,823.75	65,455,823.75	2,567,536.25	62,888,287.50	62,888,287.50

TAX LEVY REPORT -- NET DEBT SERVICE

DOUGLAS SCHOOL DISTRICT 51-1
(MEADE AND PENNINGTON COUNTIES, SOUTH DAKOTA)
South Dakota Health and Education Facilities Authority (SDHEFA) Credit Enhancement Program
GENERAL OBLIGATION BONDS, SERIES 2024
Assumes Non-BQ, AA+ Rating (A+ Underlying), 2049 Final Maturity
[Preliminary -- for discussion only]

Date	Debt Service	Less Fund Earnings & draws	Net Levy	Assessed Valuation*	Mill Levy
06/30/2025	786,586.25	-786,586.25		782,436,116	
06/30/2026	1,780,950.00	-1,780,950.00		813,733,561	
06/30/2027	2,092,950.00		2,092,950.00	838,145,567	2.497120
06/30/2028	2,154,950.00		2,154,950.00	863,289,934	2.496207
06/30/2029	2,222,700.00		2,222,700.00	889,188,632	2.499695
06/30/2030	2,285,950.00		2,285,950.00	915,864,291	2.495948
06/30/2031	2,354,450.00		2,354,450.00	943,340,220	2.495865
06/30/2032	2,403,325.00		2,403,325.00	962,207,025	2.497721
06/30/2033	2,452,825.00		2,452,825.00	981,451,165	2.499182
06/30/2034	2,502,700.00		2,502,700.00	1,001,080,188	2.500000
06/30/2035	2,547,825.00		2,547,825.00	1,021,101,792	2.495172
06/30/2036	2,602,825.00		2,602,825.00	1,041,523,828	2.499055
06/30/2037	2,627,950.00		2,627,950.00	1,051,939,066	2.498196
06/30/2038	2,653,700.00		2,653,700.00	1,062,458,457	2.497698
06/30/2039	2,679,825.00		2,679,825.00	1,073,083,042	2.497314
06/30/2040	2,706,075.00		2,706,075.00	1,083,813,872	2.496808
06/30/2041	2,732,200.00		2,732,200.00	1,094,652,011	2.495953
06/30/2042	2,762,825.00		2,762,825.00	1,105,598,531	2.498941
06/30/2043	2,787,700.00		2,787,700.00	1,116,654,516	2.496475
06/30/2044	2,816,575.00		2,816,575.00	1,127,821,061	2.497360
06/30/2045	2,844,075.00		2,844,075.00	1,139,099,272	2.496775
06/30/2046	2,872,006.25		2,872,006.25	1,150,490,265	2.496333
06/30/2047	2,904,550.00		2,904,550.00	1,161,995,167	2.499623
06/30/2048	2,928,956.25		2,928,956.25	1,173,615,119	2.495670
06/30/2049	2,959,831.25		2,959,831.25	1,185,351,270	2.497008
06/30/2050	2,991,518.75		2,991,518.75	1,197,204,783	2.498753
	65,455,823.75	-2,567,536.25	62,888,287.50		

DISCLAIMER

**DOUGLAS SCHOOL DISTRICT 51-1
(MEADE AND PENNINGTON COUNTIES, SOUTH DAKOTA)
South Dakota Health and Education Facilities Authority (SDHEFA) Credit Enhancement Program
GENERAL OBLIGATION BONDS, SERIES 2024
Assumes Non-BQ, AA+ Rating (A+ Underlying), 2049 Final Maturity
[Preliminary -- for discussion only]**

D.A. Davidson and Co. ("The Firm or 'D.A. Davidson'") is serving as underwriter or placement agent on the prospective transaction, not as municipal advisor. As an underwriter, D.A. Davidson's primary role is to purchase or place securities or notes for distribution in an arms-length transaction. D.A. Davidson is acting in its own interests and does not owe you a fiduciary duty with respect to the information presented herein, or with respect to the transaction contemplated and any discussions, undertakings and procedures leading thereto. Pursuant to the federal securities laws, during the course of this transaction D.A. Davidson also owes certain duties to the capital markets and to the investing public. Furthermore, no information contained within constitutes a 'recommendation' or 'advice' within the meaning of Section 15B of the Exchange Act, with any existing or proposed Municipal Securities Rulemaking Board rules, or any other state or federal law, regulation, or statute. You should discuss the information and material contained in this communication with any and all internal or external advisors and experts, including without limitation your own legal, accounting, tax, financial and other advisors, that the municipal entity or obligated person deems appropriate before acting on this information or material. The information contained herein is limited to factual information describing one or more types of debt financing structures, and may include options such as fixed rate debt, variable rate debt, general obligation debt, debt secured by various types of revenues, or insured debt, among other alternatives.

Furthermore, should D.A. Davidson present multiple scenarios or even a comparison of the general characteristics of potential debt financing structures along with the risks, advantages, and disadvantages of each, D.A. Davidson is not providing any recommendation(s) or advice in regards to the scenarios presented or features of any particular option. The factual information presented herein and described above does not, and should not be construed to, contain subjective assumptions, opinions, or views. The conduct of D.A. Davidson's personnel or the content and manner of their presentation(s) should not in any way be construed as a suggestion, advice, or an opinion.

Information about interest rates and terms for SLGs is based on current publicly available data, and treasury or agency rates for open-market escrows are tied to prevailing market interest rates for these types of credits; these do not necessarily reflect costs or rates that D.A. Davidson will be able to secure should you select the firm to act as underwriter or placement agent. All such information is gathered from publicly available sources or from prevailing market rates. Should you retain D.A. Davidson as underwriter or placement agent, the firm will be able to provide more particular information as well as advice in connection with the relevant transaction.

Why is the Douglas School District limited in its ability to borrow more using General Obligation Bonds?

Douglas School District

Current Taxable Valuation:	\$695,582,858
Prospective Bond Levy for a \$34,975,000 G.O. Bond:	\$2.50 per \$1,000 of taxable valuation
Expected Tax Increase for home assessed at \$300,000:	\$750.00 per year

Meade School District

Current Taxable Valuation:	\$2,148,365,292
Prospective Bond Levy for a \$34,975,000 G.O. Bond:	\$1.22 per \$1,000 of taxable valuation
Expected Tax Increase for home assessed at \$300,000:	\$366.00 per year

Harrisburg School District

Current Taxable Valuation:	\$3,488,964,036
Prospective Bond Levy for a \$34,975,000 G.O. Bond:	\$0.75 per \$1,000 of taxable valuation
Expected Tax Increase for home assessed at \$300,000:	\$225.00 per year

Rapid City School District

Current Taxable Valuation:	\$9,019,386,829
Prospective Bond Levy for a \$34,975,000 G.O. Bond:	\$0.29 per \$1,000 of taxable valuation
Expected Tax Increase for home assessed at \$300,000:	\$87.00 per year

***SENSITIVITY ANALYSIS
BORROWING AMOUNT VS. BOND LEVY***

FOR EACH \$1,000,000 INCREASE IN THE AMOUNT BORROWED, THE BOND LEVY INCREASES 9 CENTS.

CONVERSELY, FOR EACH \$1,000,000 DECREASE IN THE AMOUNT BORROWED, THE BOND LEVY DECREASES 9 CENTS.

TAXABLE VALUATION HISTORY

Douglas School District No. 51-1 Meade and Pennington Counties, South Dakota

<u>School Year</u>	<u>Taxable Valuation</u>	<u>Increase or Decrease from Prior Year</u>	
		<u>Amount</u>	<u>Percentage</u>
2021-22	695,582,858	80,825,754	13.15
2020-21	614,757,104	44,453,422	7.79
2019-20	570,303,682	24,929,567	4.57
2018-19	545,374,115	41,810,441	8.30
2017-18	503,563,674	12,734,550	2.59
	Average Change:	40,950,747	7.28

QUESTIONS?



Commented [1]: Eliminates redundancy, aligns with ASBSD,

SECTI ON	B	TITLE	Board Governance and Operations	FILE	BA
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BOARD OPERATIONAL GOALS

~~There is a basic concept of responsibility related to service as a member of the Board of Education. Board members are individually and collectively trustees in serving the community and the state for the educational welfare of the community's children.~~ The Board is responsible to the people for whose benefit the school district has been established, and committed to the education of all students as appropriate to the best of their individual abilities. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. By virtue of its responsibility and commitment, the Board must establish those purposes, programs, and procedures that will respond to the district's immediate and long range needs.

The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of the public, students and staff in its decision-making processes.

~~As selected representatives of the public, board members are subject to close scrutiny, particularly at board meetings. They are expected to be well informed members, who are alert to the wishes of the community, use good judgment and demonstrate insight and understanding in reaching decisions. Freedom from prejudice, bias or commitment to special interests is essential.~~

Additionally, the Board commits itself to the following objectives:

1. To interpret the educational needs and aspirations of the community, and to meet them through the formulation of policies that stimulate the learner and the learning process;
2. To continually evaluate the district's educational goals and their implementation in the district schools;
3. To formulate a sound fiscal policy in the interests of fiscal economy;
4. To provide the superintendent with sufficient and adequate guidelines to effectively carry out the goals and objectives of the school district.
5. To maintain effective communication with the public served by the schools, and with staff and students in order to maintain awareness of attitudes, opinions, desires and ideas.

REFERENCES

State Reference:

SDCL

Federal Reference:

USC Title

Adoption History

Fir st Re adi ng	08/ 17/ 78		
Ap pro ve d	09/ 13/ 78		
Fir st Re adi ng	09/ 25/ 14		
Ap pro ve d	10/ 14/ 14		

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVISED)

Commented [1]: Revised, Legal references only, ASBSD version

SECTION	B	TITLE	Board Governance and Operations	FILE	BB
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SCHOOL BOARD LEGAL STATUS

The School Board derives its authority from the Constitution of the State of South Dakota, from acts of the State Legislature, the electorate of the district and regulations of the State Board of Education and the State Board of Vocational Education.

As expressed in the law, the Board is the governing board of a school district and is created "...for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

The school board shall consist of five members whose terms shall be for three years except as otherwise provided by law and two associate school board members from Ellsworth Air Force Base as per Board Policy BL.

In accordance with the Legislature's repeal of SDCL 13-8-6 and to prevent unequal representation per board member, all members of the school board will be elected at large. Thus, at the time of election or vacancy, positions may be filled by any resident voter in the district who has otherwise complied with the proper election procedure. In accordance with state law, all school board members shall be entitled to complete the term of office to which that member was elected. Nothing in this policy should be construed as prohibiting re-election of a board member at the natural expiration of a term. However, any contest for the expired seat will be conducted as an at-large election.

REFERENCES

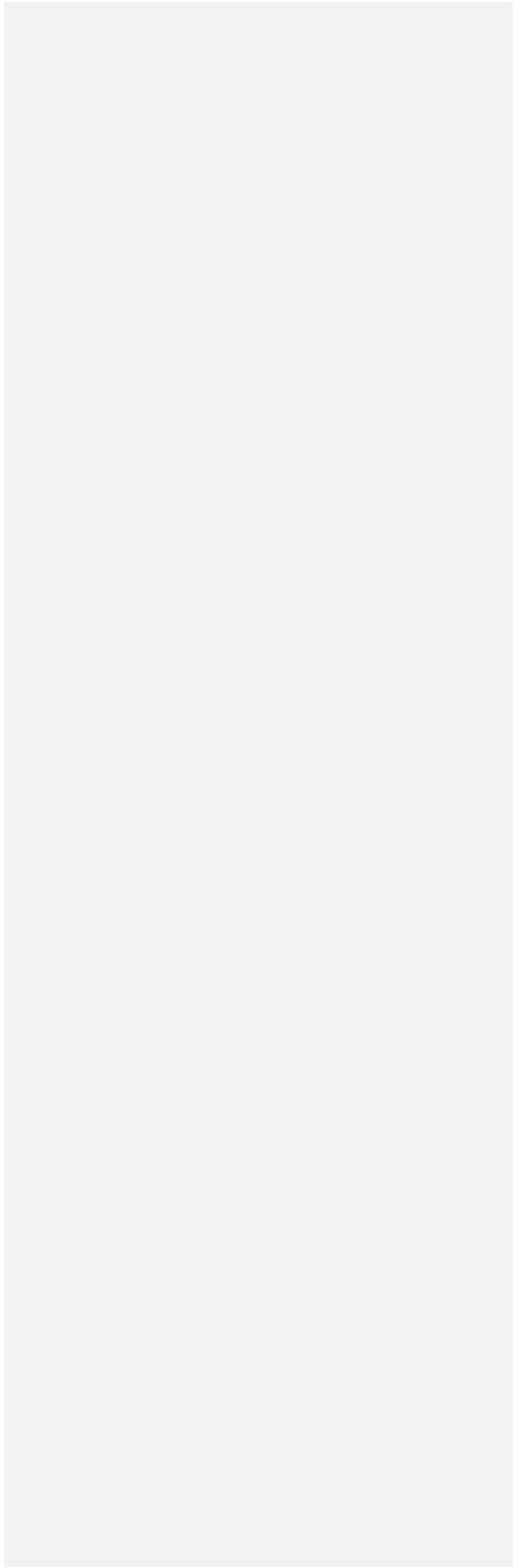
State References

SDCL 13-6-13.1	Former school dist. representation areas for consolidated districts
SDCL 13-6-2	Legislative policy
SDCL 13-8-1	School board defined
SDCL 13-8-2	Composition and terms of office
SDCL 13-8-3	Petition to increase size of board & representation areas
SDCL 13-8-4	Elections and terms of office after increase of size of board
SDCL 13-8-5	Waiting period after election on size of board
SDCL 13-8-7.1	School board member representation areas

Adoption History

Fir st Re adi ng	08/ 17/ 78		
Ap pro ve d	09/ 13/ 78		
Fir st Re adi ng - Re visi on	09/ 11/ 95		
Ap pro ve d	09/ 25/ 95		
Fir st Re adi ng - Re visi on	09/ 08/ 03		
Ap pro ve d - Re visi on	09/ 29/ 03		
Fir st Re adi ng	09/ 25/ 14		

Ap pro ve d	10/ 14/ 14		



Commented [1]: No changes. Aligns ASBSD

SECTION	B	TITLE	FILE	BBA
		Board Governance and Operations		

SCHOOL BOARD POWERS AND AUTHORITY

Under the laws of South Dakota, the School Board acts as the governing body of the public schools with full powers of direction and control. The Board derives its authority from the state legislature and will function within the framework of state and federal laws and regulations, court decisions and attorney general opinions.

Recognizing the authority of the state, the Board considers the following its general functions:

1. To select and employ a Superintendent of schools and support him or her in the discharge of his or her responsibilities.
2. To formulate and enact policy and to delegate the application of policies to the Superintendent and his staff, who will be held responsible for the effective administration and supervision of the entire school system.
3. To provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system.
4. To establish and maintain records, accounts, archives, management methods and procedures incidental to the conduct of school business.
5. To approve the budget, financial reports, audits, major expenditures, payment of obligations and policies that enable the administration to formulate regulations and other guides for the orderly accomplishment of business.
6. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the school system.
7. To adopt courses of study and provide instructional materials.
8. To employ support and certificated personnel to carry out school programs, and provide fair and equitable compensation.
9. To evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
10. To provide for the dissemination of school district information to the public and maintain

open lines of communication with the community.

REFERENCES

State Reference:

SDCL 13-8-1
SDCL 13-8-39
SDCL 13-10-2

Adoption History

Fir st Re adi ng	08/ 17/ 78		
Ap pro ve d	09/ 13/ 78		
Fir st Re adi ng - Re visi on	09/ 25/ 14		
Ap pro ve d	10/ 14/ 14		

Box Elder

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

South Dakota

Commented [1]: No changes. Aligns ASBSD.

SECTION	B	TITLE	Board Governance and Operations	FILE	BBAA
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BOARD MEMBER AUTHORITY

The powers delegated to a School Board by the state are delegated to the Board as a whole. No authority is granted Board members acting as individuals.

The Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision and actions of a single member of the Board are not binding on the entire Board.

REFERENCES

State Reference:
SDCL 2-14-15
SDCL 13-8-10
SDCL 13-8-39

Adoption History

Fir st Re adi ng	09/ 25/ 14		
Ap pro ve d	10/ 14/ 14		

Commented [1]: No changes. Aligns ASBSD

SECTION	B	TITLE	FILE
		Board Governance and Operations	BBB

SCHOOL BOARD ELECTIONS

The School Board shall select the date of the annual school election by resolution no later than the first regular meeting after January 1st of each year. The annual election shall be held between the second Tuesday in April and the third Tuesday in June between the hours of 7:00 a.m. and 7:00 p.m..

The school district and the municipality have the option of holding combined school district-municipal elections. Subject to approval of the governing bodies, the combined election may be held on the date set by the school district or the general municipal election (second Tuesday in April). Expenses and all other governmental responsibilities of a combined election are to be shared in an agreed upon manner by the governing bodies of the school district and the municipality.

Following each annual school election held pursuant to SDCL 13-7-10, the School Board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in election;
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in SDCL 13-7-10.1 or with the regular June primary as provided in SDCL 13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the School Board and no question was submitted to the voters, the School Board shall provide that information in the school board minutes.

REFERENCES

State Reference:

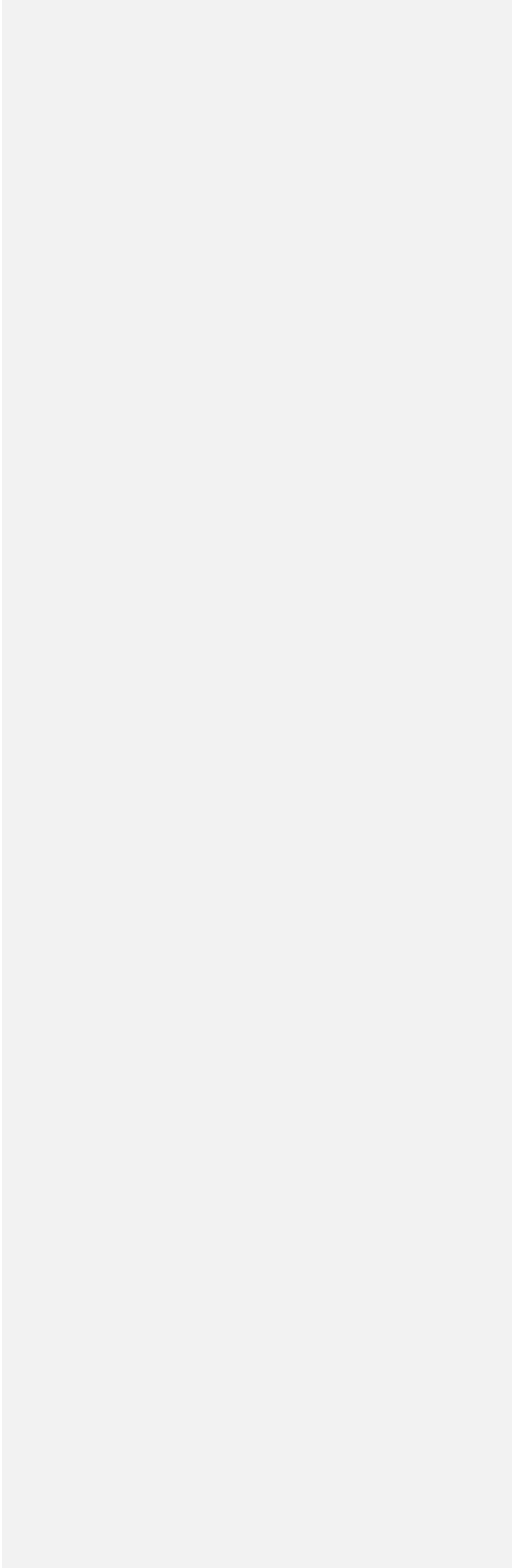
SD Constitution Article 7-1 (Right to vote)
SD Constitution Article 7-2 (Voter qualification)
SD Constitution Article 7-3 (Elections)
SDCL 12-14-1
SDCL 13-6-13.1
SDCL 13-7
SDCL 13-8-2
SDCL 13-8-3
SDCL 13-8-4

SDCL 13-8-7.1
SDCL 13-8-25

Adoption History

Fir st Re adi ng	8/1 7/7 8		
Ap pro ve d	09/ 13/ 78		
Fir st Re adi ng- Re visi on s	09/ 11/ 95		
Ap pro ve d- Re visi on	09/ 25/ 95		
Fir st Re adi ng- Re visi on	11/ 13/ 00		
Ap pro ve d- Re visi	11/ 27/ 00		

on			
First Reading	09/25/14		
Approved	10/14/14		
First Reading – Revisions	6/27/19		
Approved	7/22/19		



Box Elder

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

South Dakota

Commented [1]: No changes. Aligns ASBSD

SECTION	B	TITLE	Board Governance and Operations	FILE	BBBA
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SCHOOL BOARD MEMBER QUALIFICATIONS

A person is legally qualified to become a member of a school board if he or she is a United States citizen, complies with the provisions of law relating to the registration of voters and is a qualified elector, at least 18 years of age and not otherwise disqualified.

In accordance with state law, no elective county, municipal, or state officer or holder of any other office, whose duties are incompatible or inconsistent with the duties of the school board member will be eligible for such membership. This includes the elected offices of legislator, county commissioner and the municipality.

REFERENCES

State Reference:

SDCL 13-7-3
SDCL 12-3-1
SDCL 3-1A

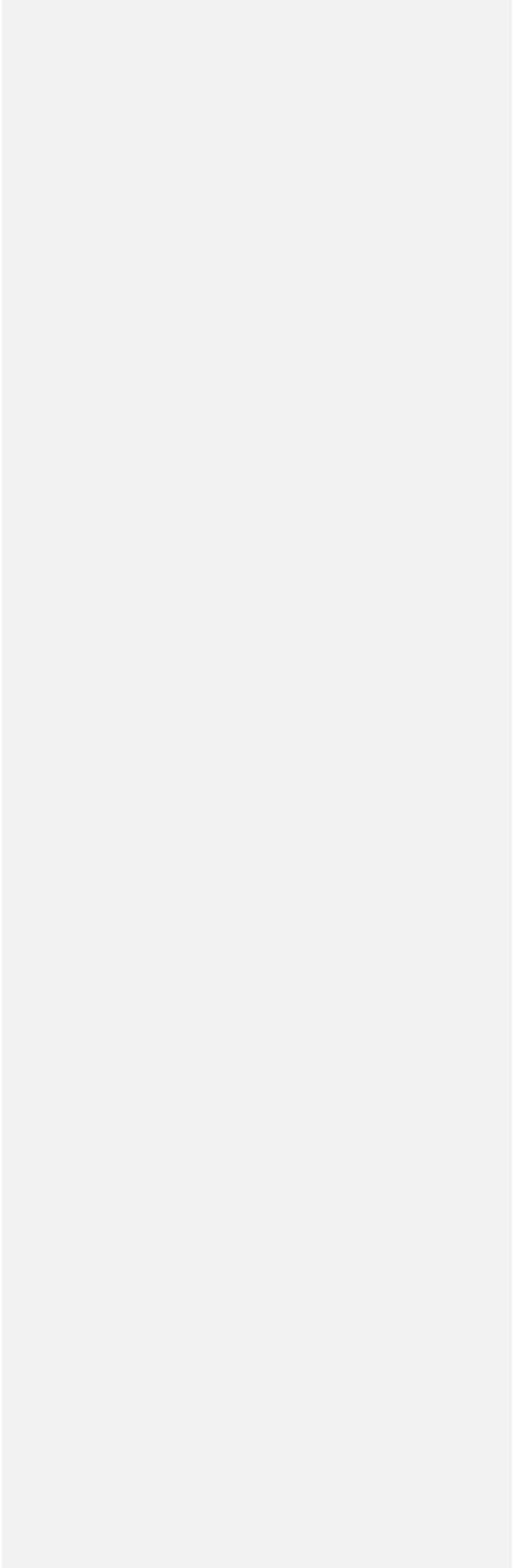
Cross References:

BBFA: Board Member Conflict of Interest
GBCA: Staff Conflict of Interest

Adoption History

Fir st Re adi ng	08/ 17/ 7		
Ap pro ve d	09/ 13/ 78		
Fir st	09/ 25/		

Reading - Revisions	14		
Approved	10/ 14/ 14		



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DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

South Dakota

Commented [1]: No changes proposed

SECTION	B	TITLE	Board Governance and Operations	FILE	BBBB
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BOARD MEMBERS OATH OF OFFICE

School board members, before taking office, shall take and sign the following oath or affirmation as required by law. Newly elected members will take and subscribe to the oath on the second Monday in July at the annual meeting, at which time they also assume their duties of office. Appointed members will take and subscribe the oath at the meeting following their appointment. All oaths will be filed in the office of the business manager.

“Do you solemnly swear, or affirm, that you will support the Constitution of the United States and the Constitution of the State of South Dakota; and that you will faithfully and impartially perform your duties as a member of the Board of Education of the Douglas School District 51-1, Pennington and Meade Counties, South Dakota, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?”

REFERENCES

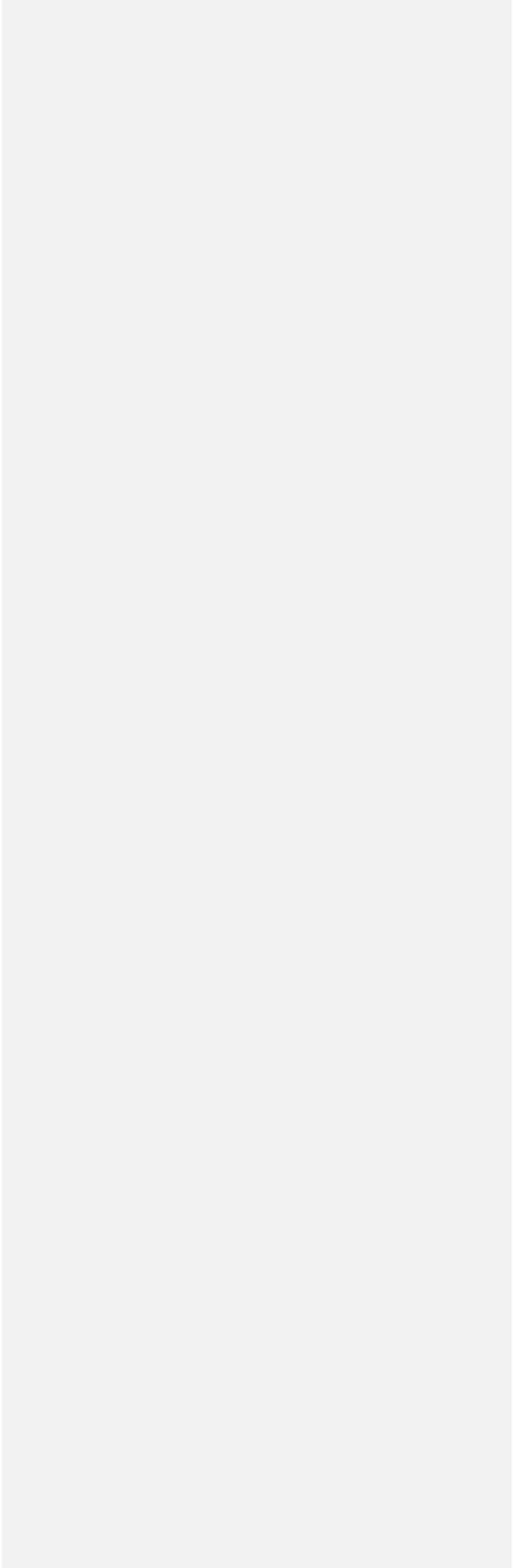
State Reference:
SD Constitution Article 21-3 (Oath of office)
SDCL 3-1-5
SDCL 3-1-8
SDCL 13-8-14
SDCL 13-8-15

Federal Reference:
USC Title

Adoption History

Fir	08/		
st	17/		
Re	78		
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Ap pro ve d	09/ 13/ 78		
Fir st Re adi ng	09/ 25/ 14		
Ap pro ve d	10/ 14/ 14		



Commented [1]: No changes. Aligns ASBSD.

SECTI ON	B	TITLE	Board Governance and Operations	FILE	BBC
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BOARD MEMBER RESIGNATION / REMOVAL FROM OFFICE

According to the provisions of state law, a vacancy occurs on the School Board when an Incumbent:

1. Dies.
2. Is removed from office.
3. Fails to qualify as provided by law.
4. Ceases to be a resident of the district, or representation area, where elected.
5. Is convicted of an infamous crime or of any offense involving a violation of the official oath of office.
6. Has a judgment obtained against him for breach of official bond.
7. Becomes incapable of attending to the duties of a board member.
8. Assumes the duties of an office incompatible with the duties of the board member.
9. Resigns and a successor is appointed and qualified as prescribed by law.

The resigning member will continue to serve in his/her official capacity as a Board member until the successor is appointed and qualified as prescribed by law.

REFERENCES

State Reference:

- SD Constitution Article 16 (Impeachment and removal from office)
- SDCL 3-17-6
- SDCL 3-17-7
- SDCL 3-17-8
- SDCL 3-17-9
- SDCL 3-17-10
- SDCL 3-17-11
- SDCL 13-8-22
- SDCL 13-8-23
- SDCL 13-8-24

Cross References:

BBE: Unexpired Term Fulfillment

Adoption History

Fir st Re adi ng	09/ 25/ 14		
Ap pro ve d	10/ 14/ 14		

Commented [1]: Updated SDCL References
Commented [2]: Aligns ASBSD

SECTION	B	TITLE	Board Governance and Operations	FILE	BBE
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SCHOOL BOARD MEMBER VACANCY

When a vacancy occurs on the Board due to the failure to elect a person to succeed a school board member whose term has expired, or an elected school board member’s failure to qualify, or a school board member’s resignation, the vacancy shall be filled by all school board members, including the vacating member.

When a vacancy occurs on the Board due to death of a board member, is removed from the board pursuant to law, ceases to be a resident of the school district or representation area where elected (A school board member who is displaced from the District by flood, tornado, fire, or other natural disaster may continue to serve until the expiration of the member’s term.), is convicted of any infamous crime or of any offense involving a violation of the member’s official oath, has a judgment obtained against the member for breach of the member’s official bond, is incapacitated and is unable to attend to the duties of the position, or assumes the duties of an office incompatible with the duties of a school board member, the remaining board members are responsible for the appointment of a new board member.

The new appointee will qualify as if elected, at or before the next school board meeting. The appointee will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

REFERENCES

State Reference:
SDCL 3-14
SDCL 6-1-22
SDCL 13-8-14
SDCL 13-8-22
SDCL 13-8-23
SDCL 13-8-24
SDCL 13-8-25

Policy Reference:
BBEA

Adoption History

First Reading	9/25/14		
Approved	10/14/14		
First Reading – Revision	10/26/15		
Approved	11/09/15		
First Reading – Revision	06/30/16		
Approved	07/14/16		

Commented [1]: No changes. ASBSD Version

SECTION	B	TITLE	Board Governance and Operations	FILE	BBEA
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UNEXPIRED TERM FULFILLMENT PROCEDURE

Appointments to unexpired terms will be made by the Board as follows:

1. An announcement of the vacancy will be published in the official newspaper.
2. The announcements will invite individuals to submit applications or nominations to the Board by a date set by the Board. An application form may be obtained at the school business office.
3. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.

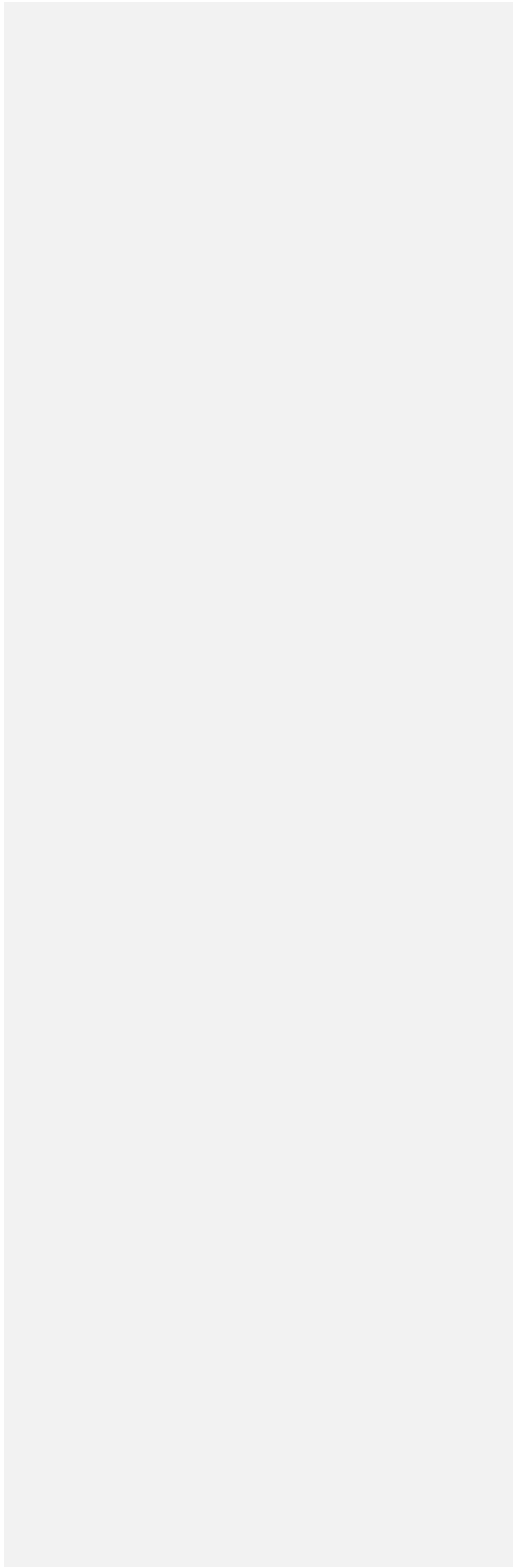
REFERENCES

State Reference:
SDCL 13-8-14

Adoption History

First Reading	9/25/14		
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Ap pro ve d	10/ 14/ 14		



Commented [1]: No changes. ASBSD version.

SECTION	B	TITLE	FILE
		Board Governance and Operations	BBF

BOARD MEMBER CODE OF ETHICS

Members of the District's Board of Education are elected or appointed officials of local government, and are responsible for governing the educational system of the public school district. Each Board of Education governing board member shall:

1. adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation.
2. practice good stewardship of the District's resources.
3. leave the daily administration of schools to the Superintendent.
4. in an effort to become a more effective board member, keep themselves informed of local, state and national education issues through individual study and professional development.
5. recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. make informed decisions on matters brought before the school board.
7. recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District.
8. observe and enforce federal and state laws and regulations.
9. respect the limited intent and scope of executive sessions as set forth in statute.
10. respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public.

11. distinguish between personal views and those of the school board when making public comments regarding school district matters.
12. present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements.
13. maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment.
14. refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board.
15. respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own.
16. respect, require and contribute to the maintenance of order and decorum in proceedings before the school board.
17. be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity.
18. diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible.
19. inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting.
20. refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties.
21. not use the office of a school board member to promote political candidates or partisan political activities.
22. not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. not commit any act of moral turpitude or gross immorality.
24. render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration.

25. support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded.
26. not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. not participate in discussion or vote on any issue in which he/she has an actual or the potential of a conflict of interest in the following circumstances:
 - a. a "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);
 - b. an "indirect pecuniary interest" (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
 - c. a "direct personal interest" (a matter that benefits a blood relative or close friend in a non-financial way); and
 - d. an "indirect personal interest" (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
 - e. when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.

REFERENCES

State Reference:

SDCL 3-16-16
 SD Constitution Article 8-17
 SDCL 6-1-1
 SDCL 6-1-2
 SDCL 6-1-17
 SDCL 13-7-3
 SDCL 13-20-2.1
 SDCL 13-43-1
 Hanig v. City of Winner 2005 SD 10, 692 N. W. 2d 202

Cross References:

BBA: School Board Powers and Duties
 BBAA: Board Member Authority
 BBBA: Board Member Qualifications
 BBFA: Board Member Conflict of Interest

BCC: Appointed Board Officials

Adoption History

Fir st Re adi ng	9/2 5/1 4		
Ap pro ve d	10/ 14/ 14		

Commented [1]: No changes. ASBSD Version.

SECTION	B	TITLE	FILE
		Board Governance and Operations	

BBFA

BOARD MEMBER CONFLICT OF INTEREST

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. "Direct pecuniary interests," when a school board member votes on a matter benefiting the board member's own property or affording a direct financial gain;
2. "Indirect pecuniary interests," when a school board member votes on a matter that financially benefits one closely tied to the official, such as an employer, or family member;
3. "Direct personal interest," when a school board member votes on a matter that benefits a blood relative or close friend in a non-financial way; and
4. "Indirect Personal Interest," when a school board member votes on a matter in which an individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies; or
5. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.

REFERENCES

State Reference:

SD Constitution Article 8-17
SDCL 13-7-3
SDCL 6-1-17
SDCL 13-20-2.1
SDCL 3-16

SDCL 6-1-1
 SDCL 13-43-1
 SDCL 6-1-2
 Cross References:
 BBBA: Board Member Qualifications
 BCC: Appointed Board Officials
 GBCA: Staff Conflict of Interest

Federal Reference:
 USC Title

Adoption History			
Fir st Re adi ng	9/2 5/1 4		
Ap pro ve d	10/ 14/ 14		

Commented [1]: No changes. ASBSD version except for item #18 (Trista)

SECTI ON	B	TITLE	Board Governance and Operations	FILE	BCA
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ANNUAL BOARD ORGANIZATIONAL MEETING

The annual organizational meeting of the Douglas School District 51-1 Board of Education shall be held on the second Monday of July, unless otherwise designated by the Board at the previous regular meeting.

The meeting will be called to order by the business manager; and the oath of office will be given by the business manager to all newly elected Board members. The business manager will conduct the election for the School Board President. The Board President will assume office and will conduct the election for the Vice-President(s). The persons elected as President and Vice-President(s) shall serve in the positions until the next annual meeting.

BUSINESS ITEMS

Items of business to come before the annual meeting may include, but are not limited to:

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representatives to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;
12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;

- 15. Appointment of Asbestos compliance officer;
- 16. Designation of parliamentary procedure guidelines for Board meetings;
- 17. Authorization of business manager to invest and reinvest funds in institution which serves greatest advantage to school district;
- 18. Setting school activities admission fees;
- 19. Authorization of superintendent to close school in emergency situations and in case of inclement weather; and setting chain of command in event superintendent is absent;
- 20. Establish Board of Education compensation;
- 21. Designation of school district attorney(s);
- 22. Authorize participation in associations, i.e. ASBSD, SDHAA, etc

REFERENCES

State Reference:

Legal:
 SDCL 13-8-10
 SDCL 13-8-14
 SDCL 13-8-18

Adoption History

Fir st Re adi ng	8/1 7/7 8		
Ap pro ve d	9/1 3/7 8		
Fir st Re adi ng	10/ 27/ 14		
Ap pro ve d	11/ 17/ 14		

Commented [1]: No changes. ASBSD version.

SECTI ON	B	TITLE	Board Governance and Operations	FILE	BCB
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BOARD OFFICERS

PRESIDENT

The president will preside at all meetings of the Board and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities the president will:

1. Countersign all orders drawn by the business manager for claims approved by the Board;
2. Appoint or provide for the election of all committees, of which he or she will be an ex-officio member;
3. Confer with the superintendent as may be necessary and desirable on school or related Matters;
4. Call special meetings of the Board;
5. Be entitled to vote and discuss on all matters before the Board; and
6. Perform such other duties as may be prescribed by the Board.

VICE-PRESIDENT

The Vice-President of the Board will assume the duties and responsibilities of the President in his/her absence. He/she will also perform such other duties as may be assigned by the Board.

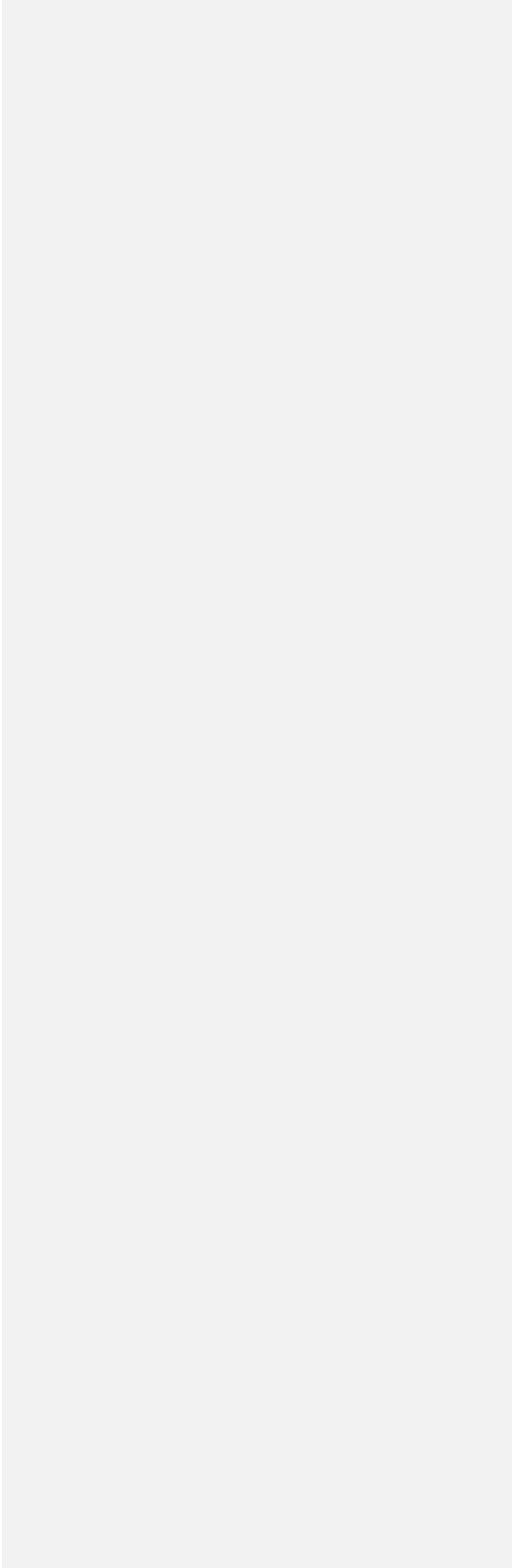
REFERENCES

State Reference:

Legal:
 SDCL 13-8-10
 SDCL 13-8-26

Adoption History

Fir st Re adi ng	10/ 27/ 14		
Ap pro ve d	11/ 17/ 14		



Commented [1]: No changes. Does not however appear in ASBSD.

SECTI ON	B	TITLE	Board Governance and Operations	FILE	BCC
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APPOINTED BOARD OFFICIALS

Commented [2]: Trista, do you feel like we should keep this policy

Commented [3]: I'm not sure it's necessary. I would follow whatever you and Kevin feel is appropriate.

The Board will employ a business manager who may be authorized to make all purchases for the School Board, in compliance with state law and within the budget approved by the Board.

Other duties of the business manager (or the Board's designee) include:

1. Keeping an accurate record of the Board proceedings. The business manager will be responsible for the safekeeping of the minutes.
2. Assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports of the receipts and expenditures of the district.
3. Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board.
4. Publishing proceedings of the Board consistent with laws regarding the publication of Board minutes.
5. Preparing and distributing the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings.
6. Assuming responsibility for the conduct of school elections.
7. Performing such other duties as the Board may require and as required by law.

REFERENCES

State Reference:

Legal:

SDCL 13-8-18

SDCL 13-8-35

SDCL 13-8-43

Cross References:

DH

DIC

Adoption History

Fir st Re adi ng	10/ 27/ 14		
Ap pro ve d	11/ 17/ 14		

Commented [1]: No changes, ASBSD version.

SECTION	B	TITLE	Board Governance and Operations	FILE	BCD
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SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP

The Board believes the success of its mission to create a high-quality learning environment where all children can learn depends upon the cooperation between the Board and the Superintendent.

To achieve this common goal of student achievement, the board-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the Superintendent.

The Superintendent will be responsible for the administrative and advisory functions of the Board. Strategic planning, policy- making and superintendent evaluation are the functions of the Board. The Board retains final authority within the District, as charged by the South Dakota Legislature.

Together, the Board and the Superintendent are a team, each playing a well-defined position

REFERENCES

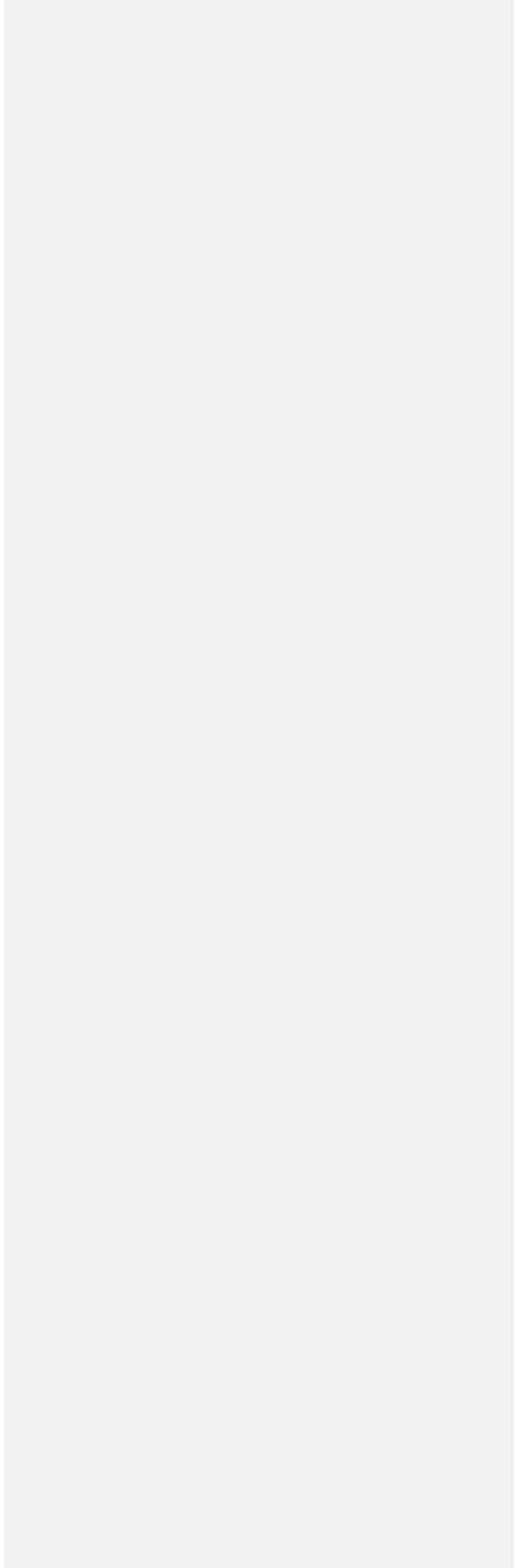
State Reference:
SDCL
Cross:
BCD-E

Commented [2]: Need to review and update this form.

Adoption History

Fir st Re adi ng	10/ 27/ 14		
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Ap pro ve d	11/ 17/ 14		



SECTI ON	B	TITLE	Personnel	FILE	GCLA
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Attendance at Professional Meetings and Conferences

Attendance at professional meetings and conferences by staff members shall be encouraged to the extent that such participation serves a recognized purpose of the District and that adequate budgeting, approval and accounting procedures are established by the Superintendent of Schools.

The cost of travel, meals, registration fees and other expenses incident to an approved activity will be paid by the school district in accordance with rates established by the South Dakota State Board of Finance. Meal allowance will be paid only when associated with overnight travel. Lodging will be paid for actual expenses incurred. No reduction in salary will be made nor will days be charged to an employee's leave account as condition of attendance at an approved activity.

REFERENCES

State Reference:
 SDCL
 ARSD 5:01:02:14
 ARSD 5:01:02:11

Adoption History

Previous Policy No. 517	12/09/76
Revised	10/17/79
Regulations Revised	
05/19/81	
01/01/84	
07/01/89	
07/01/91	
07/01/93	
07/01/99	
11/15/00	
First Reading - Revision	05/28/91
Approved - Revision	06/25/91
First Reading - Revised Regulation	08/09/04
Approved - Revised Regulation	08/23/04
First Reading – Revised Regulation	07/13/15
Approved – Revised Regulation	08/10/15
First Reading – Revisions	08/12/19
Approved – Revisions	08/26/19

DOUGLAS SCHOOL DISTRICT
Administrative Regulation
REVISED

SECTI ON	G	TITLE	Personnel	FILE	GCLA-R
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TRAVEL ALLOWANCE

TRAVEL ALLOWANCE

The following Administrative Guidelines are established to implement Douglas School District Board of Education Policy GCLA pertaining to travel associated with attendance at professional meetings and conferences and school activities.

TRAVEL PREPARATION

1. Leave requests are to be submitted to the Building Administrator for approval and forwarded to Central Office at least five days in advance of travel.
2. Lodging reservations and method of payment are the responsibility of the secretary or clerk.
3. Airline travel reservations are to be made through a local travel agency. Ticketing and purchase order are initiated upon approval of leave request.
4. Registration fees are to be accompanied by a purchase order.
5. School vehicles are to be utilized whenever possible and feasible.

TRAVEL ALLOWANCES

The reasonable cost of travel is defined to mean:

1. Actual expenses of lodging.
2. Meal allowances for a 24-hour period shall not exceed the following amounts and will be paid only when associated with overnight travel.

In-State Allowance: (July 1, 2019)

Meals Allowable	When Leaving Before	When Returning After
Breakfast \$6.00	5:31 AM	7:59 AM
Lunch \$14.00	11:31 AM	12:59 PM
Dinner \$20.00	5:31 PM	7:59 PM
\$40.00		

Out-of-State Allowance: (July 1, 2019)

Meals Allowable	When Leaving Before	When Returning After
Breakfast \$10.00	5:31 AM	7:59 AM
Lunch \$18.00	11:31 AM	12:59 PM

Dinner \$28.00	5:31 PM	7:59 PM
\$56.00		

Student Rate Allowance: (April 2009)

Meals Allowable	When Leaving Before	When Returning After
Breakfast \$5.00	5:31 AM	7:59 AM
Lunch \$7.00	11:31 AM	12:59 PM
Dinner \$9.00	5:31 PM	7:59 PM
\$21.00		

- a. Team meals may be provided by the district when the event trip is overnight or longer than ten (10) hours.
 - b. Approved team meals will be vouchered unless the event schedule or travel arrangements prohibit team meals. Cash advances may be approved by the Business Manager.
 - c. Student meal allowances will be limited to the amounts stated above.
 - d. The coach will turn in all meal receipts, vouchers and unused cash advance to the Activities Director immediately upon return to school.
3. When available, a school owned vehicle should be used. If one is not available, use of a personal vehicle may be used and is reimbursed at the state rate of ~~42~~ 51cents per mile. Use of a personal vehicle as a matter of preference may be reimbursed at the rate of ~~23~~ 28 cents per mile if approved by the supervisor.
 4. Airfare at actual cost.
 5. Registration fees at actual cost. When the fee includes any meals, the amount of the meals included will be charged to the meal allowance.
 6. Miscellaneous expenses at actual cost excluding such items as gratuities, traffic violations and other personal expenditures.

The Board of Education permits an advance for meals only. Reimbursement for other travel expenses will be paid as follows:

TRAVEL CLAIMS

1. Submit claim within five (5) school days of trip completion.
2. Paid after Board approval.
3. When accompanied by receipts for:
 - a. Lodging
 - b. Registration fee
 - c. Miscellaneous expenses exceeding \$3.00
 - d. School vehicle charge slips
4. Submit Expense and Transportation Voucher (Form S-182) for mileage reimbursement.

Revised August 18, 2022

SECTI ON	I	TITLE	Instruction	FILE	IIBGA
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DISTRICT ASSIGNED COMPUTERS

This policy applies to District owned devices such as laptop computers or iPads assigned to students. The equipment will be used to fulfill requirements of school programs. To ensure assigned devices are used to their fullest benefit and in an appropriate capacity, the Superintendent, or a designee, has developed a Device Use and Insurance Agreement.

The Device Use and Insurance Agreement will:

1. Express and acknowledge responsibility for the care and use of District property;
2. Inform student and parents of the consequences of any violation of the District Acceptable Use Policy (IIBGB-R) and Device Use Agreement which could include restricted device privileges; and
3. Identify that abuse, damage, negligence, or loss of this equipment will result in an assessment of cost to the student (user); criminal prosecution and/or civil liability may also result.

A non-refundable insurance fee must be paid and a Device Use and Insurance Agreement must be filed prior to device assignment and check out. Students must have a parent or legal guardian sign the Device Use Agreement. Qualified families may be eligible for a scholarship to waive the initial insurance fee.

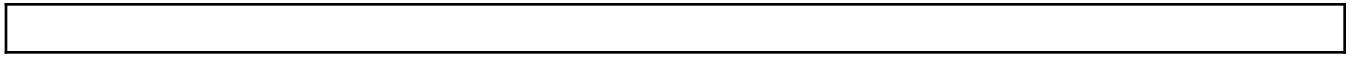
The Superintendent, or designee, is responsible for establishing and maintaining an asset management system to inventory all District devices and to maintain records of signed Device Use Agreements. The Business Manager is responsible for managing the device insurance account and delegating responsibilities to the schools for collection of user payments towards insurance or to recover replacement fees for damaged or lost devices.

REFERENCES

Policy Reference:
 IIBGB
 IIBGB-R

Adoption History

First Reading	10/13/15		
Approved	10/26/15		
First Reading	08/10/20		
Approved	08/24/20		



Douglas School District Device Use and Insurance Agreement (REVISED)

The Douglas School District (DSD) will assign a laptop computer to each student grades 3–12, and **may assign a device** an iPad to each student grades K–2. To receive the device, the student and accompanying parent/guardian must agree to the following terms and pay the Insurance Fee.

CONDITIONS

- The device and *all of its components* are the property of DSD.
- The device is to be used by the Douglas School District student *ONLY*.
- The device and its applications must be used in accordance with (IAW) all school and District policies to include DSD School Board's Acceptable Use Policy (AUP), IIBGB-R, and your respective school Handbook policies.
- Users of school-issued devices shall have no expectation of privacy of information stored on, accessed from, or used in conjunction with the device; DSD reserves the right to inspect devices and files at any time IAW DSD School Board's Search and Seizure policy, GBCBAA.
- DSD is *NOT* responsible for intentional or negligent actions leading to damage, loss or theft of the device. In such cases the student may be subject to criminal prosecution and/or civil liability. In addition, the student may be charged a fee for any needed repairs *not* to exceed the replacement cost of the device.
- Accessing and/or searching inappropriate web content such as adult content is strictly prohibited (DSD AUP Sec. 3, Proper Use of District Network and Computer Systems) ● When off the DSD campus, the device may only connect to trusted non-District Internet access points (i.e. home, public government (library, airport, airline carrier, national hotel chain), commercial cellular hotspots).
- The device is DSD property monitored at all times. (DSD AUP - Sec.3) ● All applications and software on the device shall remain installed and not disabled ● Any software a user wishes to load/add to the device *must* be approved by the District Technology Coordinator.
- Users must comply with trademark and copyright laws, as well as all license agreements.
- Treat the device as if your own valued property, with care and thoughtfulness.
- **The device shall be returned at the end of the school year in good, clean and working condition.**

INSURANCE FEE. The DSD Device Insurance Fee provides user protection for accidental damage or loss of the assigned device and is a *required expense for the student to receive a District device*.

In the event of damage or loss, a determination of negligence vs. accident will be made by a school administrator. If the damage/loss is determined accidental, there will be no cost incurred by the student. If the damage/loss is determined to be the result of misuse, abuse, *negligence or intent*, the student *will not be covered* by DSD and will be billed for the replacement or repair of the device at a cost not to exceed ~~\$330.00~~ **\$400**

The non-refundable Insurance Fee is \$25.00 per student for each school year, not to exceed \$50.00 per family household. If you have past due accounts, you will NOT receive your laptop until all charges are paid in FULL.

Douglas School District Device Use and Insurance Agreement

Please return this page, signed to your school administration along with the payment. A device will not be issued without both signatures and payment. Your signature indicates your understanding of the aforementioned *use conditions* and all referenced DSD policies.

Douglas Device Number
(last four #'s below the barcode on the white label)

Print Student Name

Print Parent / Legal Guardian Name

Student Signature

Parent / Guardian Signature

Date

Date

School Representative Receiving Agreement

The Use and Insurance Agreement does not cover everything that may happen during the school year. If any situation not specifically covered should arise, the student's school administration will act fairly and quickly to resolve. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations of the AUP and other cited District policies. If you have questions or problems please raise to your school principal.

Board Approved 8/24/20

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2022, by and between the PARTIES; DOUGLAS SCHOOL DISTRICT OF 400 Patriot Drive, Box Elder, SD 57719, (hereinafter "School District") and the CITY OF BOX ELDER, a South Dakota municipal corporation, of 420 Villa Drive, Box Elder, SD 57719, (hereinafter "City").

RECITALS

WHEREAS the City operates the Box Elder Police Department;

WHEREAS this agreement will often refer to the Box Elder Police Department as "Law Enforcement" for ease of reference;

WHEREAS Law Enforcement agrees to provide the School District a School Resource Officer (hereinafter "SRO") Program in the School District; and

WHEREAS the School District and Law Enforcement desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO's in the School District.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises, and conditions contained herein, the Parties mutually agree as follows:

1. Cost of the SRO Program
 - A. The parties hereto acknowledge that there is a financial agreement between the Parties. The School District will reimburse the City \$50,869.68 of the actual wages of a Law Enforcement employee for 192 days of service. The invoices for payment will be submitted to the School District twice yearly, once in September and once in May. In the case of cancellation of this agreement per Section 8 below, School District shall be entitled to reimbursement by the City on a pro-rata basis for any portion of the \$50,869.68 it has already paid as to the portion of the days then remaining at the end of the 60-day notice of cancellation period.
 - B. The School District agrees to provide an office with standard business accommodations for the SRO, including but not limited to an office in which to work as well as access to a telephone.
 - C. The School District agrees to provide a computer, laptop, or tablet for the SRO to use for work purposes.
 - D. The School District agrees to allow the SRO to participate in any School District trainings that may apply to or be helpful to law enforcement.
2. Employment of School Resource Officers.

- A. The SRO's shall be an employee of Law Enforcement and shall be subject to the administration, supervision, and control of Law Enforcement.
- B. The SRO's shall be subject to all personnel policies and practices of Law Enforcement except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The SRO's shall also be subject to those School District and School District Board policies that may apply to third-party employees working on location in the School District, including but not limited to the School District's policies against discrimination, harassment, and/or bullying.
- D. Law Enforcement, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SRO's. School District shall make Law Enforcement aware of any concerns or violations involving SRO's of which it becomes aware or observes.
- E. The Chief of Police or designee shall assign the SRO to the School District. If a principal is dissatisfied with a SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police or designee assign a different officer as the SRO for that school.
- F. The School District at large will have one (1) BEPD SRO assigned to the District. The school to which the SRO is to be assigned will be determined by the agreement of the command of Law Enforcement and the School District.
- G. Substitutions will be made in consultation with the school administration and will only be on a temporary basis.

3. Duty Hours

- A. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform to the School District's school day. Reasonable efforts will be made to accommodate School District's request for SRO's to attend after-school activities, such as sporting events, dances, and prom.
- B. It is understood and agreed that time spent by SRO's attending court, court related conferences and preparations, arising from and/or out of their employment as SRO for the School District shall be considered as hours worked under this Agreement. This includes all training required by the State of South Dakota or Law Enforcement to maintain certification as a law enforcement officer in good standing.
- C. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in Law Enforcement and the principal of the school to which the SRO is currently assigned. If an SRO is absent from work at the School District for more than 5 consecutive days, Law Enforcement will assign another officer, if available, to substitute for the SRO beginning on the sixth consecutive day of absence. The School District will be entitled to reimbursement for any period of absence of the SRO for which services under this Agreement were not provided, on a pro-rata basis.

4. Goals of the SRO Program

This SRO Program is unique to the community, based on input from the school administration, teachers, faculty, students, families, and community members. The Program is designed to fulfill three overall roles:

- Law Enforcement
- Fostering Positive School Climate/Crime Prevention/Mentor/Role Model
- Education

Law Enforcement – SRO’s are responsible for the majority of law enforcement activities occurring at school, during school hours, but not general school discipline. The determination of whether an activity rises to the level of a law enforcement activity should be made in consultation with a school administrator. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior or conduct to the school principal, or designee, rather than the SRO.

Fostering Positive School Climate/Crime Prevention/Mentor/Role Model – One of the primary roles SRO’s fulfill is fostering a positive school climate through relationship building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, and investigating crimes. Officer may also complete security surveys analyzing the physical security and safety of school property and facilities.

Education – SRO’s should participate in the school community by becoming a member of the educational team where appropriate and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, SRO’s are embedded in the educational fabric of the school. SRO’s are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

5. Duties of School Resource Officers

The SRO’s duties will include, but not be limited to, the following:

- A. To be an extension of the principal’s office for assignments consistent with this Agreement. SRO’s should be notified by the building principal whenever a situation arises that is or is likely to become criminal in nature, a present or potential danger to the staff, students, visitors, or school property, or an issue that requires the assistance of additional personnel.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code

- violations, the SRO will refer the student to the principal's office for discipline to be determined and made by School District school officials.
- C. To act as the designee of the campus administrator in maintaining a safe environment as to law enforcement matters and school code violations. This includes buildings, grounds, parking lots, lockers, and other public-school property. As to school code violations, the SRO will defer to the principal's office for discipline to be determined and made by School District school officials.
 - D. To provide a classroom resource for law enforcement topics using School District approved materials.
 - E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
 - F. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
 - G. To make appearances before parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
 - H. The SRO will be involved in school discipline, when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. As to school code violations, the SRO will take the student to the principal's office for discipline to be determined and made by School District school officials.
 - I. It will be the responsibility of the SRO to report all crimes originating on campus. On occasion, an SRO may be assigned cases originating outside the school which may involve students from the Douglas Schools.
 - J. The SRO will share information with the administrator about persons and conditions that pertain to campus security concerns.
 - K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
 - L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
 - M. The SRO will coordinate his/her activities with the School District's principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
 - N. The SRO may be asked to provide community-wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and Juvenile;
 - Alcohol and the law – Adult and Juvenile;
 - Sexual assault prevention;
 - Safety programs – Adult and Juvenile
 - Online safety and citizenship; and
 - Assistance in other crime prevention programs as assigned.
 - O. The SRO's will wear approved Law Enforcement department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the requests of the School District and/or

Law Enforcement. The Chief of Police, or designee, and the principal(s) shall jointly set expectations and resolve any disputes in this area.

- P. The SRO's will wear their Law Enforcement department-authorized duty weapons in accordance with department policy.

6. Chain of Command

- A. As employees of Law Enforcement, SRO's will be subject to the chain of command of Law Enforcement.
- B. In the performance of their duties, SRO's shall coordinate and communicate with the School District's principals, or their designees.

7. Access to Education Records

- A. School officials shall allow SRO's to inspect and copy any public records maintained by the school to the extent allowed by law and in accordance with applicable law.
- B. SRO's and school officials are permitted to openly share information with the standing 7th Circuit Judicial Order allowing such sharing of information. The judicial order shall be periodically updated to reflect current information and to remain in compliance with the latest judicial guidance.
- C. SRO's should actively share information with the School District's school officials that would likely have a significant impact on the safety, well-being, or operation of the school or educational environment.

8. Term of Agreement.

This agreement shall commence in August of 2022 and end in August of 2024. However, should any Party encounter budgetary constraints that make the continuation of this Agreement impractical, then any Party may cancel this Agreement upon sixty (60) days' notice to the other Party. In the case of cancellation of this agreement, School District shall be entitled to reimbursement on a pro-rata basis for any portion of the \$50,859.68 it has already paid as to the portion of the days then-remaining at the end of the 60-day notice of cancellation period.

Following the initial two (2) year term, this Agreement shall be re-evaluated and automatically renewed for successive two (2) year periods unless any Party requests termination or modification of the Agreement thirty (30) days in advance of the start date of such upcoming renewal period. This request must be made in writing by the Party requesting termination or modification of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the month and year first written above.

DOUGLAS SCHOOL DISTRICT

By: _____
(print)

(sign)

Its: _____
(title)

Dated: _____

CITY OF BOX ELDER

By: _____
(print)

(sign)

Its: _____ Mayor _____
(title)

Dated: _____

ATTEST:

CITY ADMINISTRATOR/CHIEF FINANCIAL OFFICER