

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, September 12, 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/94354611830?pwd=cURRdGREK285QngxOVZWV2VIT2dMQT09>

Meeting ID: 943 5461 1830

Passcode: 012822

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:
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes for August 8, 2022; Special Meeting Minutes for August 15, 2022; and Regular Meeting Minutes for August 22, 2022.
 - B. Approve Personnel Action
 - C. Approve the Purchases and Issuing of Accounts Payable and Payroll
 - D. Approve Out-of-State and/or Overnight Activity Trips
 - E. Approve Cooperative Agreement between Youth and Family Services and Douglas School District for the 2022-23 School Year.

- F. 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 SY 2022-23 Middle School and High School Student and Staff 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 Speech-Language Pathologist Staff Handbook for the 2022-23 school year.
 - C. Strategic Direction Update
 - D. Annual Self - Appraisal of The School Board - Policy BK-E
- 10. Fiscal Resources Items:
 - A. Approve the Budget for Fiscal Year 2023

BE IT RESOLVED the Douglas School District 51-1 Board of Education, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2, hereby approves and adopts its proposed budget and changes thereto, to be its annual budget for fiscal year July 1, 2022 through June 30, 2023. The adopted annual budget totals are as follows: General Fund \$24,000,000; Capital Outlay Fund \$1,167,800; Special Education Fund \$4,760,000; Impact Aid Fund \$5,324,850; and Food Service Fund \$1,478,000. (Copy Attached)

- B. Approve the following tax levies for Fiscal Year 2023:

Tax Levies Certified to the County Auditor	
General Fund: AG	\$1.362/\$1,000
OO	\$3.048/\$1,000
Other	\$6.308/\$1,000
Special Education Fund	\$1.599/\$1,000
Capital Outlay Fund	\$4,250,000.00

- 11. Operational Support Services Items:
 - A. Approve SECOND Reading of Revised/Reviewed School Board Policy GCLA - Attendance at Professional Meetings and Conferences, and School Board Regulation GCLA-R - Travel Allowance.
 - B. Approve SECOND Reading of REVISED School Board Policy IIBGA - District Assigned Computers and Exhibit IIBGA-E - Device Use and Insurance Agreement.

C. Approve First Reading of NEW Board Policy Exhibit IIBGA-E(2) - Financial Assistance Waiver.

D. Approve FIRST Reading of Reviewed School Board Policies as follows:

- Board Policy BCD - School Board and Superintendent Relationship
- Board Policy BCE - Board Committees
- Board Policy BCF - Advisory Committees to the Board
- Board Policy BCG - School Attorney
- Board Policy BDB - School Board Study Sessions and Work Retreats
- Board Policy BDDA - Notification of School Board Meetings
- Board Policy BDDD - Quorum
- Board Policy BDDE - Parliamentary Procedure
- Board Policy Exhibit BDDE-E(1) - Parliamentary Procedure Guide
- Board Policy Exhibit BDDE-E(2) - Parliamentary Procedure Motions Chart
- Board Policy BDDF - Voting Method
- Board Policy BDDH-E(1)-Douglas School Board Request to Comment Sign In
- Board Policy BFA - Policy Development System
- Board Policy BFE - Administration in Policy Absence
- Board Policy BK - Evaluation of School Board Operational Procedures
- Board Policy Exhibit BK-E - Annual Self-Appraisal of the School Board

E.

F. Approve School Resource Officer Memorandum of Understanding Agreement Between Douglas School District and Pennington County Sheriff's Office.

G. Approve VOLUNTARY SEPARATION PLAN REQUESTS as recommended per the Negotiated Agreement, effective at the end of the 2022-23 School Year pending completion of the employee's 2022-23 contract.

12. Reports:

A. Superintendent:

- Beginning Of The School Year ThoughtExchange Overview

B.

C. Committee Reports From Board Members and Comments from Associate Board Members

13. Upcoming Calendar Events

September 26 - BOE Meeting

September 28 - ASBSD Region Meeting @ VES, 6:00 pm

14. Adjournment

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
---------	----------	-------	--	------	-------------

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 #
1			
2			
3			
4			
5			
6			
7			
8			
9			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
---------	----------	-------	--	------	------------------

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

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, August 8, 2022

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, August 8, 2022 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Tonya Amaral: Present, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Present, Chris Misselt: Present.

All actions in these Minutes were by unanimous vote unless otherwise stated.

President Gray called the meeting to order at 5:00 p.m.

Superintendent Kevin Case recognized Communications Coordinator Katy Urban for the new district brochure she created featuring colorful pictures and quick facts about Douglas School District.

There was nothing for public forum.

Motion to approve the agenda. This motion, made by Tonya Amaral and seconded by Amy McGovern, Carried.

Motion to approve the consent agenda items 6A, 6C, and 6D. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve items 6B Personnel Action and 6E Conflict Disclosures and Waiver Authorization. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried. Abstain (with Conflict): Gray

Superintendent Items:

Motion to approve Student Assignment Requests as recommended for the 2022-23 school year. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve open enrollment requests as recommended to attend Douglas School District effective for the 2022-23 school year. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Motion to approve the New Elementary School Design Development phase and authorize the Construction Document phase as presented by DLR Group and CoOp Architects. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Superintendent Kevin Case shared an update on the District's strategic direction development plan: Phase 1 trained staff on Adaptive Schools framework; Phase 2 begin gathering input from all stakeholders; Phase 3 organize the stakeholder feedback and data; Phase 4 finalize the plan and

share with community; and lastly, Phase 5 will be the implementation of the plan. The finalized strategic direction plan will be the driving force in district decisions and initiatives.

Operational Support Services Items:

Motion to delete obsolete job descriptions. This motion, made by Chris Misselt and seconded by Cathy Melendez, Carried.

Motion to Approve CMAR (Construction Manager at Risk) Contract between Douglas School District and Heavy Constructors Inc. for New High School. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to Approve Items 11C-Q as one motion. These are second readings of REVISED Board Policies. This motion, made by Cathy Melendez and seconded by Chris Misselt, Carried.

Second Reading of REVISED School Board Policies:

- Board Policy AA - School District Legal Status
- Board Policy ABAC - Relations with Parents
- Board Policy AC - Nondiscrimination in Federal Programs
- Board Policy AEA - Tobacco-Free Schools
- Board Policy AH - Conflict of Interest Disclosures and Authorization
- Board Policy GCBDC - Jury Duty Leave

Second Reading of REVIEWED School Board Policies:

- Board Policy ABA - Parental / Community Involvement in Decision Making
- Board Policy ABAB - Parent Involvement
- Board Policy Regulation AC-R - Nondiscrimination in Federal Programs Complaint Procedure
- Board Policy Exhibits AC-E(1), AC-E(2), and AC-E(3) - Nondiscrimination in Federal Program Complaint Forms.
- Board Policy ACAB - Prohibition against Aiding and Abetting Sexual Abuse
- Board Policy ACB - Nondiscrimination on the Basis of Handicap/Disability
- Board Policy ADA - Mission Statement
- Board Policy AGA - Contested Hearings
- Board Policy Exhibit AH-E(1) - Conflict of Interest Disclosure
- Board Policy Exhibit AH-E(2) - School Board Action on Conflict of Interest Disclosure

Motion to Approve First Reading of REVISED and REVIEWED Board Policies, SECTION B. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

First Reading of REVISED School Board Policies:

- Board Policy BA - Board Operational Goals
- Board Policy BB - School Board Legal Status
- Board Policy BBE - School Board Member Vacancy

First Reading of REVIEWED School Board Policies:

- Board Policy BBA - School Board Powers and Authority
- Board Policy BBAA - Board Member Authority
- Board Policy BBB - School Board Elections

- Board Policy BBBA - School Board Member Qualifications
- Board Policy BBBB - Board Members Oath of Office
- Board Policy BBC - Board Member Resignation / Removal from Office
- Board Policy BBEA - Unexpired Term Fulfillment Procedure
- Board Policy BBF - Board Member Code Of Ethics
- Board Policy BBFA - Board Member Conflict of Interest
- Board Policy BCA - Annual Board Organizational Meeting
- Board Policy BCB - Board Officers
- Board Policy BCC - Appointed Board Officials
- Board Policy BCD - School Board - Superintendent Relationship

Reports:

Superintendent Kevin Case invited all board members to attend the Staff Welcome Back Breakfast and Presentation on Friday, August 19.

Committee Reports from Board Members and Comments from Associate Members:

Fran Apland expressed her appreciation for being included in the Adaptive School Training, as well as, thanking Katy Urban and her team for participating in the Back to School event at the base.

Tonya Amaral stated the Booster Club's first fundraiser held in conjunction with the City was a success, and there are new members this year, which is exciting.

Cathy Melendez said the Box Elder Chamber meeting discussed the growth in the community at its recent meeting. She stated all board members attended the Associated School Boards of South Dakota Joint Convention in Sioux Falls. There were great sessions and opportunity to network with school districts across the state.

Amy McGovern added that Superintendent Kevin Case was a presenter at the Joint convention and represented Douglas very well.

Tanya Gray stated that Douglas was one of the few districts to have all of its board members attending. Super proud of Superintendent Case presenting and feels it is a good thing when others are talking about the good things done by your Superintendent and Business Manager.

Motion to adjourn the meeting at 5:46 p.m. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

June 1, 2022 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 05/ 31/ 22	(\$261,960.40)	\$266,461.55	\$2,066,014.91
RECEIPTS:			
TAXES	\$326,216.33	\$224,037.18	\$143,390.69
TUITION			
INTEREST	\$183.35		
ADMISSIONS			
LOCAL	\$7.36	\$125.09	
COUNTY	\$20,043.58		
STATE	\$1,154,196.00		\$119,119.00
FEDERAL			\$41,658.00
OTHER	\$2,527.00		
INTERFUND TRAN. LOANS	\$4,502,098.53	\$625,000.00	
TOTAL RECEIPTS:	\$6,005,272.15	\$849,162.27	\$304,167.69
DISBURSEMENTS:			
VERIFIED CLAIMS	\$718,518.22	\$311,225.95	\$10,824.80
SALARIES	\$1,739,302.96	\$0.00	\$274,003.80
TRANSFERS OUT			
BALANCE 06/30/22	\$3,285,490.57	\$804,397.87	\$2,085,354.00
BALANCE 06/ 30/ 21	2,124,156.17	3,675,853.41	2,344,817.82

June 1, 2022 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 05/ 31/ 22	(\$1,120,132.89)	\$50,823.66
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$87,474.25	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$87,474.25	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$21,553.28	\$0.00
SALARIES	\$192,378.52	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 06/30/22	(\$1,246,590.44)	\$50,823.66
BALANCE 06/ 30/ 21	(342,855.87)	55,338.70

June 1, 2022 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 05/ 31/ 22	\$728.48	\$4,714.21	\$24,349,102.54
RECEIPTS:			
INTEREST			\$2,098.53
TUITION			
STATE			
FEDERAL			\$3,574,334.00
LOCAL	\$291.52		
OTHER			
INTERFUND TRAN.			\$150,000.00
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.52	\$0.00	\$3,726,432.53
DISBURSEMENTS:			
VERIFIED CLAIMS	\$884.93	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$5,127,098.53
BALANCE 06/30/22	\$135.07	\$4,714.21	\$22,948,436.54
BALANCE 06/ 30/ 21	374.93	8,750.03	19,055,850.54

June 1, 2022 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 05/ 31/ 22	\$439,987.49	\$223,300.60	\$2,755.76
RECEIPTS:			
INTEREST			
SALES	\$115.80		
STATE	\$3,418.45		
FEDERAL	\$162,978.21		
LOCAL	\$1,018.71	\$45,382.83	\$1,985.63
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$167,531.17	\$45,382.83	\$1,985.63
DISBURSEMENTS:			
VERIFIED CLAIMS	\$243,319.23	\$13,495.68	\$3,056.54
SALARIES	\$20,676.74	\$0.00	\$0.00
BALANCE 06/30/22	\$343,522.69	\$255,187.75	\$1,684.85
BALANCE 06/ 30/ 21	20,433.42	188,813.03	4,284.97

Board Report - For School Board 08/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
95 % GROUP INC	181014		814.00
ABERLE. JIM	181015		650.00
BAKER TIMBER PRODUCTS	180988	X	700.00
BATTERIES PLUS BULBS #934	181016		46.80
BERS WINDY FLATS RUBBLE SITE	181017		318.00
BLACK HILLS DOOR SYSTEMS. INC.	181018		230.40
BLICK ART MATERIALS	181019		845.88
BOX ELDER HARDWARE	181020		314.70
BRANDON VALLEY SCHOOL DISTRICT 49-2	181021		1,781.00
BRIGHTLY SOFTWARE	181022		12,135.44
CARQUEST AUTO PARTS	181023		460.54
CENTURYLINK	180992	X	450.45
CITY OF BOX ELDER/PUBLIC WORKS DEPT	181026		5,125.74
CLARK. MICHAEL	181027		46.00
CLIMATE CONTROL SYSTEMS AND SERVICE	181028		755.22
COMFORT INN & SUITES	181029		457.50
CONTRACTORS INSULATION & DRYWALL	181030		1,465.60
DAKOTA BUS SERVICE. INC.	180995	X	2,945.00
DAYS INN IOWA	180987		342.40
EDLIO INC	181032		7,200.00
EMC INSURANCE COMPANIES	180981		346,590.00
EVERGREEN OFFICE PRODUCTS	181033		535.00
FIDUCIARY ACCOUNT	181034		1,483.75
FLINN SCIENTIFIC INC	181035		720.73
FRERICHS. BENJAMIN	180997	X	10.08
FRONTLINE TECHNOLOGIES GROUP LLC	181037		28,117.34
GRAINGER. INC	181038		471.75
GRAY. TANYA	180998	X	35.28
GREAT WESTERN TIRE COMPANY	181039		3,273.28
GRIMMS PUMP SERVICE. INC.	181040		38.41
HANK'S SPECIALTIES INC	180987		240.23
HARLOW'S BUS SALES. INC.	181041		360.74
HILLYARD INC	181042		143.03
HILTON - CREDIT CARD	180987		5,558.08
INFINITE CAMPUS	181044		16,399.95

Board Report - For School Board 08/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
INSTITUTE MULTI-SENSORY EDUCATION	181045		336.00
INTEGRATED TECHNOLOGY & SECURITY	181046		405.00
KIEFFER SANITATION. INC.-AUTO PAY	180999	X	1,912.84
KILOWATT ELECTRIC INC.	181047		1,401.00
LODGE AT DEADWOOD. THE	181001	X	298.00
LOWE'S BUSINESS ACCOUNT	181050		354.09
LYNN JACKSON SHULTZ & LEBRUN PC INC	181051		2,366.00
MATURANO. OSCAR	181052		844.00
MAXON. SHANNON	181053		40.24
MCGOVERN. AMY	181003	X	26.88
MELENDEZ. CATHLEEN	181004	X	79.92
MENARDS	181054		1,334.75
MG OIL COMPANY. INC.	181055		2,998.19
MIDWEST BUS PARTS. INC.	181056		1,033.11
MIDWEST CONNECT	181057		718.00
MINILOTS	181058		170.83
MONTANA DAKOTA UTILITIES COMPANY. INC.	181059		1,577.57
MOSYLE CORPORATION	181060		5,104.00
NAFIS	181061		5,555.97
NASSP	181062		385.00
NOVUS GLASS REPAIR & REPLACEMENT	181064		325.00
OLNEY. TRISTA	181065		104.40
OLSON-CANAAN. CHANDRA	181066		520.64
PENNINGTON COUNTY SHERIFF	181006	X	49,379.50
POPPLER'S MUSIC INC	181067		263.75
PROGRESS PUBLICATIONS	181068		976.50
RAPID CITY JOURNAL	181069		1,159.52
RIO GRANDE	181070		2,727.18
RIVERSIDE TECHNOLOGIES INC	181072		15,995.00
RSP & ASSOCIATES LLC	181007	X	15,000.00
SAM'S CLUB	180987		207.94
SANFORD HEALTH OCCMED	181008	X	395.00
SCENARIO LEARNING. LLC	181073		4,428.00
SCHOOL NURSE SUPPLY	181075		84.49
SCHOOL SPECIALTY INC.	181076		711.01

Board Report - For School Board 08/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SD HIGH SCHOOL COACHES ASSOC	181077		150.00
SD TEACHER PLACEMENT CENTER	181078		435.00
SDSLHA	181079		125.00
SEAT SACK	181080		764.05
SHERWIN WILLIAMS	181009	X	114.03
SHI INTERNATIONAL CORP.	181081		14,648.00
SOFTWARE UNLIMITED INC	181082		5,290.00
SOUTH DAKOTA ONE CALL	181010	X	121.80
SUMMIT COMPANIES	181083		3,894.00
TACO JOHNS RAPID CITY	180987		672.50
TAXI CHARGES	180987		72.50
TEACHERS DISCOVERY	181084		446.07
TUCKER. SARAH	181085		888.00
TW ENTERPRISES INC	181012	X	685.98
UNITED AIR LINES	180987		562.20
UNITY SCHOOL BUS PARTS. INC.	181086		335.67
V.I. REED & CANE INC	181087		523.80
VANWAY TROPHY & AWARD. INC.	181088		87.40
VERIZON WIRELESS	181013	X	444.37
WAL-MART STORES INC	180987		375.00
WEBSTAURANT STORE	180987		221.39
GENERAL FUND			<hr/> 591,138.40
BLACK HILLS EXTERIORS	180989	X	9,745.00
CENTRAL RESTAURANT PRODUCTS	181025		11,986.43
CENTURY BUSINESS	180991	X	3,476.73
CO-OP ARCHITECTURE	180994	X	428,763.54
KLJ ENGINEERING LLC	181000	X	14,850.00
RIVERSIDE TECHNOLOGIES INC	181072		101,465.00
CAPITAL OUTLAY			<hr/> 570,286.70
CPI	181031		1,885.54
NCS PEARSON. INC.	181063		1,325.63
RIVERSIDE INSIGHTS	181071		1,545.50
SCHOLASTIC INC.	181074		72.48
SCHOOL NURSE SUPPLY	181075		390.50
SPECIAL ED			<hr/> 5,219.65
WEBSTAURANT STORE	180987		3,165.65

Board Report - For School Board 08/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FOOD SERVICE			3,165.65
CASE, KEVIN	181024		93.48
FOOD SERVICE	180996	X	85.00
FRANCK, SYDNEY	181036		500.00
IMAGINE LEARNING INC	181043		100.00
LEADERSHIP MATTERS LLC	181048		859.79
LEXIA	181049		17,000.00
RIVERSIDE TECHNOLOGIES INC	181072		8,000.00
WAL-MART STORES INC	180987		87.85
GRANTS			26,726.12
			1,196,536.52
CASH-WA DISTRIBUTING COMPANY, INC.	11827		484.29
INFINITE CAMPUS	11828		6,727.20
LEBLOND, THERESE	11829		44.00
PAN-O-GOLD BAKING COMPANY, INC.	11830		712.59
PRAIRIE FARMS	11831		957.61
SCHUCH, RON	11832		34.70
SORENSEN, KURSHAWN	11833		25.10
FOOD SERVICE			8,985.49
			8,985.49
Grand Total:			1,205,522.01

PAYROLL EXPENDITURES

JULY 7 2022

JULY 21 2022

TOTALS

\$885,362.15

\$820,835.25

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/8/2022****Classified Authorization Amendments**

Jordan Patterson	HS/FSW	Revised pay wage for 2022-23 school year \$14.25 per hour	

Employee Leave of Absence Requests

Name	Building	DATES	
Olivia Gotta	PAT ELEM/FC 2nd	Aug 13- Nov 28, 2022	Maternity Leave
Thomas Hancock	MS ART	Aug 15- Oct 24 , 2022	Medical Leave

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Ashley Gomez	Speech Language Pathologist	Douglas Middle School	2022-2023 School Year Assessed \$2000 for Liquidated Damages as per terms of her contract
Joie Drysdale	0.5 Title VI	Douglas Middle School	2022-2023 School Year Assessed \$2000 for Liquidated Damages as per terms of her contract

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Dainel Maciejczak	Security	Douglas High School	2022-2023 School Year

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Lindsay Scott	VES/Music	MS/Music	2022-2023 School Year

Certified Staff Hiring

Name	Position	Location	Effective Date
Nicole Rietz	SLP	Douglas School District	2022-2023 School Year
Ainsley Monize	SLP	Douglas School District	2022-2023 School Year

Classified Staff Hiring

Name	From Bldg/Position/Hrs	Salary	Effective Date
Kathy Minney	DMS/Library Aide	E/2 188 days 8 hrs/day \$15.75 per hour	2022-2023 School Year
Pamila Scherer	CO/Accounts Payable Bookkeeper	J/7 261 days 8hrs/day \$23.00 per hour	2022-2023 School Year
Charlotte Warren	MS/ ISS Paraprofessional	E/2 188 days 7.5 hrs/day \$15.75 per hour	2022-2023 School Year

Contracted Activity Hires				
	Name	Position	Salary	Effective Date
	Amanda Awe	HS Assistant Debate Coach - 1 Year Only	\$2,197.00 per year	2022-2023 School Year
	Brook Clark	HS Girls Assistant Freshman Basketball Coach - 1 Year Only	\$3,959.00 per year	2022-2023 School Year
	Michael Clark	HS Assistant Volleyball Coach - 1 Year Only	\$4,082.00 per year	2022-2023 School Year
	Michael Clark	HS Assitant Track and Field Coach- 1 Year Only	\$2,231.00 per year	2022-2023 School Year
	Andrew Napier	HS Head Boys Soccer Coach - 1 Year Only	\$5,589.00 per year	2022-2023 School Year
	Robert Rath	MS 8th Grade Assistant Football Coach - 1 Year Only	\$2,197.00 per year	2022-2023 School Year
	Duncan Stoebner	MS 7th Grade Assistant Football Coach - 1 Year Only	\$2,197.00 per year	2022-2023 School Year
	Sarah Tucker	HS Head Volleyball Coach - 1 Year Only	\$3,330.00 per year	2022-2023 School Year
Temporary Hires				
	Name	Position	Salary	Effective Date
	Tammy Koch	MA/DR- Prepared vehicles for customers	\$22.83 per hour	July 25-26, 2022
	Tammy Koch	MA/DR- Summer Transport of Students	\$22.83 per hour	July 21, 2022
Substitute Hires				
	Name	Position	Salary	Effective Date
	Rena Small	Substitute Secretary Personnel office	\$15.75 per hour	July 25- August 1, 2022
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, August 15, 2022

The Douglas School District No. 51-1 Board of Education held a Special meeting on Monday, August 15, 2022 at 5:00 PM at the Box Elder City Event Center, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Tonya Amaral: Present, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Absent, Chris Misselt: Present.

All actions in these Minutes were by unanimous vote unless otherwise stated.

President Gray called the meeting to order at 5:01 p.m.

There was nothing for public forum.

Motion to approve agenda. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Motion to approve Student Assignment Requests as recommended for the 2022-23 school year. This motion, made by Tonya Amaral and seconded by Amy McGovern, Carried.

Motion to approve open enrollment under the Emergency Clause of School Board Policy JECB. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Board members learned strategies and participated in activities facilitated by Adaptive Schools Trainer Ellynor Martinez and Superintendent Kevin Case to identify district values and beliefs. This is a continuation of the two previous work sessions.

Motion to adjourn meeting at 7:50 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, August 22, 2022

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, August 22, 2022 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Tonya Amaral: Present, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Present, Chris Misselt: Present.

All actions in these Minutes were by unanimous vote unless otherwise stated.

President Gray called the meeting to order at 5:00 pm

Superintendent Kevin Case recognized Board President Tanya Gray who was re-elected for a second term on the Associated School Boards of South Dakota Board of Directors. She represents the Western Region member districts in the 1,400-9,999 enrollment category. Douglas is proud to be represented by her.

There was nothing for public forum.

Motion to approve the agenda. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Motion to approve the consent agenda Items 6B-6D. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

Approved July Financial Reports. (Attachment)

Approved Accounts Payable Report. (Attachment)

There were no conflicts disclosed as defined in SDCL 3-23.

Motion to approve Item 6A Personnel Action for August 22, 2022. (Attachment). This motion, made by Cathy Melendez and seconded by Tonya Amaral, Carried. Abstaining (with conflict): Tanya Gray

Elementary and Secondary Curriculum and Instruction Items:

Motion to approve High School / Middle School Activities Handbook for school year 2022-23. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Motion to approve SY 2022-23 Elementary Student and Staff Handbooks. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

Superintendent Items:

Motion to approve Student Assignment Requests as recommended. This motion, made by Tonya Amaral and seconded by Cathy Melendez, Carried.

Motion to approve Administrators, Coordinators, and Classified Staff handbooks for 2022-23 school year as presented. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

Jerry Spethman from DA Davidson & Company shared basic information on bond financing for school districts in South Dakota and specifically for Douglas. His overview laid out the options available for most school districts. However, Douglas School District is unique in that a large portion of the district is on federal property, which limits the District's ability to bond. While Douglas could technically generate as much as \$81 million through a bond, that scenario would likely be cost prohibitive for property owners. It was good information to gain a better understanding of the different methods available to fund building projects.

Operational Support Services Items:

Motion to Approve SECOND Reading of REVISED and REVIEWED Board Policies, Section B. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Second Reading of Revised School Board Policies as follows:

- Board Policy BA - Board Operational Goals
- Board Policy BB - School Board Legal Status
- Board Policy BBE - School Board Member Vacancy

Second Reading of Reviewed School Board Policies as follows:

- Board Policy BBA - School Board Powers and Authority
- Board Policy BBAA - Board Member Authority
- Board Policy BBB - School Board Elections
- Board Policy BBBA - School Board Member Qualifications
- Board Policy BBBB - Board Members Oath of Office
- Board Policy BBC - Board Member Resignation - Removal from Office
- Board Policy BBEA - Unexpired Term Fulfillment Procedure
- Board Policy BBF - Board Member Code of Ethics
- Board Policy BBFA - Board Member Conflict of Interest
- Board Policy BCA - Annual Board Organizational Meeting
- Board Policy BCB - Board Officers
- Board Policy BCC - Appointed Board Officials
- Board Policy BCD - School Board - Superintendent Relationship

Motion to Approve FIRST Reading of Revised/Reviewed Policies. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

First Reading of REVISED School Board Policies as follows:

Board Policy Regulation GCLA-R - Travel Allowance

Board Policy Exhibit IIBGA-E - DSD Device Use and Insurance Agreement

First Reading of REVIEWED Board Policies as follows:

Board Policy GCLA - Attendance at Professional meetings and Conferences

Board Policy IIBGA - District Assigned Computers

Motion to approve change of adult meal pricing rate to \$2.70 for Breakfast and \$4.90 for Lunch. This motion, made by Cathy Melendez and seconded by Tonya Amaral, Carried.

Motion to Approve School Resource Office Memorandum of Understanding Agreement Between Douglas School District and Box Elder Police Department. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried. Abstaining (with conflict) Chris Misselt

Motion to approve two (2) additional food service worker positions for Douglas Middle School. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

Reports:

Superintendent Kevin Case thanked everyone for a smooth and exciting start to a new school year!

Committee Reports from Board Members and Comments from Associate Board Members:

Tonya Amaral said Booster Club will meet next Monday, August 29 and invited other parents to come and join.

Cathy Melendez attended the Box Elder Area Chamber of Commerce meeting last week. She reported that the Black Hills Federal Credit Union groundbreaking for its new Box Elder location is September 1; and the Box Elder Expo is scheduled for Thursday night.

Tanya Gray stated she will be attending the Black Hills Special Services Cooperative Board of Directors meeting this week. She thanked everyone for their hard work preparing for a new school year.

Motion to move into executive session at 6:03 pm to discuss personnel matter per SDCL 1-25-2.1. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

President Gray called the Board out of executive session at 7:08 p.m.

Motion to approve compensation for 13.75 days of unused leave to Superintendent Kevin Case at his daily rate for the 2021-22 school year. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried. Voting Nay: Tonya Amaral, Chris Misselt

Motion to adjourn the meeting at 7:09 p.m. This motion, made by Chris Misselt and seconded by Cathy Melendez, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

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			<u>388,996.62</u>
			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			<u>18,669.82</u>
			18,669.82
Grand Total:			<u>1,053,881.22</u>

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.

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 9/12/2022**

Certified Teaching Contract Amendments

Jodi Melton	SLP	\$67,675.00 per year	Revised 2022-2023 School Year contract
Sarah Reimer	SLP	\$66,225.00 per year	Revised 2022-2023 School Year contract

Activity Contract Amendments

Jon Pierson	HS Assistant Football Coach- 1 year only	\$4,143.00 per year	Revised 2022-2023 School Year
Lindsay Scott	MS Chorus	\$1762.00 per year	Added to 2022-2023 School Year

Certified AOS Payments

Jodi Melton	\$200.00	Should have been paid in June
Sarah Reimer	\$150.00	Should have been paid in June

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Carol Painter	Trans/Aide	\$1,888.80	9/8/1992-9/8/2022

Certified Resignations/Retirements/Terminations

Name	Position	Effective Date	
Jason Boeding	MS Throwing Coach	2022-2023 School year	
Caitlinn Powers	MS SPED Teacher	September 30, 2022	Assessed \$3,000 for Liquidated Damages as per term of her contract: Has requested damages be waived

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Heather Holly	SPED Secretary	Middle School	August 26th, 2022

Certified Staff Hiring

Name	Position	Amount	Effective Date
Timothy Fischer	MS Special Education Teacher	B/7 \$44,995.77	September 26, 2022 for 2022-2023 School Year

Classified Staff Hiring

Name	Position	Location	Effective Date
Mark Funk	BC-Lunch Room Supervisor	\$15.00 per hour	September 1, 2022
Jarred Peterson	Maintenance/Elecrician	M/7 \$25.00 per hour	September 19, 2022
Elizabeth Ross	HS Security	E/1 \$15.00 per hour	September 15, 2022
Melissa Triplet	MS Special Education Secretary	E/2 \$15.75 per hour	September 26, 2022
Owen Watkins	Maintenance/Groundskee per	K/2 \$19.75 per hour	September 26, 2022

Temporary Hires

Name	Position	Salary	Effective Date
Cathy Barargar	MS Head 6th Grade Vollyball Coach	\$3,666.00 per year	2022-2023 School Year
Katie Bell	BC 1st Grade Teacher-MTSS Leadership Team	\$500.00 per year	2022-2023 School Year
Jason Boeding	HS Lunchroom Supervisor	\$2,500.00 per yeae	2022-2023 School Year
Chandra Olson-Canaan	BC S2S Coordinator	\$400.00 per year	2022-2023 School Year
Jennifer Collins	BC S2S Coordinator	\$400.00 per year	2022-2023 School Year
Lyndsay Deyo	BC 3rd Grade Teacher-MTSS Leadership Team	\$500.00 per year	2022-2023 School Year
Margery Glandt	BC 2nd Grade Teacher-MTSS Leadership Team	\$500.00 per year	2022-2023 School Year
Terri Smith	Temporary Groundskeeper	K/1 \$19.00 per hour	2022-2023 School Year
Tasa Sotelo	BC KindergartenTeacher-MTSS Leadership Team	\$500.00 Per Year	2022-2023 School Year
Lisa Vernon	BC S2S Coordinator	\$400.00 per year	2022-2023 School Year

Activity Worker

Name	Position	Salary	Effective Date
Tricia Baragar	Activity Worker	\$15.00 per hour	2022-2023 School Year
Dawn Beltran	Activity Worker	\$15.00 per hour	2022-2023 School Year
David Broadie	Activity Worker	\$15.00 per hour	2022-2023 School Year
Brook Clark	Activity Worker	\$15.00 per hour	2022-2023 School Year
Michael Clark	Activity Worker	\$15.00 per hour	2022-2023 School Year
Rene Emme	Activity Worker	\$15.00 per hour	2022-2023 School Year
Joseph Hall	Activity Worker	\$15.00 per hour	2022-2023 School Year
Janifer Kirk	Activity Worker	\$15.00 per hour	2022-2023 School Year
Kaylee Knudson	Activity Worker	\$15.00 per hour	2022-2023 School Year
Michael Knudson	Activity Worker	\$15.00 per hour	2022-2023 School Year
Bridget Koehler	Activity Worker	\$15.00 per hour	2022-2023 School Year
Kirk Koehler	Activity Worker	\$15.00 per hour	2022-2023 School Year
Nicholas Koehler	Activity Worker	\$15.00 per hour	2022-2023 School Year
Grant Lolley	Activity Worker	\$15.00 per hour	2022-2023 School Year
Edward Malone	Activity Worker	\$15.00 per hour	2022-2023 School Year

Roberta Marin	Activity Worker	\$15.00 per hour	2022-2023 School Year
Valerie Newman	Activity Worker	\$15.00 per hour	2022-2023 School Year
Leona Oberlander	Activity Worker	\$15.00 per hour	2022-2023 School Year
Sheryll Oberlander	Activity Worker	\$15.00 per hour	2022-2023 School Year
Cathrine Quinlivan	Activity Worker	\$15.00 per hour	2022-2023 School Year
Bryce Vogel	Activity Worker	\$15.00 per hour	2022-2023 School Year
Carol Whiting	Activity Worker	\$15.00 per hour	2022-2023 School Year

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
Kaitlynn Goodrich	\$120.00/day \$16.00/hour	95% of Step 1	9/25/2022
Donn Hofmeister	\$127.50/day	95% of Step 1	9/25/2022

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

Board Report - For School Board 09/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	181187		1,618.37
ACE STEEL & RECYCLING. INC.	181188		310.86
ALLIED 100 LLC	181189		194.40
AMERICAN SCHOOL BOARD JOURNAL	181190		234.00
AMERICINN-SIOUX FALLS	181191		2,280.00
AMICK SOUND INC	181193		620.44
ASBSD	181194		1,823.90
BERS WINDY FLATS RUBBLE SITE	181195		252.00
BIG SKY UPHOLSTERY & SUPPLY	181196		1,023.15
BLACK HILLS CHEMICAL CO	181197		7,640.11
BLACK HILLS CONFERENCE	181198		550.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181199		36,737.20
BOX ELDER HARDWARE	181200		857.71
BRAINPOP LLC	181201		175.00
BSN SPORTS. LLC	181202		6,953.07
CAROLINA BIOLOGICAL SUPPLY COMPANY	181203		831.46
CARQUEST AUTO PARTS	181204		197.78
CITY OF BOX ELDER/PUBLIC WORKS DEPT	181205		2,869.09
CREATIVE EDUCATION SERVICES	181207		150.00
CUSTER SCHOOL DISTRICT	181208		50.00
CUTTING EDGE LAWN CARE	181209		937.20
DAKOTA BUS SERVICE. INC.	181210		6,585.00
DAKOTA POTTER'S SUPPLY	181211		1,868.57
DAKOTA SUPPLY GROUP. INC.	181212		1,374.42
EXPLORE LEARNING	181214		5,931.00
FIDUCIARY ACCOUNT	181215		1,254.25
FLINN SCIENTIFIC INC	181216		1,130.80
FOOD SERVICE	181218		748.19
GRAINGER. INC	181220		1,600.90
HAL LEONARD	181221		195.00
HARVEYS LOCK SHOP. INC.	181222		76.66
HURON SCHOOL DISTRICT	181223		75.00
IMAGINE LEARNING INC	181224		11,810.00
INNOVATIVE OFFICE SOLUTIONS	181225		11,760.37
KILOWATT ELECTRIC INC.	181227		4,225.29

Board Report - For School Board 09/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LIGHTSPEED TECHNOLOGIES INC	181229		14.00
MEADOWBROOK GOLF COURSE	181230		52.89
MENARDS	181231		247.48
MG OIL COMPANY. INC.	181232		14,095.35
MONTANA DAKOTA UTILITIES COMPANY. INC.	181234		1,688.29
MONUMENT HEALTH RAPID CITY HOSPITAL. INC	181235		5,925.00
MOSYLE CORPORATION	181236		514.08
NEWELL SCHOOL DISTRICT	181239		40.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	181240		1,398.72
NORTH CENTRAL INTERNATIONAL INC	181241		361.01
OSTEN. CAROL	181243		500.00
PETTIT. ANN	181244		116.00
PIERRE SCHOOL DISTRICT	181245		50.00
PLANK ROAD PUBLISHING	181246		494.85
PRAIRIE RIDGE	181247		2,500.00
QUILL CORPORATION	181249		49.99
RDO EQUIPMENT	181250		3,095.00
RIDDELL / ALL AMERICAN SPORTS CORP	181251		2,570.58
RIO GRANDE	181252		62.95
RIVERSIDE TECHNOLOGIES INC	181253		22,759.00
RIVISTAS SUBSCRIPTION SERVICES	181254		1,331.47
ROYAL FLUSH PORTABLES. LLC	181255		825.00
SASD	181256		3,193.00
SCHOOL NURSE SUPPLY	181257		4,935.94
SCHOOL SPECIALTY INC.	181258		1,374.40
SHERATON HOTEL AND CONVENTION CENTER	181260		518.00
STARFALL EDUCATION	181261		355.00
STURGIS BROWN HIGH SCHOOL	181262		125.00
SUMMIT COMPANIES	181263		269.00
Super 8	181264		1,394.47
SUPER 8	181265		716.00
TEACHER INNOVATIONS INC	181266		444.00
TEACHERS SYNERGY. LLC	181267		624.48
TEMPERATURE TECHNOLOGY INC	181268		798.57
ULINE SHIPPING SUPPLY SPEC.	181269		758.82

Board Report - For School Board 09/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
UNIVERSAL ATHLETIC LLC	181271		1,504.75
VERIZON WIRELESS	181273		445.07
VEX ROBOTICS INC	181274		532.30
VOYAGER FLEET SYSTEMS. INC.	181277		568.24
WEST MUSIC CO	181278		453.06
WESTERN COMMUNICATIONS. INC.	181279		318.17
WINNER SCHOOL DISTRICT	181281		4,560.00
ZEARN	181282		5,000.00
GENERAL FUND			<hr/> 202,521.12
CO-OP ARCHITECTURE	181206		223,125.00
DAKTRONICS	181213		81,822.00
FMG ENGINEERING	181217		12,020.00
GEO ENTERPRISES. INC	181219		13,163.29
KILOWATT ELECTRIC INC.	181227		7,166.00
MIRACLE RECREATION EQUIP. CO.	181233		3,516.60
NORTH CENTRAL SUPPLY. INC.	181242		5,515.15
RIVERSIDE TECHNOLOGIES INC	181253		19,425.00
UNIVERSAL ATHLETIC LLC	181271		5,461.00
CAPITAL OUTLAY			<hr/> 371,214.04
AMERIPRESS	181192		568.42
ASBSD	181194		205.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181199		277,977.97
NCS PEARSON. INC.	181238		540.00
PRO-ED. INC.	181248		1,888.40
SCHOOL SPECIALTY INC.	181258		262.29
SD DEPARTMENT OF HUMAN SERVICES	181259		5,312.91
SHERATON HOTEL AND CONVENTION CENTER	181260		518.00
ULTIMATE SLP - LEARNIX. LLC	181270		746.04
VOLUNTEERS OF AMERICA. DAKOTAS	181276		1,969.50
WESTERN PSYCHOLOGICAL SERVICES	181280		81.40
SPECIAL ED			<hr/> 290,069.93
INSTRUCTIONAL COACHING GROUP	181226		11,674.00
KLETT WORLD LANGUAGES	181228		4,250.05
NATIONAL SCHOOL PUBLIC RELATIONS	181237		835.00
RIVERSIDE TECHNOLOGIES INC	181253		4,000.00
TEMPERATURE TECHNOLOGY INC	181268		33,000.00

Board Report - For School Board 09/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
UNIVERSITY OF OREGON	181272		350.00
VISTA HIGHER LEARNING INC	181275		47,450.51
GRANTS			<hr/> 101,559.56
CASH-WA DISTRIBUTING COMPANY. INC.	11849		403.28
CASH-WA DISTRIBUTING COMPANY. INC.	11850		2,078.20
DIGI INTERNATIONAL INC	11851		400.00
GENERAL FUND	11852		3,165.65
HOUGHTON. JENNIFER	11853		59.50
PAN-O-GOLD BAKING COMPANY. INC.	11854		435.77
PRAIRIE FARMS	11855		2,799.89
PROGUARD SERVICE & SOLUTIONS	11856		1,385.30
REINHART FOOD SERVICE LLC	11857		9,564.34
SERVALL TOWEL & LINEN SUPPLY. INC.	11858		146.51
STEICHEN. DAVID	11859		57.80
FOOD SERVICE			<hr/> 20,496.24
Grand Total:			<hr/> 985,860.89

PAYROLL EXPENDITURES

AUGUST 5 2022

AUGUST 19 2022

TOTALS

\$794,334.29

\$958,849.80

2022-23 OVERNIGHT / OUT-OF-STATE TRIP REQUESTS

	Date of Trip	Trip Request #	Activity	Destination	Type of Transportation	BOE Approval Date
1	9/15 - 9/16/22	1873	Boys' Golf	Mitchell	Van	9/12/22
2	10/6/22	1872	CSC Theater Day	Chadron, NE	Bus	
3	12/15-12/17/22	1795	Wrestling	Hot Springs / Gillette / Worland WY	Charter Bus	
4	3/2 - 3/4/23	1831	Debate	Mitchell	Charter Bus	

Trip ID 1873

Booked By

Booked By Hatfield, Naomi
Email naomi.hatfield@k12sd.us
Phone 923-0039

Pager
Cellular 209-4965

Booking Details

Trip Name Boys' Golf
Status Submitted
Trip State Inactive
Created Date 8/24/2022 2:35:00 PM

Departing Location High School
Organization DHS Activities
Trip Destination Mitchell
Trip Type Round Trip
Trip Package

Trip Departure Date Time 9/15/2022 3:30:00 PM

Trip Return Date Time 9/16/2022 10:00:00 PM

Driver Departure Time

Driver Return Time

Participant Drop Off Time

Participant Pick Up Time

Destination Arrival Date Time

Destination Departure Date Time

Driver Start Location

Driver End Location

Participant Drop Off Location

Participant Pick Up Location

Estimated Round Trip Mileage 0

Trip Contact

Name Rowe, Amy
Email amy.rowe@k12.sd.us
Phone

Pager
Cellular

Attendees

Faculty Amy Rowe

Supervising Adults

Number of students 5

Cost per student \$0.0000

Number of adults 1

Cost per adult \$0.0000

Totals Attendees 6

Categorization

Budget Code

Budget Code Description

Recommended Min Age 0

Recommended Max Age 0

Educational Objective

Notes

Special Needs and/or Board approval for overnight trip

Trip Requirements

Driving Directions

Required Services

Transportation Type Van

Number Of Vehicles 1

Trip ID 1871

Booked By

Booked By Hatfield, Naomi

Email naomi.hatfield@k12.sd.us

Phone 923-0039

Pager

Cellular 209-4965

Booking Details

Trip Name CSC Theater Day

Status Submitted

Trip State Inactive

Created Date 8/18/2022 10:11:00 AM

Departing Location High School

Organization DHS Activities

Trip Destination Chadron, NE

Trip Type Round Trip

Trip Package

Trip Departure Date Time 10/6/2022 6:15:00 AM

Trip Return Date Time 10/6/2022 5:00:00 PM

Driver Departure Time

Driver Return Time

Participant Drop Off Time

Participant Pick Up Time

Destination Arrival Date Time

Destination Departure Date Time

Driver Start Location

Driver End Location

Participant Drop Off Location

Participant Pick Up Location

Estimated Round Trip Mileage 0

Trip Contact

Name Plooster, Kevin

Email Kevin.plooster@k12.sd.us

Phone

Pager

Cellular

Attendees

Faculty Kevin Plooster, Anna Vaughn, Jesse Hamer

Supervising Adults

Number of students 30

Cost per student \$0.0000

Number of adults 3

Cost per adult \$0.0000

Totals Attendees 33

Categorization

Budget Code

Budget Code Description

Recommended Min Age 0

Recommended Max Age 0

Educational Objective

Notes

Special Needs and/or Board Approval - Out of State Trip

Trip Requirements

Driving Directions

Required Services

Transportation Type School Bus

Number Of Vehicles 1

Trip ID 1795

Booked By

Booked By Hatfield, Naomi

Email naomi.hatfield@k12sd.us

Phone 923-0039

Pager

Cellular 209-4965

Booking Details

Trip Name Wrestling

Status Submitted

Trip State Inactive

Created Date 5/31/2022 4:59:00 PM

Departing Location High School

Organization DHS Activities

Trip Destination Hot Springs, Gillette, Worland WY

Trip Type Round Trip

Trip Package

Trip Departure Date Time 12/15/2022 2:00:00 PM

Trip Return Date Time 12/17/2022 8:00:00 PM

Driver Departure Time

Driver Return Time

Participant Drop Off Time

Participant Pick Up Time

Destination Arrival Date Time

Destination Departure Date Time

Driver Start Location

Driver End Location

Participant Drop Off Location

Participant Pick Up Location

Estimated Round Trip Mileage 0

Trip Contact

Name Daugherty,

Dale

Email dale.daugherty@k12sd.us

Pager

Phone

Cellular

Attendees

Faculty Daugherty, Pierson, Wilson

Supervising Adults

Number of students 35

Cost per student \$0.0000

Number of adults 3

Cost per adult \$0.0000

Totals Attendees 38

Categorization

Budget Code

Budget Code Description

Recommended Min Age 0

Recommended Max Age 0

Educational Objective

Notes

Special Needs and/or Board approval for overnight and out of state trip

Trip Requirements

Driving Directions

Required Services

Transportation Type Charter Bus

Number Of Vehicles 1

Trip ID 1831

Booked By

Booked By Hatfield, Naomi

Email naomi.hatfield@k12sd.us

Phone 923-0039

Pager

Cellular 209-4965

Booking Details

Trip Name Debate

Status Submitted

Trip State Inactive

Created Date 6/1/2022 1:44:00 PM

Departing Location High School

Organization DHS Activities

Trip Destination Mitchell

Trip Type Round Trip

Trip Package

Trip Departure Date Time 3/2/2023 12:30:00 PM

Trip Return Date Time 3/4/2023 8:00:00 PM

Driver Departure Time

Driver Return Time

Participant Drop Off Time

Participant Pick Up Time

Destination Arrival Date Time

Destination Departure Date Time

Driver Start Location

Driver End Location

Participant Drop Off Location

Participant Pick Up Location

Estimated Round Trip Mileage 0

Trip Contact

Name Mraz,

Tony

Email tony.mraz@k12.sd.us

Pager

Phone

Cellular

Attendees

Faculty T Mraz

Supervising Adults

Number of students 25

Cost per student \$0.0000

Number of adults 2

Cost per adult \$0.0000

Totals Attendees 27

Categorization

Budget Code

Budget Code Description

Recommended Min Age 0

Recommended Max Age 0

Educational Objective

Notes

Special Needs and/or Board Approval for overnight trip

Trip Requirements

Driving Directions

Required Services

Transportation Type Charter Bus

Number Of Vehicles 1

**A COOPERATIVE AGREEMENT
BETWEEN
YOUTH AND FAMILY SERVICES
AND
DOUGLAS SCHOOL DISTRICT #51-1
2022-2023**

Purpose

The purpose of this Cooperative Agreement is to provide for a Federally Funded Head Start Pre-School Program for four year-old children of qualifying families residing in or near Douglas School District #51-1.

The Head Start Program will provide health, mental health, developmentally appropriate education, nutrition, and social services to qualifying students and families.

Facilities

Douglas School District #51-1 will provide the physical space for the program, including the classrooms, playground, and access to the classrooms. Certain equipment may be provided by Douglas School District, which the district determines to be available for such purposes.

Any renovations to the classrooms must have prior approval by the school district and any such renovations will remain the property of the district when or if the program moves to another classroom or discontinues operation, unless Youth and Family Services restores the facility to its original condition.

Youth and Family Services may equip the classrooms with their own refrigerator, microwave oven, and classroom equipment as may be necessary to carry out the program.

Staffing

Youth and Family Services will provide all staffing for the program except as otherwise provided in this agreement, in accordance with Head Start Program Performance Standards or other federal program guidelines.

Custodian

Douglas School District will provide custodial services for 173 days for a total cost of **\$4900.00**. Costs for more or less days will be provided on a pro-rata basis. Overtime rate will be \$28.00 per hour. Douglas School District will bill Youth and Family Services during the months of February and May.

Communications

Douglas School District will provide and maintain phone service.

Utilities

Youth and Family Services will reimburse the district for cost of electricity, natural gas, water and sewer in the amount of **\$4,500.00** for the school year ending in June, 2023. Douglas School District will bill Youth and Family Services during the months of February and May.

Nursing Services

Douglas School District will provide nursing services for emergencies, within reason, on an as needed basis. Youth and Family Services shall reimburse the district for the hourly cost, including fringe benefits, at the rate of pay established in the district's Classified Handbook.

Transportation

Youth and Family Services will provide all transportation services in connection with the program. The school district will provide school bus access as near as reasonably possible to the classrooms.

Animals

Animals cannot be maintained in the classroom. Animals cannot be allowed to run loose.

Insurance

Youth and Family Services shall provide liability insurance for staff, students, and families utilizing the program and property insurance for the contents of the classroom that are owned by Youth and Family Services.

Douglas School District shall provide property insurance for the classroom and contents owned by the district.

Calendar

The Head Start Program shall follow the district calendar. Head Start will not be in session when the district is not in session, including snow days.

Administration

Douglas School District assumes no responsibility for the administration of the Head Start Program and will not interfere with the ways and means of the operation.

The school district will cooperate in any way agreeable to both parties in sharing of developmentally appropriate experiences that may exist in Douglas School District, including staff in-service.

The Director of Special Education Services will be the school district point of contact in all matters relating to the Head Start Program.

Duration

The Agreement is effective for the 2022-23 school year.

Youth and Family Services
Executive Director

Douglas School District
Business Manager

Date

Date

Youth and Family Services
Chairperson, Board of Directors

Douglas School District
President, Board of Education

Date

Date

**HEAD START - DOUGLAS
2022-23**

Youth & Family Services

Custodial Services	
173 Student and staff days	\$4,900.00
Utilities	
Electricity, natural gas, water & sewer	<u>\$4,500.00</u>
	\$9,400.00

Douglas will bill Youth & Family Services in February and May.

Douglas Middle School

Student Handbook 2022-2023



DOUGLAS MISSION STATEMENT:

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

DOUGLAS MIDDLE SCHOOL

691 Tower Road Box Elder, SD 57719 605-923-0050

Mrs. Courtney Crosswait, Principal

Mrs. Stacey Cowen, Asst. Principal

Attendance Office 923-0050

Mr. Nathan Batteen, AD/Dean of Students

Food Services - 923-0055

BOARD OF EDUCATION

President, Tanya Gray

1st Vice President,

Amy McGovern

2nd Vice President,

Cathleen Melendez

Member, Chris Misselt

Member, Tonya Amaral

Associate Member,

Col. Patrice Holmes

Associate Member,

CMSgt. Keelan Rasmuson

Associate Member Alternate,

Frances Apland

Mr. Kevin Case, Superintendent

Central Office – 923-0000

WELCOME FROM THE STAFF

Welcome to the Douglas Middle School. You have the privilege of being a member of one of the best student bodies anywhere, and we hope that you are proud to be enrolled. This is your school and the benefits derived while being a member of the student body will depend upon you. A good beginning is very important. A friendly, helpful attitude toward faculty and students will make your school days happy and memorable.

Please have an exciting and educationally rewarding year.

DOUGLAS PHILOSOPHY

The Douglas School District will provide and promote an environment conducive to teaching and learning in which the district works in partnership with the educational community to develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever-changing world.

In case of inclement weather, **school will be closed when, the judgment of the superintendent or his designee, determines conditions would not be safe for buses to operate or students to walk to school. The official statement regarding closing of the school will be made on local radio stations and local television stations. Messages will also be delivered via text, email and phone.**

DOUGLAS MIDDLE SCHOOL GOALS

1. To emphasize basic skills development throughout the entire curriculum.
2. To provide a wide range of exploratory activities for students to pursue.
3. To create a flexible, organized program which allows for:
 - a) individualized learning
 - b) interdisciplinary and/or disciplinary teams
 - c) team teaching
 - d) Rearrangement of time, space, material and people.
4. To diagnose and evaluate the progress of all students in the area of organized knowledge, basic skills, personal development, and social interaction.
5. To provide the opportunity for students to participate in an intramural and/or interscholastic program.
6. To provide a consistent program of discipline in which students accept responsibility for their own actions.

DISCRIMINATION POLICY STATEMENT: The Douglas School District does not discriminate in its employment policies and practices or in its education programs on the basis of race, color, creed, religion, age, sex, gender, gender identity, sexual orientation, disability, medical condition, national origin, ancestry or veteran status. Concerns regarding compliance with Title IX may be directed to the Assistant Superintendent for Curriculum, Instruction, and Technology, Douglas School System, 400 Patriot Drive, Box Elder, South Dakota, 923-0000 or the Office of Civil Rights, U.S. Department of Education Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114. (Ph: (816) 823-1400; TDD: (816) 891-0582; Fax: (816) 823-1400. E-Mail OCR@Ed.gov

POLICY A-ACAA - SEXUAL HARASSMENT: It is the District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

ADA COMPLIANCE: This document is available in alternate formats upon a five-day request. Examples of alternate formats include: Braille, large print, tape, Etc. Please contact the Douglas Middle School Principal at 923-0050 or TDD/Relay System number 1-800-877- 1113 to make a request.

"If you as a parent/guardian require auxiliary aids for effective communication regarding issues of the district or the education of your child, please notify the school district at TDD/Relay number 1-800-877-1113."

Latex:

To provide a consistent and safe environment for students and staff with a latex sensitivity, we do not allow latex balloons in any school district facilities.

PUBLIC COMPLAINTS

Areas of concern brought to the attention of the Board will be addressed through Board policy KLA.

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, KLA, Public Complaints, is available in each building office or the Administration offices.

Board Policy KLD – Public Complaints for Federal Programs

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal 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 SD Department 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 complainant 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 complainant shall be provided with a written explanation of 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.

STUDENT RECORDS

The Board will provide annual notification to the Parents of students currently in attendance and eligible students currently in attendance of their rights under this policy. This notice will be published in the building student handbook.

The Douglas Board of Education designates the following personally identifiable information as directory information.

- a. Student's Name
- b. Address
- c. Telephone listing
- d. e-mail address
- e. Photograph
- f. Date and place of birth
- g. The most recent educational agency or institution
- h. Major field of study
- i. Grade level
- j. Dates of attendance
- k. Degrees, honors, and awards received
- l. Participation in officially recognized activities and sports
- m. Weight and height of members of athletic teams

If a student's parent, guardian or student age 18 or over does not want the school district to disclose directory information from his or her child's educational records without prior written consent, he or she must notify the District in writing by the first day of the child's enrollment.

GENERAL INFORMATION

Purpose of the Handbook: This handbook has been designed to give needed information to both the students and their parents regarding established policies. If there is any way we can assist you, please call to make an appointment at 923-0050.

***The word parent shall be understood to mean parent or guardian throughout this handbook.**

Starting and Dismissal Time:

Starting: 7:55 a.m.
Dismissal: 3:05 p.m.

Please see that transportation arrangements are made prior to dismissal. Students that are not in school activities need to leave school grounds by 3:15 pm.

Grading System: The grading system used is the traditional letter grade based upon the percentage that the student has received for the nine-week period. At the conclusion of each semester the average grade of the two quarters will be placed in the designated column.

A	93 - 100%	A=4
B	86 - 92%	B=3
C	78 - 85%	C=2
D	70 - 77%	D=1
U	Below 70%	U=0

Promotions/Retentions:

Although teachers/parents may request the retention/promotion, the school principal shall determine all retention/promotions. The principal will identify the reasons for the retention/promotion. The school district shall have the final authority in the promotion/retention of a student in grades K-12.

Academic and Athletic Awards: Students in the Douglas Middle School have an opportunity to receive a number of awards. (Specific guidelines can be obtained from the Counseling Office.)

1. American Legion Award: Each year an eighth- grade boy and an eighth-grade girl receive this award from the American Legion Post of Box Elder. They are selected based upon the criteria as set forth in the American Legion Guidelines.
2. Presidential Academic Excellence Award: Eighth grade students receive this award by maintaining an A average each quarter of their 3 middle school years in addition to achieving level 4 status in the area of reading and/or math on the State Assessment test.
3. Evans Award: This award is presented to an eighth-grade boy and an eighth-grade girl who have participated in athletics and maintained a high standard in the academic areas.
4. Certificate of Merit: This award is given to students for participation in extra-curricular activities.
5. Athletic Achievement: This award is given for participation in scheduled interscholastic athletics.
6. Student of the Month: Each academic core selects a student who has demonstrated citizenship and academic excellence for the month.
7. Perfect Attendance: Awards will be given to students who have perfect attendance to recognize their dedication to education.
8. Honor Roll: An Honor Roll will be established at the end of each grading period. Honor roll recognition is based upon a 3.5 and above overall grade point average.

Field Trips: Students are encouraged to participate in the special field trips planned by various teachers. Parent permission will be required prior to any field trip. Each student must provide either a sack lunch or lunch money if a meal is to be eaten during the trip. All students participating in any field trip are responsible for the work/assignments missed in all other classes while they were gone.

Library Procedures for Materials Check Out:

Library materials may be checked out for a two (2) week period. Materials (which are not on a waiting list) may be renewed for additional periods. When a student has items that are 30 days overdue, checkout privileges are suspended until the material has been returned or paid for.

In addition to suspension of privileges, one (1) day of detention will be assigned each week that the material remains overdue. At this time, the student and parent will be contacted and informed that library privileges have been revoked and detention will be served until the overdue items are returned or paid for.

All library materials checked out to a student are the responsibility of that student and must be paid for if lost, damaged beyond repair or stolen.

Students who have lost library books or magazines will not be allowed to pay for them until the items are at least 30 days overdue and a letter has been sent home to the student's parents. The student's library privileges will not be restricted for this 30-day period. Any student who has excessive over dues may be asked to clean out his/her locker with the supervision of an adult. The student and the student's teachers will be notified of the revocation of privileges. Revocation of privileges will mean that a student will be unable to check out any library materials.

Textbooks: Students are responsible for textbooks furnished by the district. Treat them with care, don't leave them unattended, and keep them in your assigned Locker. Students are accountable for all books that are misplaced or damaged.

Diagnostic General Assessment Tests: The Smarter Balanced Test is given to all students in the spring of each school year.

Qualifications to Enroll in 8th Grade Algebra:

The following areas on their 7th grade SBAC test: math computation, math problem solving, total math.

1. Must have had a 3.00 average for math in 7th grade.
2. Must have scored an 85% or above on both the algebra readiness and basic skills test.
3. Must be recommended by the 7th grade math teacher.
4. Must score a 4 on Smarter Balanced Math test.

ATTENDANCE

School Attendance: The following information has been taken from SDCL: 13-27-1. This defines the responsibility of a person controlling a child under 18 for school attendance.

Absence from School:

1. Illness, doctor appointments, etc. Absence for personal reasons should be kept to an absolute minimum. **Excused absences will be allowed for the following reasons consistent with South Dakota Law:**
 - a. Because of physical or mental illness
 - b. Because of illness in the family
 - c. Because of a death in the family
 - d. Because of inclement weather
 - e. For the purpose of attending events of a state or nationally recognized youth program.
2. If it is known in advance that a student will be absent, parents should call the school office several days **prior** to the absence. The number to call is **923-0050**.
3. Absences should be excused by parents phoning the school on the morning of the absence. If a call or note has not been received within 24 hours of the absence, the absence will be considered unexcused.
4. Some absences cannot be excused. Therefore, if there is a doubt about the reason for a planned absence check with someone in the office prior to the absence.
5. **IMPORTANT:** After a student is in attendance for the day, he/she may not leave the school grounds without being signed out by a parent or authorized person. A student who leaves the school grounds without being signed out will be considered truant. *Authorized person must show ID before the student is called to the Office.
6. If a student has excessive absences doctor notes may be requested to avoid truancy procedures.
7. It is normal policy/procedure for parents/guardians to receive notification by mail of current attendance. Habitual truancy problems will be referred to the States Attorney's office.
8. Excessive absences (excused or unexcused) will be reviewed by the principal and counselor. Excessive absences (excused or unexcused) may be reported to Juvenile Court Services for truancy and the student may possibly repeat the entire school year.

Make-Up Work: According to Board Policy students will be given the opportunity to make up work or tests missed because of excused absences. The student will have the days missed plus one additional day to make up work. If work is not made up during the allotted time, a zero grade may be recorded in the record book with **an opportunity to recover**.

Students who miss laboratory classes (computers, home technology, industrial technology, and art) because of ISS or absences **must contact** their teacher to make arrangements for completing assignments, which will require using lab equipment.

Tardiness: A student who is tardy to school will report to the office and receive a tardy slip to class. A parent can excuse a beginning of the day tardy up to 24 hours from the tardy. When a student is tardy to class, it will be logged into campus by the classroom teacher. **Upon the fourth unexcused tardy in a nine-week period the proper consequence will be applied.**

Truancy: A student absent from school without permission is truant.

School Suspensions: When returning from suspension, a number of days equal to the suspension will be allowed to complete work assigned during that suspension. Parents may request assignments during the days of suspension, this is important so students do not fall behind academically.

Students are not permitted to participate in any school activities, (home or away) or be on school property during a suspension period.

Student Withdrawals: It is necessary to inform the office one week prior to a student's final day of school so that the checkout process can be initiated. A withdrawal slip will be given to the student on the last day of school attendance to be signed by all of the student's teachers. **RECORDS MAY NOT BE HAND CARRIED.** Copies of the latest progress report, birth certificate and health card may be requested.

ARRIVAL AND DISMISSAL

School Closing Notice: If school must be closed due to weather or an emergency, the notice will be given on local radio, television stations, school website, automatic calls, text message and email as early as possible. The Superintendent of Schools has the authority to issue this notice. If no notice is given, you may assume school is in session. Please do not call the radio stations or the school.

Arrival at school: Students may enter the building before 7:55 am only if they have made previous arrangements and have a signed pass from a staff member, are attending morning study hall, or are participating in the breakfast program. Students are to go to the outdoor recreation area after completing breakfast and enter school through the grade level door. ***There is no student supervision prior to 7:35 a.m.**

Dismissal Procedure: Students will be dismissed at 3:05 P.M. and are to leave the building via their team exits. **Students may not be in the building unsupervised. If not in a school activity, students need to be off school grounds by 3:20pm.**

Bicycle Parking: All students riding their bikes to school must place them in the bike rack nearest their entrance. It is suggested that students place a lock on the bike while in the parking area.

Building Security: All entrances to the school are safety-locked. All building visitors and late arriving students need to use the main entrance and report to the school office.

Surveillance: 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. Parents will not be allowed to review videotape due to FERPA and other student privacy.

CLASS SCHEDULES

Schedules and Schedule Changes: At the beginning of the fall term, all students are given a class schedule. Students are to follow this schedule unless an official schedule change is made through the Counseling Office.

ACADEMIC/ELECTIVE INFORMATION

Homework Policy: Homework is an essential aspect of the learning process. It is important for students to do it regularly. Parents are asked to encourage their children to take the time to do their homework. There is an opportunity for students to attend morning study hall from 7:35 to 7:55 AM to finish, make-up, or redo any needed work or assignments.

STUDENT EXPECTATIONS**PACE:****P: Prepared****A: Adaptable****C: Caring****E: Engaged**

In the spirit of encouraging positive behavior the middle school will offer a variety of reinforcements that students may be able to obtain from the PBIS store. The students will have Reinforcement cards and all staff may stamp these cards enabling the students to use for rewards.

PACE is part of the Positive Behavior Intervention System, (PBIS) which is what is used to create an environment of proactive intervention before behaviors become discipline issues. This system works to ensure students know what the expectations are, are taught those expectations and are helped to understand how to meet the behavior expectations. Part of this structure includes communication between the students, parents, and staff. We are creating consistent expectations across the building to reduce student confusion in regards to behavior expectations. This is an ongoing process.

There are 3 tiers of support. 1st is the general classroom behavior interventions. Examples would be redirection of the student back to the talks at hand. Tier 2 is extra support for the student helping them achieve behavior excitations. This involves a small team bringing in more interventions such as a sign in sign out sheet. The student is actively involved in the process. Tier 3 is a more intensive intervention that brings a larger team outside of the classroom teacher team. This would include counselors.

This system is designed to not have the staff intervene and teach the expectations. After these are taught, if the behaviors continue, further discipline action will be taken.

Students will see and hear several reminders of what that means in each of the areas of the building.

This allows

- Classroom
- Hallways
- Bathrooms
- Cafeteria
- Playground
- Busses
- Classes

Douglas Middle School Student Handbook

2022-2023

Discipline:

Staff and students share responsibility for maintaining a climate in which educational and social goals can be met. What is best for the individual must be balanced with what is most desirable for the entire school population.

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.

Every individual needs to feel cared for 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.

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 have set procedures for dealing with disciplinary problems.

Student Due Process: In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.

Appropriate Behavior Expectations: Students attending DMS are required to conduct themselves with respect for self and others through their actions, their language, and their dress, following the PACE expectations.

General Building and Classroom Conduct: All teachers have guidelines for students in their respective classrooms. Students are expected to follow these guidelines to ensure the classroom maintains an atmosphere conducive to learning.

Consequences are designed to be fair, firm, and consistent for all students. The building administrator has the latitude to modify consequences. Additionally, the administration will have the authority to enforce other reasonable disciplinary action found warranted by the situation.

Every student assumes the following obligations when enrolled in Douglas Middle School:

1. To be present and on time each day.
2. To complete assignments.
3. To engage in classroom instruction and activities.
4. To dress appropriately.
5. To be respectful of all.

Discipline Procedure: Any school personnel may deal with any discipline problem. The following steps may be taken:

Behavior Referral: Behavior referrals are written for violation of school rules, policies and expectations. Students and parents should discuss the behavior, make transportation arrangements for detention if necessary, and return the signed form to the referring teacher.

Detention: Detention can be served after school from 3:05 pm to 3:35 pm or in the morning 7:25 am-7:55 am or at lunch time.

All detentions must be served within 2 days of the referral. Failure to report to detention that has been assigned by school staff is prohibited. If a student does not serve the scheduled detention they will be assigned in-school suspension. The student is responsible for keeping track of how many detentions they have been assigned. Students are responsible for notifying their parents when they have been assigned to detention. Students who have un-served detentions will not be eligible for dances, assemblies, field days, sport's practice or sporting events and other special events.

In-School Suspension: Students who violate school policy may be assigned in-school. Students will have the opportunity to complete their work with the support of the ISS aid.

Out of School Suspension (OSS): Students who violate school rules and policies or are unable to successfully serve In School Suspension (ISS) time may be suspended out of school. The school will attempt to inform the parents immediately by telephone when a student is suspended. Students are NOT permitted on the school district grounds during the suspension time (this includes all school activities, home or away). Students who are seen on the school grounds will have additional days of OSS assigned and will be referred to law enforcement authorities.

Classroom Treats: In order to provide a safe and healthy learning environment for all children, any food items prepared at home will not be served in classrooms. Any homemade food items received at school for distribution will be placed in a Ziploc 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.

Lunchroom Rules:



- Leave all laptops in your locker during lunch time.

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

Outdoor Recreation Area Rules:

1. No food, drink, or eating utensils outside.
2. No throwing of items.
3. Students are to stay in the blacktop unless permission is granted.
4. Stay away from windows and doorways.
5. Students are to use the sidewalk.
6. Students must be in their respective grade level areas before school.
7. No skateboards on school property.
8. No balls from home unless they have your name on them and are stored in your locker.
9. Footballs are allowed only in grassy areas.

Inclement Weather Rules:

1. On inclement weather days, report to the grade level designated areas.
2. Wait quietly until the bell rings to dismiss class.

Lunchroom Information and Policies: Douglas Middle School has a closed lunch period. All students will remain in the commons area or on school premises during lunch. Students may purchase lunch from the lunchroom or bring their own.

Students will not be allowed to charge. Cashiers will verbally inform the students when their accounts are below \$5.00.

Students will be offered a peanut butter or cheese sandwich and milk when there are insufficient funds in the account to cover the cost of a meal.

Douglas Food Service will accommodate substitution requests ONLY if we have a current allergy form on file.

The Douglas School Allergy form is the only version we will accept and a licensed South Dakota MD must sign it. This form is available in each school's Nurse's Office. They will remain current for 30 days into the following school year. A new, signed form must be submitted before the end of the 30 days grace period in order for substitutions to continue into the next school year.

In addition, federal guidelines require us to substitute foods only for life threatening allergies. The documentation may be found at <http://doe.sd.gov/cans/cacfp/asp>. Look for numbered memos: 45.1 29.1 Doctor Statements and Special

Diets. An accommodated allergy must be of a major life- threatening nature. A serious life-threatening reaction must occur after ingestion of the food in question in order to receive substitutions.

Intolerance to certain foods does not threaten a major life activity. If your child has difficulty tolerating certain foods, it is your responsibility to follow the menu and provide a sack lunch or food substitution on days when food will be served. The menu on our website, dsdk12.net, is updated daily.

When bringing food for others on a special occasion, only commercially prepared food with a complete list of ingredients will be allowed.

Major/Minor Behavior Grid

<p>Definition</p>	<p>Expected Behavior</p> <p>P- Prepared A- Adaptable C- Caring E- Engaged</p>	<p>Minor Staff handled, staff assigns own consequences.</p> <p>Documented by teacher in SWIS</p>	<p>Major Referral form completed in SWIS. Administrator immediately informed by SWIS.</p>
<p>Academic Integrity</p>	<p>Does their own work using their own words. Honesty when doing class/school work and during tests.</p>	<p>Repeated pattern of not being honest when doing class/school work or during tests.</p>	<p>Repeated refusal to be honest when doing class/school work or during tests.</p>
<p>Alcohol</p> <p>In possession of or using alcohol.</p>	<p>Remain alcohol free.</p>		<p>Student caught with alcohol, distributing alcohol, or caught drinking alcohol on school property. Automatic referral to law enforcement.</p>
<p>Bullying/Harassment</p> <p>The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.</p>	<p>Being kind to others. Report any acts of bullying.</p>	<p>Repeated pattern of being unkind to others and bullying.</p>	<p>Any extreme harassment goes straight to admin.</p> <p>Refusal to stop bullying after repeated requests to refrain from this behavior.</p>
<p>Disrespect</p> <p>Student delivers low-intensity, socially rude, or dismissive messages to adults or students.</p>	<p>Acting in a cooperative manner respectful of school and classroom expectations. Responding appropriately when addressed.</p>	<p>Ignoring reasonable requests to stop using rude or dismissive messages to adults or students.</p>	<p>Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.</p>
<p>Disruption of Learning Environment</p> <p>Noise making; outside talk; attention getting behaviors. (Silly answers, class clowning, etc.); bugging others.</p>	<p>Cooperative behaviors. Turn taking. Contributing appropriately to class discussions and activities.</p>	<p>Repeated pattern of any disruptive behaviors.</p>	<p>Repeated behavior that stops the learning in class; defiant repetition of behavior following correction.</p>

Douglas Middle School Student Handbook

<p>Drugs In possession of or using illegal drugs/substances, imitations or paraphernalia.</p>	<p>Remain drug free.</p>		<p>Student caught possessing/using/distributing illegal drugs, substances or paraphernalia. Automatic referral to law enforcement.</p>
<p>Fighting Rough play</p>	<p>Respect for others' personal space. Walking away and reporting possible conflicts.</p>	<p>Pre-fight aggressive posturing, wrestling, bumping into other</p>	<p>Hitting, Kicking; retaliating Possible involvement by law enforcement</p>
<p>Inappropriate Language/Behavior Offensive remarks or gestures in a casual manner; putdowns to a particular subgroup.</p>	<p>Language that is socially appropriate and respectful.</p>	<p>Repeated pattern of any inappropriate language</p>	<p>Words used to harass, intimidate, show defiance, and create an unsafe climate.</p>
<p>Insubordination Student engages in refusal to follow directions or talks back.</p>	<p>Follows directions when asked. Talk appropriately to adults.</p>	<p>Pattern of refusing to follow directions or talking back.</p>	<p>Continuing to refuse to follow directions and/or continues to talk back.</p>
<p>Instigating Student urges or provokes a quarrel or fight between other students.</p>	<p>Student encourages others to resolve issues.</p>	<p>Repeated pattern of urging or provoking other students into a quarrel or fight.</p>	<p>Repeated refusal to stop urging quarrels or fights between other students.</p>
<p>Property Misuse/Abuse</p>	<p>Using property the way it was intended to be used.</p>	<p>Repeat pattern of misusing or abusing property.</p>	<p>Repeated refusal to stop misusing or abusing property.</p>
<p>Skipping Class Student leaves the class without permission or stays out of class without permission.</p>	<p>Stay in class. Leave only when given permission.</p>		<p>Repeated refusal to follow the rules and stay in class.</p>

Douglas Middle School Student Handbook

<p>Tardy Student arrives to class after the bell rings.</p>	<p>Arrive to class on time and prepared and ready to work.</p>	<p>Repeated pattern of being tardy</p>	<p>Refusal to arrive to class on time after repeated requests to arrive on time.</p>
<p>Technology Use Violation</p>	<p>Use Only school appropriate websites approved by staff.</p>	<p>A pattern of going to inappropriate websites or websites not approved by staff.</p>	<p>Refusal to follow directions and use only school appropriate websites approved by staff.</p>
<p>Theft Student has possession of, having passed on, or is responsible for removing someone's property.</p>	<p>Only possess one's own property.</p>	<p>Repeated pattern of taking other peoples' possessions, passing it on to others or removing others' possessions.</p>	<p>Possession of someone else's property. Possible involvement of law enforcement.</p>
<p>Threat/ Intimidation Student delivers a warning that causes fear and shows intent to cause punishment or injury.</p>	<p>Get along with other students. Help others feel safe.</p>	<p>Low level warning causing fear and showing intent to cause punishment or injury.</p>	<p>Continual or major threats towards others.</p>
<p>Tobacco/Vape Student is in possession of or using tobacco or a vaping device.</p>	<p>Staying tobacco and vaping free.</p>		<p>Use of, possession of, or distributing of tobacco or a vaping device, or possession of paraphernalia. Automatic referral to law enforcement.</p>
<p>Weapons (Firearms) Student in possession of a gun real or look alike).</p>	<p>Keeping guns away from school and out of school buildings.</p>		<p>Student in possession of a gun on school property. Automatic referral to law enforcement.</p>
<p>Weapons (Other) Student in possession of a knife, or other objects readily capable of causing bodily harm.</p>	<p>Keep knives and other weapons away from school and out of school buildings.</p>		<p>Student in possession of a knife, or other objects capable of causing bodily harm. Law enforcement may become involved.</p>

Student 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 life. The bullying of students, staff or third parties is strictly prohibited and shall not be tolerated.

Board Policy JFCD and JFCD-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, achievements, 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 possession, 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.

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 any elementary or secondary school premises, vehicle or building on any premises, vehicle or building used or leased for elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor." The Douglas School Board defines a dangerous and/or deadly weapon as any firearm, knife, air gun, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Knives of any configuration constitute a violation of both school rules and state laws regarding possession of a weapon at school.

In this regard, all dangerous and illegal weapons shall be taken from any person on school property. Incidents involving confiscation of a student's dangerous weapon will be reported to the student's parents and reported to the police for legal action. **Students who have weapons confiscated will be immediately suspended for a period of up to ten days during which time an investigation will be conducted.** During the investigation, the student will be afforded due process in accordance with Board Policies JFA and JFA-R. The report will be sent to the Superintendent's office for review. Appropriate disciplinary or legal action shall be pursued jointly by the Superintendent's office and the building principal. Disciplinary action shall range from a short-term suspension to expulsion. Possession/use of a firearm shall result in a twelve (12) month expulsion as per SDCL 13-32-4.

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

1. Engaging in fighting or in 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.

SDCL 13-32-6. Disturbance of school as misdemeanor. 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 or management of a public or nonpublic 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.

Possession or Consumption of Smoking or Chewing Tobacco (Refer to Board Policy JFCG and JFCG-R)

Tobacco Use by Students: The following disciplinary sanctions will be used in dealing with possession and/or use of tobacco substances on school grounds or at school functions. Possession or use of vape pens, e-cigarettes and any related products will be considered a violation of this policy and subject to the same sanctions.

1. First and Second Offense

- a. The student shall be escorted to the building office.
- b. The parent/guardian will be notified of the incident and may be asked to remove the student from the school premises/activity.
- c. The principal or designee will take disciplinary action as indicated in each building student handbook. A referral to the school counselor will be made. (First and second offenses three days ISS.)
- d. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.

2. Third and subsequent offenses

- a. The student will be escorted to the building office.
- b. The parent/guardian will be notified of the incident and may be asked to remove the student from the school premises/activity.
- c. A conference will be set up between the student, parents, principal, and others as deemed necessary.
- d. The school will provide a list of agencies/professionals who are available for treatment of problems related to tobacco use.
- e. The principal or designee will take disciplinary action.
- f. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.

The following disciplinary sanctions will be used with dealing with supply/distributing and/or selling of tobacco products on school grounds or at school functions:

- a. The principal or designee may recommend to the Superintendent for up to a 90-day suspension or recommend to the School Board that the student be expelled, following due process procedures.
- b. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.
- c. A hearing will be held by the School Board pursuant to due process for expulsion.

A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.

Possession or Consumption of Alcoholic Beverages. The following information has been taken from the **SDCL 35-9-2:** Purchase, possession or consumption of alcoholic beverages by a minor is unlawful.

Student Abuse of Alcohol and Other Drugs: Please refer to Board Policy (Refer to Board Policy JFCH and JFCH-R)

The following disciplinary sanctions will be used in dealing with possession of drugs and/or drug paraphernalia, use, and/or under the influence of drugs:

1. Procedurally, administrators will not vary from the normal course of action when faced with question of possible use. All due process precautions will continue to be in place.
2. The student, if able, shall be escorted to the building office. The building principal or designee shall determine if the student is in need of immediate medical attention. If so, the school nurse will be contacted and/or an ambulance will be called.
3. Given reasonable suspicion of use or possession, the following steps will occur:
 - a. Reasonable suspicion will initiate administrative contact with said student. The liaison officer and/or law enforcement will be contacted.
 - b. The student will be directed to an office area where he or she will be kept in observation. The building administrator and law enforcement officer will interview the student regarding the use of a drug, i.e., marijuana. The parents will be notified by telephone of the incident

- c. If it is determined that the student has used marijuana, the administrator will inform the student and his/her parents and proceed as per items 4-7.
4. The school district recommends that students with alcohol or other drug use problems seek professional assessment and treatment from a certified treatment program. The school will provide a list of agencies/professionals who are available for assessment and treatment. Fees for this intake, assessment and treatment are the responsibility of the student and family.
5. Sanctions will be imposed on students who violate this policy, up to and including suspension and expulsion. The principal or designee will take disciplinary sanctions as indicated in each building student handbook and in accordance with board policy, regulations, and state Statute. (Five to ten days OSS) A referral to the school counselor will be made as well.
6. At the discretion of the Superintendent or School Board, the disciplinary action may be amended if the procedure below is followed:
 - a. The student must agree to be evaluated for a possible chemical dependency.
 - b. Upon appropriate authorization, the agency or professional designee notifies the school that the student has followed the recommendations of the professional agency. Fees for the intake, professional evaluation, treatment, and aftercare are the responsibility of the student and the family.
7. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.
3. The building principal or designee shall determine if the student is in need of immediate medical attention. If so, the school nurse will be contacted, the parent and/or an ambulance will be called.
4. Given reasonable suspicion of use or possession of alcohol, the following steps will occur:
 - a. The student will be directed to an office area where he or she will be kept in observation. The building administrator and law enforcement officer will interview the student regarding the use of alcohol. The parents will be notified by telephone of the incident. If student use is suspected, the parent will be informed that law enforcement in conjunction with school administration will be administering the Preliminary Breath Test (PBT). The parent will be provided the opportunity to be present when the test(s) are administered.
 - b. Law enforcement and school administration shall inform the student of the use of the PBT to detect breath alcohol. The PBT can be used with or without the student's direct participation.
 - c. The student and parent/guardian will be informed of the PBT result. The sensor detected alcohol or it did not.
 - d. The student may continue to deny consumption and wish to pursue the issue further. The student will be given the alternative to clear the allegation by taking a second PBT test through the local police department. The student may also take a blood test at their own expense at the local hospital. The student will be informed that he/she may face legal consequences as a result of failing the police Breathalyzer or blood test.
 - e. If it is determined that the student has consumed alcohol, the administrator will inform the student and his/her parents of the suspicions and proceed as per this policy, to Items 4-7 of section I.

The following disciplinary sanctions will be used in dealing with possession of alcohol or a student under the influence of alcohol:

1. Procedurally, administrators will not vary from the normal course of action when faced with the possible use. All due process precautions will continue to be in place.
2. A student whose observed behavior indicates possible use of alcohol will be referred to the building administrator. The student, if able, shall be escorted to the building office. The school liaison officer and/or law enforcement will be contacted.

The following disciplinary sanctions will be used in dealing with supplying/distributing and/or selling alcohol or other drugs, or material represented to be a controlled substance:

1. The principal or designee may recommend to the Superintendent a 90-day suspension or recommend to the School Board that the student be expelled for up to 12 months, following appropriate due process procedures.

2. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.
3. A hearing will be held by the School Board pursuant to due process for expulsion.

A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.

Defacing and/or destroying school property is strictly prohibited. Any student found deliberately defacing and/or destroying school property will be required to pay for the damages and face school consequences. This includes damage to textbooks, laptops and any other school issued materials. Damage done by water, throwing or kicking rocks will be considered willful destruction of school property.

Articles Prohibited in School: Items which are not necessary to the learning environment but do not constitute a crime are not to be brought to school. Items will be confiscated and returned to parents at their request. In some instances, having certain items in your possession may lead to suspension or detention depending upon the circumstances.

Possession of Electronic Devices: Cellular phones, I pod, MP3 players, DVD players, game boys, etc. are not permitted in the school building during the academic day, 7:30-3:30 p.m. **Cell phones may not be used during the school day and must be kept in lockers at all times. Please refer to policy JFCK.**

*Under policy J.A.-File JFCE-R, Douglas School District prohibits the use of electronic communications for "sexting." "Sexting" is defined as the possessing, taking, disseminating, transferring or sharing of sexually explicit images, messages or other data, including photographs or texts by electronic data source of any kind. In addition to it being a violation of the District bullying policy, sexting may constitute a crime under state and/or federal law. The administration may search any cell phone/electronic device/computer, or other portable device if they have any reasonable suspicion that sexting has occurred. Any person possessing, taking, disseminating, sending, sharing, viewing any such electronic data, including pictures, text messages, emails or other material of a sexually explicit nature, is subject to disciplinary action under this policy.

***A student found in possession of a phone during the school day, whether it is being used or not, on or off, will have their phone taken for the day and may receive a detention. The phone will be held in the office for student pick up at the end of the day and after the third offense, the parent will need to pick up the phone from the office.**

*Any student habitually in violation of the phone policy will receive a day of ISS and lose their cell phone privileges for the remainder of the school year. If the student continues to violate the policy they will be assigned to additional days of ISS and continual habitual offenders may receive OSS.

Possession of fireworks, explosives, or caustic materials is not permitted in school or on school property. Possession of said materials will result in punishment ranging from ISS to possible arrest and criminal charges.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA: SDCL.

22-21-4 No

person may use a concealed camcorder, motion picture camera, or photographic camera of any type, to secretly videotape, film, photograph, or record by electronic means, any other person without clothing, or any other person under or through the clothing being worn by that other person, for the purpose of viewing the body of, or the undergarments worn by, that other person, without the consent or knowledge of that person, with the intent to arouse, appeal to, or gratify the lust, passions, or sexual desires of that person and invade the privacy of that other person, under circumstances in which the other person has a reasonable expectation of privacy. A violation of this section is a Class 1 misdemeanor.

Conduct at Games and Assemblies: Good behavior and sportsmanship is always expected at all sport functions and assemblies.

School Dances: There will be scheduled dances which will be supervised by school staff and/or parents.

Dance Rules:

1. **Guests are not allowed.** Attendance will be limited to students in grades sixth, seventh and eighth who are enrolled in Douglas Middle School.
2. Students may not attend a dance if they:
 - a. are absent from school the day of the dance
 - b. are assigned in-school suspension or a detention on the day of the dance,
 - c. receive a Behavior or Time Out Referral on the day of the dance
3. If a student leaves the dance prior to it's conclusion they may not re-enter and must leave school grounds.

(If a student has a detention or ISS that was assigned prior to the day of the dance and they successfully complete the day of ISS or serve the detention, they may attend the dance.)

Items not covered in the Handbook: It should

Douglas Middle School Student Handbook

2022-2023

be understood by all students that the Activities Director, Principal and Assistant Principal reserve the right to administer discipline for inappropriate behavior not covered in this handbook.

PARENT INFORMATION

Parent Information: Students will be responsible for the delivery of "Parent Information" and notices sent home by the school.

Parent Visits: All visitors are to register in the office. Parents wishing a conference should make an appointment with the teacher/team when classes are not in session.

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 accidents or injuries that the family purchase the student accident/liability plan that is available for purchase through a private insurance company. Information and applications for this insurance have been distributed to students and are available from the school office.

Internet/Tech Use

Douglas School District provides access to electronic resources. The district believes learning to access information on the Internet, and electronic databases are an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children's Internet Protection Act (CIPA). Copies of this policy are available in each building office.

Internet Access: Parents or guardians of students who object to the student using the Internet must notify the school office in writing annually. A student denied access does not eliminate the requirement of obtaining information necessary for completing assignments. Each student and parent will need to sign a 1:1 laptop agreement and pay a \$25 fee.

Computer/Internet: Students accessing sites that are prohibited by the district Acceptable Use Policy may lose their Internet privileges.

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 a fever at or above 100.4 degrees, nausea or vomiting, head lice, contagious disease or if the child is unable to participate in his/her daily school activities. **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.**

Students should be kept home from school if she/he presents the following symptoms. Temperature at or

above 100.4 degrees F 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 until 24 hours after last episode. Vomiting-Student should stay home for 24 hours after last vomiting episode.

Unidentified rashes accompanied by a fever or other illness. Red itchy eye(s) accompanied by matting.

The school nurse is to be used for illnesses and injuries that occur at school. If you suspect your child is in need of care, please see your own personal medical provider.

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

Medication: District policy prohibits dispensing of any over-the-counter or prescription medications without authorization/release signed by a parent/guardian. 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 times. 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 the medication is being given persists longer than 5 days, it is recommended that the child see a

Douglas Middle School Student Handbook
2022-2023

medical professional.

Activities: Competitive athletics among the Black Hills area schools will be conducted in boys and girl's sports at the 7th and 8th grade level. In designated sports, 6th graders are also permitted to participate.

Theater, Knowledge Bowl, Student Council, Student to Student, Robotics, Newspaper, E-Sports and Anime are available for all grades. Football (7 & 8), basketball (7 & 8), wrestling (6, 7 & 8), cross-country (6, 7 & 8), track (7 & 8), volleyball (7 & 8). Cheer team is also available for 7th and 8th graders. In addition to limited interscholastic sports, 6th grade students have intramural basketball and volleyball.

Students who want to participate in **interscholastic sports** must have a physical examination annually and must have proof of insurance on file in the office. Only one physical is necessary for participation in all sports. Student physicals may be scheduled for military dependents at the USAF Clinic during the summer or fall by calling their appointment desk. **DEADLINES may be missed if physicals are not secured during the summer months.**

Student Council: Each homeroom will elect a representative to the Student Council. Officers will be elected in the fall of the year to serve that year. These three officers plus a representative at large elected from each team will serve as the Executive Board. The Student Council and the Executive Board will meet during the school day as necessary. Students having matters they want discussed should tell their homeroom representative who will, in turn, consult the Student Council Executive Board. A student council representative must meet activity eligibility.

Activity Eligibility: A student must not have two or more failing classes from the preceding quarter to be eligible for extra-curricular activities. A coach may petition to have the Activities Director convene a committee of an individual's teachers to review his/her case to make sure the rule is in the best interest of the student. In these cases, limited participation may be allowed.

Activity Participation Guidelines:

A student receiving a disciplinary suspension from school (in school suspension) can practice; however, cannot compete or participate in any extracurricular activities during the day(s) of the suspension. A student receiving an out-of-school suspension is not allowed to practice, compete, participate, or attend any extracurricular activities during the out-of-school suspension. Students who have un-served detention(s) will not be allowed to attend sport's practice nor the sporting events.

*if students fail to successfully complete ISS, they may not attend practice.

Guidance: Counselors are available for scheduling, new student registration, and general counseling.

Lockers: Lockers will be assigned during the first week of school. Violation of the locker rules below may result in losing the privilege of a locker.

1. Students are to use only the locker assigned to them.
2. Give combinations to no one.
3. Locker is to be kept locked at all times.
4. Backpacks are to remain in lockers during school hours and will not be allowed in the classroom.
5. Coats, jackets, and hoodies worn as coats are to remain in the locker during school hours.

IMPORTANT: At no time is the school responsible for items stolen or destroyed in lockers. Students shouldn't leave items in lockers over weekends or holidays.

Searches: Public areas, including student lockers, restrooms, and parking lots 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.

Lost and Found: Anyone finding an item (money or material) should turn it into the office. If the item is not claimed in two weeks, the finder may claim possession of the item.

Public Display of Affection: Public displays of affection such as hugging, kissing and inappropriate touching are not acceptable behavior and will result in discipline consequences.

Student Dress: Cleanliness, neatness, decency, moderation, and common sense are guidelines for dress at school. State law requires shoes must be worn. Students cannot wear the following:

1. Clothing or apparel that advertise or promotes drugs, alcohol, tobacco or other illegal substances or activities.
2. Clothing displaying vulgar writing or symbols, or sexual reference clothing.
3. **Pants that are saggy** and chains in excess of 8 inches. If pants are worn that are saggy the student will be required to secure them at their waist.
4. **Head coverings MAY NOT be worn in the BUILDING from 7:00 AM - 3:30 PM.**
5. Nothing can be worn or carried that identifies a person as a member of a gang.
6. Clothing or articles that are excessively soiled, torn or ragged.
7. **Clothing that is excessively revealing such as: short shorts, spaghetti straps, loosely fitting and mesh shirts (unless a shirt is worn underneath), or shirts which expose the midriff.**

8. Pajamas, slippers or other sleepwear are not to be worn to school except for designated spirit days.
9. Students may be asked to remove piercings that are deemed to be unsafe, unhealthy, or distracting to the educational process.
10. Any other apparel which the principal determines to be unacceptable in light of community standards.

If a student violates the dress code the student will be sent to the office and the parent notified to bring appropriate clothing to school or the student may be sent home to change attire or assigned to ISS.

Gang Activity: A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices includes the commission of illegal acts, violations of school rules, establishment of territory or “turf,” or any action that threatens the safety and welfare of others. Gangs, which initiate or advocate activities, which threaten the safety and well-being of persons or their possessions on school property, will not be tolerated on school property. The use of hand signals and the presence of any apparel, jewelry, accessory, book, manner of grooming, or symbols by virtue of color, arrangement, trademark, symbol or any other attribute that denotes gang membership will not be tolerated on school property. Gang activities that involve recruitment, initiating, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault or establishment of turf on school property will not be tolerated on school property. Gang tattoos must be covered. Disciplinary action for gang activity will result in a formal warning for first occurrence. Any following occurrences will result in out of school suspension.

Use of School Phone: There is a phone in the office available for student use. **The use of the phone should be limited to school related calls.**

Student Messages: Messages left with the office will be relayed to students at lunch and during 7th hour. Please remember that messages are an interruption to class and should be left on a limited basis. We ask that after school arrangements be made at home prior to the start of the school day.

Student Visitors: Students are not permitted to bring friends or relatives from other schools to visit during the regular classroom day.

Fire Drills and Emergency Evacuation: Building evacuation drills will be held periodically throughout the year. When the fire alarm sounds, everyone is to leave the building in an orderly fashion according to the route instructions in each classroom.

GENERAL EVACUATION INSTRUCTIONS

1. Stay in the group you were in when the alarm sounded since the teacher in charge will take roll outside.

2. **Do not** return to the building for any reason until the administrator in charge gives the “all clear” signal. Upon receiving the signal, return in an orderly fashion and according to the teacher’s instruction.
3. Make certain streets are open so fire trucks and other emergency vehicles can get through.
4. Always walk during evacuation procedures so everyone gets out without injury.

Emergency Procedures:

Douglas School District is dedicated to ensuring the safety of every person in our schools. In collaboration with law enforcement, we have created a comprehensive Crisis Plan that outlines specific procedures for many situations. Drills are carried out regularly to prepare everyone so response is automatic in case of an actual emergency situation. These processes are reviewed and refined regularly.

ALICE:

Douglas School District is a certified ALICE district. 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 schools—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

Student Registered Sex Offenders and Non-Student Registered Sex Offenders:

Douglas School District Board Policy – Section J, File JECBC Section K, File KO

Board policy restricts the movement of registered sex offenders on Douglas School premises. A copy of policies JECBC and KO may be obtained 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.

2022-2023

Douglas Middle School
Staff Handbook



Table of Contents:

Douglas Mission Statement-	Page 3
Douglas Philosophy-	Page 3
Douglas Middle School Philosophy-	Page 3
Douglas Middle School Goals-	Page 3
Course Description and Requirements-	Page 3
Grading System-	Page 4
Quarterly Progress Report-	Page 4
General Assessment Test (Annual)-	Page 4
Promotions/Retentions-	Page 4
Parent/Teacher Conferences-	Page 4
Academic, Athletic and Other Special Awards-	Page 4
Field Trip Procedures-	Page 4
Reporting Attendance-	Page 4
Recording Attendance-	Page 4
Student Withdrawal-	Page 4
Student Attendance-	Page 5
Starting and Dismissal Times-	Page 5
Students Leaving School Grounds-	Page 5
Teacher Duty-	Page 5
School Ground Supervision-	Page 5
5 Lunchroom Rules-	Page 5
Classroom Treats-	Page 5
Playground Rules-	Page 6
Inclement Weather-	Page 6
Building Security Procedure-	Page 6
Damaged and/or Stolen Material-	Page 6
DMS Handbook-	Page 6
Building Council-	Page 6
Lunch Schedules-	Page 6
Lavatory Passes-	Page 6
First Period Procedures-	Page 6
Care of the Classroom-	Page 6
Bulletin Boards and Glass Display Cases-	Page 6
Smoking and Tobacco Use by Staff Members-	Page 6
Student Discipline and Time-Out Methods-	Page 7
Time-Out Program-	Page 7
Removal from Class-	Page 7
In-School Suspension-	Page 7
Lesson Plan Preparation-	Page 8
SD Content Standards/Lesson Plans-	Page 8
Substitute Teacher Folder and Handbook-	Page 8
State and District Policies-	Page 9
STAR Protocol-	Page 10-17

Douglas Mission Statement

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

Douglas Philosophy

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

This district, working as partners with the education 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 Middle School Philosophy

We, the staff, commit ourselves to the middle school as an institution that exists for the purpose of providing successful experiences for each student enrolled. The middle school staff shall endeavor to make sound decisions, which are so important in this ever-changing society.

Douglas Middle School is a PBIS school. We believe that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to behavior at DMS is a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's behavior, and striving to meet his or her social, emotional, and academic needs. We believe that every individual needs to feel cared for and accepted as a person.

DOUGLAS SCHOOL DISTRICT VISION 2022

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.

Douglas Middle School Goals

1. To emphasize basic skills development throughout the entire curriculum.
2. To provide a wide range of exploratory activities for students to pursue.
3. To create a flexible, organized program which allows for:
 - a) individualized learning
 - b) interdisciplinary and/or disciplinary teams
 - c) team teaching
 - d) rearrangement of time, space, material and people
4. To diagnose and evaluate the progress of all students in the area of organized knowledge, basic skills, personal development, and social interaction.
5. To provide the opportunity for students to participate in intramural and/or interscholastic programs.
6. To provide clear expectations and processes through PBIS for students to be successful.

Course Description and Requirements

A course description, which tells what will be covered in the class, is to be prepared for each subject area. The course description should include information that will tell the student and parents or guardian about the course. If two or more teachers teach the same course, the description should be developed together.

The description, along with the requirements, should be submitted to the student and the administration during the last week of school.

The course requirements should be established according to units of study pertaining to specific skills. The course requirements should not be so general that it would be difficult to determine exactly what is or was expected.

It must also be remembered that each teacher will need to consider the individual student when the course requirements are established. Not all students should or can be expected to do the same thing to complete a course. Teachers are required to differentiate instruction to meet the needs of all students following the state standards.

Grading System

The grading system used is the traditional letter grade including the percentage that the student has received for the nine-week period. At the conclusion of each semester an average grade of the two quarters will be placed in the designated column.

A	100% - 93%
B	92% - 86%
C	85% - 78%
D	77% - 70%
U	Below 70%

Quarterly Progress Report

Quarterly reports will be mailed approximately one (1) week following the end of each quarter.

General Assessment Test (Annual)

The Smarter Balanced test will be given to all students in the spring of the school year.

The NWEA test will be given to all students three times per year.

Promotions/Retentions

Although teachers/parents may request the retention/promotion, the school principal shall determine all retentions/promotions. The principal will identify the reasons for the retention/promotion. The school district shall have the final authority in the promotion/retention of a student in grades K-12.

Parent/Teacher Conferences

Conferences will be held during the fall and spring for a total of four evenings. One of our goals is to teach students positive communication skills. As part of this process, students are encouraged to be in attendance at all parent conferences.

Academic, Athletic and Other Special Awards

All teachers are requested to review this section of the student/parent handbook and be familiar with the criteria for all awards and the times they are given.

Field Trip Procedure

One field trip per teacher per year. Field trips must be curriculum driven. Exceptions will require clearance through the principal and central office. Signed parental permission will be required. Field Trip Justification must be completed. Staff must inquire from the nurse 10 days in advance of the field trip regarding students on medications. All field trip arrangements must follow the field trip checklist.

Reporting Attendance

Attendance reports are required within the first 5 minutes of each period of the school day. These should be sent down to the office via DDN Campus. If there is a problem with Campus, a paper copy of your attendance should be taken to the office. If no one is absent a report is still needed.

All students who are late for class please admit to class and mark the tardy in DDN campus.

Recording Attendance

A teacher is required to keep accurate attendance records for each student assigned to his/her classes. Students on a field or an activity trip will be counted absent from each class missed and required to make up the work or held responsible for the day's assignment.

Student Withdrawal

A student is to be cleared from all instructional stations via a withdrawal slip prior to final release from school when he/she is transferred. All books and materials are to be turned in. It is the responsibility of the counseling secretary to see that the checkout form is completed.

Upon completion of the checkout procedure, a withdrawal slip is to be completed with copies going to the parents and one retained in the student CUM folder.

Student Attendance

Students are expected to be in classes daily unless excused by a parent or guardian for valid reasons consistent with South Dakota Law. Parents are asked to call the DMS office within 24 hours to excuse an absence. If a student brings you a note of an absence, **please refer them to the office.**

Make-Up Work: According to board policy students will be given the opportunity to make up work or tests missed because of excused absences. Students will have a day for every day missed, plus one additional day to make up work. If work is not made up during the allotted time, a zero grade may be recorded with an **opportunity to recover.**

Students who miss laboratory classes (computers, home technology, industrial technology, and art) because of ISS or absences **must contact** their teacher to make arrangements for completing assignments, which will require using lab equipment or an alternative assignment can be given.

Starting and Dismissal Times

- Starting Time:
 - 7:35a.m. – Morning Tutor
 - 7:55 a.m. – Students enter building 8 a.m. – 1st Period
- Dismissal Time:
 - 3:05 p.m. – All students dismissed

If a teacher plans to work in the building in the evenings or on the weekends, it will be necessary for you to be able to disarm and arm the security system. Please see a custodian for instructions.

Students Leaving School Grounds

Teachers are not permitted to give students permission to leave school grounds for any reason.

Teacher Duty

Teachers will be on duty for eight hours, starting at **7:30a**, and leaving at **3:30p** and 7.75 hours on Friday, **7:30a- 3:15p**. Each teacher has a thirty-minute duty-free lunch. Teachers are to be in their assigned area prior to the students returning from the lunchroom. The building principal needs to be informed if a teacher needs to leave the building for any reason during the day. All leave requests are submitted online through weblink and frontline which must then be approved by the building principal.

School Ground Supervision

With the number of students that will be on the school grounds prior to school each morning, it is necessary that all staff assigned to AM/PM duty be in their assigned area on time and stay until students enter the building. There will be a minimum of seven staff members assigned as school ground supervisors each day. **If any staff member assigned to morning duty has a conflicting meeting, it is the staff member's responsibility to arrange for a substitute.** Each staff member will handle his/her assigned school ground duties according to the information below.

- The supervisors are to be on the playground from **7:30 -7:55 am and at dismissal from 3:05 pm to 3:20 pm.**
- In case of pupil injury on the school grounds, notify the school office and/or school nurse immediately.
- When students enter the building and during passing **ALL** teachers are to be in the hall next to their room to assist in the supervision of students in hallways and classrooms.

Lunchroom Rules (for those on duty)

- Follow directions of the supervisor(s).
- Speak in a quiet voice. Excessive noise is not appropriate.
- Food is to be eaten, not thrown.
- Join the lunch line at the end of the line rather than in the middle, beginning, etc. – no cutting.
- Each person is responsible for cleaning up his/her own area; trash should be placed in garbage containers, which are provided and stack trays neatly.
- Leave computer in locker.
- Walk around wall – do not climb over.

Classroom Treats

In order to provide a safe and healthy learning environment for all children, any food items prepared at home will not be served in classrooms. Only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms.

Additional Duties:

Teachers are encouraged to sign up for “special days” committees, and chaperone one of the evening dances.

Outdoor Recreation Area Rules:

1. No food, drink, or eating utensils outside.
2. No throwing of items.
3. Students are to stay in the blacktop unless permission is granted.
4. Stay away from windows and doorways.
5. Students are to use the sidewalk.
6. Students must be in their respective grade level areas before school.
7. No skateboards on school property.
8. No balls from home unless they have your name on them and are stored in your locker.
9. Footballs are allowed only in grassy areas.

Inclement Weather

On inclement weather days, students are to report to their first hour class.

Building Security Procedures

All entrances to the building are to remain locked at all times.

Classroom doors are to be locked at all times. The door may remain open but must remain locked so as someone would not be able to open the door from the hallway when it is closed. Further information regarding emergency procedures such as fire drills, tornado drills etc. can be found in the Douglas School District Crisis Plan.

Damaged and/or Stolen Material

It is the teacher's responsibility to report items that have been damaged or stolen.

DMS Student Handbook

Teachers need to be aware of all information and regulation contained in the student/parent handbook. At the beginning of each school year, the designated teachers will review this handbook with their class. At the beginning of the school year and at the beginning the second semester, all teachers will review fire drill information pertinent to their classroom location with all students.

Building Council

A committee of teachers will meet with the building principal quarterly or upon request by administration. This committee will assist in making recommendations for improvements in regards to the operation of the building and implementation of curriculum. The committee will only be advisory and all final decisions will be made by the principal after review of all committee input.

Bathroom and Hallway Passes

Students are to use the bathrooms during the passing period. However, upon the teacher's discretion, students may be excused from class on an individual basis. The student must be in possession of a hallway pass. Time limits should be established.

Care of the Classroom

Each teacher is responsible and held accountable for taking care of all equipment and supplies assigned to their room.

Bulletin Boards and Glass Display Cases

Bulletin boards will be the responsibility of the Teachers in their own area. Please use good judgment on how long bulletin board displays remain up.

Glass display cases in the Commons Area should be coordinated with the Asst. Principal or AD.

Smoking and Tobacco Use by Staff Members

It is generally recognized that smoking, vapes, nicotine products and tobacco use present a health hazard, which can have serious consequences, both for the smoker and non-smoker. The Douglas School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens.

Smoking of any substance or tobacco use, which includes, but is not limited to, cigarettes, chewing tobacco, cigars and pipes is prohibited in all District buildings, on school grounds, or school vehicles. This policy will be in effect 24 hours a day, seven days a week. Any person failing to comply with this policy may be subject to disciplinary actions.

Faculty/staff, while supervising students on or off school grounds, shall be prohibited from smoking or using tobacco products.

Student Discipline and Time-Out Methods

Discipline Process-

At DMS we follow the PBIS process for resolving discipline issues. PBIS is an approach to promote school safety and good behavior. With PBIS, we focus on teaching behavior expectations and use strategies to improve social, emotional, and academic outcomes for all students.

Each staff member is responsible for following the PBIS flowchart for discipline issues.

1. Attempt to resolve the problem between the student and yourself in the classroom following the PBIS process.
2. Record all minors in SWIS and contact the parent to discuss the student's behavior.
3. If the behavior continues, fill out the major form in SWIS and send the student to the office.
4. Administration will contact the parent, however, it is best practice for the teacher to also follow up with a parental contact.

In-School Suspension

All student referrals to ISS must be processed through the Administration Office. Teachers will be informed which students will be in ISS for the day by email. The time-out supervisor will notify teachers of assignments for the student in ISS as soon as possible.

Teachers will:

1. Provide assignments for each day a student is assigned to ISS. Enough work needs to be provided for the entire period (45 minutes).
2. Provide for the ISS supervisor additional assignments that could be given to the student as needed.
3. Correct and grade all work assigned to the student.

Lesson Plan Preparation

To provide each class and the individual students within that class a meaningful experience, considerable planning is essential in preparing adequate lessons for each day's activities. A daily plan should have an objective for each lesson, and this is to be stated in the lesson outline. To make definite accomplishments, definite objectives must be set up.

Lesson Plan Format

Date:

Standard:

Learning Target: (Posted for students to see and reference)

Bell Ringer:

Lesson:

Activity/assignment:

Evaluation:

Example

Date: 4/26/21

Standard: 8.RI.2; 8.RI.6; 8.RI.8; 8.W.2; 8.W.10

Learning Target: I will finish writing my conclusion.

Bell Ringer: Daily Oral Language

Activity/assignment: -- Students will finish writing their conclusion and turn their essays in.

Evaluation: Walk around. conference with students and an exit ticket.

It is the responsibility of each teacher to have completed all information included in this folder. The folder is to be located in a visible location in the classroom. Update your substitute folder regularly and please **include your class rules, updated class lists, seating charts and lesson plans that can be used in an instance of an unplanned absence.** Also include time-out information procedures. Instruct your sub regarding the use of the student hall passes.

4th quarter grades are due on the last teacher work day.

Communication

It is very important that parents be kept apprised of their child's progress in school. **PERSONAL CONTACT, BY PHONE, EMAIL OR CONFERENCE**, is another means of keeping parents informed and should be used whenever possible.

- Voicemail and email need to be responded to within 24 hours.
- Gradebook needs to be updated weekly and if a student is struggling, parent contact needs to be made.

Substitute Teacher Folder and Handbook

STATE & DISTRICT POLICIES

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 Bud Gusso, Douglas School District, 691 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.

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

SY 2022 - 2023



DOUGLAS HIGH SCHOOL

HOME OF THE PATRIOTS

420 Patriot Dr., Box Elder, SD 57719

www.dsdk12.net

DOUGLAS HIGH SCHOOL - 923-0030

Fax (605) 923-0063

Mr. Duane Wince, Principal

Mr. Sean Gholson, Assistant Principal

Ms. Naomi Hatfield, Activities Director

Attendance Office - 923-0030

Main Office Fax - 923-0063

Activities Office - 923-0040

Library - 923-0044

Counseling Office - 923-0041

ROTC - 923-0045

Food Service - 923-0055

Main Office hours

7:00 AM to 4:00 PM, Mon.-Fri.

Central Office - 923-0000

Mr. Kevin Case, Superintendent

Ms. Ann Pettit, Executive Director of Elementary Education

Ms. Kit Veit, Executive Director of Secondary Education

Mr. Bud Gusso, Executive Director of Operations

Douglas School District Mission Statement

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

DISTRICT EDUCATIONAL PHILOSOPHY

The Douglas School District will provide and promote an environment conducive to teaching and learning in which the District works in partnership with the educational community to develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever-changing role.

STAFF ROSTER 2022-2023

Room 202	Lt. Col. Michael (Jason) Morrow, AFJrROTC
Room 202	Msgt. Chester Stewart, AFJrROTC
Room 44	Ms. Casey Hoover, Art
Room 50	Ms. Shannon Bonner, Art
Room 54	Mr. David Horan, Art
Room 135	Ms. Jennifer Larson, Band and Choir
Room 5	Mr. Anthony Burns, CTE
Room 58	Mr. Jason Boeding, Tech Education
Room 58	Mr. Michael (Chad) McCarty, Tech Education
Room 134	Ms. Karline Clark, CTE
Counseling	Ms. Shannon Maxon
Counseling	Ms. Deb Smith
Counseling	Ms. Janifer Kirk, Secretary
Room 13	Ms. Holly Howie, Family & Consumer Science
Room 43	Ms. Elke Kuegle, World Languages
Room 41	Ms. Jaelyn Lardy, World Languages
Room 126	Ms. Arianna Grindle, Language Arts
Room 127	Ms. Joelle Rose, Language Arts
Room 123	Ms. Anna Vaughn, Language Arts
Room 124	Mr. Kevin Plooster, Language Arts
Room 132	Mr. Jesse Hamer, Language Arts
Room 3	Mr. Jon Pierson, Language Arts
Room 129	Mr. Tony Mraz, Language Arts
Room 30	Ms. Dolores Martin, Math
Room 38	Ms. Ruth Coates, Math
Room 34	, Math
Room 32	Ms. Amber Lyons, Math
Room 36	Ms. Kaitlyn Heier, Math
Gym 70	Mr. John Humke, PE
Gym 60	Mr. Travis Miller, PE
Gym 100	Ms. Connie Mogensen, PE
Room 9	Ms. Amy Rowe, Science
Room 15	Mr. Orange Johnson, Science
Room 2.	Ms. Michelle Crane, Science
Room 4.	Ms. Jennifer Jordan Science
Room 6	Ms. Cherrie Martenson, Science
Room 7	Mr. Leon Herder, Science
Room 43	Ms. Kathy Doerr, CTE
Room 31	Ms. Loretta Schmidt, Social Studies
Room 35	Ms. Amy Erlandson, Social Studies
Room 37	Mr. John (Tony) Keen, Social Studies
Room 33	Mr. Don Harris, Social Studies
Room 40	Grant Lolley, Social Studies
Room 10	Ms. Carrie Bergen, Special Education
Room 10S	Mr. Will Velez, Special Education
Room 12	Mr. Carl Mathews, Special Education
Room 19	Ms. Kristin Knutson, Special Education
Room 17	Ms. Tonia Vahlberg, Special Education
Activities Conference Room	Ms. Dawn Beltran, ISS Aide
Library Conference Room	Mr. Chris Wieman, Credit Recovery Program
Study Hall D2	Ms. Kaylee Knudson
Library	Ms. Kim Darata, Librarian
Library	Ms. Kathy Auriemma, Aide
Office	Ms. Bridget Koehler, Principal's Secretary
Office	Ms. Jessica Prestjohn, Attendance Secretary
Security Desk	, Security Aide
Special Ed. Office.	Ms. Leona Oberlander, Secretary

DOUGLAS SCHOOL DISTRICT 2022 - 2023 SCHOOL CALENDAR



**HOME OF
THE PATRIOTS**

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days: Student (8) Teacher (13)
 Aug. 10 - 12 New Teacher Orientation
 Aug. 15 - 19 District PD Days
 Aug. 22 First Day of School

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days: Student (16) Teacher (18)
 Jan. 2 - 4 Winter Break
 Jan. 5 - 6 District PD Day
 Jan. 16 MLK Jr. Day

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days: Student (21) Teacher (21)
 Sept. 5 Labor Day

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Days: Student (19) Teacher (19)
 Feb. 14 & 16 Conferences 3:30 - 7:00
 Feb. 17 Conference Comp. Day
 Feb. 20 President's Day

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days: Student (19) Teacher (20)
 Oct. 4 & 6 Conferences 3:30 - 7:00
 Oct. 7 Conference Comp. Day
 Oct. 10 Native American Day
 Oct. 20 End of 1st Quarter
 Oct. 21 District PD Day

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days: Student (22) Teacher (23)
 Mar. 9 End of 3rd Quarter
 Mar. 10 District PD Day

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days: Student (16) Teacher (18)
 Nov. 11 Veteran's Day
 Nov. 21 & 22 District PD Day
 Nov. 23 - 25 Thanksgiving Break

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days: Student (15) Teacher (15)
 Apr. 10 - 14 Spring Break

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days: Student (16) Teacher (16)
 Dec. 22 End of 2nd Quarter
 Dec. 23 - 30 Winter Break

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days: Student (18) Teacher (19)
 May 21 Senior Graduation
 May 24 Last Day for Students
 (2 hr. Early Release Students)
 End of 4th Quarter
 May 25 District PD Day

 No School - Holiday	170 student days (includes conference days)	Quarter Dates
 No School - Conference Comp.	12 certified staff district days	End of 1st Qtr. Oct. 20
 No School Students - District PD Day	182 Total Certified Staff Days	End of 2nd Qtr. Dec. 22
 Early Release Students: 2 hrs		End of 3rd Qtr. Mar. 9
 First/Last Day of School		End of 4th Qtr. May 24
 Conferences- Evenings 3:30 - 7:00		
 End of Quarter		

DSD Board Approval 1.24.2022

Emergency Procedures

Douglas School District is dedicated to ensuring the safety of every person in our schools. In collaboration with law enforcement, we have created a comprehensive Crisis Plan that outlines specific procedures for many situations. Drills are carried out regularly to prepare everyone so response is automatic in case of an actual emergency situation. These processes are reviewed and refined regularly.

Alert, Lockdown, Inform, Counter, Evacuate – (A.L.I.C.E.)

Douglas School District is a certified ALICE district. 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 events. 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 schools—traffic clogging streets will prevent responders from getting to where they need to be.

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

All community members are encouraged to report anything unusual to a building office or to the Central Office immediately.

SafeSchools Alert

~~SafeSchools Alert is a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration in four different ways:~~

- ~~1. Phone: 844.325.8063~~
- ~~2. Text: Text your tip to 844.325.8063~~
- ~~3. Email: 1611@alert1.us~~
- ~~4. Web: <http://1611.alert1.us> or click on the button on the Douglas Website (dsdk12.net)~~

~~You and your child can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about through SafeSchools Alert.~~

~~Every tip SafeSchools Alert receives about our district is immediately logged in the system and our administration is notified so that they can investigate and take appropriate action. Tips may also be submitted anonymously if you prefer. District personnel will follow up on all reports and the person submitting the report can follow up through the site using the code provided. However, there will not be communication regarding details of follow up except with authorized parents and guardians.~~

~~In the event of an urgent situation or emergency, you should always call 911. If you are unsure about using 911, you can call the non-emergency dispatch number (605-394-2151).~~

School Closing Notes

Weather Related Closure

When determining if schools should stay open in extreme winter weather, the safety of students and staff is our first priority. The decision to close school is a serious one. While cold temperatures, winter snowstorms, and icy conditions do present challenges, the Douglas School District aims to keep schools open whenever possible.

How is the decision made to close school or call a late start?

Prior to and during a bout of winter weather, we monitor up-to-date reports on road conditions, current weather conditions, transportation capability, the status of our buildings and the weather forecast from the National Weather Service. We will keep schools open if these reports indicate we can safely transport children, have students walk to school, and open and operate our buildings. If reports show substantial challenges, we may decide to implement a late start or close school. Parents and guardians will be notified as soon as possible if it is determined that a late start or a full closure is necessary. The local news outlets and the district's website and social media accounts will also post emergency closure information.

What if school is open, but the conditions where I live are treacherous?

We trust parents to make the ultimate call when it comes to their child's safety. Not all streets are plowed at the same time, and snow totals may differ from one area of our district boundaries to another. If you do not think it is safe to send or take your kids to school during inclement weather, it is the parent's choice to keep them home.

How will I know if school is closed or if there is a late start?

Parents will be notified via the following channels:

- Infinite Campus Mass Notification through text, phone and email
- Social Media (district Facebook)
- District Website –dsdk12.net
- News Media (TV and Radio)

DOUGLAS HIGH SCHOOL DAILY SCHEDULE

REGULAR SCHEDULE

Period 1	7:55	8:48
Period 2	8:52	9:51
Period 3	9:55	10:48
Period 4A	10:52	11:45
A Lunch	10:52	11:22
Period 4B	11:26	12:19
B Lunch	11:49	12:19
Period 5	12:23	1:16
Period 6	1:20	2:13
Period 7	2:17	3:10

ASSEMBLY SCHEDULE

Period 1	7:55	8:37
Period 2	8:41	9:23
ASSEMBLY	9:27	9:52
Period 3	9:56	10:48
Period 4A	10:52	11:45
A Lunch	10:52	11:22
Period 4B	11:26	12:19
B Lunch	11:49	12:19
Period 5	12:23	1:16
Period 6	1:20	2:13
Period 7	2:17	3:10

EARLY RELEASE SCHEDULE

Period 1	7:55	8:31
Period 2	8:35	9:16
Period 3	9:20	9:56
Period 4A	10:00	10:36
A Lunch	10:00	10:30
Period 4B	10:34	11:10
B Lunch	10:40	11:10
Period 5	11:14	11:50
Period 6	11:54	12:30
Period 7	12:34	1:10

LATE START SCHEDULE

Period 1	9:55	10:30
Period 2	10:34	11:16
Period 3A	11:20	11:55
A Lunch	11:20	11:55
Period 3B	11:59	12:34
B Lunch	11:59	12:34
Period 4	12:38	1:13
Period 5	1:17	1:52
Period 6	1:56	2:31
Period 7	2:35	3:10

(4th period students will eat the same lunch as their 4th period teacher)

Building Hours

Students may access the building between the hours of 7:35 a.m. and 3:30 p.m. If a student plans to access the building earlier or later than these times, they need to make arrangements with an adult staff member.

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.

FAMILY EDUCATIONAL RECORDS PROTECTION ACT (FERPA)

The Family Educational Records Protection Act (FERPA) was established to guarantee parents and students over 18 years of age certain rights with respect to the student's education records. Foremost the Act allows free access to student school records. Under provisions of the Act, the Secretary of Education has the authority to withhold all federal funding to institutions that do not make school records available to a student's parents. There are exceptions to this rule, such as authorizing the transfer of transcripts when a student changes schools or applies for admission elsewhere, for state or federal officials conducting audits of public assistance programs, or in the course of normal business. In South Dakota, the Act states that access may not be denied a parent who is not the child's primary residential parent; county board of mental health retardation has access to the school records of any case under investigation; and school counselors' communications are privileged except in cases of child abuse or if waived. The entire FERPA notification of rights is available for review at Douglas High School.

BOARD POLICIES

This handbook will be administered so as to be consistent with Douglas School District Policies, Department of Cultural Affairs Administrative Regulations, State of South Dakota laws, and Federal statutes. All Douglas School District Policies are available for review in the high school office, and selected copies available upon request to the administration.

PUBLIC COMPLAINTS

Areas of concern brought to the attention of the Board will be addressed through Board 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 and in this order.

Teacher – Principal – Superintendent - Board

Complaints must be stated specifically in writing. Anonymous letters and phone calls will not be given serious consideration. Complaints will be handled courteously and professionally.

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

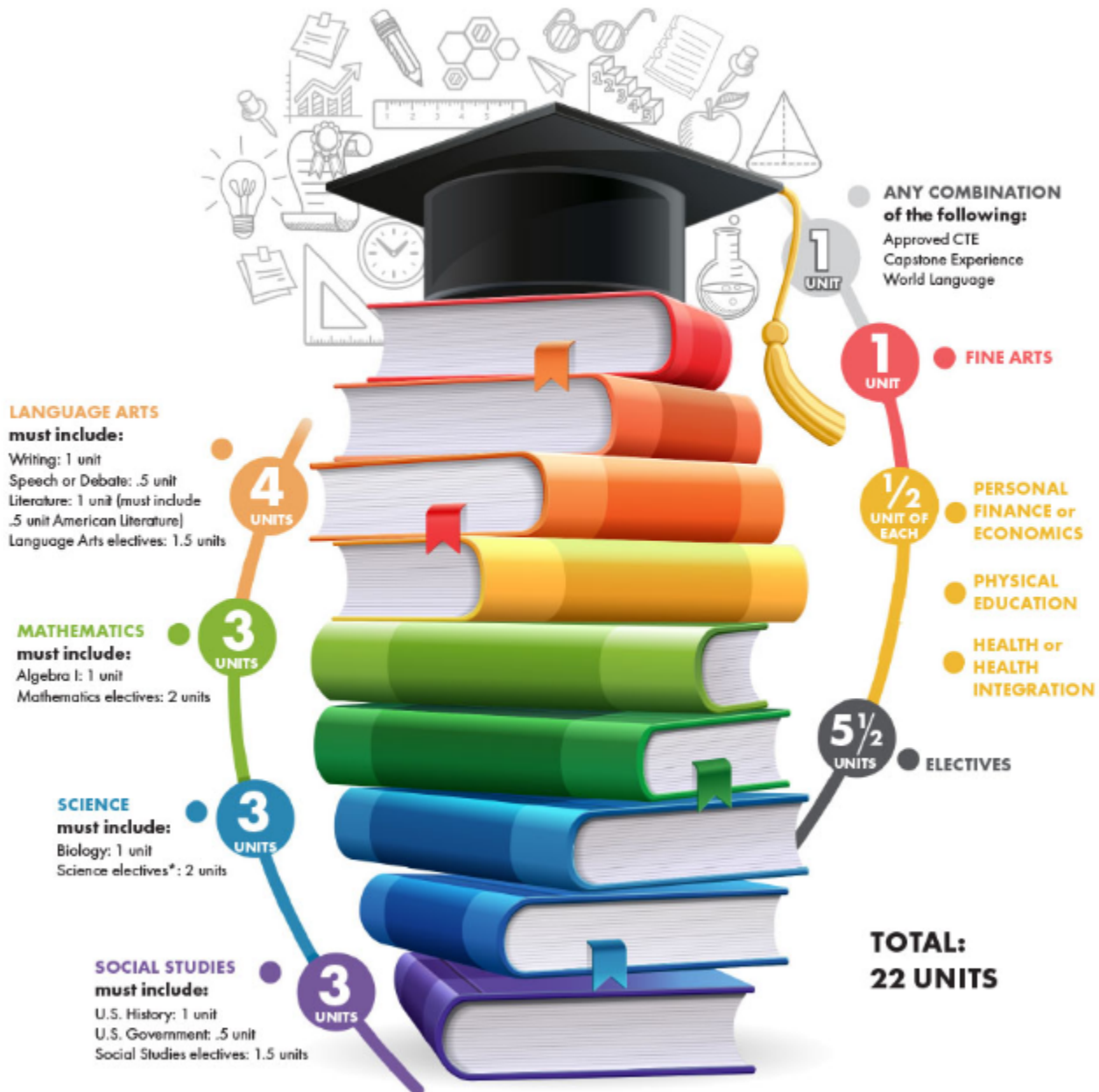
DIPLOMA REQUIREMENTS

Douglas High School adheres to SD DOE Graduation Requirements found at the following website:

<https://doe.sd.gov/gradrequirements/>

South Dakota High School Graduation Requirements

Approved by the South Dakota Board of Education Standards in July 2018



*A state-approved advanced computer science course may be substituted for one unit of a science elective, but may not replace Biology. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.

Students are required to meet the above High School Diploma requirements, also known as the 'base diploma'. Students may earn advanced endorsements with their high school diploma. A student's personal learning plan must document a minimum of 22 credits that include the above requirements.

English/Reading & Comm. Arts (4 units total)

- English 9 — 1 unit
- English 10 — 1 unit
- English 11 — 1 unit
- English elective — 1 unit

Social Studies (3 units total)

- U.S. History — 1 unit
- U.S. Government — .5 unit
- Geography — .5 unit
- World History — .5 unit
- Social Studies elective — .5 unit

Fine Arts (1 unit)

Physical Education/Health (1 unit)

Personal Finance or Economics (.5 unit)

Mathematics (3 units or more)

- Algebra I — 1 unit
- Additional Math — 2 units

Science (3 units of Lab Science)

- Biology — 1 unit
- Chemistry — 1 unit (Recommended for students attending college)
- Additional Science course — 1 unit

Approved GTE and/or World Language and/or Capstone Experience — 1 unit (of which .5 must be Computers)

Electives (5 1/2 units)

(22 credits required for graduation)

ACADEMICS

Grading Scale	Grade Point Classification	
	<i>Reg. Curriculum</i>	<i>Honor/AP Curriculum</i>
A - 93-100%	A=4	A=5
B - 92-86%	B=3	B=4
C - 78%-85%	C=2	C=3
D - 70%-77%	D=1	D=1
F - Below 69%	F=0	F=0

GPA

Grade Point Average (GPA) will be calculated as a weighted GPA semesters 1-7 of the students' high school career.

$$\text{GPA} = \frac{\text{Grade Points Earned}}{\text{\# Courses Attempted}}$$

At the conclusion of 7 semesters, GPA will additionally be calculated as an Adjusted GPA for purposes of determining Valedictorian and Salutatorian.

Grades and Grading Procedures

Students will be graded in all courses scheduled during regularly scheduled classroom periods. It is the student's responsibility to arrange for makeup work with the individual teacher. Failure to complete all incomplete class work may result in the incomplete grade reverting to a failing grade.

Credit Award

Students who complete ALL semester course objectives to at least the minimal standards and maintain acceptable attendance earn credits. A grade will be given to the student each quarter as a progress report. If both quarter grades are passing, all objectives and participation requirements are met, the two-quarter grades will be averaged to yield a semester grade. If a student receives a failing grade for the semester, even though they have passed one quarter, they will not receive credit in that course. Students in violation of the school's attendance policy may receive a "no credit" (NC) designation for the class on their transcript. An "F" will be placed on the transcript if the student fails the class at the conclusion of the semester in which the attendance policy violation occurred.

Students must earn a minimum of 2 credits each semester and be enrolled in at least 4 classes per semester to be eligible for athletics and fine arts activities.

Honor Roll

Students will be eligible for the Honor Roll with a quarter GPA of 3.5. Honor Roll will be published/posted quarterly.

Grade Classification and Promotion

In order to be classified a sophomore, a student needs to have earned at least 5 credits, a junior 11 credits, and a senior 16 credits. Grade classification is determined at the beginning of each school year. Classification for Statewide Testing will be determined in September. Classification will remain throughout the year regardless of credit attainment at semester break. Exception is provided for students who become *seniors* at semester break AND are scheduled to graduate in May.

Participation in Graduation Ceremonies

Seniors must meet all State and School Board requirements prior to participating in graduation ceremonies (Board Policy IKF and SDCL 13-33-19). No student may participate in more than one graduation ceremony.

CLOSED CAMPUS

In order to keep our students in a supervised, safe and orderly environment, DHS is a closed campus for **9th and 10th grade students**. Once 9th or 10th grade students arrive at school, they must remain within the building until the end of the school day unless they have received permission from school authorities to leave for a specific purpose. Parent/guardian requests for 9th and 10th grade student to leave campus must provide this information: the student's first and last name, reason for the absence, estimated duration of the absence, and provide documentation upon return. Students who leave campus without such authorization will be subject to school consequences.

SCHEDULING

Schedule Changes

Once registration forms have been completed and schedules have been made, schedule changes can only be made in cases of EDUCATIONAL NEED during the first 3 days of the semester. No schedules will be adjusted for the purpose of changing teachers or lunch. A schedule change form must be completed and have required signatures before a schedule change will be made. Schedule change forms are available in the Counseling Office.

ATTENDANCE

Regular & punctual attendance is expected of every student.

Student Absences

Douglas High School considers the following as legitimate reasons for absence (District Board Policy JED and State Law): **Physical or mental illness, illness in the family, death in the family, inclement weather, State or National program attendance.**

Absence Limit

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 attendance is taken, the office will attempt to make contact with parents for absent students. When contact has not been made, parents are asked to send a written excuse with their child upon their return to school.

~~Each student is allowed 12 absences per semester. Absences for legitimate reasons will not be subject to disciplinary action; however, all excused and unexcused absences will count toward the allowable 12 absences.~~ An absence that is not approved by school officials will be considered an unexcused absence. Discipline action will result and students may receive zeros for all classes missed. Attendance letters will be generated to keep parents and students informed of the student's number of absences.

School personnel may contact parents whenever it appears that a student is absent without a parent's knowledge or approval. The principal may request an explanation for the cause of any absence in writing at their discretion and may decide whether or not a particular cause is acceptable.

Loss of Credit

Students should expect to receive no credit for a course where the student has **13 or more absences** in a semester. Students under 18 years of age, who are subject to SDCL 13-27-1, 13-27-20, and 13-27-21, Compulsory Attendance Laws, will face legal action for irregular attendance.

Attendance Accounting Procedures

If absent, parents/guardians are asked to call the attendance office on the day of the absence. If this is not possible, a note signed by the parent/guardian on the day the student returns to school would be acceptable. If an absence **IS NOT EXCUSED WITHIN 24 HOURS** of the student's return to school or notification of absence, the student will be subject to disciplinary action. Students who need to leave the school grounds while school is in session **MUST** report to the high school office to sign out. Students who do not

sign out and leave the school grounds will be considered unexcused. The student MUST sign in if returning to school on the same day.

Late Arrival

Students who come late to school must report to the office before going to class. They may be asked to call/text their parents or guardian before giving either a pass or permit to class. A pass indicates that the late arrival is excused. A permit indicates that an excuse is still pending. Tardiness exceeding 10 minutes for any class is considered an absence.

Make-up Work (Non-Out of School Suspension)

Students will be given 1 day to make up work for each day of an excused absence, plus one day. Students/Parents/Guardians should make arrangements to pick up homework given during any multi-day absence. Make-up work will be due on the day following the date of return. Students should contact their teachers immediately upon return and request missed schoolwork. If a student knows they will be absent for any reason, the teacher may require that work be submitted prior to the absence or on the day of return.

Make-up Work (Out of School Suspension)

Students who have been assigned Out of School Suspension (OSS) are required to keep up on their assignments. Teachers will be informed that a student has been assigned OSS and will deliver assignments via Google Classroom or other online platform. Students should contact their teachers via email if they have questions. Students who do not make adequate progress while absent because of OSS might not receive full credit on assignments. Teachers will use professional judgment in these cases.

Homebound Program / Section 504

In the case of an extended absence due to a disabling condition, parents/guardians will inform the attendance office of the condition. The high school 504 Team will be notified as soon as possible and determine if the student qualifies for a home study program or modifications under Section 504. Medical documentation is required (contact high school administration for information) to qualify for such programs. Short-term illnesses are not covered under Section 504. Suspected abuse of 504 accommodations will be investigated and may be cause for change or termination of modifications.

ADDITIONAL PERTINENT INFORMATION

Assemblies

All students are expected to attend all school assemblies that are scheduled during the school day. Failure to attend assemblies will be considered absence unexcused. This includes seniors on a free block who are in the building when the assembly is being conducted.

Bullying

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively that it: has the purpose of affecting or creating an intimidating, hostile or offensive academic environment, or has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. For more information see Board Policy JFCE and JFCE-R.

Dress Code

Douglas High School is committed to academic achievement. Any apparel which draws undue attention to the wearer or detracts from the educational process shall be considered inappropriate. In order to provide a safe, professional environment where students can learn free from distractions, threats, intimidation, or harmful influence, Douglas High School developed these dress code guidelines.

Anything not specifically covered in these guidelines that are disruptive to the educational process or considered to pose a safety threat will be left to the discretion of school administration or designee.

Student Dress Code

Student wear clothing that is near, but not within, the dress code guidelines defined by the school/district. This category includes, but is not limited to:

- 1) Clothing or apparel that advertises or promotes drugs, alcohol, tobacco or weapons or other illegal substances or activities.
- 2) Clothing displaying vulgar writing or symbols, or sexual-references.
- 3) Hats, caps, hoods on sweatshirts/hoodies or other head covering.
- 4) Clothing that is excessively revealing such as short mini-skirts, short shorts, tank tops, loosely fitting and low cut tops, or shirts exposing the midriff or back.
- 5) No visible undergarments.
- 6) Any other apparel which the Administration may determine to be unacceptable in light of community standards.

7) Any apparel which causes a substantial disruption or could be reasonably assumed to create a disruption to school.

Evacuations

In case of a fire or bomb threat, or in practicing the evacuation of the building for such an emergency, the students, teachers, and all inhabitants of the school building should utilize ALICE training to determine if it is safe and then leave the building immediately upon hearing the fire alarm. Students are to remain with their teachers and should not enter the building until they are notified to do so.

Fines/Fees

Douglas School District provides textbooks, ROTC uniforms and athletic equipment/uniforms for student use. Students are responsible for school property issued to them. Reasonable fines will be assessed to students who damage or deface District property. Fines will be determined by the teacher/administrator. Lost books or equipment will be paid for based on the actual value of the article.

If Parents or guardians question the fine they have the right under the Family Educational Rights and Privacy Act (FERPA) to view records at any time. Upon withdrawal or transfer out of the District, all financial obligations must be satisfied.

Harassment

Harassment consists of unwelcome 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. The DHS discipline matrix will be implemented if any student is found in violation of the harassment policy.

Library

The library is available for student use Monday through Friday from 7:15 a.m. to 3:45 p.m. when school is in session. A student ID is required to check out materials. Students are expected to have a pass from a classroom teacher or lunchroom supervisor and use library resources in a responsible manner. Food and drink are not permitted.

Lockers

Students may request a locker through the main office. Gym lockers may be assigned either by a PE teacher or an athletic coach. **KEEP YOUR LOCKER LOCKED AT ALL TIMES.** Students should be aware that courts have ruled that **lockers may be searched** either with or without the student's permission. If there is reason to suspect that illegal substances of any kind, stolen property, or school property might be secreted in the locker, your locker will be searched.

Lunch Periods

Each student will have one of two lunch periods. Students who have been assigned A Lunch will eat lunch from 10:52-11:22 a.m. Students who are assigned B Lunch will eat lunch from 11:49 a.m.-12:19 p.m. Ala Carte is closed during passing periods. **STUDENTS MUST ASSUME THE RESPONSIBILITY FOR BUSING THEIR OWN DISHES AND LEAVING TABLES CLEAN.** Douglas High School has a closed campus lunch period for 9th and 10th grade students. 9th and 10th grade students are not permitted to leave the school building without properly securing permission. Students or staff members will not be allowed to charge any meals. A peanut free table is provided for students who may suffer from peanut allergies in order to limit contact with peanut products.

Food Service Policy

If a student's account is below \$10.00, food service staff will send out an email and text message notifying the primary parent. When a student's account reaches a zero balance, they will not be able to charge in the ala carte line. Student meal accounts fall under the name of the individual student. Each child in the same family has his or her own account. Families are encouraged to complete paperwork for free and reduced lunch.

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. Students should stay home for 24 hours after the temperature is normal. ● Diarrhea (more than one episode). Students should stay home for 24 hours after the last episode. ● Nausea or vomiting. Students should stay home for 24 hours after the 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.

The school nurse is to be used for illnesses and injuries that occur at school. If you suspect your child is in need of care, please see your own personal medical provider.

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

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.

Medications

Students may be given medicine while at school only when it is given to them by the school district nursing staff or other designated school office personnel acting under a specific written request (Form PP 324) by the student's parent, legal guardian, or physician. These forms are available in the nurse's office in the Activities Office.

Any medication a student takes must be left in the nurses' office and used under office supervision once the release form has been signed.

Prescription medications must be in the original container from the pharmacy with a current prescription label for dosages and times. 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.

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 the medication is being given persists longer than 5 days, it is recommended that the child see a medical professional.

Money and Valuables

Each year a number of students lose watches, rings, money, and other valuables due to carelessness and/or theft. The school is not responsible for your valuables or money.

Parent Portal/Student Portal

Douglas High School offers the Parent Portal and Student Portal as a means to further enhance communication. The Portal allows users to view their school records anywhere, at any time via the Internet. In response for the privilege of accessing the Douglas School District Parent Portal/Student Portal every individual is expected to act in a responsible, ethical, and legal manner. (REF Douglas School District Board Policy, Sect. 1, IIBGA, 10/26/15) Signup sheets are available in the Main Office and Counseling Office.

Passing Time/Hall Passes

Passing time between classes is four (4) minutes.

Student Transportation

Parking and Driving

Students must park in the designated area for student parking. Student parking is NOT permitted in the faculty parking areas or in visitor spaces in front of the school building. Parking should be orderly. All vehicles should be locked when parked. Students whose cars are not parked in appropriate student parking areas or are driving recklessly are subject to disciplinary action, which may result in loss of driving/parking privileges on school property and/or vehicle being towed at owner's expense. Students convicted of hit and run incidents will have parking privileges revoked for a minimum of one semester.

Designated student parking is southwest of the main entrance of the high school.



Bicycles and Skateboards

Students are welcome to ride bicycles and skateboards to school and must abide by the following guidelines:

1. Lock your bike and secure it to the bike rack before school begins.
2. Lock your skateboard in your locker immediately upon entering the building and do not remove it from the locker until school is dismissed. **DO NOT CARRY YOUR SKATEBOARD TO CLASS.**
3. **DO NOT** ride your skateboard anywhere in the building. Any student caught riding their skateboard in the building will have it confiscated and kept in the office until a parent/guardian comes to retrieve it.
4. When on campus with a bicycle or skateboard you must walk it at all times; this is for your safety and the safety of others.

Study Hall

Study Hall is a supervised study time during which students have the opportunity to complete assignments. Students will bring textbooks, appropriate reading material, and all necessary supplies daily.

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. Video recordings may not be viewed by non-district personnel unless permission is specifically granted by the Superintendent.**

Visitors

All visitors are required to sign in and wear a visitor tag issued at the security desk. Visiting hours are limited to before and after school unless prior permission is given by administration. Students may not bring friends to visit classes during school hours.

STUDENT CONDUCT

Douglas School District Board Policy - Section J, File JG

Appropriate discipline is vital to conducting an effective school program in a safe and orderly environment. Without good discipline, the school cannot discharge its primary responsibilities in the development of good citizenship, responsible behavior or providing an environment in which students may realize their greatest potential for academic progress and social growth.

In all disciplinary actions administrators, teachers, supervisors and their aides are reminded that they are dealing with individual personalities and personal characteristics of students, which should be given consideration before prescribing remedial action. Each student and each situation deserve the most deliberate judgment of the administrator, teacher supervisor or aide.

District employees have authority to use physical force that is reasonable and necessary for supervisory control over students if the employee perceives an immediate threat to self, others or district property. This authority extends to any person delegated to supervise students who have been authorized to attend a school function away from the school premises, including school bus drivers while students are riding, boarding, or leaving the buses.

APPROPRIATE BEHAVIOR EXPECTATIONS

Students who enroll in Douglas High School are assumed to be persons interested in receiving a high school diploma. Their conduct should be consistent with the school rules and policies in order for the faculty and staff to assist the students in the pursuit of their goals. If the student's conduct is not consistent, they will be given two options:

- 1. Accept and fulfill consequences for poor conduct as stated in this handbook and make progress toward real improvement of behavior, or**
- 2. Withdraw from Douglas High School enrollment.**



PATRIOT PLEDGE

SHOW:

PRIDE IN MY SCHOOL

- Clean up after yourself and others
- Stand up for the school song
- Participate in activities
- Wear school colors on Fridays
- Treat your classmates well

BE:

ACADEMICALLY PRESENT AND ENGAGED

- Be on time to class
- Have materials with you.
- Complete all assigned work.
- Participate in discussion and ask questions
- Remain on task

BE:

TRUSTWORTHY AND RESPECTFUL

- Be respectful during the Pledge
- Use appropriate language at all times.
- Respect other's space and property
- Respect bathroom and other privileges
- Say "Please" and "Thank you"

MAKE:

SAFE AND HEALTHY CHOICES

- Help ensure doors are closed and locked
- Safe passage through the halls
- Promptly Report suspicious behavior
- Respect and follow the Drug Free policy



P

A

T

S

BATHROOMS

★ PATRIOT PLEDGE

SHOW:

P PRIDE IN MY SCHOOL

- Rule 1: Clean up after yourself
- Rule 2: Report messes and graffiti to staff
- Rule 3: Be respectful of school property

A BE:

ACADEMICALLY PRESENT AND ENGAGED

- Rule 1: Choose your timing to use bathroom wisely
- Rule 2: Go right back to class when you are done

T BE:

TRUSTWORTHY AND RESPECTFUL

- Rule 1: Use your bathroom pass appropriately
- Rule 2: Flush the toilet
- Rule 3: Try to limit bathroom use during class time

S MAKE:

SAFE AND HEALTHY CHOICES

- Rule 1: Wash your hands
- Rule 2: Keep your phone out of the bathroom
- Rule 3: Report concerns about others to staff



HALLWAYS

★ PATRIOT PLEDGE

SHOW:

P PRIDE IN MY SCHOOL

- Rule 1: Contribute to keeping your school clean
- Rule 2: Support and encourage your classmates
- Rule 3: Respect school property

A BE:

ACADEMICALLY PRESENT AND ENGAGED

- Rule 1: Be on time to class following passing periods
- Rule 2: Limit your presence in the hallway during class time
- Rule 3: Use quiet voices during class time

T BE:

TRUSTWORTHY AND RESPECTFUL

- Rule 1: Use appropriate language
- Rule 2: Respect others' personal space
- Rule 3: Report inappropriate behavior to staff
- Rule 4: Keep PDA brief and appropriate

S MAKE:

SAFE AND HEALTHY CHOICES

- Rule 1: Keep hands and feet to yourself
- Rule 2: Walk in the building
- Rule 3: Support and encourage one another



CAFETERIA

★ PATRIOT PLEDGE

SHOW:

P PRIDE IN MY SCHOOL

- Rule 1: Contribute to keeping your school clean
- Rule 2: Use good manners
- Rule 3: Respect school property

A BE:

ACADEMICALLY PRESENT AND ENGAGED

- Rule 1: Use time productively to complete assignments
- Rule 2: Do your own work on assignments
- Rule 3: Proceed to class when the bell rings

T BE:

TRUSTWORTHY AND RESPECTFUL

- Rule 1: Be polite to peers and staff
- Rule 2: Be welcoming and inclusive to peers
- Rule 3: Be where you are supposed to be

S MAKE:

SAFE AND HEALTHY CHOICES

- Rule 1: Report spills to staff
- Rule 2: Be mindful of your surroundings
- Rule 3: Make healthy food choices



Gymnasium

★ PATRIOT PLEDGE

SHOW:

P PRIDE IN MY SCHOOL

- Rule 1: Show positive school spirit
- Rule 2: Practice good sportsmanship
- Rule 3: Keep the gym food and drink free

A BE:

ACADEMICALLY PRESENT AND ENGAGED

- Rule 1: Allow learning to be uninterrupted
- Rule 2: Encourage your classmates
- Rule 3: Be willing to participate

T BE:

TRUSTWORTHY AND RESPECTFUL

- Rule 1: Practice good sportsmanship
- Rule 2: Treat equipment respectfully
- Rule 3: Include everyone

S MAKE:

SAFE AND HEALTHY CHOICES

- Rule 1: Use equipment appropriately
- Rule 2: Follow the rules
- Rule 3: Be aware of others



DOUGLAS HIGH SCHOOL DISCIPLINARY PROCEDURES

Consequences may be more or less severe based upon circumstances and/or administrator discretion.

The following is offered to help you better understand the Douglas High School discipline procedures and disciplinary action. The explanations, though complete, should not be considered to be all-inclusive. When in doubt, use common sense. The penalties for repeated infractions or for students who show total disregard for school rules and policies may be more severe than indicated below. For disciplinary problems of a more serious nature or which may lead or have led to personal harm or property damage/loss, law enforcement may be contacted. For any issue of an illegal nature, law enforcement may be contacted.

DISCIPLINE DESCRIPTORS

Minor Problem Behavior

Academic Insubordination	Failure or refusal to complete and/or submit assigned work or work/participate in class.
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity but inappropriate disruption.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. (Refer to Dress Code guidelines)
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the minor behavior categories. (Notes required in SWIS.)
Physical Contact/ Physical Aggression	Student engages in non-serious but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell (or signal that class has started). Refer to the Tardy Policy.
Technology Violation (Cell phone only)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone.
Technology Violation (Electronic devices)	Student engages in non-serious but inappropriate (as defined by school) use music/video player, camera, gaming device, and/or computer.

Major Problem Behavior

Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation: This is used by ADMIN for students that fail to correct their dress after being warned previously.	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. (Refer to Dress Code guidelines)
Fighting	Student is involved in mutual participation in an incident involving physical violence. According to South Dakota Codified Laws 22-18-35 and 13-32-6,

	fighting or assault on school property is cause for arrest. All fights and assaults result in an out-of-school suspension.
Theft	Student is in possession of having passed on, or being responsible for removing someone else's property.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Gross Insubordination	Gross insubordination toward staff may include but is not limited to directing vulgar or profane language at a teacher, harassment, name-calling, defiance, or hostility. The penalty will be out-of-school suspension.
Harassment	<p>Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This also includes the following:</p> <ol style="list-style-type: none"> 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. <p>*Disrespectful messages include negative comments based on gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i></p>
Inappropriate Display of Affection	Student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (outside of the building unless 11/12th grader at lunch). This also includes students letting other students into the building from any other exit/entrance.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior	Student engages in problem behavior not listed. (Notes required in SWIS.)
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). This is for one sided aggression, not fighting.
Plagiarism	Student claims someone else's work as their own.
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Tardy	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school as determined by Administration).
Technology Violation (Cell phone only)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone (and Violation is not considered a minor problem behavior in the school as determined by Administration).
Technology Violation (Electronic devices)	Student engages in non-serious but inappropriate (as defined by school) use music/video player, camera, gaming device, and/or computer (and Violation is not

	considered a minor problem behavior in the school as determined by Administration).
Theft	Student is in possession of having passed on, or being responsible for removing someone else's property.
Truancy	Student receives an 'unexcused absence' for ½ day or more. Refer to the Unexcused Absence Policy.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations. See board policy JFCI-R.
Use/Possession of Tobacco/Nicotine	Student is in possession of or is using tobacco, nicotine, or vape.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

Disorderly Conduct

Any behavior that interferes with teaching and learning. Students who are habitually disruptive or who fail to comply with classroom discipline may be given out-of-school suspension as well as facing prosecution for disturbing school (SDCL 13-32-6).

Physical Assault on Faculty or Staff Member

If you physically attack a faculty or staff member, whether they are injured or not, the faculty or staff member will be encouraged to press charges. The school will recommend to the school board that you be **EXPELLED**.

Sign Out Failure

All students must report to the office and sign out before leaving the school building.

Tardy Policy

Students may serve a thirty-minute detention to erase a tardy to prevent serving In School Suspension. Tardy policy will be as follows:

- 4 tardies = 1 day of ISS (In School Suspension)
- 8 tardies = 1 day of ISS
- 12 tardies = 2 Days of ISS
- 16 tardies = 3 Days of ISS
- 20 tardies = 4 Days of ISS

Threatening a Staff Member or Student

Threatening a district employee or student with physical hostility. Threats are expressions of intentions to injure, punish, or inflict pain on another. Consequences of such threats will be OSS. For more serious threats, law enforcement will be contacted. Death threats against staff or students will result in long-term suspension or expulsion.

Unexcused Absences

An unexcused absence is being away from school or assigned classes without permission or cause. An unexcused absence may result in truancy. Students for whom the compulsory attendance laws apply, law enforcement will be contacted. Parents/Guardians have up to 24 hours to call the school to excuse an absence.

Unexcused Absence Policy: (from the Main Office) all day or a single class period.

- 1st Step Warning
- 2nd Step Detention
- 3rd Step 1 Day of ISS
- 4th Step 2 Days of ISS
- 5th Step 3 Days of ISS and Referral to School Resource Officer
- 6th Step 1 Day of OSS
- 7th Step OSS

The following will result in an automatic recommendation to the school board for long-term suspension from school.

Death Threats against Staff or Students	Long-term Suspension or Expulsion
Dissemination of Material Harmful to a Minor	Long-term Suspension or Expulsion
Distribution or Possession of Drugs, Alcohol or Controlled Substances on School Property	Long-term Suspension or Expulsion
False Fire Alarms / Bomb Threats / Emergencies	Long-term Suspension or Expulsion
Physical Assault of Staff Member	Long-term Suspension or Expulsion
Use / Possession of a Deadly Weapon	Long-term Suspension or Expulsion

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 thereof by:

- Engaging in fighting or in violent or threatening behavior
- Making unreasonable noise
- Disturbing any lawful assembly or meeting of persons without lawful authority; or
- Obstructing vehicular or pedestrian traffic.

is guilty of disorderly conduct (SDCL 22-18.35). Disorderly conduct is a Class 2 misdemeanor.

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 or management of a public or nonpublic 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.

SDCL 13-32-7. POSSESSION OF FIREARMS ON SCHOOL PREMISES, & GUN-FREE SCHOOLS ACT OF 1994

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 any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. The **Gun-Free Schools Act of 1994** requires local educational agencies to expel from school for a period of not less than one calendar year a student who is determined to have brought a firearm to school. **SDCL 13-32-4** allows the school to extend the period of suspension or expulsion beyond the semester in which the violation occurred.

SDCL 22-14A-24 through SDCL 22-14A-27. (Re: Terrorist Threats)

Enacted upon by the 2002 Legislature, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison.

SDCL 22-21-4. TAKING OF PICTURES WITHOUT CONSENT AS MISDEMEANOR

No person may use any device to photograph or visually record any other person without clothing or under or through the clothing, or with another person depicted in a sexual manner, for the purpose of viewing the body of, or the undergarments worn by, that other person, without the consent or knowledge of that other person, with the intent to self-gratify, to harass, or embarrass and invade the privacy of that other person, under circumstances in which the other person has a reasonable expectation of privacy; or Use, disclose, or disseminate, by any means, any recording or photograph in violation of subdivision (1), in order to self-gratify, to harass, or to embarrass and invade the privacy of that other person. A violation of this section is a Class 1 misdemeanor.

SDCL22-24-28. DISSEMINATING MATERIAL HARMFUL TO MINORS AS MISDEMEANOR

Any person who disseminates material harmful to minors is guilty of a Class 1 misdemeanor.

Student and Non-Student Registered Sex Offenders

Douglas School District Board Policy – Section J, File JECBC, Section K, File KO

Board policy restricts the movement of registered sex offenders on Douglas School premises. A copy of policies JECBC and KO may be obtained 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.

Smoking and Tobacco Use on School Grounds/in School Facilities

Douglas School Board Policy – Section K, File KGC

It is generally recognized 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, cigarettes, e-cigarettes, and vape pens. Smoking of any substance is prohibited.

The use of all forms of tobacco by visitors and/or guests 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 all 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.

BEHAVIOR CONSEQUENCES

Students may be suspended from all or some extra-curricular and co-curricular activities for any behavior offenses.

Detention

Detention is scheduled Monday through Friday in the ISS room at 7:15-7:45 AM and 3:15-3:45 PM. Students who have other obligations are expected to meet their **detention obligations first**. Students are responsible for notifying their parents about their detention obligation as well as finding their own transportation to and from detention. Student signature is not required to legitimize the detention.

In-School Suspension (ISS)

ISS is a placement out of the normal classroom where students are closely supervised, and required to do schoolwork. Uncooperative or non-productive students can have consequences changed to OSS status. Students who disrupt ISS will be suspended out-of-school and their parents will be required to pick them up immediately. **Students can only serve 10 days of ISS per school year (after 10 days in ISS, students will be assigned OSS)**. Students in ISS can either bring their own lunch or purchase school lunch. No orders from the Ala Carte line will be permitted nor can outside food or drink be sent or brought to a student in ISS.

Out of School Suspension (OSS)

Students who commit more serious behavior offenses or who repeatedly demonstrate flagrant disregard for school rules and policies (habitual disobedience) will receive out of school suspension. The school will attempt to inform the parents immediately by telephone when a student is suspended. Additionally, the school will send a letter to the parents specifying the particular conditions of the suspensions. Students are **NOT** permitted on the school grounds during the suspension time (this includes all school activities) may be subject to trespass arrest. Students are responsible for collecting and completing make-up work (Refer to the Make-up work section for more information) and are reminded that OSS counts against the absence total.

Long-term Suspension

If a recommendation is made for a long-term suspension (beyond 10 school days) the parent is given three alternatives: 1) Attend a due process hearing, 2) waive the right to a due process hearing and accept the long term suspension, or 3) withdraw the student from enrollment in school. If a hearing waiver is signed, an early student readmission to class is possible after 10 days of the long-term suspension. The principal will explain the early readmission procedure if so desired by the student and parent.

Expulsion

The school will make a recommendation for student expulsion for serious behavior offenses or repeated behavior problems according to the Range of Disciplinary Action previously specified. An expulsion may be up to one calendar year and extend beyond the semester in which the infraction occurred.

STUDENT DUE PROCESS & GRIEVANCE

Whenever a student is suspended from school or class, both South Dakota State Statute and Douglas District Board Policy provide safeguards for a student's due process rights. When a pupil is suspended from school because of the pupil's violation of a policy, the following procedures will be followed:

1. As soon as possible after the discovery of the alleged violation, the student will be notified.
2. The school will give oral or written notice to the student, stating the facts relating to the alleged violation.
3. The pupil will be given an opportunity to answer the charges.
4. Guidelines established in the Student Handbook will be followed.
5. If a pupil is suspended, the school will give the parent oral notice, if possible.
6. The school shall send the parent a written notice that provides information regarding the suspension and the pupil's due process rights.

OTHER CODES & POLICIES

Card Playing and Gambling

Students may play cards during their free periods and lunch but may not use cards as a means to gamble.

Children's Internet Protection Act (CIPA)

Douglas School District provides access to electronic networks. The district believes learning to access information on the Internet, World Wide Web, and electronic databases are an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children's Internet Protection Act. (CIPA). Copies of this policy are available in each building office.

Computer Use

The computer system at the Douglas School District is for authorized use only. You should not expect privacy. Your use of the system may be monitored, recorded, copied, audited, inspected, and disclosed to district personnel. Unauthorized or improper use of this system may result in school discipline and/or criminal penalties. Use of anonymous proxies is considered hacking and punishable by law. Access of administrative files is prohibited and subject to disciplinary action.

Drug & Alcohol Testing

If a student is suspected of being under the influence of alcohol or marijuana or other drugs, that student may be administered a breath test for alcohol or a cannabis detection test for marijuana by a school official and/or a law enforcement agent. Parents will be notified prior to administration of the test.

Food

In order to provide a safe and healthy learning environment for all children, only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms. This regulation applies to classroom activities only. It is not intended to regulate the activities of parent organizations, after-school activities or activities outside of the classroom. It does extend to classroom parties to the extent that food items are required to be commercially prepared with a complete list of ingredients.

Food Deliveries

Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. Only those listed as primary or secondary contacts in Infinite Campus can deliver food to students during the school day. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Students may pick up food during their designated lunch hour and will not be called out of class.

Hallway Passports

Students are allowed in the DHS hallways during class time only with permission from their classroom teacher. Students present in the hallway during class time must be in possession of an appropriate pass issued by the classroom teacher.

Internet Access

Parents or guardians of students who object to the student using the Internet must notify the school office in writing annually. A student denied access does not eliminate the requirement of obtaining information necessary for completing assignments. The use of electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Searches

Public areas, including student lockers, restrooms, and parking lots 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.

Public Displays of Affection

Students are reminded that they are in school and are to conduct in a manner consistent with the dignity of the institution. Students who exhibit excessive affection may receive disciplinary consequences.

Student ID Badges

All students are **REQUIRED** to have a student ID to enter Douglas High School. Students who do not have their ID will be required to sign in at the security desk. After the students 3rd and 4th sign in, new student IDs will be made at the cost of \$3.00 each and fines for that amount will be posted. Any other violations of the ID policy will result in disciplinary action, to include detentions. **If their behavior continues, ISS will result.** After a student's 4th sign in, that student will be required to wait in the security area and be verified by computer that they are actually a student at DHS.

ATHLETICS AND ACTIVITIES

Students who wish to experience teamwork, self-discipline, achievement, the thrill of competition, the joy of performing, and the importance of sportsmanship are encouraged to participate in the various activities and athletic programs offered by Douglas High School (Visit the Activities Office for more information).

Activities Attendance

We look forward to your attendance at DHS Activities. The Student ID card allows the student to attend all regular season DHS home activities and dances. NOTE: This does not include Black Hills Conference and State sponsored events that DHS must host or an occasional fundraising event sponsored by a school organization. Immediate family members of Douglas students may receive a free family pass to all regular season athletic events. Inquire at the event ticket booth. Admission required for fundraising events, BHC and SDHSAA sponsored events. Students must have attended school on the day of the activity to gain entrance. If a student leaves an activity no re-admittance will be allowed.

Activities Conduct

Students are encouraged to participate in or attend and support all school-sponsored functions. Your conduct and attitude while in attendance at these activities are extremely important in presenting a favorable impression and making guests feel welcome. Students attending or participating in school activities are expected to follow the same conduct rules that apply to the regular school day. Activities specific policies are available in the activities office. Please visit the Activities Office for policies governing prom, athlete conduct, etc. Students should not view policies as being no longer in place if they do not appear in this abridged version. Students may be suspended from all or some extra-curricular and co-curricular for any behavior offenses.

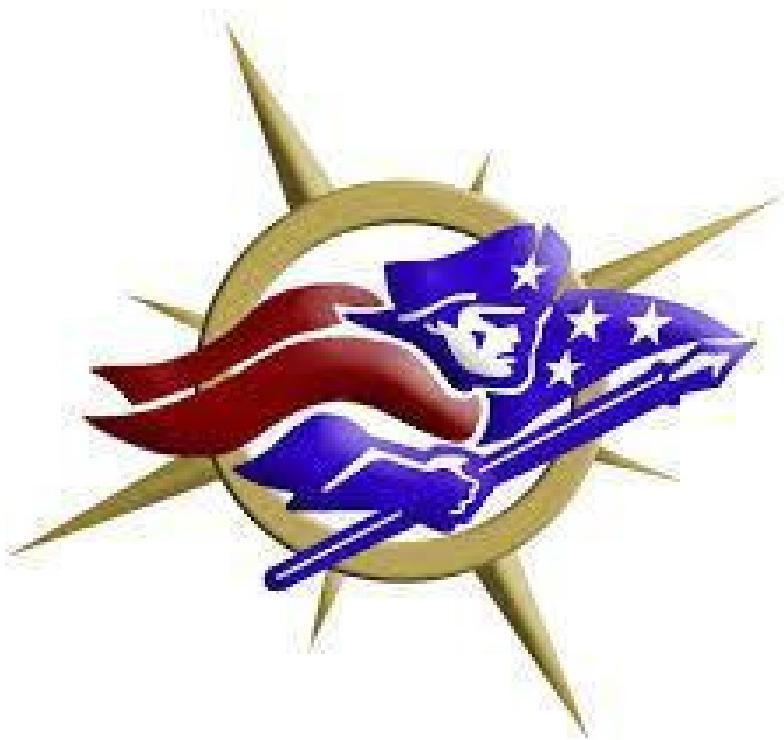
DOUGLAS HIGH SCHOOL ACTIVITIES/CLUBS

AFJROTC Art Club Band Baseball Club Basketball Cheer (Sideline) Choir Competitive Cheer Competitive Dance Cross Country Debate Drama	Environmental Club Football GSA (Gender Sexuality Alliance) Club Golf (Boys and Girls) German Club Industrial Tech/Skills USA Knowledge Bowl Library Book Club National Honor Society Native American Club One-Act Play	PATS Club PBIS Advisory Circle Robotics Soccer (Boys and Girls) Softball Club Student Council Student to Student (S2S) Track and Field Volleyball (Girls) Wrestling Yearbook
---	--	---

FACULTY HANDBOOK

Douglas School District 51-1

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



Douglas High School
2022-2023

DHS FACULTY HANDBOOK 2021-2022

TABLE OF CONTENTS	2
STATE AND DISTRICT POLICIES	
Non-Discrimination Policy Statement	3
Online Policy Review	3
MISSION, VISION, PHILOSOPHY	4
EXPECTATIONS	5
GENERAL TEACHER INFORMATION	
Teacher Duty Hours	6
Teacher Absences	6
Teacher Tardiness	6
Planning Time	6
Preparations for Substitute Teachers	6
Study Halls	6
Accidents	7
Fire Drill/ Secure the Building Procedures	7
Tornado Warning	7
Classroom Maintenance	7
Infinite Campus	7
Record/Information Requests	7
Meetings	8
Copier Machine	8
Requisitions	8
Duty at Athletic/Activity Events	8
Assemblies	8
Professional Leaves	8
Controversial Materials	8
Long Distance Telephone Calls	8
Textbook Inventory & Electronics	9
Equipment Inventory	9
SUPERVISION OF STUDENTS	9
MID-QUARTER REPORTS	9
LUNCH/HALLWAY PERIODS	9
Cafeteria/Hall Supervision During Lunch Period	9
HALLWAY EXPECTATIONS DURING INSTRUCTIONAL PERIODS	10
FOOD AND THE CLASSROOM	10
REFERRAL OF STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL/DRUGS	10
SCHOOL CALENDAR	11
SCHEDULES	12
ATTENDANCE/TARDIES - STUDENTS	13
SCHEDULE CHANGES AND CREDITS EARNED	13
SMOKING BY STAFF MEMBERS	14
ADDITIONAL INFORMATION	
Keys and Fobs	15
Building Alarm System	15
Building Use	15
Repair and Maintenance Requests	15

SCHOOL CRISIS INFORMATION

Crisis Quick Reference	16
School Wide Response	16
School Threat Assessment Response (S.T.A.R.)	16
STUDENT, CLUB, CLASS AND ACTIVITIES MONIES	20

STATE & DISTRICT POLICIES

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.

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 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, Special Services Director, 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

ONLINE POLICY REVIEW

Found at <https://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 Facilities
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.

MISSION, VISION, PHILOSOPHY

DOUGLAS SCHOOL DISTRICT MISSION

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

DOUGLAS HIGH SCHOOL MISSION STATEMENT

We will provide opportunities and challenges to develop academic success and social responsibilities in students. Our graduates will possess the skills necessary to be productive citizens.

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

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.

EXPECTATIONS

The Teacher:

- has a positive personality and genuinely likes to work with youth.
- constantly reflects upon his or her instructional skills (and program) and seeks feedback information directed at improvement. These data are used in the establishment of improvement goals each year.
- outlines, in written form, the student learner objectives, desired class conduct, grading system, and other requirements expected of students in their courses. This information is shared with the students the 1st week of school.
- analyzes and aligns curriculum to South Dakota content standards.
- assists individual students to attain student expectations of dependability, common courtesy, willingness to take on learning tasks, working cooperatively with fellow students, and the turning out of quality work to the best of his/her ability.
- creates a classroom learning environment which is interesting, responsive, and varied.
- looks for ways for students to get some success in their classes by differentiating subject matter, when it is appropriate.
- conducts regular formative and summative evaluations and informs students and their parents of exceptional progress or the lack of it.
- provides students regular descriptive feedback.
- is conscientious about following up on student absences and tardiness in classes. Initiative is shown by this faculty member in conferring with students who have attendance problems. This is an effort to seek ways to get them to attend regularly.
- assigns grades fairly based upon a variety of objective accumulated data.
- keeps the building principal aware of what's going on in his or her classes.

All Staff:

- is a positive influence on students, peer faculty members and the community by:
 - 1) Being solution oriented rather than problem oriented.
 - 2) Communicating compliments/concerns directly in verbal or in written form to the proper recipient.
 - 3) Being able to disagree without being disagreeable.
 - 4) Treating confidential information about school, staff, students or problems in a professional manner.
 - 5) Greets visitors, students and other staff members in a warm and courteous manner. A smile is an important message that says: "Welcome to our building."
- volunteers willingly to assist in activities (co-curricular, advising, counseling, registrations, etc.)
- volunteers willingly to assist new staff members or those in need of assistance.
- conscientiously attempts to fulfill the intent of the Douglas High School Faculty Handbook and especially the student discipline process.
- completes essential forms/reports accurately and promptly.

Improvements in any of the above areas are encouraged.

Administrative Team:

- Coordinate the overall instructional program
- Provide staff with regular constructive feedback
- Emphasize achievement
- Frequently evaluate student progress
- Provide an orderly atmosphere
- Help formulate instructional strategies
- Support teachers

GENERAL TEACHER INFORMATION

1. **Teacher's Duty Hours:** Monday – Thursday 7:30 a.m. - 3:30 p.m. and Friday 7:30 a.m. - 3:15 p.m. Personal matters should be arranged after duty hours unless it is an emergency personal need. If you do need to leave at the end of classes, but before end of duty hours, you may come in up to 30 minutes early on that day. Prior to the date of use, the principal must be notified of your request to flex your duty hours by 30 minutes. Please be aware that this is done as a courtesy to you and is not to be overused.

2. **Teacher Absences:** If you have a need to be absent, please submit an online leave request. Leave requests should be submitted as early as possible for approval by personnel and to ensure substitute availability. Do not pre-arrange your own sub. For emergencies or when calling in sick, please call the Central Administration Office as early as possible at 923-0004. If you call later than 6:00 a.m. (example 7:00 or 7:30 a.m.), it is very difficult to get substitutes for your class.

3. **Teacher Tardiness:** Each of you is expected to be in your classroom on time at the start of each work-day as well as at the start of each class period. You are to dismiss your students according to the scheduled times. Please be out in the hall area by your classroom during the passing times between class periods to supervise student behavior.

4. **Planning Time:** Teachers are provided time to plan for instruction, correct student work, or engage in other professional activities. This time is not intended as personal time. Teachers are to use this time on activities that enhance the instructional program that is offered to students.

5. **Preparations for Substitute Teachers:** A lot of the success that a substitute will have with your classes depends upon your preparations before the absence. **All teachers are required to have a sub folder available in their room.** The following are some additional recommendations for helping a substitute teacher:

- a) Prepare your students in advance for working with substitutes.
- b) Complete the information in the sub folder and place it in a visible location in the classroom.
- c) Communicate explicit behavior instructions about their behavior in the substitute's class. Make sure they understand the consequences of misbehavior. It would be extremely helpful to appoint one student in each class as an aide for the substitute. This student aide should be able to help the substitute perform routine class functions and locate supplies. Pick a good student for this role.
- d) Place your lesson plans, current class roll sheets, seating chart, grade book, and schedule with times on top of your desk for easy access. Along with these materials should be a building evacuation route and procedures for emergency situations.
- e) Lesson plans should be meaningful and adequate. Communicate where supplies and equipment are kept in your classroom and include appropriate key numbers if necessary. If there is to be a deviation in normal class routine, please spell it out in more detail. Special canned lessons can be good for emergency absence. Lesson plans can also be sent electronically to the Building secretary in emergency situations.
- f) Make safety procedures clear and provide guidelines for sending small groups of students to the library or other parts of the building.

6. **Study Halls:** The school provides a controlled, supportive, and academic study hall in order to improve student achievement. The Study Hall room is D2. Staff in Study Hall will monitor students to ensure that they are academically engaged and will supervise research, make-up test, etc. Students who fail to use the time should be sent immediately to ISS for disciplinary action. Consistency will make study halls a productive academic time and will help support our goal of improving student achievement.

7. **Accidents (Student or Staff):** Teachers should do all of the following in case of an accident causing injury:

- a) Provide immediate first-aid in case of life threatening injuries. You may be held legally liable for not doing what a normally prudent person would under the same circumstances or using inappropriate first-aid. Find out who on the faculty has the knowledge and skills in these areas if you do not.
- b) Contact the office for follow-up (i.e., ambulance, doctor, nurse, parents, etc.)
- c) Fill out a pupil accident report form as soon as possible, even for minor injuries. Seemingly minor injuries often result in insurance claims or lawsuits.
- d) Please refer to Administrative Regulation JHCC-R for the regulations for handling body fluids in school.
- e) For your information, the nurse is not located in the high school. In the case of an emergency, the nurse will come to the high school. The office staff will contact the nurse for you.
- f) For staff injuries, please be sure to complete and submit a First Report of Injury packet, which is available from the Principal's Secretary.

8. **Fire Drill and Secure the Building procedures:** All procedures must be explained to students in all of your classes. Please make sure you have a current evacuation diagram posted in your room and in your substitute folder. When students leave the building, they should move far enough away from the building in order to allow room for other students to exit. Remember that during an emergency, real or simulated, you are responsible to all students and specifically to those students under your supervision. Your class should stay with you at all times and within your designated location. Attendance should be taken and reported to a building administrator. (Please refer to the Red and Blue emergency guidance sheet provided to each classroom and posted by your door.)

WHAT TO DO DURING A
"SECURE THE BUILDING"
ANNOUNCEMENT

1. CLOSE AND LOCK ALL DOORS.
2. NO ONE LEAVES THE CLASSROOM WITHOUT AN ESCORT. STAFF SHOULD CONTACT MAIN OFFICE IF NEEDED.
3. CONTINUE THE EDUCATIONAL PROCESS. STAFF SHOULD CHECK E-MAILS REGULARLY FOR ANY UPDATES.
4. WAIT FOR ALL CLEAR ANNOUNCEMENT.

WHAT TO DO DURING A
"FIRE DRILL"

1. TURN OFF LIGHTS.
2. LOCK ALL DOORS AND WINDOWS!
3. TAKE CLASSROOM ROSTER AND OUR BUILDING KEYS
4. EXIT BUILDING.
5. GO TO YOUR DESIGNATED AREA OUTSIDE. (YOU MUST BE 100 FEET AWAY FROM SCHOOL)
6. TEACHERS STAY WITH YOUR CLASS & MAINTAIN CONTROL! WAIT FOR THE ALL CLEAR.

9. **Tornado warning:** In the case of a tornado warning occurring during school hours, the warning will be given over the intercom system. Students and staff members will remain in the building. Staff members should evacuate their classrooms and move students to an inside hallway. Close your classroom doors and avoid the gymnasium, cafeteria, and lobby areas. REMAIN near an inside wall until the alert is over. If outside, staff and/or students should seek cover in a low area such as a ditch.

10. **Classroom Maintenance:** You are responsible for your classroom maintenance and disturbances in the halls near your rooms. Each of you are expected to maintain and discourage students from writing on school property or defacing it (such as desks, walls). If you have a disturbance in the halls or in your classroom and you need outside help, call the office or send a messenger as soon as possible. You are not to physically handle a student unless it is to prevent them from harm or from harming someone else. Try to get their names or take the student(s) to the office, whichever is most suitable to the situation. If you observe students defacing any school property, please submit their names to the office. The student will be responsible for cleaning, repairing or replacing said equipment or materials. You may handle it yourself. You are to make sure classroom desks or tables are cleaned each month. The custodians have the necessary supplies required for monthly cleaning. Please do not leave your rooms in the evening without putting the room in order. The custodians will be asked not to clean exceptionally messy rooms.

11. **Infinite Campus:** You are responsible for maintaining up to date, accurate grade information within Infinite Campus. Please communicate your Campus update plan within your classroom procedures so that parent confusion and inquiry is limited. All staff are expected to display grade details for parent portal purposes.

12. **Record/Information Requests:** Each teacher is expected to hand in materials at the time they are requested, in order to expedite each record/information concern as quickly as possible.

13. **Meetings:** Faculty meetings may be scheduled once a month in the High School Library at 3:15 p.m. or as determined by the principal.

14. **Copier Machines:** All large quantities of copies of classroom materials should be done on the library machine. Please keep colored copies and classroom copies to a minimum. You will need your six-digit employee number to make copies on all District copiers.

Copying of copyrighted material is NOT allowed by production on any high school copier machines. It is illegal! Refer to Administrative Regulation EGAA for more information. If you are copying materials from a workbook, attach a copy of the release located usually in the front of the workbook, which allows the reproduction. Sending this release to production may well prevent further delays for you.

Please do not send students out of class to copy textbook or resource materials for student personal use or ownership at no charge. Please note, students are allotted 20 copies per month.

15. **Requisitions:** Do **NOT** purchase goods before completing a requisition. This requires approval by both the building principal and central office. If your requisition is approved, the item will be ordered. If you desire to pick up the item yourself, a front office secretary will issue a voucher to you. The vendor (merchant) will need to sign that voucher and give you a bill (invoice). Turn the voucher and bill into the front office as soon as possible. For any pick-up items, please state "hand carry" on your purchase order request form.

For miscellaneous items that cost between \$5 -\$10, see the DHS Principal for permission to purchase items. Bring the receipt to the Principal's Secretary. She will assist you in submitting to the district for reimbursement. The District cannot reimburse you for the tax that you pay on any purchases.

16. **Duty at athletic/activity events:** All school activities during school hours are to be attended by teachers. You should make sure students do not leave the building rather than attend an assembly, class meeting, etc.

Those activities outside of school hours will be chaperoned on a volunteer basis. If we do not obtain enough volunteers, teachers will be assigned to special duties.

If you work at an athletic event, you will be paid \$15.00 per hour.

17. **Assemblies:** When school assemblies are held during the school day, all teachers are to be in the gym with the students. If students are misbehaving during an assembly, they need to be corrected or removed.

18. **Professional Leaves:** As in past years, we will have to share in a district allocation for priority leaves. Please submit an online leave form for any anticipated leave requests as soon as possible in order that they might be considered. Do not make your own hotel/registration/flight reservations.

19. **Controversial Materials:** Sex education materials, religious indoctrination, and in some cases values clarification, can be considered controversial. If you are planning to venture into these areas, consult with a building administrator first. Operationally we may need to make parents aware, give them an opportunity to review the materials, and if they wish, provide them with an opportunity to take their child out of the class temporarily (with provision of an alternative work assignment).

20. **Long Distance Telephone Calls:** Long distance calls must be Douglas School business.

21. **Textbook Inventory & Electronics:** All departments will provide a list of all textbooks with their identification numbers and to which teacher they are assigned.

- a) Individual teachers are to keep an accurate list of textbooks by their number and student assignment.
- b) Please complete form S-147-1a and submit to a front office secretary.
- c) Although the office does not need to know the condition (cover damage, writing on pages, torn pages, etc.) of individual books, the instructor's records ought to have this information for possible damage or fine assessment.
- d) An accurate list must be maintained of all ipads/laptops/desktops that are assigned to you. The list needs to be kept in the Textbook inventory spreadsheet located in Google Drive.

In the course of the school year or after school's closing, it is not uncommon to find books that have not been properly assigned or collect books from students without immediate verification of proper numbers. Another issue is books showing up in the summer months after teachers have marked them as returned by the student with no charge for loss having been made. We need to be able to account for each and every one of our textbooks. Your help and conscientiousness are needed.

22. **Equipment Inventory:** Please inform the Principal's Secretary, when moving tagged equipment to another room. If you have items that are surplus/salvage make sure forms are filled out correctly and given to the Principal's Secretary.

SUPERVISION OF STUDENTS

Board Policy JHFA states, "When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis."

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonable, prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised unless an arrangement has been made to take care of an emergency. During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons. The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons. Douglas school personnel shall have disciplinary authority over all students in school or participating in or attending school sponsored activities whether on or off school premises."

MID-QUARTER REPORTS

Midway through each quarter faculty members will post mid-quarter grades. DDN Campus is to be used to generate all mid-quarter reports. Dates for mid-quarter reports will be communicated by the Counseling Office.

LUNCH/HALLWAY PERIODS

Douglas High School will be using two-period lunches in an attempt to alleviate the crowding in the lunchroom. Each student will have one of two lunch periods on his or her schedule, dependent upon their 4th period class.

Cafeteria/Hall Supervision during Lunch Period

Faculty members will be responsible for the supervision of the cafeteria and the DHS Assistant Principal, and/or the DHS Activities Director, will assist as needed and able.

HALLWAY EXPECTATIONS DURING INSTRUCTIONAL PERIODS

Please do not habitually let students out of class to go to the cafeteria, bathroom, lockers, or get a drink, etc. Our schedule allows ample time for students to take care of these items between classes.

Students will be expected to behave in the halls and they generally do this quite well. If you do run across a student misbehaving in the halls, do one of three things: (1) confront the student and handle it as a discipline step if necessary; (2) escort the student back to their class, allowing that instructor to handle the situation; or (3) contact the office and we will escort the student to ISS. These are your professional obligations and are necessary if our school is to continue to grow and improve.

Remember that the best solution to hallway problems is to prevent them before they happen. Give clear behavior expectations and keep students in the classroom.

Food and the Classroom

Teachers may establish their own expectation for food and drink within their own classroom. These expectations should be included in classroom rules handouts.

REFERRAL OF STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL/DRUGS

These situations are extremely sensitive at best and therefore need to be handled with care according to the specific steps listed below:

- a) Immediately contact the main office and request that an administrator or the liaison officer come to your room. The student will be escorted out to continue the investigation.
- b) If this is not possible, isolate the suspected student.
- c) Never accuse the alleged offender.
- d) Simply tell the student "(student's name), you don't look well", or "(student name), you aren't actually acting like you do normally. Let's go down to the Assistant Principal's office and talk this over".
- e) Do not give the student an opportunity to reply. With the conclusion of your statement to the student, simply turn away and come to the office. Make sure you keep the student in your full view on the way to the office.

A student who refuses to come with you can be handled by the discipline procedure. The building administrators will want to know what behavioral symptoms or clues made you suspicious of the student. As administrators, we will do our best to handle your concern both discreetly and effectively. Sometimes confrontation is the most effective way to get through denial. Many users/abusers do not perceive drugs/alcohol as a problem until someone cares enough to confront them.

2022-23 School Calendar

DOUGLAS SCHOOL DISTRICT 2022 - 2023 SCHOOL CALENDAR		HOME OF THE PATRIOTS
--	--	---------------------------------

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">AUGUST</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	AUGUST							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Days: Student (8) Teacher (13) Aug. 10 - 12 New Teacher Orientation Aug. 15 - 19 District PD Days Aug. 22 First Day of School	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">JANUARY</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	JANUARY							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Days: Student (16) Teacher (18) Jan. 2 - 4 Winter Break Jan. 5 - 6 District PD Day Jan. 16 MLK Jr. Day							
AUGUST																																																																																																												
S	M	T	W	T	F	S																																																																																																						
	1	2	3	4	5	6																																																																																																						
7	8	9	10	11	12	13																																																																																																						
14	15	16	17	18	19	20																																																																																																						
21	22	23	24	25	26	27																																																																																																						
28	29	30	31																																																																																																									
JANUARY																																																																																																												
S	M	T	W	T	F	S																																																																																																						
1	2	3	4	5	6	7																																																																																																						
8	9	10	11	12	13	14																																																																																																						
15	16	17	18	19	20	21																																																																																																						
22	23	24	25	26	27	28																																																																																																						
29	30	31																																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">SEPTEMBER</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	SEPTEMBER							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Days: Student (21) Teacher (21) Sept. 5 Labor Day	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">FEBRUARY</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	FEBRUARY							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					Days: Student (19) Teacher (19) Feb. 14 & 16 Conferences 3:30 - 7:00 Feb. 17 Conference Comp. Day Feb. 20 President's Day							
SEPTEMBER																																																																																																												
S	M	T	W	T	F	S																																																																																																						
				1	2	3																																																																																																						
4	5	6	7	8	9	10																																																																																																						
11	12	13	14	15	16	17																																																																																																						
18	19	20	21	22	23	24																																																																																																						
25	26	27	28	29	30																																																																																																							
FEBRUARY																																																																																																												
S	M	T	W	T	F	S																																																																																																						
			1	2	3	4																																																																																																						
5	6	7	8	9	10	11																																																																																																						
12	13	14	15	16	17	18																																																																																																						
19	20	21	22	23	24	25																																																																																																						
26	27	28																																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">OCTOBER</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	OCTOBER							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						Days: Student (19) Teacher (20) Oct. 4 & 6 Conferences 3:30 - 7:00 Oct. 7 Conference Comp. Day Oct. 10 Native American Day Oct. 20 End of 1st Quarter Oct. 21 District PD Day	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">MARCH</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	MARCH							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Days: Student (22) Teacher (23) Mar. 9 End of 3rd Quarter Mar. 10 District PD Day
OCTOBER																																																																																																												
S	M	T	W	T	F	S																																																																																																						
						1																																																																																																						
2	3	4	5	6	7	8																																																																																																						
9	10	11	12	13	14	15																																																																																																						
16	17	18	19	20	21	22																																																																																																						
23	24	25	26	27	28	29																																																																																																						
30	31																																																																																																											
MARCH																																																																																																												
S	M	T	W	T	F	S																																																																																																						
			1	2	3	4																																																																																																						
5	6	7	8	9	10	11																																																																																																						
12	13	14	15	16	17	18																																																																																																						
19	20	21	22	23	24	25																																																																																																						
26	27	28	29	30	31																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">NOVEMBER</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	NOVEMBER							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				Days: Student (16) Teacher (18) Nov. 11 Veteran's Day Nov. 21 & 22 District PD Day Nov. 23 - 25 Thanksgiving Break	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">APRIL</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	APRIL							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							Days: Student (15) Teacher (15) Apr. 10 - 14 Spring Break
NOVEMBER																																																																																																												
S	M	T	W	T	F	S																																																																																																						
		1	2	3	4	5																																																																																																						
6	7	8	9	10	11	12																																																																																																						
13	14	15	16	17	18	19																																																																																																						
20	21	22	23	24	25	26																																																																																																						
27	28	29	30																																																																																																									
APRIL																																																																																																												
S	M	T	W	T	F	S																																																																																																						
						1																																																																																																						
2	3	4	5	6	7	8																																																																																																						
9	10	11	12	13	14	15																																																																																																						
16	17	18	19	20	21	22																																																																																																						
23	24	25	26	27	28	29																																																																																																						
30																																																																																																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">DECEMBER</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	DECEMBER							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days: Student (16) Teacher (16) Dec. 22 End of 2nd Quarter Dec. 23 - 30 Winter Break	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">MAY</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	MAY							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Days: Student (18) Teacher (19) May 21 Senior Graduation May 24 Last Day for Students (2 hr. Early Release Students) End of 4th Quarter May 25 District PD Day							
DECEMBER																																																																																																												
S	M	T	W	T	F	S																																																																																																						
				1	2	3																																																																																																						
4	5	6	7	8	9	10																																																																																																						
11	12	13	14	15	16	17																																																																																																						
18	19	20	21	22	23	24																																																																																																						
25	26	27	28	29	30	31																																																																																																						
MAY																																																																																																												
S	M	T	W	T	F	S																																																																																																						
	1	2	3	4	5	6																																																																																																						
7	8	9	10	11	12	13																																																																																																						
14	15	16	17	18	19	20																																																																																																						
21	22	23	24	25	26	27																																																																																																						
28	29	30	31																																																																																																									

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; background-color: red;"></td><td>No School - Holiday</td></tr> <tr><td style="width: 20px; background-color: orange;"></td><td>No School - Conference Comp.</td></tr> <tr><td style="width: 20px; background-color: yellow;"></td><td>No School Students - District PD Day</td></tr> <tr><td style="width: 20px; background-color: pink;"></td><td>Early Release Students: 2 hrs</td></tr> <tr><td style="width: 20px; background-color: green;"></td><td>First/Last Day of School</td></tr> <tr><td style="width: 20px; background-color: blue;"></td><td>Conferences- Evenings 3:30 - 7:00</td></tr> <tr><td style="width: 20px; background-color: purple;"></td><td>End of Quarter</td></tr> </table>		No School - Holiday		No School - Conference Comp.		No School Students - District PD Day		Early Release Students: 2 hrs		First/Last Day of School		Conferences- Evenings 3:30 - 7:00		End of Quarter	170 student days (includes conference days) 12 certified staff district days 182 Total Certified Staff Days	Quarter Dates End of 1st Qtr. Oct. 20 End of 2nd Qtr. Dec. 22 End of 3rd Qtr. Mar. 9 End of 4th Qtr. May 24
	No School - Holiday															
	No School - Conference Comp.															
	No School Students - District PD Day															
	Early Release Students: 2 hrs															
	First/Last Day of School															
	Conferences- Evenings 3:30 - 7:00															
	End of Quarter															
DSD Board Approval 1.24.2022																

**DOUGLAS HIGH SCHOOL DAILY SCHEDULE
REGULAR SCHEDULE**

Period 1	7:55	8:48
Period 2	8:52	9:51
Period 3	9:55	10:48
Period 4A	10:52	11:45
A Lunch	10:52	11:22
Period 4B	11:26	12:19
B Lunch	11:49	12:19
Period 5	12:23	1:16
Period 6	1:20	2:13
Period 7	2:17	3:10

ASSEMBLY SCHEDULE

Period 1	7:55	8:37
Period 2	8:41	9:23
ASSEMBLY	9:27	9:52
Period 3	9:56	10:48
Period 4A	10:52	11:45
A Lunch	10:52	11:22
Period 4B	11:26	12:19
B Lunch	11:49	12:19
Period 5	12:23	1:16
Period 6	1:20	2:13
Period 7	2:17	3:10

EARLY RELEASE SCHEDULE

Period 1	7:55	8:31
Period 2	8:35	9:16
Period 3	9:20	9:56
Period 4A	10:00	10:36
A Lunch	10:00	10:30
Period 4B	10:34	11:10
B Lunch	10:40	11:10
Period 5	11:14	11:50
Period 6	11:54	12:30
Period 7	12:34	1:10

LATE START SCHEDULE

Period 1	9:55	10:30
Period 2	10:34	11:16
Period 3A	11:20	11:55
A Lunch	11:20	11:55
Period 3B	11:59	12:34
B Lunch	11:59	12:34
Period 4	12:38	1:13
Period 5	1:17	1:52
Period 6	1:56	2:31
Period 7	2:35	3:10

(4th period students will eat the same lunch as their 4th period teacher

ATTENDANCE/TARDIES - STUDENTS

Teachers will submit attendance via Infinite Campus. Please immediately inform the main office if you are aware of an attendance error.

Absence

If a student is absent, 24 hours are allowed for them to get the absence excused through the office via parental note or telephone call. Teachers should make sure that any student absence updates are reflected in their grade books. Correct records are extremely important. Your record books are considered evidence in court litigation. Please be accurate.

Teachers must make sure that each class period's attendance is properly submitted through Infinite Campus within the first 10 minutes of class. This will provide a quicker return of attendance data, allowing the office to check up on unexplained absences.

Substitute teachers will not access Infinite Campus but will rather submit attendance in hard copy form utilizing a class roster placed into your substitute folder. The main office will transfer the information into Infinite Campus.

(Students who are truant may receive zeros for classes missed and will be subject to the discipline code. The office will inform you of trancies.)

Tardiness

All teachers at DHS should require that students be in the classroom ready to learn when the bell rings. Tardiness will result in disciplinary action. When in the estimation of the staff, tardies have become excessive or disruptive, additional discipline consequences will follow.

TEACHERS SHOULD AVOID RETAINING STUDENTS PAST THE DISMISSAL BELL, INTO ANOTHER'S CLASS TIME, WHENEVER POSSIBLE. IF THIS IS UNAVOIDABLE, THE RETAINING TEACHER SHOULD GIVE THE STUDENT(S) PASSES.

SCHEDULE CHANGES AND CREDITS EARNED

1. Once registration forms have been completed and schedules have been made, schedule changes can only be made in cases of extreme hardship or educational need. If permission for a schedule change is desired, the student will:
 - a. Pick up a Schedule Change Request form from the guidance office.
 - b. Obtain approval/concurrence signatures of all Teachers/Parent/Guardian/Administration involved in the change.
 - c. Return the Schedule Change Request form to the counseling office once completed.
2. In order to transfer credits and receive a full semester credit, students must meet attendance requirements and course objectives.
3. Promotion Policy: In order to be classified a sophomore, a student needs to have earned at least 5 credits, a junior 11 credits, and a senior 16 credits, as determined at the completion of the previous spring semester. Grade classification will be assigned at the beginning of each year. Open campus privilege may be earned at semester.

4. Make-Up Work (Policy from Student Handbook): Students will be given 1 day to make up work for each day of an excused absence, plus one day. Students should contact their teachers immediately upon return, and request missed schoolwork. If a student knows he or she will be absent because of a school activity, the teacher may require that work be submitted prior to the absence or on the day of return.

5. If a parent or teacher requests a change in schedule up to the end of the second week, a change can be made for a valid educational reason without a credit loss.

6. If a teacher requests a change due to a behavioral problem of a student, a change may be made within the same course without credit loss to the student after using one or more of the following processes:

- (a) Student-teacher conference
- (b) Student-teacher-parent conference
- (c) Student-teacher-counselor conference
- (d) Student-teacher-parent-administrator conference

7. Credits are given for completing a semester's work. A grade will be given to the student each quarter as progress reports. Those two grades will be averaged to give the semester grade. A 1/2 credit will be given for a successful completion of work in a course along with meeting the attendance requirement.

8. If students receive a failing grade for the semester, even though they have passed one quarter, they will not receive any credit for the course that semester.

9. The grades at Douglas High School will be based on the following criteria:

Grading Scale

A	-	93-100%
B	-	92-86%
C	-	85%-78%
D	-	77%-70%
F	-	Below 69%

10. Students may not receive full credit for a course, if they leave prior to the end of a semester. The student should be given a withdrawal grade that can be transferred to the receiving school or in some cases, depending on the withdrawal date, a final grade may be awarded. The Superintendent determines a date annually for determining if full credit is given.

SMOKING BY STAFF MEMBERS

As per Board Policy KGC, "It is generally recognized 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 smoke. 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 guests is prohibited in all District buildings, 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.

ADDITIONAL INFORMATION

Keys and Fobs (Staff IDs)

Teachers will have to check out building and room keys from the Principal's Secretary. Teachers who have evening activities such as club meetings, athletic trips, practices, etc., should make sure to check out a key for opening and/or locking up the building at those times when the custodians are not on duty. Building fobs (Staff ID) for our keyless entry system are available from the Central Office. Personnel are responsible for keys and fobs assigned them, and should immediately report any lost or stolen items.(see Administrative Regulation ECAA-R)

If staff need to use the building during non-operation hours, they are responsible for engaging/disengaging the alarm system. A sign in/out sheet is located by the alarm. You must enter the time you enter and leave the building. If more than one person is in the building, the last person to leave must set the alarm.

Building Alarm System

Building security is a concern especially on weekends and holidays. If you enter the building on Saturday, Sunday, or a holiday, you must enter through the main entrance in order to avoid activating the security system. If the system is active, enter your personal code and disarm it. A sign-in board is located above the alarm panel. Enter your name and the time you entered the building. When you leave, enter the time you exited the building. If everyone else has signed out of the building, you are responsible for arming the security system. If you accidentally trip the alarm system, shut it off. Immediately call Rapid Response at 1-800-932-3822 and report the false alarm incident. If you do not call, the police will be dispatched. See the Principal's Secretary for the alarm code and instructions on operating the security system.

Door Entry System

Douglas School District has a camera/ buzzer system to manage access to all buildings. All entrance doors will be locked **except during specific drop-off times each morning**. Outside of those times, the doors will be locked and all visitors will need to "ring the bell" and be "buzzed in" by school staff. All visitors are then to proceed immediately to the building office.

Building Use

Teachers who wish to use the building for activities, practices, meetings, etc. during the evenings and weekends, will need to fill out a Building Use Form S-188. These forms may be picked up in the high school main office. The Assistant Principal schedules building usage and coordinates with the Activities Director.

Repairs and Custodial Requests

Faculty members can make repairs or custodial requests. A custodial work request form needs to be filled out. Include on this form the nature of the request and where the repair has to be done. The name of the person making out the maintenance request needs to be included. Non-emergency items will be reviewed by the building principal before being submitted to the building and grounds office. Please turn these forms into the Principal's Secretary.

Emergency or dangerous situations should be called in immediately. An overheated or cold room can also be called in directly. The maintenance request can be written after the call is made. Maintenance personnel will respond as soon as possible.

For the more extensive service requests that are not addressed within a reasonable period of time, an inquiry call as to the status of the request can be made to the Buildings and Grounds Secretary at Central Office. Remodeling and certain larger projects may have to be approved by a Board of Education action and require competitive bidding. This can cause delays. Please see the Principal's Secretary and she will relay your requests to the building custodians.

SCHOOL CRISIS INFORMATION

The Douglas School District Crisis Plan binder is located in each classroom.

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
- Weapon/Violent Intruder/ALICE protocol
- Medical Emergency / Injury / Illness / Attempted Suicide
- Plane Crash
- Severe Weather (Tornadoes, Flood, Earthquake, Natural Disaster)
- Power Outage
- S.T.A.R. Protocol
- Radio Locations
- Building Maps
- Crisis Response Plan

If a Crisis binder is missing from your classroom please see the Principal's secretary.

S.T.A.R. Protocol

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

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

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.

1. 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;
1. 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.

STUDENT, CLUB, CLASS AND ACTIVITIES MONIES

ALL FUNDS COLLECTED BY CLUBS, CLASSES AND ACTIVITIES MUST BE DEPOSITED DAILY IN THE DOUGLAS ACTIVITIES BANK ACCOUNT THROUGH the Activities Secretary. All expenditures of clubs, classes and activities must be done, by means of Douglas Purchase Orders so payment can be made by checks issued by the Douglas Business Office.

All requests for purchases (both material and services) must be done on a Purchase Order form (S-215). They may be picked-up in the high school office. The purchase order request forms are to be filled out by the organization and given to the Activities Secretary for processing. Purchase order requests received by Wednesday morning by the Activities Secretary will be through the authorization channels by the following Friday. All invoices and receipts must be turned in with club minutes and vouchers to the Activities Secretary. Checks for clubs, classes and activities accounts are written on Thursday of each week.

Co-curricular funds are funds connected with the athletic, music, speech/debate, and related programs. All monies will be deposited in the proper accounts through the activities office.

Fundraising is important to successful class activities. It is important for class/club advisors to be familiar with the fund-raising process and relay accurately to the students the proper procedures.

Fundraising proposal forms are available in the activities office and must be completed before fundraising begins. Fundraising for DHS clubs should take place at DHS and among family and friends of the club members. DHS Fundraisers may not take place in other district buildings.

Douglas School District 51-1

**Speech-Language Pathologist
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. Email OCR.KansasCity@ed.gov

Table of Contents

Assignment and Transfer	8
Complaints	6
Contract	7
Court Witness and Jury Duty Leave	21
Dismissal & Suspension	10
Duty Day	12
Evaluation of SLPs	14
Family and Medical Leave	20
Grievance Procedures	3
Insurance Program	27
Leaves of Absence	17
Medical Examination	6
Miscellaneous	33
Parental Leave	22
Personal Leave	21
Personnel File	21
Professional Leave	18
Reduction in Professional Staff Workforce	10
Salary and Classification	30
Separation Program	28
Short Leave without Pay	18
Sick Leave	18
Sick Leave Bank	25
Student Discipline	33
Voluntary Separation	28
Worker's Compensation	20
APPENDIX A - SALARY SCHEDULE	34
APPENDIX B – EXTRA-DUTY	35

INTRODUCTION

The Speech-Language Pathologist Handbook contains general working benefits for the Speech-Language Pathologists in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the Speech-Language Pathologist's individual contract. This handbook is effective for the 2022-23 school year only.

Definition of a Speech-Language Pathologist

A Speech-Language Pathologist is an individual who is licensed through the South Dakota Department of Health and holds a South Dakota Speech-Language Pathologist's license through the South Dakota Board for Examiners for Speech-Language Pathology. Reference SDCL 36-37-3.

ARTICLE I

GRIEVANCE PROCEDURE

(Board Policy Regulation GBM-R)

A. Definitions

1. A "grievance" shall mean a complaint by a Speech-Language Pathologist, or Speech-Language Pathologists, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of any of the terms of this Agreement, 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 a Speech-Language Pathologist or Speech-Language Pathologists 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 in the Speech-Language Pathologist Handbook, 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 Speech-Language Pathologist having a grievance to discuss the matter informally, at a mutually agreeable time, with the Speech-Language Pathologist's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement.
4. A Speech-Language Pathologist chosen advocate shall have the opportunity to be present and to state its views at any level of the grievance procedures.

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 procedure 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'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 a Speech-Language Pathologist has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.

E. Formal Procedures

1. Level 1: Principal

- a. If the Speech-Language Pathologist is not satisfied with the disposition of the complaint through informal procedures, the Speech-Language Pathologist may submit the problem as a formal written grievance to his/her principal. (Board Policy Exhibit GBM-E, Form S-423)
- b. The aggrieved person shall discuss the grievance personally, and may request that a Speech-Language Pathologist chosen advocate accompany him/her.
- c. The principal shall within ten (10) days render a decision in writing to the aggrieved person.
- d. A Speech-Language Pathologist who is not directly responsible to a building principal may submit the formal written grievance to the administrator to whom he/she is directly responsible.

2. Level 2: Superintendent

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within ten (10) days after the presentation of the grievance, he/she 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.
- b. If requested by the Speech-Language Pathologist, a Speech-Language Pathologist chosen advocate may file such grievance on behalf of the Speech-Language Pathologist within the time limit set forth above.
- c. The Superintendent, or his/her designee or designees, will represent the administration at Level 2 of the grievance procedure.
- d. The Superintendent, or his/her designee or designees, 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 his/her designee or designees. The Superintendent, or his/her designee(s) shall render his/her decision in writing to the aggrieved person.

3. Level 3: Board of Education

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 at the next regular Board meeting or within twenty (20) days, whichever is sooner. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party and to the Association.

4. Level 4: Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board has heard the grievance, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor, which 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 in accordance with the provisions of SDCL 3-18-15.2.
- b. 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.
- c. 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.

F. 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.

G. Miscellaneous Provisions

1. If a grievance affects a group of Speech-Language Pathologists from more than one building, 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.
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 and Speech-Language Pathologist chosen advocate.
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 Speech-Language Pathologist chosen advocate, the aggrieved person or party in interest to attend a grievance hearing called during the school day, the Superintendent's

office shall notify the principal 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, employees who voluntarily terminate employment will have their grievances immediately withdrawn and not benefit by any later settlement of an individual or group grievance.

ARTICLE II

COMPLAINTS/REQUEST FOR REVIEW

- A. This complaint 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 and the community covering matters that are not already addressed in the handbook. The process will be kept informal and confidential. Complaint procedures are as follows: (Reference Board Policy GBM—Staff Complaints and Grievances)
 1. Complaints are only recognized after they have been put in written form. Forms are available in the building offices. (Board Policy Exhibit GBM-E, Form S-423) As per Board Policy KLA—Public Complaints, "Anonymous letters and phone calls will not be given serious consideration." "Hearsay" will be treated as anonymous and may not be used against a Speech-Language Pathologist within an evaluation. However, it is expected that when such is made known to an evaluator, they will immediately discuss the concern with the Speech-Language Pathologist.
 2. The proper channeling of complaints will be: (1) Speech-Language Pathologist/Coach/Advisor, (2) Principal/Activities Director, (3) Superintendent, (4) Board. All effort will be taken to solve the complaint at the lowest possible level.
 3. If a complaint is presented concerning a Speech-Language Pathologist, he/she will be immediately informed and given a chance to respond.
 4. A Speech-Language Pathologist may be represented by a Speech-Language Pathologist chosen advocate at any level of a complaint procedure.

ARTICLE III

MEDICAL EXAMINATION

- A. 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 Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.

- B. An employee of the Board of Education who is not able to return to duty on the day following two weeks of illness or injury may be required to present a certificate of ableness to the principal upon his 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.
- C. 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.

ARTICLE IV

INDIVIDUAL SPEECH-LANGUAGE PATHOLOGIST'S CONTRACTS

- A. All individual contracts with Speech-Language Pathologists employed by the Board, and covered by this agreement, shall be in writing and signed by the Speech-Language Pathologist and by the president of the Board of Education and the business manager.
- B. Individual Speech-Language Pathologist's contracts shall include all extra-duty assignments, which are agreed to between the Speech-Language Pathologist and the Board. Such contracts shall be signed in not less than duplicate, with one copy to be filed in the Personnel Office and one to be retained by the Speech-Language Pathologist. In the event a Speech-Language Pathologist desires to be released from an extra-duty assignment but remain in the District in a following year, reasonable efforts shall be made to find a replacement for the extra-duty assignment for the following year.
- C. The computation of a Speech-Language Pathologist's daily wage shall be determined by dividing the Speech-Language Pathologist's basic salary by the sum total of the days in session and Speech-Language Pathologist duty days (excluding the new Speech-Language Pathologist orientation day).
- D. Payroll distribution will be made on a 10- or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract.

ARTICLE V

CONTRACT RENEWAL AND CONTINUING CONTRACTS

Individual contracts for Speech-Language Pathologists employed by the District, and the annual renewal or nonrenewal thereof, shall be governed by the provisions of SDCL 13-43-6.1 through 13-43-6.6.

ARTICLE VI
ASSIGNMENT AND TRANSFER

Per Board Policy GCI–Professional Staff Assignments and Transfers, the assignment and transfer of staff to positions in other schools of the District or within the staff’s assigned school will be made by the Superintendent or administrative designee giving considerations, but not limited to the following criteria:

1. The best interest of the district.
2. The contribution that the staff member would make to students in the new assignment.
3. The qualifications of the staff member as compared to those of other candidates for the position to be filled.
4. The opportunity for professional growth.
5. The desire of the staff member regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring staff member.

“Vacancy” is defined as an open position, identified by the District as a result of a newly created position, transfer, promotion, termination, or long-term leave that extends through the end of the school year. Position vacancies that are posted shall reflect a description of the position, qualifications, and whether the position is full or part time, and shall be advertised, for qualified in-district candidates, for a period of not less than 5 days.

A. Involuntary Transfers and Assignments:

“Assignment” is defined as a change of position, subject matter or grade level, or building, initiated by the superintendent or administrative designee, that may additionally change the speech-language pathologist’s building, contracted classification, or assigned administrator for evaluation.

Each employee of the Board of Education shall be assigned to a specific position at the direction of the Superintendent of schools **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 reassignment~~ shall be made only after a conference between the Speech-Language Pathologist involved, ~~the Superintendent,~~ and the Speech-Language Pathologist's immediate supervisor, at which time the Speech-Language Pathologist will be notified of the reason therefore.

B. Voluntary Transfers and Assignments:

“Transfer” is defined as a requested change of duty, subject matter or grade level, initiated by the speech-language pathologist, that may change the speech-language pathologist’s building, contracted classification, assigned administrator for evaluation, or is the result of interest in any district vacancy.

Speech-Language Pathologists may request a transfer ~~or reassignment~~; however, a new Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist has applied for the same position, the Speech-Language Pathologist **determined to best serve the needs of the school district** ~~best qualified for the position~~ shall be appointed.

During the school year, the Superintendent or ~~his/her~~ designee shall post **on the district website** ~~in all school buildings~~ a notice of any vacancy which occurs during the year or will occur during the following year. Each such notice shall be posted as soon as any such vacancy becomes **available** ~~known~~. Any Speech-Language Pathologist who desires to apply for any such vacancy may do so by **submitting a Transfer Request Form to Human Resources** ~~written application to the Superintendent or his/her designee~~ within the period of time stated on the vacancy notice.

~~At the end of the school year,~~ Any Speech-Language Pathologist desiring a **transfer** ~~change in grade or subject assignment or a transfer to another building~~ shall submit a ~~Voluntary~~ Transfer Request Form **between January 1 and February 1** to **Human Resources** ~~the Superintendent or his/her designee~~. Such request shall include the grade or subject to which he/she desires to be transferred, in order of preference.

Speech-Language Pathologists having pending transfer requests ~~will be notified of vacancies for which they are qualified which occur after the close of the school year and before the commencement of the next school year.~~ Other Speech-Language Pathologists may obtain information as to any such vacancies by **consulting the postings on the district website.** ~~contacting the Personnel Office.~~

Upon written request, Speech-Language Pathologists shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition.

Before assignments of new Speech-Language Pathologists in the School District are made, consideration shall first be given to pending requests for transfer or reassignment to available vacancies.

ARTICLE VII

DISMISSAL AND SUSPENSION

- A. The Board of Education may dismiss any Speech-Language Pathologist 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. The Board of Education may non-renew a Speech-Language Pathologist who is in or beyond the fourth consecutive term of employment as a Speech-Language Pathologist 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 as stated in SDCL 13-43-6.1. If a Speech-Language Pathologist is terminated for cause, they are no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a Speech-Language Pathologist such Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist of its decision in writing. The Speech-Language Pathologist shall have the right of appeal as provided in the final step of the grievance procedure.
- C. No Speech-Language Pathologist shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to the grievance procedure.

ARTICLE VII

REDUCTION IN PROFESSIONAL STAFF WORKFORCE

It is within the discretion of the Board of Education to reduce the educational program, curriculum, and staff whenever economic necessity or enrollment dictates. A staff reduction occurs when the Board eliminates all or part of an existing position held by a staff member to whom continuing contract rights apply.

- A. 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.
- B. It is anticipated that professional staff to whom continuing contract rights have not yet accrued will have the first eliminated positions.
- C. It is anticipated that part time professional staff to whom continuing contract rights have accrued will be eliminated next.
- D. In the event the position of a continuing contract Speech-Language Pathologist is eliminated due to a reduction in force, the Board of Education will determine which continuing contract Speech-Language Pathologist or Speech-Language Pathologists will be released, considering the following criteria, as applicable. These criteria are not in rank or order of importance.
 - 1. Seniority;
 - 2. Student and curriculum needs;
 - 3. Speech-Language Pathologist evaluations;
 - 4. Competency;
 - 5. Qualifications;
 - 6. Certification;
 - 7. Experience in the area to be taught;
 - 8. Educational background;
 - 9. State and federal mandates;
 - 10. Administrative recommendations.
- E. For purposes of consideration of seniority as a factor in the Board's determination for a reduction in force, seniority is determined by the length of service (including approved leaves of absence) with the District and computed in years, months, and days from the date of beginning of the individual's last continued employment. Where two or more continuing contract Speech-Language Pathologists have the same credited service with the District, seniority between those two shall be determined by total number of years in teaching for which credit was allowed on the District's salary schedule. Where two or more Speech-Language Pathologists have the same total net credited service, seniority between them shall be determined by lot.
- F. Any reduction in force by the District shall comply with the dictates of SDCL Ch. 13-43.
- G. For purposes of this reduction in force article only, continuing contract staff professionals who are laid off pursuant to a reduction in force, shall have reemployment preference for a period of two years following the date of lay off. The effective day for layoff pursuant to this article shall be June 30. Any

such continuing contract Speech-Language Pathologist who seeks reemployment under this agreement must notify the District annually in writing such a desire to be considered for reemployment. An annual request for reemployment consideration must be filed in the District administrative office no later than February 1 of each year preceding the year in which reemployment is sought. Such notification shall include documentation of any additional qualifications obtained by the Speech-Language Pathologist following layoff.

- H. Recall privileges cease when a Speech-Language Pathologist resigns. Recall privileges will also cease in the event the individual, upon being recalled, fails to report within twenty (20) calendar days after mailing of the written notice of the reemployment. Reemployment privileges will not apply to Speech-Language Pathologists under contract with another school district unless the reemployment is for anticipated positions in the following school year.
- I. If more than one staff member is qualified for the position subject to reemployment, the Board shall consider, among other things, the matters identified in Reduction in Professional Staff Workforce, Article 12 (section D), for reemployment purposes.

ARTICLE IX

LENGTH OF SCHOOL TERM

The school term shall be as set forth in the 2022-23 School Calendar approved by the Douglas School Board on January 24, 2022.

ARTICLE X

DUTY DAY

- A. The normal school day shall be seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor and shall be adjusted to meet the needs of the department, division or level (elementary, middle or high school) to which the Speech-Language Pathologist has been assigned. Reference Board Policy GBN—Staff Flex Time for any adjustments to meet the needs of the individual Speech-Language Pathologist.
- B. When an administrator calls a building meeting that exceeds the normal duty hours, the Speech-Language Pathologists of that building will be able to adjust the same amount of time at the end of that duty day or the next duty day.
- C. All Speech-Language Pathologists shall be entitled to a minimum of a one-half (1/2) hour duty-free uninterrupted lunch period. However, this minimum may be waived upon a majority vote of the

Speech-Language Pathologists in a particular building in order to obtain a more flexible or workable schedule.

- D. Speech-Language Pathologists are expected to be in their assigned area or building during their established duty hours unless extra-duty or other assigned duties conflict, or unless necessary school business or an emergency personal need requires their absence for which approval of the building principal has been obtained. On the last scheduled duty day prior to a holiday and on local, state and national election days, Speech-Language Pathologists may leave the building fifteen (15) minutes prior to the end of the normal Speech-Language Pathologist day.
- E. Speech-Language Pathologists are expected to attend parent- teacher conferences and open houses as well as meetings called by the building principal and general meetings called by the Superintendent. In case of general meetings, a dismissal time shall be designated by the Superintendent **or designee**. Speech-Language Pathologists may be excused from meetings scheduled outside of the seven and one-half (7 1/2) hour day to accommodate an emergency personal need.
- F. Speech-Language Pathologists are expected to serve on committees as necessary. As much as possible, such meetings will be held within the seven and one-half (7 1/2) hour day and volunteers for such committee work will first be sought. Committee assignments will be made with consideration as to the work involved in each particular assignment, and committee assignments will be distributed among the various members of the teaching staff insofar as possible.
- G. All activities under the direction and supervision of the School District are considered to be an integral part of the curriculum. Speech-Language Pathologists shall accept an equitable share of responsibilities designed to provide a balanced program for the students of the School District. In an effort to achieve equality in the distribution of such responsibilities, assigned duties, such as described below, shall be distributed equitably among suitably qualified staff members. Assigned duties will be made by the building principal.

Members of the Speech-language pathology staff shall receive extra pay only for the extra-duty assignments for which a stipend is provided on the attached Appendix "B". However, additional extra-duty stipends may be developed by the Board of Education during the school year in the event that new programs or activities are implemented. If additional stipends are developed during the school year they shall be consistent with the amounts provided in Appendix "B", considering the time and nature of the duties involved. Nothing in this Agreement or in the attached Appendix "A" shall be interpreted as applying to normal assigned duties such as hall supervision, noon duty, playground duty, unlisted club sponsorships, faculty meetings, work on professional committees, parent meetings, individual parent and Speech-Language Pathologist conferences, class sponsorship, or similar professional responsibilities, duties of a general nature assumed for school parties limited to students in the schools, banquets, baccalaureate, commencement, and community-sponsored clubs.

Speech-Language Pathologists with extra-duty assignments listed in the attached Appendix "B" will assume their proportionate share of responsibility for assigned duties.

- H. No Speech-Language Pathologist will be required to substitute for an absent Speech-Language Pathologist except under emergency conditions where a substitute Speech-Language Pathologist cannot reasonably be obtained, and such assignments shall be made equitably.

ARTICLE XI

SPEECH-LANGUAGE PATHOLOGIST EVALUATION

A. Purpose

The Douglas School District shall design, implement, and periodically update a systematic process for professional staff evaluation. The purpose of the evaluation process shall be to ensure quality instruction for Douglas students. More specifically, the process and data generated by professional staff evaluation will be used to: 1) provide clear, timely, and useful feedback to Speech-Language Pathologists, 2) guide professional growth activities for Speech-Language Pathologists, and 3) assist in making renewal or non-renewal decisions. Student achievement and professional growth shall be the focus of the evaluation process. The District will follow the required processes and procedures for the South Dakota Speech-Language Pathologist Effectiveness Model. This model uses the Danielson Framework for evaluating professional practice and also includes measures of student achievement in calculating a Summative Effectiveness rating. To the degree possible, the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience. (Board Policy GCN)

Formal evaluation process includes: setting and monitoring a Student Learning Objective (SLO), goal-setting conference with building principal, walkthroughs with feedback, Speech-Language Pathologist reflection, periodic progress meetings (as set by Speech-Language Pathologist and principal), summative meeting and assignment of effectiveness rating. Formal observations may be scheduled by the principal and Speech-Language Pathologist, but are not required as part of the evaluation process.

B. Procedures

1. During the first fifteen (15) days of the school year, the building administrators will schedule meetings for the purpose of reviewing Speech-Language Pathologist evaluation procedures and forms to be used in the evaluation.
2. Probationary Speech-Language Pathologists (Speech-Language Pathologists in their first, second and third years teaching) shall be evaluated formally using the DSD process, including a state

mandated Summative Effectiveness Rating (see above) each year for three (3) years. The schedule for the formal evaluation will be set by the evaluator and SLP. Walkthroughs with feedback will occur throughout the year. The Professional Practice Rating (PPR) will be completed prior to the third Monday in March. Final Summative ratings will be completed by the end of the school year.

Experienced Speech-Language Pathologists (those with more than 3 years of teaching experience), who are new to the Douglas School District, will be evaluated formally during their first year in the District. At the end of the first year, the evaluator will determine whether or not the Speech-Language Pathologist will require formal evaluation the second year of employment, or if s/he is to be placed on the continuing contract schedule of evaluation.

3. Continuing contract Speech-Language Pathologists (Speech-Language Pathologists who have completed three (3) consecutive years of service in the Douglas School District) shall be formally evaluated every other year as required by the state, or more frequently as determined by their supervising principal. If a Speech-Language Pathologist is on a Plan of Assistance, the Professional Practice Rating will be completed before the third Monday in March.
4. If the Speech-Language Pathologist and principal include a formal observation in the evaluation process, the Speech-Language Pathologists shall be notified at least five (5) days in advance if a formal observation is to be scheduled. The five (5) day timeline may be waived by the Speech-Language Pathologist.
5. All required documentation (as determined by the evaluator and SLP) shall be completed by the Speech-Language Pathologist, and discussed with the evaluator prior to all formal observations.
6. Speech-Language Pathologists will receive feedback within five (5) days of a walkthrough, and, if a formal observation is done, a post-observation conference will be held within ten (10) days after the formal observation.
7. A final evaluation conference shall be conducted following the appropriate timelines. The final evaluation shall be based on a variety of performance, behavior and conduct factors, including but not limited to, classroom observations, SLO's, goals and conferences with principal. Signing of the written evaluation by the SLP shall not imply Agreement with the evaluation; it merely indicates that the evaluation was discussed. A copy of the final evaluation shall be given to the SLP.
8. A Speech-Language Pathologist or administrator may request another person to accompany them at any step within the evaluation procedure.
9. When "unsatisfactory" is noted on the professional practices rubric and/or student growth is "low" (based on the SLO), the evaluator shall work with the SLP to develop a mutually agreed upon Plan of Assistance. An evaluator may also place an SLP on a Plan of Assistance if the overall Summative Effectiveness rating is "below expectation." The Superintendent **or designee** shall assist in the development of the Plan of Assistance. A Plan of Assistance may extend into the following year. It is very important for the SLP to successfully complete the Plan of Assistance as failure to do so may result in dismissal.

10. Professional Practice Ratings (PPR) are to be completed before the third Monday in March. The recommendation portion of the PPR need only be completed for the final 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 Speech-Language Pathologist involved shall be apprised of the evaluation in a conference to be held before the third Monday in March. The Speech-Language Pathologist shall be advised in writing relative to areas in which improvement is necessary. Before a Speech-Language Pathologist is given the evaluation "Not Recommended", the principal and/or supervisor conducting the evaluation shall have a minimum of two conferences with the Speech-Language Pathologist relative to the areas of weakness. The first of these conferences shall be held by the end of the first semester. The basis and reason for the evaluation shall be discussed and a Plan of Assistance developed. If a Speech-Language Pathologist receives the evaluation "Recommended with Qualifications" or "Not Recommended", he/she may file a request with the Superintendent **or designee** for a conference regarding the evaluation. Within seven (7) days after receiving such a request, the Superintendent or his designee shall meet with the Speech-Language Pathologist to discuss the evaluation.

11. The evaluation of extra-duty positions (Appendix B) shall take place during and/or after the activity occurs. A conference will be held in conjunction with the evaluation.
12. An honest effort will be made to conduct the evaluation process openly and with the full knowledge of both parties involved.

C. Personnel Files

1. While employed by the Douglas School District, a Speech-Language Pathologist 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 Speech-Language Pathologist shall be entitled to have a representative of a Speech-Language Pathologist chosen advocate to accompany him/her during such review. At least once every three (3) years, a Speech-Language Pathologist 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 Speech-Language Pathologist and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
2. No material which is derogatory to a Speech-Language Pathologist's conduct, service, character or personality shall be placed in his/her personnel file unless the Speech-Language Pathologist has received a copy. The Speech-Language Pathologist 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 Speech-Language Pathologist and discussed.) A Speech-Language Pathologist 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.

3. The personnel file in the central office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

ARTICLE XII

LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted Speech-Language Pathologists 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 employee when a leave is granted.

While on leave a Speech-Language Pathologist 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 Speech-Language Pathologist and the School District.

An employee 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 employee 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 position for which the employee is qualified.

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

B. Short Leave Without Pay

The Superintendent of schools **or designee** may grant leaves of absence without pay to Speech-Language Pathologists for personal reasons. Requests for leave without pay must be approved by the building administrator and must include the reason for the request. 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.

C. Professional Leave

The Superintendent of schools **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:

- a. The leave is in the best interest of the Douglas School District and relates to the Speech-Language Pathologist's professional interests or leadership position in local, state or national educational organizations.
- b. The request for leave must be directly associated with educational activities.
- c. Applications must be submitted a minimum of seven (7) days in advance and must be approved by the building principal and the Superintendent of schools **or designee**.
- d. Approval for professional leave will be contingent on the availability of sufficient funds. Priority will be given to professional leave applications of faculty members who:
 - (1) Submit them first.
 - (2) Hold local, state, and/or national offices in educational professional organizations.
 - (3) 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 employee shall file a report on the activities of the conference with any recommendations.

If a Speech-Language Pathologist 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 all full-time and half-time certified Speech-Language Pathologists of the Douglas School District. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness or death 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 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.

Speech-Language Pathologists are required to immediately notify the personnel secretary when sick leave is needed. Whenever possible, they should also notify their immediate supervisor or building principal.

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

All Speech-Language Pathologists under contract shall receive on the first day of service each year a total of twelve (12) days sick leave unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These twelve (12) days or less shall represent all the Speech-Language Pathologist's sick leave for that year, subject to the accumulation provisions hereof.

If a Speech-Language Pathologist is released or leaves before the termination of the school year, the Speech-Language Pathologist shall be credited with only that portion of the twelve 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 employee's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

An employee 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 their previously earned and unused sick leave reinstated.

An employee 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.

~~Speech-Language Pathologists regularly employed in summer school may use previously accumulated sick leave up to five days and shall accumulate one additional day of sick leave during each summer session.~~

Upon approval of the Superintendent **or designee**, Speech-Language Pathologists 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. Reference Board Policy GCBDE—Family and Medical Leave **and Administrative Regulation GCBDE-R –Family and Medical Leave Procedures (FMLA)**

~~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 employee 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 employee 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 employee 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 workers' 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.

G. Additional Use of Sick Leave (Court Appearance)

Each employee, 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 employee, in a case in which the employee 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 Appendix "D", 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 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 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 an employee 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 D, 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 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 Superintendent of School.

The Superintendent of schools **or designee** may grant personal leave in emergency situations and the decision to do so is non-precedent setting nor grievable under the terms of this contract.

One (1) additional day of personal leave shall be granted to an employee who is on a professional growth plan with the District 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 Policy GCBDC- Jury Duty Leave

~~When a School District employee 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.~~

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 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 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.

J. Military Leave - Reference School Board Policy GCBDD - Military Leave of Absence

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. (Reference Board Policy GCBDD—Military Leave of Absence)

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 return date.

Any employee who is on 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 pay from the District to be reduced by the daily pay received from the military or to accept only their military pay. Such leave not to exceed fifteen (15) working days in one year (July 1 June 30). If authorized military leave extends beyond fifteen (15) days, approval by the Superintendent will be required. Salary deductions for co-curricular assignments shall be deducted in a pro-rata amount.

K. Parental Leave

1. Upon written application to the Board a parental leave of absence without pay shall be granted to a Speech-Language Pathologist for the purpose of childbearing and/or child rearing. A Speech-Language Pathologist who is pregnant shall notify her principal 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 Speech-Language Pathologist shall be entitled to take a parental leave beginning at any time after the commencement of pregnancy, provided such Speech-Language Pathologist makes written application for such leave to the Superintendent of schools **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 Speech-Language Pathologist 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 Speech-Language Pathologist to properly perform her required functions and duties becomes questionable.
5. Within forty-five (45) days after childbirth, a Speech-Language Pathologist shall be entitled to use her sick leave not to exceed thirty (30) duty days.

The dates of such physical disability, exceeding thirty (30) duty 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 Speech-Language Pathologist's inability to perform her contractual duties.

Within the forty-five day period, Speech-Language Pathologists qualifying for sick leave may also apply to use the Sick Leave Bank under the conditions described in Article XVII.

6. A male Speech-Language Pathologist 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, a Speech-Language Pathologist desiring such leave shall make written application for such leave to the Superintendent **or designee** at least forty-five days prior to the date on which such leave is to begin.
7. A Speech-Language Pathologist 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 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 Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist shall be assigned to the first available vacant position for which he or she is qualified, provided that if more than one Speech-Language Pathologist has given such notice, the Speech-Language Pathologist giving notice at the earliest date shall be assigned to such vacant position. If no such position becomes vacant during that current year, such Speech-Language Pathologist 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 Speech-Language Pathologist's personal physician to certify that the Speech-Language Pathologist 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 Speech-Language Pathologist shall have the option to remain an active participant in: (a) the state Speech-Language Pathologist retirement system by paying the entire amount which would have been otherwise paid by such Speech-Language Pathologist and the School District; (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 Speech-Language Pathologist 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.

L. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent of schools **or designee**, may grant a sabbatical leave to qualified personnel 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 of schools **or designee**, the Board of Education may grant a sabbatical leave to a contract employee 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 employee 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 employees of his/her professional rank. An employee 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 a Speech-Language Pathologist 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 Speech-Language Pathologist and the School District.
6. The number of persons given sabbatical leave in any year shall not exceed two percent of the total number of the teaching staff; provided, however, that the actual number of persons 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 employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The employee 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 employee, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the Superintendent **or designee**.

ARTICLE XIII

SICK LEAVE BANK

A voluntary sick leave bank is available for Speech-Language Pathologists (including administrators and directors) employed in a Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist 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 Speech-Language Pathologist employees 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 Speech-Language Pathologist 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 Speech-Language Pathologist 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 Article XVI, Section E, 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 sick leave bank must be submitted in writing to the Personnel Manager and must be approved by the Superintendent of Schools **or designee**. The request must be supported by a written statement from the Speech-Language Pathologist'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. Employees withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An employee 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 as computed under Article VIII, Section C of this Agreement.

- I. The Business Manager shall conduct an annual audit of the sick leave bank.
- J. A classified employee who is a qualified member of the classified employee sick leave bank and moves to a certified position, may join the certified sick leave bank at the same standing as when he/she left the classified sick leave bank.

ARTICLE XIV
INSURANCE PROGRAM

A. Hospitalization and Surgical

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible Speech-Language Pathologists electing to be covered by such insurance, the coverages and terms of such insurance plan to be mutually agreed upon by the Douglas Education Association and the Board of Education.

For those employees electing to be covered, such plan shall include: \$10,000 term life insurance coverage for employees, \$6,000 for employee's spouse, and \$2,000 for each dependent child; or the employee may elect to increase such coverage to \$30,000 term life insurance coverage for employees. However, the cost of such increased coverage will be at the employee's expense.

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 employees 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 employee (single coverage). Individual employees shall have the option of adding dependent coverage at their 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.

ARTICLE XV
SEPARATION PROGRAM

SEVERANCE PLAN

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such Speech-Language Pathologists will be paid for one-half of their accumulated sick leave.
- B. Any Speech-Language Pathologist (as designated above) 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 employee's daily rate of pay over the five-year period immediately preceding retirement. Such payment will be made with the final check following the effective date of retirement.

VOLUNTARY SEPARATION PLAN

- A. Full-time Speech-Language Pathologists, upon written application and approval by the Superintendent of schools **or designee**, may participate in a voluntary separation program. In case of death, where the individual qualifies and has been approved for voluntary separation, all benefits will be paid according to Board Policy and/or Negotiated Agreement in one lump sum.
 - 1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 2% of the budget for certified instructional salaries in that year.
 - 2. In the event applications exceed funds available under the 2% limitations, consideration for voluntary separation benefits will be based upon 1) years of service at Douglas School District, 2) Authorization to Hire date, 3) highest level of education, and finally 4) the date the application is received by the board secretary or his/her designee.
 - 3. 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 have at least thirty (30) years of service in the District. The calendar year applicable to this policy shall be from July 1 through June 30.
 - 2. Applications must be submitted in writing by September 1 of elected school year of separation and the Board will approve voluntary separation applications at the next Board Meeting. Approval of an employee's application for the voluntary separation program will be considered a voluntary

resignation and termination of the employee's continuing contract. If an applicant is not approved for voluntary separation, they may, in writing to the Board, recall the application no later than January 1.

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 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 in a single payment included in the final payment of the elected year of separation; OR

c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the school year 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 on January 21 during the three (3) 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 Speech-Language Pathologists reimbursed on the salary schedule contained in this agreement (Appendix "A") are eligible.

6. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.

7. Employees must notify the Business Office of choice b, c, or d by April 1.

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" shall be defined as the annual salary for Speech-Language Pathologist full-time positions as defined by the salary schedule (Appendix "A"). "Current Salary" does not include extra-duty pay, contract extensions, or other payments above the amounts specified by the salary schedule. The maximum amount of payment eligible for this program is limited to \$60,000 per employee.

ARTICLE XVI

SALARY AND SPEECH-LANGUAGE PATHOLOGIST CLASSIFICATION

A. Salary Schedule - General Provisions

1. The salary schedule shall be in accordance with the attached Appendix A. All Speech-Language Pathologists shall be paid in accordance with the provisions of Appendix A. **New base is \$60,775.**
2. Individuals will be placed on the schedule at the levels warranted by their training, experience, position, and classification, which may include area of specialization pay. Changes in assignment during the school year shall result in corresponding salary adjustments appropriate to the new position.
3. With respect to the annual automatic incremental increases as set forth in the salary schedule, a Speech-Language Pathologist must work for at least eighty-five (85) work days in the Douglas Schools to be entitled to the incremental increase for the following year.
4. The deadline for submitting transcripts for lane changes is June 30 effective the following school year. The documents must be in the Personnel Office by June 30th so that payroll adjustments can be made.
5. Speech-Language Pathologists possessing a bachelors or higher degree who do not qualify for a regular South Dakota Speech-Language Pathologist's License and are issued a "limited" license, will receive two hundred (\$200) less than the amount specified on the basic schedule.

B. Experience Increments

1. Speech-Language Pathologists new to Douglas School District may receive up to seven (7) years of credit on the salary schedule for approved experience outside the school district. Partial years of experience may be combined to qualify for a full year of experience. In addition a single partial year, consisting of at least eighty-five (85) worked days may be counted as a full year of experience. Additional credit will be granted for any previous experience acquired in the Douglas School District not to exceed a total of seven (7) years experience credit. Retire/rehire Speech-Language Pathologists begin at Step 0.
2. Previous experience for which credit is given from districts other than Douglas must be verified by the Speech-Language Pathologist.
3. New employees receiving extra-duty allowances identified in Appendix B may be granted a maximum of 7 years credit on the schedule for comparable prior experience. Verification of experience is the responsibility of the employee.

C. Master's Degree Requirements

To qualify for the master's degree allowance, a Speech-Language Pathologist 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 Speech-Language Pathologist may receive the master's degree allowance upon approval of the Superintendent of schools.

D. 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 of schools **or designee** 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.
4. Credit earned after July 1, 2001, for MA+45 employees in the Ed. Spec Degree or Masters +45 column will be reimbursed up to MA+60 hours as per Article XVI, Section F.
5. For Speech-Language Pathologists, 1 CEU equals 10 contact hours and 15 contact hours equal 1 credit hour; therefore 1.5 CEUs will equal 1 credit hour for advance placement on the salary schedule.

F. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)

1. To receive any area of specialization pay, an employee must have a previously approved Professional Growth Plan. This plan should be submitted on Form S-196 and include:
 - a. The overall objectives.
 - b. How the above objectives relate to his or her employment in the Douglas School District.
 - c. The courses and credit hours proposed to be taken.
 - d. The majors or minors obtained or affected by the additional credits.
 - e. The institution to be attended to obtain this training and/or the next higher degree.
2. Staff members who have received area of specialization pay in previous years must include all previously approved courses for area of specialization pay in their plan.
3. In previously approved areas of specialization, professional employees may earn \$50.00 per semester hour. Payment will be made only when ten (10) semester hours have been accumulated beyond the Bachelors or Masters degree. Payment for hours acquired beyond the initial ten (10) will be accumulated and paid annually.

Staff members who have received previously approved area of specialization pay and have attained the next highest degree, may continue their plan without interruption of payment as long as courses to be taken were previously approved.

Within the first forty-five (45) days of employment, new staff may submit a Professional Growth Plan including previously earned credits beyond the date of their degree. Acceptance of such credits will be at the discretion of the Superintendent of schools **or designee**.

4. The accumulated amount will be added to the employee's contract each year until qualifying for the next higher degree. Area of specialization pay shall never exceed the amount of the next highest degree.
5. Payment for area of specialization pay will be made in lump sum payments. Payments will be made on the 7th of October for those courses taken and submitted on official transcript to the Personnel Office by August 31st. Payment will be made on the 21st of June for those courses submitted on official transcript to the Personnel Office by the last day of school. (Such courses must be approved by the Superintendent of Schools **or designee.**)
6. When the School District expends funds for in-service programs and credit is earned by participants, such hours will not qualify for area of specialization pay.

G. Payment of Salary

Payroll distribution will be made on a 10 or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract. All payroll distributions will be deposited automatically into the employee's designated account.

If the 7th or 21st of the month falls on Saturday or Sunday, salary payment should be made on the Friday before. If the 7th or 21st falls on a holiday, salary payment should be made on the day before.

H. Extra- Duty Contract Payments

Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.

ARTICLE XVII

MILEAGE

Speech-Language Pathologists who may be assigned to more than one building and are required to use their own vehicles for such travel, and Speech-Language Pathologists on approved professional leave allowed for travel, shall be paid mileage for such travel at the rate established in Board of Education Policy GCLA.

ARTICLE XVIII

STUDENT DISCIPLINE AND SPEECH-LANGUAGE PATHOLOGIST PROTECTION

A. Assault Upon Speech-Language Pathologists

1. Speech-Language Pathologists shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such report shall be reduced to writing by the Speech-Language Pathologist 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 Speech-Language Pathologist shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

B. Disruptive Students

1. When, in the judgment of a Speech-Language Pathologist, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the Speech-Language Pathologist may send the student from the classroom and refer him /her to the principal, or his/her designee, together with a statement of the reason for such referral. In such cases, the Speech-Language Pathologist shall confer on the same day with the principal or his/her designee who, if necessary, shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between himself/herself and the Speech-Language Pathologist and any other appropriate persons to discuss the problem and to decide upon appropriate steps for its resolution.

ARTICLE XIX

MATTERS NOT COVERED

With regard to matters and Board policies not covered by this agreement, it is understood that such matters and policies are management prerogatives which may be continued, discontinued or changed by the sole discretion of the Board.

ARTICLE XX

MISCELLANEOUS PROVISIONS

A. Savings Clause

If any provision of this agreement or any application of the agreement to any employee or group of employees 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. In that event the parties to this agreement shall meet immediately and negotiate a substitute provision.

**DOUGLAS SCHOOL DISTRICT
SPEECH-LANGUAGE PATHOLOGIST
2022-23 APPROVED SALARY SCHEDULE**

<u>Exp. Step</u>	<u>Masters Degree</u>	<u>Masters Plus 30</u>	Ed Spec Degree
			<u>or Masters +45</u>
0	\$60,775	\$65,775	\$70,775
1	\$61,525	\$66,525	\$71,525
2	\$62,275	\$67,275	\$72,275
3	\$63,025	\$68,025	\$73,025
4	\$63,775	\$68,775	\$73,775
5	\$64,525	\$69,525	\$74,525
6	\$65,275	\$70,275	\$75,275
7	\$66,025	\$71,025	\$76,025
8	\$66,775	\$71,775	\$76,775
9	\$67,525	\$72,525	\$77,525
10	\$68,275	\$73,275	\$78,275
11	\$69,025	\$74,025	\$79,025
12	\$69,775	\$74,775	\$79,775

EXTRA-DUTY AND OTHER ALLOWANCES

The following conditions govern the extra-duty allowances identified below:

1. Extra-duty allowance shall be considered negotiated through the 2022-23 school year.
2. A maximum of seven (7) years out-of-district experience may be granted to new employees for comparable experience. Verification of experience is the responsibility of the employee.
3. All supervising personnel are expected to properly identify and distribute materials and equipment to student participants and to keep an accurate accounting of who has such materials and equipment. At the termination of that activity, the supervising personnel are to collect materials and equipment within two (2) weeks after the termination of the activity. At that time, they shall also submit an inventory of materials and equipment with a purchase order request for additional or replacement materials for the ensuing year.
4. Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.
5. *Competitive Dance and *Competitive Cheer contracts will stipulate they have separate practices or a different coach than Football and Basketball Cheer.

COMPENSATION FOR ATHLETIC/ACTIVITY FUNCTIONS

Certified staff who assist at athletic/activity functions shall be paid at the following rates:

- Middle School - \$15.00 per hour
- High School - \$15.00 per hour
- Intramurals - Moved to Category 8 (minimum of 35 hours)

All certified staff shall be given an opportunity to assist at these functions before assignments are made.

CATEGORY 8 – INTRAMURALS

The following are considered “Intramurals” and will be reimbursed on Appendix B – Category 8:

1. Elementary Basketball (Girls)
2. Elementary Basketball (Boys)
3. Elementary Volleyball (Girls)
4. 6th Grade Basketball (Girls)
5. 6th Grade Basketball (Boys)
6. 6th Grade Volleyball (Girls)

To be reimbursed as an intramural coach, the coach must spend at least 35 hours with students during the “season”.

~~All Douglas Intramural coaches will start at step 0 during the 2008-2009 contract year. Each year thereafter, the coach will earn one experience step for each year coached in a specific intramural listed above, according to the steps listed on the schedule.~~

~~Only experience in Douglas Intramurals beginning 2008-2009 will be considered when placing a coach on the appropriate step. The experience will be considered separately for each intramural listed above. An intramural coach new to Douglas will be placed on step 0.~~

~~Any Douglas activities that are to be added to the Intramurals listed above will only be considered during negotiations between the Douglas School Board and the Douglas Education Association.~~

APPENDIX "B"

2022-23

High School, Middle School, Elementary

Exp	CAT 0	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	13.20%	11.40%	8.20%	6.40%	5.95%	4.55%	3.65%	3.20%	2.30%
0	\$48,275	\$5,503	\$3,959	\$3,090	\$2,872	\$2,197	\$1,762	\$1,545	\$1,110
1	\$49,025	\$5,589	\$4,020	\$3,138	\$2,917	\$2,231	\$1,789	\$1,569	\$1,128
2	\$49,775	\$5,674	\$4,082	\$3,186	\$2,962	\$2,265	\$1,817	\$1,593	\$1,145
3	\$50,525	\$5,760	\$4,143	\$3,234	\$3,006	\$2,299	\$1,844	\$1,617	\$1,162
4	\$51,275	\$5,845	\$4,205	\$3,282	\$3,051	\$2,333	\$1,872	\$1,641	\$1,179
5	\$52,025	\$5,931	\$4,266	\$3,330	\$3,095	\$2,367	\$1,899	\$1,665	\$1,197
6	\$52,775	\$6,016	\$4,328	\$3,378	\$3,140	\$2,401	\$1,926	\$1,689	\$1,214
7	\$53,525	\$6,102	\$4,389	\$3,426	\$3,185	\$2,435	\$1,954	\$1,713	\$1,231
8	\$54,275	\$6,187	\$4,451	\$3,474	\$3,229	\$2,470	\$1,981	\$1,737	\$1,248
9	\$55,025	\$6,273	\$4,512	\$3,522	\$3,274	\$2,504	\$2,008	\$1,761	\$1,266
10	\$55,775	\$6,358	\$4,574	\$3,570	\$3,319	\$2,538	\$2,036	\$1,785	\$1,283
11	\$56,525	\$6,444	\$4,635	\$3,618	\$3,363	\$2,572	\$2,063	\$1,809	\$1,300
12	\$57,275	\$6,529	\$4,697	\$3,666	\$3,408	\$2,606	\$2,091	\$1,833	\$1,317

Extra-duty salary will be based on the same step of the Bachelor column of the adopted salary schedule as years of experience in coaching, i.e.

If a teacher has no experience in that activity he/she will be placed on Step 0; one year of experience will be placed on Step 1; etc.

Category 0

- A - HS Hd Football
- B - HS Head Track
- C - HS Head Wrestling
- D - HS Head Basketball
- E - HS Head Volleyball

Category 4

- A - MS Drill Team
- B - HS Chorus
- C - HS Hd FB Cheerleading
- D - HS Hd BB Cheerleading
- E - Debate
- F - Oral Interpretation
- G - HS Student Council
- H - MS Drama Fall Play
- I - MS Drama Spring Play
- J - HS Asst Drama Fall Play
- K - HS Asst Drama Spring Play
- L - Asst One Act Play

Category 1

- A - HS Hd Golf Fall
- B - HS Hd Golf Spring
- C - HS Band
- D - HS Hd Cross Country
- E - Competitive Dance
- F - Competitive Cheer
- G - HS Head Soccer
- H - AFJROTC
- I - HS Drama Fall Play
- J - HS Drama Spring Play
- K - One Act Play

Category 5

- A - MS Asst Football
- B - MS Asst Wrestling
- C - MS Asst Track
- D - HS Newspaper
- E - MS Asst Volleyball
- F - MS Asst Basketball
- G - MS Asst Cross Country
- H - HS Asst Debate

Category 2

- A - HS Asst Football
- B - HS Asst Basketball
- C - HS Asst Cross Country
- D - HS Asst Wrestling
- E - HS Asst Track
- F - HS Asst Volleyball
- G - HS Asst Soccer

Category 6

- A - ES Chorus
- B - MS Chorus
- C - MS Band
- D - MS Asst Drama Fall Play
- E - MS Asst Drama Spring Play
- F - HS Asst Fall Cheerleading
- G - HS Asst BB Cheerleading
- H - MS Asst Cheerleading

Category 8

- A - ES Asst Chorus
- B - MS Asst Chorus
- C - Intramurals (35 Hrs Min.)

Category 3

- A - MS Hd Football
- B - MS Hd Basketball
- C - MS Hd Wrestling
- D - MS Hd Track
- E - MS Hd Volleyball
- F - MS Hd Cross Country
- G - HS Hd Drill Team
- H - HS Annual Advisor

Category 7

- A - HS Knowledge Bowl
- B - MS Knowledge Bowl
- C - MS Student Council
- D - MS Newspaper
- E - MS Annual
- F - National Honor Society
- G - Youth 2 Youth
- H - HS/MS Robotics Advisor
- I - HS Asst Student Council

ANNUAL SELF-APPRAISAL OF THE SCHOOL BOARD

WHY IS BOARD EVALUATION FOR YOU?

Take a few moments to analyze your board, your relationships, your operation, your meetings, your school system, the public you serve, and your commitment to educational excellence.

Why evaluate? Because you want accountability. You want improvement in your operations. Because you want to do the best you can for your school system and community. This commitment to quality, to excellence, and to local control of the educational system is the real why.

BOARD EVALUATION

The following list of items pertains to the operation of the school board. Each board member rates his or her individual performance and the board as a whole. When evaluating your individual performance, reframe the question in terms of "I." The evaluation scale to be used is:

- 5 – Outstanding
- 4 – Good
- 3 – Satisfactory but could improve
- 2 – Weak and should improve
- 1 – Ineffective

A. Board Qualities	<u>Self Only</u>	<u>Board As A Whole</u>
1. Board members demonstrate through actions that they believe all children can learn.	_____	_____
2. Board members make decisions in terms of what is best for students.	_____	_____
3. Board members are independent, open-minded and respect the decisions of fellow board members and the administration.	_____	_____
4. The Board strives to improve board skills and keep abreast of educational issues by attending workshops/conferences at the local, regional and state levels.	_____	_____
5. The Board understands their role as a policy-making body.	_____	_____
6. The Board annually reviews and revises the District's long-range plan.	_____	_____

- 5 – Outstanding
- 4 – Good
- 3 – Satisfactory but could improve
- 2 – Weak and should improve
- 1 – Ineffective

	<u>Self Only</u>	<u>Board As A Whole</u>
B. Board Relationship with the Superintendent		
1. The Board keeps the Superintendent informed on issues, needs and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.	_____	_____
2. The Board establishes written policies which clearly interprets its position on policy matters pertaining to the school district thereby enabling the Superintendent to properly carry out the wishes of the Board.	_____	_____
3. The Board publicly supports the Superintendent’s administrative regulations and decisions and relays any disagreement in a private or executive session.	_____	_____
4. The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.	_____	_____
 C. Board Relationships with the Community		
1. Board members recognize that they represent the “entire” community and that it has entrusted them with the educational development of the children and youth of the community.	_____	_____
2. The Board takes the initiative in helping all community members to have all the facts all the time about their schools so it will readily provide the finest possible school program, school staff and school facilities.	_____	_____
3. The Board recognizes that the community expects its primary concern to be what is in the best interest of each and every student without distinction as to who they are or what their background may be.	_____	_____
4. Board meetings are conducted in accordance with the open meeting law.	_____	_____

- 5 – Outstanding
- 4 – Good
- 3 – Satisfactory but could improve
- 2 – Weak and should improve
- 1 – Ineffective

<u>Self Only</u>	<u>Board As A Whole</u>
-----------------------------	--

D. Board Relationship to Financial Management of the Schools

- | | | | |
|----|---|-------|-------|
| 1. | The Board establishes the policies and provides the necessary resources to properly manage the finances of the school district. | _____ | _____ |
| 2. | The Board requires proper accountability for the expenditure of school district funds. | _____ | _____ |
| 3. | The Board utilizes approved funding to maintain a high quality educational program in the District. | _____ | _____ |
| 4. | The Board keeps the community informed about the financial needs of the school district. | _____ | _____ |
| 5. | The Board ensures that the budget reflects the District’s long-range planning. | _____ | _____ |

E. General Statements

Identify three strengths of your school board:

- 1. _____
- 2. _____
- 3. _____

Identify three areas where your school board could improve:

- 1. _____
- 2. _____
- 3. _____

Identify three priority performance goals for your Board for the next school year:

1. _____
2. _____
3. _____

Identify any areas for clarification of the role of the Superintendent and the Board.

BOARD POLICY

Section B

Board Governance and Operations

File: BK

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board will annually review its own performance in terms of generally accepted principles of successful board operations and in relation to its goals and objectives. The Board self-evaluation shall address performance in the key functions of vision, structure, accountability, conduct, ethics and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year. Evaluation will indicate the strengths of the Board and the areas of needed improvement.

To help the Board meet this goal, the following elements will be included in the self-evaluation process.

1. Board members will be involved in the development of an evaluation instrument and procedures by which they will evaluate themselves.
2. The Board evaluation instrument will be completed by individual board members on a confidential basis and submitted to the Board Chair, or the designee, for compilation.
3. Each conclusion will be supported by objective evidence.

Upon final discussion of the results, the Board will develop both short and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas, and to improve the efficiency of the Board.

References	Adoption History	
Cross: Board Policy Exhibit BK-E	First Reading Approved	12/08/14 01/12/15



FISCAL 2023 ADOPTED BUDGET

SPIRIT OF THE PAST...
FOUNDATION FOR THE FUTURE...

“PREPARE ALL STUDENTS TO MEET
THE CHALLENGES OF AN EVER-
CHANGING WORLD”

Douglas School District #51-1

#PatriotProud

FISCAL 2022-2023 APPROVED

REVENUE	GENERAL FUND (10)	CAPITAL OUTLAY (21)	SPECIAL EDUCATION (22)	IMPACT AID (27)	FOOD SERVICE (51)
LOCAL	\$3,224,050	\$1,167,800	\$1,297,000	\$0	\$479,900
COUNTY	\$175,000	\$0	\$0	\$0	\$0
STATE	\$15,275,000	\$0	\$1,881,845	\$0	\$6,500
FEDERAL	\$1,100	\$0	\$804,693	\$5,155,000	\$764,800
RESERVE/TRANSFER	<u>\$5,324,850</u>	<u>\$0</u>	<u>\$776,462</u>	<u>\$169,850</u>	<u>\$226,800</u>
TOTAL	<u><u>\$24,000,000</u></u>	<u><u>\$1,167,800</u></u>	<u><u>\$4,760,000</u></u>	<u><u>\$5,324,850</u></u>	<u><u>\$1,478,000</u></u>

EXPENDITURE	GENERAL FUND (10)	CAPITAL OUTLAY (21)	SPECIAL EDUCATION (22)	IMPACT AID (27)	FOOD SERVICE (51)
INSTRUCTION	\$13,727,714	\$813,625	\$2,848,627	\$0	\$0
SUPPORT SERVICES	\$8,495,473	\$321,150	\$1,794,530	\$0	\$1,478,000
COMMUNITY SERVICES	\$7,500	\$0	\$36,067	\$0	\$0
CO-CURRICULAR	\$1,346,840	\$33,025	\$0	\$0	\$0
DEBT SERVICES	\$135,065	\$0	\$0	\$0	\$0
CAPITAL PROJECTS	\$0	\$0	\$0	\$0	\$0
CONTINGENCY/TRANSFER	<u>\$287,408</u>	<u>\$0</u>	<u>\$80,776</u>	<u>\$5,324,850</u>	<u>\$0</u>
TOTAL	<u><u>\$24,000,000</u></u>	<u><u>\$1,167,800</u></u>	<u><u>\$4,760,000</u></u>	<u><u>\$5,324,850</u></u>	<u><u>\$1,478,000</u></u>

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

Funds

- 10 General Fund
- 21 Capital Outlay Fund
- 22 Special Education Fund
- 51 Food Service Fund
- 53 Enterprise Fund
- 66 Grant Fund
- 73 Fiduciary (Clubs, etc)

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

(Pg. 1) Functions

1111	Elementary
1112	Summer Term (Elementary)
1121	Middle School
1122	Summer Term (Middle School)
1131	High School
1132	Summer Term (High School)
1141	Preschool
1190	Title VII Indian Education Grant
1210	Gifted & Talented
1221	Programs for Mild to Moderate Disabilities
1222	Programs for Severe Disabilities
1226	Early Childhood Programs
1250	Culturally Different (LEP)
1273	Title I
1299	Perkins
2111	Liason
2113	Social Work Services
2121	Central Testing
2122	Guidance Counselors
2128	Title I Parent Involvement
2134	Nurse Services
2142	Psychological Testing Services
2152	Speech Pathology Services
2162	Audiology Services
2172	Occupational Therapy Services
2179	Other Therapy Services
2212	Curriculum
2213	Staff Development
2214	Title I Professional Development
2222	Library
2227	Technology
2311	Board of Education
2314	Election
2315	Legal
2317	Audit
2321	Superintendent
2329	Assistant Superintendent
2410	Principal
2440	Title I Program Administration
2521	Business Office
2541	Buildings & Grounds Coordinator
2542	Custodial
2543	Upkeep of Grounds
2546	Security Services
2549	Other Operation & Maintenance of Plant
2551	Transportation Coordinator
2552	Transportation
2554	Mechanic

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

(Pg. 2) Functions

2556	Title I Student Transportation
2561	Food Service Coordinator
2562	Food Service
2563	Food Delivery Services
2573	Warehouse
2574	Production
2641	Personnel
2710	SPED Administrative Costs
2730	SPED Transportation Costs
2750	SPED Other Costs
3400	Community Library
3500	Before & After Care
3900	Community Education
4500	Early Retirement
5000	Debt Services
6100	Male Activities
6200	Female Activities
6900	Combined Activities

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

Buildings

001	Superintendent
002	Executive Director
003	Personnel
004	Business Office
005	Buildings & Grounds
006	Administration
007	Summer Transition
010	Carrousel
012	Badger Clark
013	Francis Case
014	Vandenberg
015	Creekside (1st New Elementary)
016	(2nd New Elementary)
017	(3rd New Elementary)
020	Douglas Middle School
021	(2nd Middle School)
030	High School
032	Technology
040	Warehouse
041	Production
050	Transportation
070	Food Service

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

(Pg. 1) Sub-Objects

000	District-Wide
001	SPED Extended Year
002	IDEA 611
003	Idea 619
004	State Funds
008	Title IA
009	Title IVA
018	Title I, 1003
031	Dual Credit - High School
032	Computer Insurance
038	CARES
038	CC CARES
124	ROTC (Classroom)
125	ROTC (O&M)
155	Clearing Account
208	Title VI
220	Imprest
238	ESSER II
301	Driver's Education
302	Daycare
303	Before & After Care
304	Preschool
310	Executive Director Elementary Instruction
311	Executive Director Secondary Instruction
312	Executive Director Operational Support
321	B21 Construction
338	ESSER III
622	Classroom Innovation Grant
623	Fresh Fruits & Vegetables Program
817	Mentor Teacher Program
901	BHOLC
920	Perkins
926	SD Teacher Mentoring Grant - State
927	SD Teacher Mentoring Grant - District
928	Homeland Security
929	MTSS
998	Title IIA

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

(Pg. 2) Sub-Objects, Activities

400	Activities Director
405	Basketball
410	Cross Country
415	Football
425	Track & Field
427	Golf
428	HS Soccer
430	Volleyball
435	Wrestling
440	Intramurals
445	Cheerleading
447	Competitive Cheerleading
450	Competitive Dance
455	Music
460	Annual
467	ROTC
475	Drama
480	Knowledge Bowl
482	Tech Ed.
485	Newspaper
487	Youth to Youth
490	National Honor Society
495	Student Government
497	Debate/Oral Interp.

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

(pg. 3) Sub-Objects, Clubs

010	DHS Ad Sponsors
025	DHS Ecology
027	DHS Golf
035	DHS Wrestling
036	DMS Wrestling
040	DHS Track
042	DMS Track
045	DHS Band & Choir
065	DHS Dance
070	DHS Student Council
072	DMS Student Council
074	DHS Library
077	DHS Art Scholarship
078	DHS Industrial Technology
080	DHS Knowledge Bowl
082	DMS Knowledge Bowl
084	DHS Soccer
089	DMS 7th Volleyball
092	DMS 8th Volleyball
094	DMS Robotics
095	DHS National Honor Society
097	DHS Debate
100	DMS Pride Shop
110	DHS Yearbook
115	DHS Cheer
117	DMS 8th Spirit Squad
119	DMS Travel Club
122	DMS Cross Country
124	Classroom ROTC
125	DHS ROTC
137	DHS German
140	DHS SADD
142	DMS Youth to Youth
150	DHS Drama
160	DHS Girls Basketball
162	DMS 7th Girls Basketball
164	DMS 8th Girls Basketball
167	DMS 7th Boys Basketball
169	DMS 8th Boys Basketball
240	VES Activities
255	Welfare
272	VES Student Council
522	Class of 2022
523	Class of 2023
524	Class of 2024
525	Class of 2025
526	Class of 2026
527	Class of 2027

FUND	FUNCTION	BUILDING	SUB-OBJECT	OBJECT (sample example)
10	1111	014	000	411

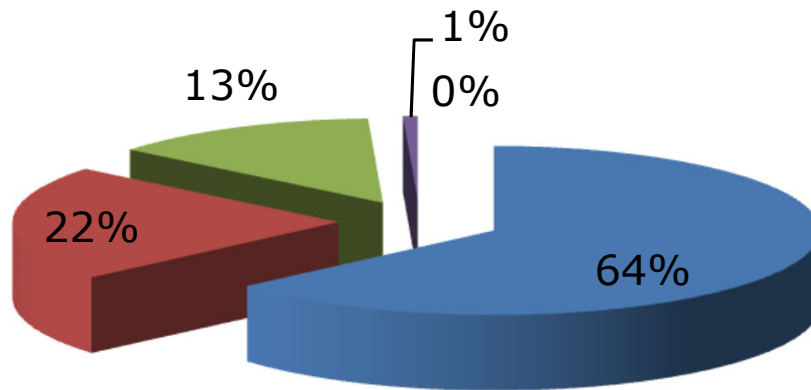
Examples

(pg. 1) Objects

Teachers	111	Certified Salaries
Classroom Aides	112	Instructional Aides
Principals	113	Administrator Salary
Custodian	114	Classified Staff
Certified Subs	120	Certified Substitutes
Classified Subs	121	Classified Substitutes
Stipends	130	Overtime/Stipends
(Business Office Only)	140	Unused Sick Leave
(Business Office Only)	150	Early Retirement Payment
(Business Office Only)	190	Other Salaries
(Business Office Only)	210	Social Security
(Business Office Only)	220	Retirement
(Business Office Only)	230	Group Insurance
(Business Office Only)	240	Worker's Compensation
(Business Office Only)	250	Unemployment Insurance
Conference/Event Registration Costs	315	Registration
Consultant Agreements	319	Professional Services
Utilities	321	Utilities
Hire company to fix electrical issue	323	Repairs & Maintenance
Rent a tractor for snow removal	325	Rentals
SPED meeting required to pay mileage	332	Mileage Paid to Parents
Meals/lodging, etc for conference	334	Travel
Phone Bill	340	Communications
Newspaper Ad	350	Advertising
Black Hills Online Learning	371	Tuition
Pens, markers, paper, sticky notes	411	Non-Technology Supplies (last less than 1 year)
Headphones, chargine cords, remotes	412	Technology Supplies
Diesel for buses	413	Motor Fuel
Textbooks	421	Printed Textbooks
Renewals (Zearn, Starfall, Brainpop, etc.)	422	Instructional Software
Online Textbooks	423	Electronic Textbooks
Scholastic Subscriptions/curriculum	424	Instructional Workbooks/Subscriptions
Library Magazine Subscriptions	425	Periodicals
Food	461	Food
(Business Office Only)	462	Cost of Sales - Donated
iPod	471	Computer Equipment Non-Capitalized, Non-Consumable
Admin Software (not for students)	472	Computer Software (Admin)
Software Site Licenses	473	Computer Licensing Fees
Staplers, calculators, furniture, etc.	479	Other Non-Consumable Supplies (last longer than 1 year)
(Capital Outlay Only)	510	Land
(Capital Outlay Only)	520	Buildings
(Capital Outlay Only)	530	Improvements other than Buildings
(Capital Outlay Only)	541	Computer Equipment
(Capital Outlay Only)	549	Other Equipment
(Capital Outlay Only)	550	Vehicles (Licensed)
Library Books	560	Library Media
Organizational Dues	640	Dues & Fees
(Business Office Only)	651	Property Insurance

GENERAL FUND REVENUE SOURCES

2022-2023 FISCAL YEAR



- STATE REVENUE
- IMPACT AID
- LOCAL REVENUE
- COUNTY REVENUE
- FEDERAL REVENUE

GENERAL FUND REVENUE

FISCAL 2022-2023 APPROVED

DOUGLAS SCHOOL DISTRICT 51-1

2022-2023

8/24/2022

10	1110	AD VALOREM TAX	3,115,750
10	1119	MOBILE HOME TAX	36,050
10	1120	PRIOR YEAR TAX	15,000
10	1130	TAX DEED	0
10	1140	GROSS RECEIPTS TAX	500
10	1190	PENALTIES & INTEREST	6,000
10	1510	INTEREST EARNED	500
10	1710	ADMISSION	12,500
10	1711	TOURNAMENTS	1,500
10	1740	RENTALS	250
10	1790	YEARBOOK SALES	3,500
10	1990	OTHER REVENUE	12,500
10	1990	HEALTH FUND TRANSFER	20,000

LOCAL REVENUE: 3,224,050

10 2110 COUNTY APPORTIONMENT 175,000

COUNTY REVENUE: 175,000

10	3111	STATE AID	15,000,000
10	3112	STATE APPORTIONMENT	200,000
10	3114	BANK FRANCHISE	<u>75,000</u>

STATE REVENUE: 15,275,000

10	4121	NATIONAL MINERAL	1,000
10	4122	TAYLOR GRAZING	100

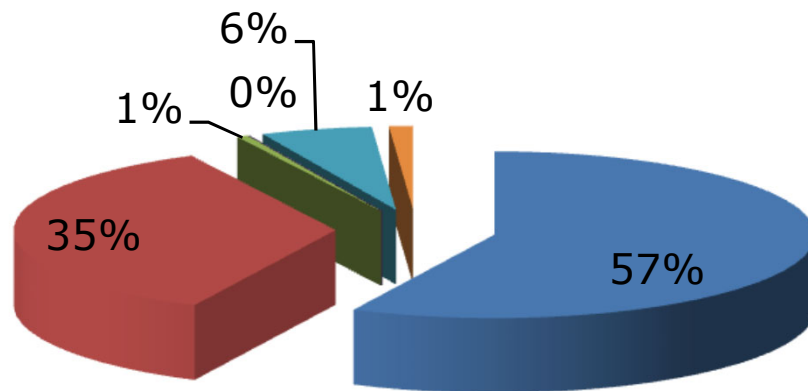
FEDERAL REVENUE: 1,100

10 5110 TRANSFER FROM IMPACT AID: 5,324,850

TOTAL REVENUE: 24,000,000

GENERAL FUND EXPENDITURES

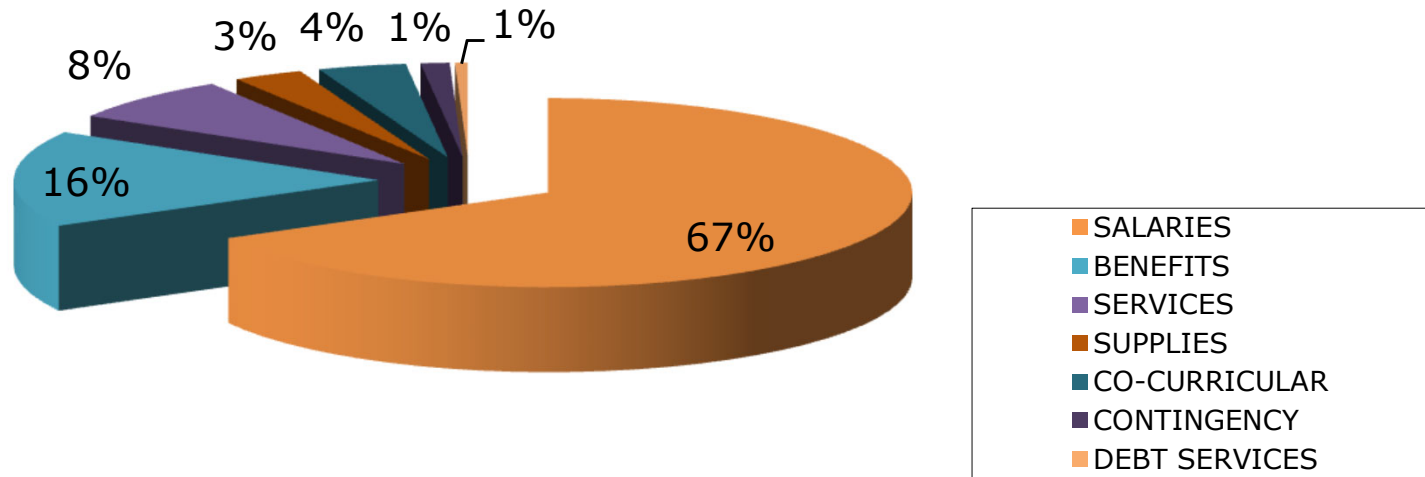
2022-2023 FISCAL YEAR



- INSTRUCTION
- SUPPORT SERVICES
- DEBT SERVICES
- COMMUNITY
- CO-CURRICULAR
- CONTINGENCY

GENERAL FUND EXPENDITURES BY OBJECT

2022-2023 FISCAL YEAR



**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

Douglas School District 51-						08/24/22	<u>2022-2023</u>
10	1111	012	000	111	CERTIFIED SALARIES		1,745,302
10	1111	012	000	112	INSTRUCTIONAL AIDES		5,730
10	1111	012	000	114	CLASSIFIED STAFF		60,366
10	1111	012	000	120	CERTIFIED SUBS.		35,000
10	1111	012	000	121	CLASSIFIED SUBS.		1,000
10	1111	012	000	140	UNUSED SICK LEAVE		17,453
10	1111	012	000	210	SOCIAL SECURITY		142,661
10	1111	012	000	220	RETIREMENT		108,684
10	1111	012	000	230	GROUP INSURANCE		181,746
10	1111	012	000	240	WORKER'S COMP.		7,840
10	1111	012	000	315	REGISTRATION		2,500
10	1111	012	000	319	PROF. SERVICES		75,575
10	1111	012	000	323	REPAIR & MAINT.		150
10	1111	012	000	334	TRAVEL		2,600
10	1111	012	000	340	COMMUNICATIONS		800
10	1111	012	000	411	NON-TECHNOLOGY SUPPLIES		40,600
10	1111	012	000	412	TECHNOLOGY SUPPLIES		0
10	1111	012	000	424	INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS		2,000
10	1111	012	000	461	FOOD		100
10	1111	012	000	472	SOFTWARE		3,000
10	1111	012	000	473	SOFTWARE LICENSING FEES		0
10	1111	012	000	479	OTHER NON-CONSUMABLE SUPPLIES		<u>300</u>
GENERAL INST. BADGER CLARK							<u>2,433,407</u>
10	1111	012	901	373	PAYMENTS-OTHER EDUCATIONAL INSTITUTIONS		<u>5,000</u>
TOTAL BHOLC BADGER CLARK							<u>5,000</u>
10	1111	013	000	111	CERTIFIED SALARIES		1,829,691
10	1111	013	000	112	INSTRUCTIONAL AIDES		25,730
10	1111	013	000	114	CLASSIFIED STAFF		44,454
10	1111	013	000	120	CERTIFIED SUBS.		35,000
10	1111	013	000	121	CLASSIFIED SUBS.		1,000
10	1111	013	000	140	UNUSED SICK LEAVE		18,297
10	1111	013	000	210	SOCIAL SECURITY		149,494
10	1111	013	000	220	RETIREMENT		113,993
10	1111	013	000	230	GROUP INSURANCE		213,783
10	1111	013	000	240	WORKER'S COMP.		8,434
10	1111	013	000	315	REGISTRATION		5,250
10	1111	013	000	319	PROF. SERVICES		600
10	1111	013	000	323	REPAIR & MAINT.		150
10	1111	013	000	334	TRAVEL		2,550
10	1111	013	000	340	COMMUNICATIONS		1,000
10	1111	013	000	411	NON-TECHNOLOGY SUPPLIES		41,825
10	1111	013	000	412	TECHNOLOGY SUPPLIES		0
10	1111	013	000	424	INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS		0
10	1111	013	000	461	FOOD		100
10	1111	013	000	472	SOFTWARE		500
10	1111	013	000	473	SOFTWARE LICENSING FEES		0
10	1111	013	000	479	OTHER NON-CONSUMABLE SUPPLIES		<u>2,500</u>
TOTAL GENERAL INST. FRANCIS CASE							<u>2,494,351</u>
10	1111	013	901	373	PAYMENTS-OTHER EDUCATIONAL INSTITUTIONS		<u>5,000</u>
TOTAL BHOLC FRANCIS CASE							<u>5,000</u>

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	1111	014	000	111	CERTIFIED SALARIES	1,446,488
10	1111	014	000	112	INSTRUCTIONAL AIDES	27,914
10	1111	014	000	114	CLASSIFIED STAFF	32,093
10	1111	014	000	120	CERTIFIED SUBS.	35,000
10	1111	014	000	121	CLASSIFIED SUBS.	1,000
10	1111	014	000	140	UNUSED SICK LEAVE	14,465
10	1111	014	000	210	SOCIAL SECURITY	119,107
10	1111	014	000	220	RETIREMENT	90,390
10	1111	014	000	230	GROUP INSURANCE	166,648
10	1111	014	000	240	WORKER'S COMP.	7,584
10	1111	014	000	315	REGISTRATION	4,500
10	1111	014	000	319	PROF. SERVICES	500
10	1111	014	000	323	REPAIR & MAINT.	150
10	1111	014	000	334	TRAVEL	2,500
10	1111	014	000	340	COMMUNICATIONS	1,200
10	1111	014	000	411	NON-TECHNOLOGY SUPPLIES	31,250
10	1111	014	000	412	TECHNOLOGY SUPPLIES	500
10	1111	014	000	422	INSTRUCTIONAL SOFTWARE	1,000
10	1111	014	000	424	INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS	4,000
10	1111	014	000	461	FOOD	100
10	1111	014	000	472	SOFTWARE	0
10	1111	014	000	473	SOFTWARE LICENSING FEES	0
10	1111	014	000	479	OTHER NON-CONSUMABLE SUPPLIES	8,000
TOTAL GENERAL INST. VANDENBERG						<u>1,994,389</u>
10	1111	014	901	373	PAYMENTS-OTHER EDUCATIONAL INSTITUTIONS	7,500
TOTAL BHOLC VANDENBERG						<u>7,500</u>
10	1121	020	000	111	CERTIFIED SALARIES	2,304,040
10	1121	020	000	112	INSTRUCTIONAL AIDES	21,988
10	1121	020	000	114	CLASSIFIED STAFF	59,176
10	1121	020	000	120	CERTIFIED SUBS.	40,000
10	1121	020	000	121	CLASSIFIED SUBS.	1,000
10	1121	020	000	130	OVERTIME / STIPENDS	2,000
10	1121	020	000	140	UNUSED SICK LEAVE	23,040
10	1121	020	000	210	SOCIAL SECURITY	187,520
10	1121	020	000	220	RETIREMENT	143,112
10	1121	020	000	230	GROUP INSURANCE	256,295
10	1121	020	000	240	WORKER'S COMP.	10,065
10	1121	020	000	315	REGISTRATION	2,000
10	1121	020	000	319	PROF. SERVICES	1,500
10	1121	020	000	323	REPAIR & MAINT.	2,000
10	1121	020	000	334	TRAVEL	5,000
10	1121	020	000	340	COMMUNICATIONS	2,500
10	1121	020	000	411	NON-TECHNOLOGY SUPPLIES	31,800
10	1121	020	000	412	TECHNOLOGY SUPPLIES	0
10	1121	020	000	424	INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS	6,000
10	1121	020	000	461	FOOD	100
10	1121	020	000	472	SOFTWARE	500
10	1121	020	000	473	SOFTWARE LICENSING FEES	0
10	1121	020	000	479	OTHER NON-CONSUMABLE SUPPLIES	15,000
10	1121	020	000	640	DUES AND FEES	500
TOTAL GENERAL INST. MIDDLE SCHOOL						<u>3,115,137</u>
10	1121	020	901	373	PAYMENTS-OTHER EDUCATIONAL INSTITUTIONS	12,500
TOTAL BHOLC MIDDLE SCHOOL						<u>12,500</u>

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	1131	030	000	111 CERTIFIED SALARIES	2,648,809
10	1131	030	000	112 INSTRUCTIONAL AIDES	49,163
10	1131	030	000	114 CLASSIFIED STAFF	49,888
10	1131	030	000	120 CERTIFIED SUBS.	45,000
10	1131	030	000	121 CLASSIFIED SUBS.	1,000
10	1131	030	000	130 OVERTIME / STIPENDS	2,400
10	1131	030	000	140 UNUSED SICK LEAVE	26,488
10	1131	030	000	210 SOCIAL SECURITY	215,940
10	1131	030	000	220 RETIREMENT	165,016
10	1131	030	000	230 GROUP INSURANCE	272,067
10	1131	030	000	240 WORKER'S COMP.	11,373
10	1131	030	000	315 REGISTRATION	1,500
10	1131	030	000	319 PROF. SERVICES	1,000
10	1131	030	000	323 REPAIR & MAINT.	3,000
10	1131	030	000	334 TRAVEL	4,500
10	1131	030	000	340 COMMUNICATIONS	2,000
10	1131	030	000	411 NON-TECHNOLOGY SUPPLIES	55,500
10	1131	030	000	412 TECHNOLOGY SUPPLIES	1,200
10	1131	030	000	422 INSTRUCTIONAL SOFTWARE	800
10	1131	030	000	424 INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS	500
10	1131	030	000	461 FOOD	100
10	1131	030	000	472 SOFTWARE	2,000
10	1131	030	000	473 SOFTWARE LICENSING FEES	19,000
10	1131	030	000	479 OTHER NON-CONSUMABLE SUPPLIES	3,000
10	1131	030	000	640 DUES AND FEES	<u>150</u>
TOTAL GENERAL INST. HIGH SCHOOL					<u><u>3,581,394</u></u>
10	1131	030	031	371 DUAL CREDIT HIGH SCHOOL TUITION	21,500
10	1131	030	031	373 PAYMENTS-OTHER EDUCATIONAL INSTITUTIONS	<u>15,000</u>
TOTAL BHOLC HIGH SCHOOL/DUAL CREDIT HIGH SCHOOL					<u><u>36,500</u></u>
10	1250	000	000	111 CERTIFIED SALARIES	29,263
10	1250	000	000	210 SOCIAL SECURITY	2,239
10	1250	000	000	220 RETIREMENT	1,756
10	1250	000	000	230 GROUP INSURANCE	7,805
10	1250	000	000	240 WORKER'S COMP.	124
10	1250	000	000	315 REGISTRATION	150
10	1250	000	000	334 TRAVEL	200
10	1250	000	000	411 NON-TECHNOLOGY SUPPLIES	400
10	1250	000	000	412 TECHNOLOGY SUPPLIES	500
10	1250	000	000	479 OTHER NON-CONSUMABLE SUPPLIES	<u>100</u>
TOTAL CULTURALLY DIFFERENT (ESL)					<u><u>42,536</u></u>
TOTAL INSTRUCTION 1000					<u><u>13,727,714</u></u>
10	2111	006	000	319 PROF. SERVICES	<u>110,000</u>
TOTAL LIASON					<u><u>110,000</u></u>
10	2121	006	000	130 OVERTIME / STIPENDS	1,700
10	2121	006	000	315 REGISTRATION	500
10	2121	006	000	319 PROF. SERVICES	14,000
10	2121	006	000	334 TRAVEL	1,500
10	2121	006	000	411 NON-TECHNOLOGY SUPPLIES	14,000
10	2121	006	000	412 TECHNOLOGY SUPPLIES	<u>0</u>
TOTAL CENTRAL TESTING					<u><u>31,700</u></u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2122	012	000	111	CERTIFIED SALARIES	75,125
10	2122	012	000	140	UNUSED SICK LEAVE	751
10	2122	012	000	210	SOCIAL SECURITY	5,805
10	2122	012	000	220	RETIREMENT	4,508
10	2122	012	000	230	GROUP INSURANCE	7,805
10	2122	012	000	240	WORKER'S COMP.	340
10	2122	012	000	315	REGISTRATION	150
10	2122	012	000	334	TRAVEL	150
10	2122	012	000	411	NON-TECHNOLOGY SUPPLIES	600
10	2122	012	000	412	TECHNOLOGY SUPPLIES	0
10	2122	012	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>150</u>
TOTAL GUIDANCE BADGER / CARROUSEL						<u><u>95,383</u></u>
10	2122	013	000	111	CERTIFIED SALARIES	54,025
10	2122	013	000	140	UNUSED SICK LEAVE	540
10	2122	013	000	210	SOCIAL SECURITY	4,174
10	2122	013	000	220	RETIREMENT	3,242
10	2122	013	000	230	GROUP INSURANCE	617
10	2122	013	000	240	WORKER'S COMP.	231
10	2122	013	000	315	REGISTRATION	150
10	2122	013	000	334	TRAVEL	150
10	2122	013	000	411	NON-TECHNOLOGY SUPPLIES	700
10	2122	013	000	412	TECHNOLOGY SUPPLIES	0
10	2122	013	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>50</u>
TOTAL GUIDANCE FRANCIS CASE						<u><u>63,879</u></u>
10	2122	014	000	111	CERTIFIED SALARIES	75,275
10	2122	014	000	140	UNUSED SICK LEAVE	753
10	2122	014	000	210	SOCIAL SECURITY	5,816
10	2122	014	000	220	RETIREMENT	4,517
10	2122	014	000	230	GROUP INSURANCE	7,805
10	2122	014	000	240	WORKER'S COMP.	343
10	2122	014	000	315	REGISTRATION	150
10	2122	014	000	334	TRAVEL	150
10	2122	014	000	411	NON-TECHNOLOGY SUPPLIES	700
10	2122	014	000	412	TECHNOLOGY SUPPLIES	0
10	2122	014	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>50</u>
TOTAL GUIDANCE VANDENBERG						<u><u>95,558</u></u>
10	2122	020	000	111	CERTIFIED SALARIES	120,266
10	2122	020	000	114	CLASSIFIED STAFF	26,928
10	2122	020	000	140	UNUSED SICK LEAVE	1,203
10	2122	020	000	210	SOCIAL SECURITY	11,352
10	2122	020	000	220	RETIREMENT	8,832
10	2122	020	000	230	GROUP INSURANCE	16,227
10	2122	020	000	240	WORKER'S COMP.	718
10	2122	020	000	315	REGISTRATION	200
10	2122	020	000	334	TRAVEL	300
10	2122	020	000	340	COMMUNICATIONS	25
10	2122	020	000	411	NON-TECHNOLOGY SUPPLIES	700
10	2122	020	000	412	TECHNOLOGY SUPPLIES	0
10	2122	020	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>50</u>
TOTAL GUIDANCE MIDDLE SCHOOL						<u><u>186,801</u></u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2122	030	000	111	CERTIFIED SALARIES	158,641
10	2122	030	000	114	CLASSIFIED STAFF	26,928
10	2122	030	000	140	UNUSED SICK LEAVE	1,586
10	2122	030	000	210	SOCIAL SECURITY	14,317
10	2122	030	000	220	RETIREMENT	11,134
10	2122	030	000	230	GROUP INSURANCE	23,415
10	2122	030	000	240	WORKER'S COMP.	837
10	2122	030	000	315	REGISTRATION	200
10	2122	030	000	334	TRAVEL	300
10	2122	030	000	340	COMMUNICATIONS	200
10	2122	030	000	411	NON-TECHNOLOGY SUPPLIES	750
10	2122	030	000	412	TECHNOLOGY SUPPLIES	0
10	2122	030	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>250</u>

TOTAL GUIDANCE HIGH SCHOOL 238,559

10	2134	006	000	121	CERTIFIED SUBS.	3,000
10	2134	006	000	210	SOCIAL SECURITY	230
10	2134	006	000	220	RETIREMENT	180
10	2134	006	000	315	REGISTRATION	400
10	2134	006	000	334	TRAVEL	400
10	2134	006	000	340	COMMUNICATIONS	50
10	2134	006	000	411	NON-TECHNOLOGY SUPPLIES	6,000
10	2134	006	000	412	TECHNOLOGY SUPPLIES	0
10	2134	006	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>

PUPIL PERSONNEL NURSE 10,760

10	2134	012	000	114	CLASSIFIED STAFF	47,353
10	2134	012	000	130	OVERTIME / STIPENDS	500
10	2134	012	000	210	SOCIAL SECURITY	3,623
10	2134	012	000	220	RETIREMENT	2,841
10	2134	012	000	230	GROUP INSURANCE	7,805
10	2134	012	000	240	WORKER'S COMP.	<u>195</u>

BADGER CLARK NURSE 62,317

10	2134	013	000	114	CLASSIFIED STAFF	49,538
10	2134	013	000	130	OVERTIME / STIPENDS	500
10	2134	013	000	210	SOCIAL SECURITY	3,790
10	2134	013	000	220	RETIREMENT	2,972
10	2134	013	000	230	GROUP INSURANCE	617
10	2134	013	000	240	WORKER'S COMP.	<u>200</u>

FRANCIS CASE NURSE 57,617

10	2134	014	000	114	CLASSIFIED STAFF	47,353
10	2134	014	000	130	OVERTIME / STIPENDS	500
10	2134	014	000	210	SOCIAL SECURITY	3,623
10	2134	014	000	220	RETIREMENT	2,841
10	2134	014	000	230	GROUP INSURANCE	617
10	2134	014	000	240	WORKER'S COMP.	<u>248</u>

VANDENBERG NURSE 55,182

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2134	020	000	114	CLASSIFIED STAFF	48,446
10	2134	020	000	130	OVERTIME / STIPENDS	500
10	2134	020	000	210	SOCIAL SECURITY	3,706
10	2134	020	000	220	RETIREMENT	2,907
10	2134	020	000	230	GROUP INSURANCE	7,805
10	2134	020	000	240	WORKER'S COMP.	<u>199</u>
					MIDDLE SCHOOL NURSE	<u>63,563</u>
10	2139	000	700	690	MISC. EXPENDITURES	<u>20,000</u>
					WELLNESS CLINIC	<u>20,000</u>
					TOTAL HEALTH SERVICE	<u>269,438</u>
10	2212	002	000	130	OVERTIME / STIPENDS	10,000
10	2212	002	000	210	SOCIAL SECURITY	765
10	2212	002	000	220	RETIREMENT	600
10	2212	002	000	315	REGISTRATION	500
10	2212	002	000	319	PROF. SERVICES	20,000
10	2212	002	000	334	TRAVEL	500
10	2212	002	000	340	COMMUNICATIONS	300
10	2212	002	000	411	NON-TECHNOLOGY SUPPLIES	500
10	2212	002	000	412	TECHNOLOGY SUPPLIES	0
10	2212	002	000	479	OTHER NON-CONSUMABLE SUPPLIES	500
10	2212	002	000	640	DUES AND FEES	<u>500</u>
					TOTAL CURRICULUM	<u>34,165</u>
10	2213	002	000	130	OVERTIME / STIPENDS	5,000
10	2213	002	000	210	SOCIAL SECURITY	383
10	2213	002	000	220	RETIREMENT	300
10	2213	002	000	319	PROF. SERVICES	2,500
10	2213	002	000	340	COMMUNICATIONS	100
10	2213	002	000	411	NON-TECHNOLOGY SUPPLIES	1,000
10	2213	002	000	412	TECHNOLOGY SUPPLIES	0
10	2213	002	000	461	FOOD	100
10	2213	002	000	640	DUES AND FEES	<u>1,000</u>
					TOTAL STAFF DEVELOPMENT	<u>10,383</u>
10	2222	012	000	112	INSTRUCTIONAL AIDES	40,608
10	2222	012	000	210	SOCIAL SECURITY	3,107
10	2222	012	000	220	RETIREMENT	2,436
10	2222	012	000	230	GROUP INSURANCE	4,507
10	2222	012	000	240	WORKER'S COMP.	170
10	2222	012	000	315	REGISTRATION	300
10	2222	012	000	319	PROF. SERVICES	1,200
10	2222	012	000	325	RENTALS	20
10	2222	012	000	334	TRAVEL	30
10	2222	012	000	411	NON-TECHNOLOGY SUPPLIES	445
10	2222	012	000	412	TECHNOLOGY SUPPLIES	100
10	2222	012	000	425	PERIODICALS	375
10	2222	012	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>
					TOTAL LIBRARY BADGER CLARK	<u>54,298</u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2222	013	000	112	INSTRUCTIONAL AIDES	45,120
10	2222	013	000	210	SOCIAL SECURITY	3,452
10	2222	013	000	220	RETIREMENT	2,707
10	2222	013	000	230	GROUP INSURANCE	11,707
10	2222	013	000	240	WORKER'S COMP.	197
10	2222	013	000	315	REGISTRATION	420
10	2222	013	000	319	PROF. SERVICES	800
10	2222	013	000	325	RENTALS	20
10	2222	013	000	334	TRAVEL	30
10	2222	013	000	411	NON-TECHNOLOGY SUPPLIES	575
10	2222	013	000	412	TECHNOLOGY SUPPLIES	100
10	2222	013	000	425	PERIODICALS	525
10	2222	013	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>

TOTAL LIBRARY FRANCIS CASE	<u><u>66,653</u></u>
----------------------------	----------------------

10	2222	014	000	112	INSTRUCTIONAL AIDES	23,312
10	2222	014	000	210	SOCIAL SECURITY	1,783
10	2222	014	000	220	RETIREMENT	1,399
10	2222	014	000	230	GROUP INSURANCE	7,805
10	2222	014	000	240	WORKER'S COMP.	114
10	2222	014	000	315	REGISTRATION	420
10	2222	014	000	319	PROF. SERVICES	800
10	2222	014	000	325	RENTALS	20
10	2222	014	000	334	TRAVEL	30
10	2222	014	000	411	NON-TECHNOLOGY SUPPLIES	575
10	2222	014	000	412	TECHNOLOGY SUPPLIES	100
10	2222	014	000	425	PERIODICALS	1,000
10	2222	014	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>

TOTAL LIBRARY VANDENBERG	<u><u>38,358</u></u>
--------------------------	----------------------

10	2222	020	000	111	CERTIFIED SALARIES	58,835
10	2222	020	000	112	INSTRUCTIONAL AIDES	24,816
10	2222	020	000	140	UNUSED SICK LEAVE	588
10	2222	020	000	210	SOCIAL SECURITY	6,444
10	2222	020	000	220	RETIREMENT	5,019
10	2222	020	000	230	GROUP INSURANCE	8,410
10	2222	020	000	240	WORKER'S COMP.	336
10	2222	020	000	315	REGISTRATION	500
10	2222	020	000	319	PROF. SERVICES	1,200
10	2222	020	000	325	RENTALS	20
10	2222	020	000	334	TRAVEL	400
10	2222	020	000	411	NON-TECHNOLOGY SUPPLIES	625
10	2222	020	000	412	TECHNOLOGY SUPPLIES	100
10	2222	020	000	425	PERIODICALS	1,300
10	2222	020	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>

TOTAL LIBRARY MIDDLE SCHOOL	<u><u>109,594</u></u>
-----------------------------	-----------------------

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	2222	030	000	111 CERTIFIED SALARIES	79,247
10	2222	030	000	112 INSTRUCTIONAL AIDES	31,440
10	2222	030	000	140 UNUSED SICK LEAVE	792
10	2222	030	000	210 SOCIAL SECURITY	8,528
10	2222	030	000	220 RETIREMENT	6,641
10	2222	030	000	230 GROUP INSURANCE	15,610
10	2222	030	000	240 WORKER'S COMP.	503
10	2222	030	000	315 REGISTRATION	500
10	2222	030	000	319 PROF. SERVICES	3,000
10	2222	030	000	325 RENTALS	20
10	2222	030	000	334 TRAVEL	400
10	2222	030	000	411 NON-TECHNOLOGY SUPPLIES	435
10	2222	030	000	412 TECHNOLOGY SUPPLIES	100
10	2222	030	000	425 PERIODICALS	2,300
10	2222	030	000	479 OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>
TOTAL LIBRARY HIGH SCHOOL					150,517
10	2227	032	000	113 COORDINATOR SALARY	84,031
10	2227	032	000	114 CLASSIFIED STAFF	206,190
10	2227	032	000	121 CLASSIFIED SUBS.	500
10	2227	032	000	130 OVERTIME / STIPENDS	3,600
10	2227	032	000	210 SOCIAL SECURITY	22,516
10	2227	032	000	220 RETIREMENT	17,659
10	2227	032	000	230 GROUP INSURANCE	39,023
10	2227	032	000	240 WORKER'S COMP.	1,236
10	2227	032	000	315 REGISTRATION	600
10	2227	032	000	319 PROF. SERVICES	142,850
10	2227	032	000	323 REPAIR & MAINT.	8,000
10	2227	032	000	334 TRAVEL	1,000
10	2227	032	000	340 COMMUNICATIONS	11,600
10	2227	032	000	411 NON-TECHNOLOGY SUPPLIES	500
10	2227	032	000	412 TECHNOLOGY SUPPLIES	6,050
10	2227	032	000	461 FOOD	100
10	2227	032	000	471 COMPUTER EQUIPMENT NON-CONSUMABLE, NON-CAPI	1,600
10	2227	032	000	472 SOFTWARE	6,000
10	2227	032	000	473 SOFTWARE LICENSING FEES	21,500
10	2227	032	000	479 OTHER NON-CONSUMABLE SUPPLIES	30
10	2227	032	000	640 DUES AND FEES	<u>70</u>
TOTAL COMPUTER ASSISTANCE					574,655
10	2311	001	000	190 BOARD PER DIEM	15,000
10	2311	001	000	210 SOCIAL SECURITY	1,148
10	2311	001	000	220 RETIREMENT	900
10	2311	001	000	315 REGISTRATION	1,750
10	2311	001	000	319 PROF. SERVICES	13,150
10	2311	001	000	334 TRAVEL	3,700
10	2311	001	000	340 COMMUNICATIONS	7,000
10	2311	001	000	411 NON-TECHNOLOGY SUPPLIES	800
10	2311	001	000	412 TECHNOLOGY SUPPLIES	200
10	2311	001	000	425 PERIODICALS	250
10	2311	001	000	461 FOOD	3,000
10	2311	001	000	473 SOFTWARE LICENSING FEES	2,550
10	2311	001	000	640 DUES AND FEES	<u>26,600</u>

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

	TOTAL BOARD OF EDUCATION		76,048
10	2314 004 000	319 PROF. SERVICES	600
10	2314 004 000	411 NON-TECHNOLOGY SUPPLIES	150
10	2314 004 000	412 TECHNOLOGY SUPPLIES	<u>0</u>
	TOTAL ELECTION SERVICES		<u>750</u>
10	2315 001 000	319 PROF. SERVICES	<u>25,000</u>
	TOTAL LEGAL SERVICES		<u>25,000</u>
10	2317 004 000	319 PROF. SERVICES	<u>37,500</u>
	TOTAL AUDIT SERVICES		<u>37,500</u>
10	2321 001 000	113 ADMINISTRATOR SALARY	159,692
10	2321 001 000	114 CLASSIFIED STAFF	56,898
10	2321 001 000	140 UNUSED SICK LEAVE	1,597
10	2321 001 000	210 SOCIAL SECURITY	16,691
10	2321 001 000	220 RETIREMENT	12,995
10	2321 001 000	230 GROUP INSURANCE	29,646
10	2321 001 000	240 WORKER'S COMP.	1,164
10	2321 001 000	315 REGISTRATION	2,500
10	2321 001 000	334 TRAVEL	12,000
10	2321 001 000	340 COMMUNICATIONS	550
10	2321 001 000	411 NON-TECHNOLOGY SUPPLIES	750
10	2321 001 000	412 TECHNOLOGY SUPPLIES	250
10	2321 001 000	425 PERIODICALS	600
10	2321 001 000	461 FOOD	100
10	2321 001 000	479 OTHER NON-CONSUMABLE SUPPLIES	300
10	2321 001 000	640 DUES AND FEES	<u>1,600</u>
	TOTAL SUPERINTENDENT'S OFFICE		<u>297,334</u>
10	2329 002 310	113 ADMINISTRATOR SALARY	128,289
10	2329 002 310	140 UNUSED SICK LEAVE	1,283
10	2329 002 310	210 SOCIAL SECURITY	9,912
10	2329 002 310	220 RETIREMENT	7,697
10	2329 002 310	230 GROUP INSURANCE	17,991
10	2329 002 310	240 WORKER'S COMP.	261
10	2329 002 310	315 REGISTRATION	850
10	2329 002 310	334 TRAVEL	2,400
10	2329 002 310	340 COMMUNICATIONS	150
10	2329 002 310	411 NON-TECHNOLOGY SUPPLIES	1,500
10	2329 002 310	412 TECHNOLOGY SUPPLIES	0
10	2329 002 310	425 PERIODICALS	250
10	2329 002 310	461 FOOD	100
10	2329 002 310	479 OTHER NON-CONSUMABLE SUPPLIES	500
10	2329 002 310	640 DUES AND FEES	<u>1,500</u>
	TOTAL COORDINATING ADMIN. OFFICE (ELEMENTARY)		<u>172,683</u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2329	002	311	113	ADMINISTRATOR SALARY	113,914
10	2329	002	311	140	UNUSED SICK LEAVE	1,139
10	2329	002	311	210	SOCIAL SECURITY	8,802
10	2329	002	311	220	RETIREMENT	6,835
10	2329	002	311	230	GROUP INSURANCE	17,991
10	2329	002	311	240	WORKER'S COMP.	231
10	2329	002	311	315	REGISTRATION	850
10	2329	002	311	334	TRAVEL	2,400
10	2329	002	311	340	COMMUNICATIONS	150
10	2329	002	311	411	NON-TECHNOLOGY SUPPLIES	1,500
10	2329	002	311	412	TECHNOLOGY SUPPLIES	0
10	2329	002	311	425	PERIODICALS	250
10	2329	002	311	461	FOOD	100
10	2329	002	311	479	OTHER NON-CONSUMABLE SUPPLIES	500
10	2329	002	311	640	DUES AND FEES	<u>1,500</u>

TOTAL COORDINATING ADMIN. OFFICE (SECONDARY)						<u><u>156,162</u></u>
--	--	--	--	--	--	-----------------------

10	2329	002	312	113	ADMINISTRATOR SALARY	122,430
10	2329	002	312	140	UNUSED SICK LEAVE	1,224
10	2329	002	312	210	SOCIAL SECURITY	9,460
10	2329	002	312	220	RETIREMENT	7,346
10	2329	002	312	230	GROUP INSURANCE	17,991
10	2329	002	312	240	WORKER'S COMP.	253
10	2329	002	312	315	REGISTRATION	1,000
10	2329	002	312	319	PROF. SERVICES	500
10	2329	002	312	334	TRAVEL	2,400
10	2329	002	312	340	COMMUNICATIONS	150
10	2329	002	312	411	NON-TECHNOLOGY SUPPLIES	1,000
10	2329	002	312	412	TECHNOLOGY SUPPLIES	500
10	2329	002	312	425	PERIODICALS	100
10	2329	002	312	461	FOOD	100
10	2329	002	312	479	OTHER NON-CONSUMABLE SUPPLIES	500
10	2329	002	312	640	DUES AND FEES	<u>1,500</u>

TOTAL COORDINATING ADMIN. OFFICE (OPERATIONAL SUPPORT)						<u><u>166,454</u></u>
--	--	--	--	--	--	-----------------------

10	2410	012	000	113	ADMINISTRATOR SALARY	104,265
10	2410	012	000	114	CLASSIFIED STAFF	35,816
10	2410	012	000	130	OVERTIME / STIPENDS	12,200
10	2410	012	000	140	UNUSED SICK LEAVE	1,043
10	2410	012	000	210	SOCIAL SECURITY	11,729
10	2410	012	000	220	RETIREMENT	8,405
10	2410	012	000	230	GROUP INSURANCE	15,610
10	2410	012	000	240	WORKER'S COMP.	630
10	2410	012	000	315	REGISTRATION	1,250
10	2410	012	000	334	TRAVEL	2,250
10	2410	012	000	411	NON-TECHNOLOGY SUPPLIES	1,000
10	2410	012	000	412	TECHNOLOGY SUPPLIES	0
10	2410	012	000	479	OTHER NON-CONSUMABLE SUPPLIES	250
10	2410	012	000	640	DUES AND FEES	<u>1,000</u>

TOTAL PRIN. OFFICE BADGER CLARK						<u><u>195,448</u></u>
---------------------------------	--	--	--	--	--	-----------------------

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2410	013	000	113	ADMINISTRATOR SALARY	104,265
10	2410	013	000	114	CLASSIFIED STAFF	35,816
10	2410	013	000	130	OVERTIME / STIPENDS	12,200
10	2410	013	000	140	UNUSED SICK LEAVE	1,043
10	2410	013	000	210	SOCIAL SECURITY	11,729
10	2410	013	000	220	RETIREMENT	8,405
10	2410	013	000	230	GROUP INSURANCE	15,610
10	2410	013	000	240	WORKER'S COMP.	624
10	2410	013	000	315	REGISTRATION	1,250
10	2410	013	000	334	TRAVEL	1,250
10	2410	013	000	411	NON-TECHNOLOGY SUPPLIES	2,000
10	2410	013	000	412	TECHNOLOGY SUPPLIES	0
10	2410	013	000	479	OTHER NON-CONSUMABLE SUPPLIES	350
10	2410	013	000	640	DUES AND FEES	<u>875</u>

TOTAL PRIN. OFFICE FRANCIS CASE						<u><u>195,417</u></u>
---------------------------------	--	--	--	--	--	-----------------------

10	2410	014	000	113	ADMINISTRATOR SALARY	100,080
10	2410	014	000	114	CLASSIFIED STAFF	34,008
10	2410	014	000	130	OVERTIME / STIPENDS	11,200
10	2410	014	000	140	UNUSED SICK LEAVE	1,001
10	2410	014	000	210	SOCIAL SECURITY	11,191
10	2410	014	000	220	RETIREMENT	8,045
10	2410	014	000	230	GROUP INSURANCE	15,610
10	2410	014	000	240	WORKER'S COMP.	564
10	2410	014	000	315	REGISTRATION	1,000
10	2410	014	000	334	TRAVEL	2,300
10	2410	014	000	411	NON-TECHNOLOGY SUPPLIES	900
10	2410	014	000	412	TECHNOLOGY SUPPLIES	0
10	2410	014	000	479	OTHER NON-CONSUMABLE SUPPLIES	600
10	2410	014	000	640	DUES AND FEES	<u>1,200</u>

TOTAL PRIN. OFFICE VANDENBERG						<u><u>187,699</u></u>
-------------------------------	--	--	--	--	--	-----------------------

10	2410	020	000	113	ADMINISTRATOR SALARY	206,660
10	2410	020	000	114	CLASSIFIED STAFF	35,816
10	2410	020	000	130	OVERTIME / STIPENDS	2,700
10	2410	020	000	140	UNUSED SICK LEAVE	2,067
10	2410	020	000	210	SOCIAL SECURITY	18,914
10	2410	020	000	220	RETIREMENT	14,549
10	2410	020	000	230	GROUP INSURANCE	23,415
10	2410	020	000	240	WORKER'S COMP.	1,075
10	2410	020	000	315	REGISTRATION	1,000
10	2410	020	000	319	PROF. SERVICES	100
10	2410	020	000	323	REPAIR & MAINT.	100
10	2410	020	000	334	TRAVEL	3,200
10	2410	020	000	411	NON-TECHNOLOGY SUPPLIES	650
10	2410	020	000	412	TECHNOLOGY SUPPLIES	0
10	2410	020	000	479	OTHER NON-CONSUMABLE SUPPLIES	1,850
10	2410	020	000	640	DUES AND FEES	<u>2,200</u>

TOTAL PRIN. OFFICE MIDDLE SCHOOL						<u><u>314,295</u></u>
----------------------------------	--	--	--	--	--	-----------------------

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2410	030	000	113	ADMINISTRATOR SALARY	209,195
10	2410	030	000	114	CLASSIFIED STAFF	35,816
10	2410	030	000	130	OVERTIME / STIPENDS	1,300
10	2410	030	000	140	UNUSED SICK LEAVE	2,092
10	2410	030	000	210	SOCIAL SECURITY	19,003
10	2410	030	000	220	RETIREMENT	14,779
10	2410	030	000	230	GROUP INSURANCE	16,215
10	2410	030	000	240	WORKER'S COMP.	1,122
10	2410	030	000	315	REGISTRATION	600
10	2410	030	000	319	PROF. SERVICES	100
10	2410	030	000	323	REPAIR & MAINT.	100
10	2410	030	000	334	TRAVEL	1,300
10	2410	030	000	411	NON-TECHNOLOGY SUPPLIES	200
10	2410	030	000	412	TECHNOLOGY SUPPLIES	100
10	2410	030	000	479	OTHER NON-CONSUMABLE SUPPLIES	200
10	2410	030	000	640	DUES AND FEES	<u>1,900</u>

TOTAL PRIN. OFFICE HIGH SCHOOL	<u><u>304,021</u></u>
--------------------------------	-----------------------

10	2521	004	000	113	ADMINISTRATOR SALARY	121,982
10	2521	004	000	114	CLASSIFIED STAFF	156,556
10	2521	004	000	121	CLASSIFIED SUBS.	500
10	2521	004	000	140	UNUSED SICK LEAVE	1,220
10	2521	004	000	210	SOCIAL SECURITY	21,440
10	2521	004	000	220	RETIREMENT	16,712
10	2521	004	000	230	GROUP INSURANCE	34,217
10	2521	004	000	240	WORKER'S COMP.	1,142
10	2521	004	000	315	REGISTRATION	2,000
10	2521	004	000	319	PROF. SERVICES	10,000
10	2521	004	000	323	REPAIR & MAINT.	1,000
10	2521	004	000	334	TRAVEL	9,000
10	2521	004	000	340	COMMUNICATIONS	2,000
10	2521	004	000	411	NON-TECHNOLOGY SUPPLIES	6,000
10	2521	004	000	412	TECHNOLOGY SUPPLIES	1,000
10	2521	004	000	425	PERIODICALS	500
10	2521	004	000	461	FOOD	100
10	2521	004	000	472	SOFTWARE	7,500
10	2521	004	000	479	OTHER NON-CONSUMABLE SUPPLIES	1,000
10	2521	004	000	640	DUES AND FEES	<u>7,500</u>

TOTAL FISCAL SERVICES	<u><u>401,369</u></u>
-----------------------	-----------------------

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2541	005	000	113	COORDINATOR SALARY	77,097
10	2541	005	000	114	CLASSIFIED STAFF	233,290
10	2541	005	000	121	CLASSIFIED SUBS.	500
10	2541	005	000	210	SOCIAL SECURITY	23,783
10	2541	005	000	220	RETIREMENT	18,623
10	2541	005	000	230	GROUP INSURANCE	39,640
10	2541	005	000	240	WORKER'S COMP.	1,630
10	2541	005	000	315	REGISTRATION	4,000
10	2541	005	000	319	PROF. SERVICES	55,000
10	2541	005	000	321	UTILITIES	75,000
10	2541	005	000	323	REPAIR & MAINT.	60,000
10	2541	005	000	334	TRAVEL	3,500
10	2541	005	000	340	COMMUNICATIONS	15,000
10	2541	005	000	411	NON-TECHNOLOGY SUPPLIES	50,000
10	2541	005	000	412	TECHNOLOGY SUPPLIES	1,500
10	2541	005	000	413	MOTOR FUEL	0
10	2541	005	000	425	PERIODICALS	500
10	2541	005	000	461	FOOD	100
10	2541	005	000	472	SOFTWARE	15,000
10	2541	005	000	473	SOFTWARE LICENSING FEES	10,000
10	2541	005	000	479	OTHER NON-CONSUMABLE SUPPLIES	40,000
10	2541	005	000	651	PROPERTY INS.	<u>400,858</u>

TOTAL MAINTENANCE CENTRAL 1,125,021

10	2542	005	000	114	CLASSIFIED STAFF	56,613
10	2542	005	000	121	CLASSIFIED SUBS.	2,000
10	2542	005	000	130	OVERTIME / STIPENDS	4,000
10	2542	005	000	210	SOCIAL SECURITY	4,790
10	2542	005	000	220	RETIREMENT	3,637
10	2542	005	000	230	GROUP INSURANCE	11,707
10	2542	005	000	240	WORKER'S COMP.	214
10	2542	005	000	321	UTILITIES	20,000
10	2542	005	000	411	NON-TECHNOLOGY SUPPLIES	55,000
10	2542	005	000	412	TECHNOLOGY SUPPLIES	600
10	2542	005	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,500</u>

TOTAL CUSTODIAL CENTRAL 160,061

10	2542	012	000	114	CLASSIFIED STAFF	119,810
10	2542	012	000	210	SOCIAL SECURITY	9,165
10	2542	012	000	220	RETIREMENT	7,189
10	2542	012	000	230	GROUP INSURANCE	23,414
10	2542	012	000	240	WORKER'S COMP.	515
10	2542	012	000	321	UTILITIES	<u>44,000</u>

TOTAL CUSTODIAL BADGER CLARK 204,093

10	2542	013	000	114	CLASSIFIED STAFF	127,745
10	2542	013	000	210	SOCIAL SECURITY	9,772
10	2542	013	000	220	RETIREMENT	7,665
10	2542	013	000	230	GROUP INSURANCE	9,026
10	2542	013	000	240	WORKER'S COMP.	503
10	2542	013	000	321	UTILITIES	<u>50,000</u>

TOTAL CUSTODIAL FRANCIS CASE 204,711

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2542	014	000	114	CLASSIFIED STAFF	104,093
10	2542	014	000	210	SOCIAL SECURITY	7,963
10	2542	014	000	220	RETIREMENT	6,246
10	2542	014	000	230	GROUP INSURANCE	19,512
10	2542	014	000	240	WORKER'S COMP.	449
10	2542	014	000	321	UTILITIES	<u>80,000</u>
TOTAL CUSTODIAL VANDENBERG						<u><u>218,263</u></u>
10	2542	020	000	114	CLASSIFIED STAFF	158,074
10	2542	020	000	210	SOCIAL SECURITY	12,093
10	2542	020	000	220	RETIREMENT	9,484
10	2542	020	000	230	GROUP INSURANCE	16,831
10	2542	020	000	240	WORKER'S COMP.	673
10	2542	020	000	321	UTILITIES	<u>85,000</u>
TOTAL CUSTODIAL MIDDLE SCHOOL						<u><u>282,155</u></u>
10	2542	030	000	114	CLASSIFIED STAFF	199,470
10	2542	030	000	210	SOCIAL SECURITY	15,259
10	2542	030	000	220	RETIREMENT	11,968
10	2542	030	000	230	GROUP INSURANCE	24,635
10	2542	030	000	240	WORKER'S COMP.	890
10	2542	030	000	321	UTILITIES	<u>150,000</u>
TOTAL CUSTODIAL HIGH SCHOOL						<u><u>402,223</u></u>
10	2543	005	000	411	NON-TECHNOLOGY SUPPLIES	24,000
10	2543	005	000	412	TECHNOLOGY SUPPLIES	0
10	2543	005	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>6,000</u>
TOTAL UPKEEP OF GROUNDS CENTRAL						<u><u>30,000</u></u>
10	2551	050	000	113	COORDINATOR SALARY	77,838
10	2551	050	000	210	SOCIAL SECURITY	5,955
10	2551	050	000	220	RETIREMENT	4,670
10	2551	050	000	230	GROUP INSURANCE	617
10	2551	050	000	240	WORKER'S COMP.	348
10	2551	050	000	315	REGISTRATION	150
10	2551	050	000	319	PROF. SERVICES	250
10	2551	050	000	323	REPAIR & MAINT.	250
10	2551	050	000	334	TRAVEL	200
10	2551	050	000	340	COMMUNICATIONS	3,000
10	2551	050	000	411	NON-TECHNOLOGY SUPPLIES	1,200
10	2551	050	000	412	TECHNOLOGY SUPPLIES	<u>0</u>
TOTAL PUPIL TRANS. COORD.						<u><u>94,478</u></u>

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	2552	050	000	114	CLASSIFIED STAFF	367,408
10	2552	050	000	121	CLASSIFIED SUBS.	2,900
10	2552	050	000	191	OTHER SALARIES	55,000
10	2552	050	000	210	SOCIAL SECURITY	32,536
10	2552	050	000	220	RETIREMENT	25,518
10	2552	050	000	230	GROUP INSURANCE	95,825
10	2552	050	000	240	WORKER'S COMP.	1,410
10	2552	050	000	315	REGISTRATION	100
10	2552	050	000	319	PROF. SERVICES	6,000
10	2552	050	000	334	TRAVEL	250
10	2552	050	000	411	NON-TECHNOLOGY SUPPLIES	400
10	2552	050	000	412	TECHNOLOGY SUPPLIES	0
10	2552	050	000	461	FOOD	100
10	2552	050	000	472	SOFTWARE	500
10	2552	050	000	473	SOFTWARE LICENSING FEES	1,000
10	2552	050	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>

TOTAL PUPIL TRANSPORTATION 589,448

10	2554	050	000	114	CLASSIFIED STAFF	64,311
10	2554	050	000	210	SOCIAL SECURITY	4,920
10	2554	050	000	220	RETIREMENT	3,859
10	2554	050	000	230	GROUP INSURANCE	7,805
10	2554	050	000	240	WORKER'S COMP.	284
10	2554	050	000	319	PROF. SERVICES	5,650
10	2554	050	000	411	NON-TECHNOLOGY SUPPLIES	53,000
10	2554	050	000	412	TECHNOLOGY SUPPLIES	0
10	2554	050	000	413	MOTOR FUEL	81,000
10	2554	050	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>5,000</u>

TOTAL VEHICLE SERVICE AND MAINT. 225,828

10	2573	040	000	114	CLASSIFIED STAFF	69,013
10	2573	040	000	121	CLASSIFIED SUBS.	500
10	2573	040	000	210	SOCIAL SECURITY	5,318
10	2573	040	000	220	RETIREMENT	4,171
10	2573	040	000	230	GROUP INSURANCE	13,658
10	2573	040	000	240	WORKER'S COMP.	269
10	2573	040	000	323	REPAIR & MAINT.	1,500
10	2573	040	000	325	RENTALS	2,000
10	2573	040	000	411	NON-TECHNOLOGY SUPPLIES	1,500
10	2573	040	000	412	TECHNOLOGY SUPPLIES	0
10	2573	040	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>

TOTAL WAREHOUSE & DISTRIBUTION 98,429

10	2574	041	000	323	REPAIR & MAINT.	3,300
10	2574	041	000	325	RENTALS	600
10	2574	041	000	411	NON-TECHNOLOGY SUPPLIES	3,500
10	2574	041	000	412	TECHNOLOGY SUPPLIES	200
10	2574	041	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>

TOTAL PRODUCTION 8,100

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	2641	003	000	114	CLASSIFIED STAFF	80,388
10	2641	003	000	210	SOCIAL SECURITY	6,150
10	2641	003	000	220	RETIREMENT	4,823
10	2641	003	000	230	GROUP INSURANCE	15,610
10	2641	003	000	240	WORKER'S COMP.	328
10	2641	003	000	315	REGISTRATION	600
10	2641	003	000	319	PROF. SERVICES	31,000
10	2641	003	000	323	REPAIR & MAINT.	75
10	2641	003	000	334	TRAVEL	100
10	2641	003	000	340	COMMUNICATIONS	850
10	2641	003	000	350	ADVERTISING	7,700
10	2641	003	000	411	NON-TECHNOLOGY SUPPLIES	1,200
10	2641	003	000	412	TECHNOLOGY SUPPLIES	0
10	2641	003	000	425	PERIODICALS	125
10	2641	003	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>100</u>

TOTAL PERSONNEL SERVICES 149,049

10	2665	000	000	114	CLASSIFIED STAFF	30,084
10	2665	000	000	210	SOCIAL SECURITY	2,301
10	2665	000	000	220	RETIREMENT	1,805
10	2665	000	000	230	GROUP INSURANCE	7,805
10	2665	000	000	315	REGISTRATION	250
10	2665	000	000	319	PROF. SERVICES	250
10	2665	000	000	334	TRAVEL	250
10	2665	000	000	411	NON-TECHNOLOGY SUPPLIES	250
10	2665	000	000	412	TECHNOLOGY SUPPLIES	250
10	2665	000	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>250</u>

TOTAL REGISTRAR 43,495

TOTAL SUPPORT SERVICES 2000 **8,495,473**

10	3900	000	000	319	PROF. SERVICES	<u>7,500</u>
----	------	-----	-----	-----	----------------	--------------

TOTAL COMMUNITY EDUCATION 7,500

TOTAL COMMUNITY SERVICES 3000 **7,500**

10	4500	000	000	150	EARLY RETIREMENT	251,793
10	4500	000	000	150	EARLY RETIREMENT	125,896
10	4500	000	000	210	SOCIAL SECURITY	28,893

TOTAL EARLY RETIREMENT **406,582**

10	5000	005	000	611	REDEMPTION OF PRINCIPAL	8,169
10	5000	012	000	611	REDEMPTION OF PRINCIPAL	18,520
10	5000	013	000	611	REDEMPTION OF PRINCIPAL	18,520
10	5000	014	000	611	REDEMPTION OF PRINCIPAL	16,338
10	5000	020	000	611	REDEMPTION OF PRINCIPAL	27,229
10	5000	030	000	611	REDEMPTION OF PRINCIPAL	46,289

TOTAL DEBT SERVICES **135,065**

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6100	020	000	240	WORKER'S COMP.	74
TOTAL M.S. MALE ACTIVITIES WORKER'S COMP.						74
10	6100	020	415	111	EXTRA CURRICULAR	15,086
10	6100	020	415	120	TEMP. SALARIES	1,200
10	6100	020	415	210	SOCIAL SECURITY	1,246
10	6100	020	415	220	RETIREMENT	905
10	6100	020	415	315	REGISTRATION	250
10	6100	020	415	319	PROF. SERVICES	1,200
10	6100	020	415	334	TRAVEL	250
10	6100	020	415	411	NON-TECHNOLOGY SUPPLIES	1,200
10	6100	020	415	412	TECHNOLOGY SUPPLIES	0
10	6100	020	415	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,800</u>
TOTAL M.S. FOOTBALL						23,137
10	6100	020	435	111	EXTRA CURRICULAR	5,188
10	6100	020	435	120	TEMP. SALARIES	1,000
10	6100	020	435	210	SOCIAL SECURITY	473
10	6100	020	435	220	RETIREMENT	311
10	6100	020	435	315	REGISTRATION	250
10	6100	020	435	319	PROF. SERVICES	850
10	6100	020	435	334	TRAVEL	300
10	6100	020	435	411	NON-TECHNOLOGY SUPPLIES	800
10	6100	020	435	412	TECHNOLOGY SUPPLIES	0
10	6100	020	435	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,200</u>
TOTAL M.S. WRESTLING						10,373
10	6100	030	000	240	WORKER'S COMP.	195
TOTAL H.S. MALE ACTIVITIES WORKER'S COMP.						195
10	6100	030	415	111	EXTRA CURRICULAR	31,070
10	6100	030	415	120	TEMP. SALARIES	5,000
10	6100	030	415	210	SOCIAL SECURITY	2,759
10	6100	030	415	220	RETIREMENT	1,864
10	6100	030	415	315	REGISTRATION	300
10	6100	030	415	319	PROF. SERVICES	9,340
10	6100	030	415	323	REPAIR & MAINT.	3,000
10	6100	030	415	334	TRAVEL	9,000
10	6100	030	415	411	NON-TECHNOLOGY SUPPLIES	3,000
10	6100	030	415	412	TECHNOLOGY SUPPLIES	800
10	6100	030	415	479	OTHER NON-CONSUMABLE SUPPLIES	<u>3,000</u>
TOTAL H.S. FOOTBALL						69,134

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6100	030	435	111	EXTRA CURRICULAR	14,692
10	6100	030	435	120	TEMP. SALARIES	800
10	6100	030	435	210	SOCIAL SECURITY	1,185
10	6100	030	435	220	RETIREMENT	882
10	6100	030	435	315	REGISTRATION	1,100
10	6100	030	435	319	PROF. SERVICES	2,940
10	6100	030	435	334	TRAVEL	13,000
10	6100	030	435	411	NON-TECHNOLOGY SUPPLIES	800
10	6100	030	435	412	TECHNOLOGY SUPPLIES	500
10	6100	030	435	479	OTHER NON-CONSUMABLE SUPPLIES	<u>700</u>
TOTAL H.S. WRESTLING						<u><u>36,599</u></u>
10	6200	020	000	240	WORKER'S COMP.	62
TOTAL M.S. FEMALE ACTIVITIES WORKER'S COMP.						<u><u>62</u></u>
10	6200	020	430	111	EXTRA CURRICULAR	10,760
10	6200	020	430	120	TEMP. SALARIES	700
10	6200	020	430	210	SOCIAL SECURITY	877
10	6200	020	430	220	RETIREMENT	646
10	6200	020	430	315	REGISTRATION	250
10	6200	020	430	319	PROF. SERVICES	1,200
10	6200	020	430	334	TRAVEL	250
10	6200	020	430	411	NON-TECHNOLOGY SUPPLIES	200
10	6200	020	430	412	TECHNOLOGY SUPPLIES	0
10	6200	020	430	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,500</u>
TOTAL M.S. VOLLEYBALL						<u><u>16,382</u></u>
10	6200	020	445	111	EXTRA CURRICULAR	2,960
10	6200	020	445	120	TEMP. SALARIES	0
10	6200	020	445	210	SOCIAL SECURITY	226
10	6200	020	445	220	RETIREMENT	178
10	6200	020	445	411	NON-TECHNOLOGY SUPPLIES	200
10	6200	020	445	412	TECHNOLOGY SUPPLIES	0
10	6200	020	445	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>
TOTAL M.S. CHEERLEADING						<u><u>4,564</u></u>
10	6200	030	000	240	WORKER'S COMP.	86
TOTAL H.S. FEMALE ACTIVITIES WORKER'S COMP.						<u><u>86</u></u>
10	6200	030	430	111	EXTRA CURRICULAR	18,582
10	6200	030	430	120	TEMP. SALARIES	6,000
10	6200	030	430	210	SOCIAL SECURITY	1,881
10	6200	030	430	220	RETIREMENT	1,115
10	6200	030	430	315	REGISTRATION	500
10	6200	030	430	319	PROF. SERVICES	12,340
10	6200	030	430	334	TRAVEL	13,000
10	6200	030	430	411	NON-TECHNOLOGY SUPPLIES	800
10	6200	030	430	412	TECHNOLOGY SUPPLIES	500
10	6200	030	430	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>
TOTAL H.S. VOLLEYBALL						<u><u>55,217</u></u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6900	014	000	240	WORKER'S COMP.	37
TOTAL VES COMBINED ACTIVITIES WORKER'S COMP.						37
10	6900	014	440	111	EXTRA CURRICULAR	7,360
10	6900	014	440	210	SOCIAL SECURITY	563
10	6900	014	440	220	RETIREMENT	<u>442</u>
TOTAL VES. INTRAMURALS						8,365
10	6900	014	455	111	EXTRA CURRICULAR	4,952
10	6900	014	455	210	SOCIAL SECURITY	379
10	6900	014	455	220	RETIREMENT	<u>297</u>
TOTAL VES. CHORUS						5,628
10	6900	020	000	240	WORKER'S COMP.	257
TOTAL M.S. COMBINED ACTIVITIES WORKER'S COMP.						257
10	6900	020	405	111	EXTRA CURRICULAR	20,816
10	6900	020	405	120	TEMP. SALARIES	1,900
10	6900	020	405	210	SOCIAL SECURITY	1,738
10	6900	020	405	220	RETIREMENT	1,249
10	6900	020	405	315	REGISTRATION	600
10	6900	020	405	319	PROF. SERVICES	2,100
10	6900	020	405	334	TRAVEL	250
10	6900	020	405	411	NON-TECHNOLOGY SUPPLIES	600
10	6900	020	405	412	TECHNOLOGY SUPPLIES	0
10	6900	020	405	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,400</u>
TOTAL M.S. BASKETBALL						30,653
10	6900	020	425	111	EXTRA CURRICULAR	12,723
10	6900	020	425	120	TEMP. SALARIES	1,200
10	6900	020	425	210	SOCIAL SECURITY	1,065
10	6900	020	425	220	RETIREMENT	763
10	6900	020	425	315	REGISTRATION	650
10	6900	020	425	319	PROF. SERVICES	500
10	6900	020	425	334	TRAVEL	350
10	6900	020	425	411	NON-TECHNOLOGY SUPPLIES	850
10	6900	020	425	412	TECHNOLOGY SUPPLIES	0
10	6900	020	425	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,500</u>
TOTAL M.S. TRACK / CROSS COUNTRY						19,601
10	6900	020	440	111	EXTRA CURRICULAR	2,880
10	6900	020	440	210	SOCIAL SECURITY	220
10	6900	020	440	220	RETIREMENT	<u>173</u>
TOTAL M.S. INTRAMURALS						3,273

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6900	020	455	111	EXTRA CURRICULAR	5,265
10	6900	020	455	120	TEMP. SALARIES	0
10	6900	020	455	210	SOCIAL SECURITY	403
10	6900	020	455	220	RETIREMENT	316
10	6900	020	455	315	REGISTRATION	550
10	6900	020	455	319	PROF. SERVICES	700
10	6900	020	455	334	TRAVEL	100
10	6900	020	455	411	NON-TECHNOLOGY SUPPLIES	100
10	6900	020	455	412	TECHNOLOGY SUPPLIES	<u>0</u>
TOTAL M.S. MUSIC						<u>7,434</u>
10	6900	020	460	111	EXTRA CURRICULAR	2,175
10	6900	020	460	210	SOCIAL SECURITY	166
10	6900	020	460	220	RETIREMENT	131
10	6900	020	460	411	NON-TECHNOLOGY SUPPLIES	3,000
10	6900	020	460	412	TECHNOLOGY SUPPLIES	0
10	6900	020	460	479	OTHER NON-CONSUMABLE SUPPLIES	<u>0</u>
TOTAL M.S. ANNUAL						<u>5,472</u>
10	6900	020	475	111	EXTRA CURRICULAR	12,047
10	6900	020	475	120	TEMP. SALARIES	500
10	6900	020	475	210	SOCIAL SECURITY	922
10	6900	020	475	220	RETIREMENT	723
10	6900	020	475	411	NON-TECHNOLOGY SUPPLIES	1,500
10	6900	020	475	412	TECHNOLOGY SUPPLIES	0
10	6900	020	475	479	OTHER NON-CONSUMABLE SUPPLIES	<u>2,200</u>
TOTAL M.S. DRAMA						<u>17,891</u>
10	6900	020	480	111	EXTRA CURRICULAR	1,847
10	6900	020	480	120	TEMP. SALARIES	0
10	6900	020	480	210	SOCIAL SECURITY	141
10	6900	020	480	220	RETIREMENT	111
10	6900	020	480	315	REGISTRATION	75
10	6900	020	480	334	TRAVEL	55
10	6900	020	480	411	NON-TECHNOLOGY SUPPLIES	100
10	6900	020	480	412	TECHNOLOGY SUPPLIES	<u>0</u>
TOTAL M.S. KNOWLEDGE BOWL						<u>2,329</u>
10	6900	020	485	111	EXTRA CURRICULAR	1,685
10	6900	020	485	210	SOCIAL SECURITY	129
10	6900	020	485	220	RETIREMENT	<u>101</u>
TOTAL M.S. NEWSPAPER						<u>1,915</u>
10	6900	020	495	111	EXTRA CURRICULAR	1,573
10	6900	020	495	210	SOCIAL SECURITY	120
10	6900	020	495	220	RETIREMENT	<u>94</u>
TOTAL M.S. STUDENT GOVERNMENT						<u>1,788</u>
10	6900	030	000	240	WORKER'S COMP.	1,243
TOTAL H.S. COMBINED ACTIVITIES WORKER'S COMP.						<u>1,243</u>

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	6900	030	400	113	ADMINISTRATOR SALARY	102,585
10	6900	030	400	114	CLASSIFIED STAFF	26,928
10	6900	030	400	130	OVERTIME / STIPENDS	4,500
10	6900	030	400	140	UNUSED SICK LEAVE	1,026
10	6900	030	400	210	SOCIAL SECURITY	10,330
10	6900	030	400	220	RETIREMENT	6,155
10	6900	030	400	230	GROUP INSURANCE	15,610
10	6900	030	400	315	REGISTRATION	1,000
10	6900	030	400	319	PROF. SERVICES	5,000
10	6900	030	400	334	TRAVEL	500
10	6900	030	400	340	COMMUNICATIONS	200
10	6900	030	400	411	NON-TECHNOLOGY SUPPLIES	1,000
10	6900	030	400	412	TECHNOLOGY SUPPLIES	1,200
10	6900	030	400	461	FOOD	300
10	6900	030	400	479	OTHER NON-CONSUMABLE SUPPLIES	800
10	6900	030	400	640	DUES AND FEES	<u>7,000</u>

TOTAL H.S. DIRECTOR'S OFFICE	<u>184,134</u>
------------------------------	----------------

10	6900	030	405	111	EXTRA CURRICULAR	40,240
10	6900	030	405	120	TEMP. SALARIES	9,800
10	6900	030	405	210	SOCIAL SECURITY	3,828
10	6900	030	405	220	RETIREMENT	2,414
10	6900	030	405	315	REGISTRATION	500
10	6900	030	405	319	PROF. SERVICES	22,240
10	6900	030	405	323	REPAIR & MAINT.	500
10	6900	030	405	334	TRAVEL	24,000
10	6900	030	405	411	NON-TECHNOLOGY SUPPLIES	1,500
10	6900	030	405	412	TECHNOLOGY SUPPLIES	600
10	6900	030	405	479	OTHER NON-CONSUMABLE SUPPLIES	<u>600</u>

TOTAL H.S. BASKETBALL	<u>106,222</u>
-----------------------	----------------

10	6900	030	410	111	EXTRA CURRICULAR	10,810
10	6900	030	410	120	TEMP. SALARIES	1,000
10	6900	030	410	210	SOCIAL SECURITY	903
10	6900	030	410	220	RETIREMENT	649
10	6900	030	410	315	REGISTRATION	1,000
10	6900	030	410	319	PROF. SERVICES	800
10	6900	030	410	334	TRAVEL	11,000
10	6900	030	410	411	NON-TECHNOLOGY SUPPLIES	500
10	6900	030	410	412	TECHNOLOGY SUPPLIES	500
10	6900	030	410	479	OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

TOTAL H.S. CROSS COUNTRY	<u>27,362</u>
--------------------------	---------------

GENERAL FUND EXPENDITURE FISCAL 2022-2023 APPROVED

10	6900	030	425	111	EXTRA CURRICULAR	26,916
10	6900	030	425	120	TEMP. SALARIES	5,000
10	6900	030	425	210	SOCIAL SECURITY	2,442
10	6900	030	425	220	RETIREMENT	1,615
10	6900	030	425	315	REGISTRATION	1,200
10	6900	030	425	319	PROF. SERVICES	2,500
10	6900	030	425	323	REPAIR & MAINT.	500
10	6900	030	425	334	TRAVEL	14,000
10	6900	030	425	411	NON-TECHNOLOGY SUPPLIES	500
10	6900	030	425	412	TECHNOLOGY SUPPLIES	500
10	6900	030	425	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,000</u>
TOTAL H.S. TRACK						<u><u>56,173</u></u>
10	6900	030	427	111	EXTRA CURRICULAR	11,454
10	6900	030	427	120	TEMP. SALARIES	900
10	6900	030	427	210	SOCIAL SECURITY	945
10	6900	030	427	220	RETIREMENT	741
10	6900	030	427	315	REGISTRATION	1,000
10	6900	030	427	319	PROF. SERVICES	1,500
10	6900	030	427	323	REPAIR & MAINT.	200
10	6900	030	427	334	TRAVEL	4,000
10	6900	030	427	411	NON-TECHNOLOGY SUPPLIES	500
10	6900	030	427	412	TECHNOLOGY SUPPLIES	0
10	6900	030	427	479	OTHER NON-CONSUMABLE SUPPLIES	<u>400</u>
TOTAL H.S. GOLF						<u><u>21,640</u></u>
10	6900	030	428	111	EXTRA CURRICULAR	11,916
10	6900	030	428	120	TEMP. SALARIES	1,600
10	6900	030	428	210	SOCIAL SECURITY	912
10	6900	030	428	220	RETIREMENT	715
10	6900	030	428	315	REGISTRATION	0
10	6900	030	428	319	PROF. SERVICES	6,340
10	6900	030	428	334	TRAVEL	9,700
10	6900	030	428	411	NON-TECHNOLOGY SUPPLIES	<u>2,500</u>
TOTAL H.S. SOCCER						<u><u>33,683</u></u>
10	6900	030	445	111	EXTRA CURRICULAR	5,979
10	6900	030	445	210	SOCIAL SECURITY	457
10	6900	030	445	220	RETIREMENT	359
10	6900	030	445	334	TRAVEL	3,000
10	6900	030	445	411	NON-TECHNOLOGY SUPPLIES	200
10	6900	030	445	412	TECHNOLOGY SUPPLIES	0
10	6900	030	445	479	OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>
TOTAL H.S. CHEERLEADING						<u><u>10,195</u></u>
10	6900	030	447	111	EXTRA CURRICULAR	5,214
10	6900	030	447	120	TEMP. SALARIES	600
10	6900	030	447	210	SOCIAL SECURITY	445
10	6900	030	447	220	RETIREMENT	63
10	6900	030	447	315	REGISTRATION	200
10	6900	030	447	319	PROF. SERVICES	3,500
10	6900	030	447	334	TRAVEL	5,500
10	6900	030	447	411	NON-TECHNOLOGY SUPPLIES	200
10	6900	030	447	412	TECHNOLOGY SUPPLIES	300
10	6900	030	447	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>
TOTAL H.S. COMPETITIVE CHEERLEADING						<u><u>16,521</u></u>

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6900	030	450	111	EXTRA CURRICULAR	5,214
10	6900	030	450	120	TEMP. SALARIES	600
10	6900	030	450	210	SOCIAL SECURITY	445
10	6900	030	450	220	RETIREMENT	349
10	6900	030	450	315	REGISTRATION	200
10	6900	030	450	319	PROF. SERVICES	3,500
10	6900	030	450	334	TRAVEL	5,500
10	6900	030	450	411	NON-TECHNOLOGY SUPPLIES	200
10	6900	030	450	412	TECHNOLOGY SUPPLIES	300
10	6900	030	450	479	OTHER NON-CONSUMABLE SUPPLIES	<u>500</u>

TOTAL H.S. COMPETITIVE DANCE 16,808

10	6900	030	455	111	EXTRA CURRICULAR	9,069
10	6900	030	455	120	TEMP. SALARIES	0
10	6900	030	455	210	SOCIAL SECURITY	694
10	6900	030	455	220	RETIREMENT	544
10	6900	030	455	315	REGISTRATION	900
10	6900	030	455	319	PROF. SERVICES	2,300
10	6900	030	455	334	TRAVEL	5,000
10	6900	030	455	411	NON-TECHNOLOGY SUPPLIES	2,000
10	6900	030	455	412	TECHNOLOGY SUPPLIES	0
10	6900	030	455	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,500</u>

TOTAL H.S. MUSIC 22,007

10	6900	030	460	111	EXTRA CURRICULAR	3,146
10	6900	030	460	210	SOCIAL SECURITY	241
10	6900	030	460	220	RETIREMENT	189
10	6900	030	460	411	NON-TECHNOLOGY SUPPLIES	1,000
10	6900	030	460	412	TECHNOLOGY SUPPLIES	2,000
10	6900	030	460	479	OTHER NON-CONSUMABLE SUPPLIES	<u>1,200</u>

TOTAL H.S. ANNUAL 7,775

10	6900	030	467	111	EXTRA CURRICULAR	3,146
10	6900	030	467	210	SOCIAL SECURITY	241
10	6900	030	467	220	RETIREMENT	189
10	6900	030	467	411	NON-TECHNOLOGY SUPPLIES	100
10	6900	030	467	412	TECHNOLOGY SUPPLIES	<u>0</u>

TOTAL H.S. ROTC 3,675

10	6900	030	475	111	EXTRA CURRICULAR	24,974
10	6900	030	475	210	SOCIAL SECURITY	1,911
10	6900	030	475	220	RETIREMENT	1,498
10	6900	030	475	315	REGISTRATION	100
10	6900	030	475	334	TRAVEL	8,500
10	6900	030	475	411	NON-TECHNOLOGY SUPPLIES	10,000
10	6900	030	475	412	TECHNOLOGY SUPPLIES	500
10	6900	030	475	479	OTHER NON-CONSUMABLE SUPPLIES	<u>800</u>

TOAL H.S. DRAMA/ONE-ACT PLAY 48,283

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6900	030	480	111	EXTRA CURRICULAR	1,597
10	6900	030	480	120	TEMP. SALARIES	700
10	6900	030	480	210	SOCIAL SECURITY	176
10	6900	030	480	220	RETIREMENT	138
10	6900	030	480	315	REGISTRATION	150
10	6900	030	480	334	TRAVEL	0
10	6900	030	480	411	NON-TECHNOLOGY SUPPLIES	100
10	6900	030	480	412	TECHNOLOGY SUPPLIES	0
10	6900	030	480	479	OTHER NON-CONSUMABLE SUPPLIES	<u>100</u>

TOTAL H.S. KNOWLEDGE BOWL 2,961

10	6900	030	482	111	EXTRA CURRICULAR	1,373
10	6900	030	482	120	TEMP. SALARIES	500
10	6900	030	482	210	SOCIAL SECURITY	143
10	6900	030	482	220	RETIREMENT	112
10	6900	030	482	315	REGISTRATION	1,500
10	6900	030	482	319	PROF. SERVICES	1,000
10	6900	030	482	334	TRAVEL	4,000
10	6900	030	482	412	TECHNOLOGY SUPPLIES	<u>2,000</u>

TOTAL H.S. TECH ED 10,629

10	6900	030	487	111	EXTRA CURRICULAR	1,573
10	6900	030	487	210	SOCIAL SECURITY	120
10	6900	030	487	220	RETIREMENT	<u>94</u>

TOTAL YOUTH 2 YOUTH 1,788

10	6900	030	490	111	EXTRA CURRICULAR	1,999
10	6900	030	490	210	SOCIAL SECURITY	153
10	6900	030	490	220	RETIREMENT	120
10	6900	030	490	315	REGISTRATION	200
10	6900	030	490	411	NON-TECHNOLOGY SUPPLIES	500
10	6900	030	490	412	TECHNOLOGY SUPPLIES	0
10	6900	030	490	479	OTHER NON-CONSUMABLE SUPPLIES	<u>0</u>

TOTAL H.S. NATIONAL HONOR SOCIETY 2,972

10	6900	030	495	111	EXTRA CURRICULAR	4,284
10	6900	030	495	210	SOCIAL SECURITY	328
10	6900	030	495	220	RETIREMENT	257
10	6900	030	495	315	REGISTRATION	1,200
10	6900	030	495	334	TRAVEL	5,000
10	6900	030	495	411	NON-TECHNOLOGY SUPPLIES	0
10	6900	030	495	412	TECHNOLOGY SUPPLIES	0
10	6900	030	495	479	OTHER NON-CONSUMABLE SUPPLIES	<u>0</u>

TOTAL H.S. STUDENT COUNCIL 11,069

**GENERAL FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

10	6900	030	497	111	EXTRA CURRICULAR	4,886
10	6900	030	497	120	TEMP. SALARIES	1,600
10	6900	030	497	210	SOCIAL SECURITY	374
10	6900	030	497	220	RETIREMENT	293
10	6900	030	497	315	REGISTRATION	5,000
10	6900	030	497	334	TRAVEL	22,000
10	6900	030	497	411	NON-TECHNOLOGY SUPPLIES	0
10	6900	030	497	412	TECHNOLOGY SUPPLIES	500
10	6900	030	497	479	OTHER NON-CONSUMABLE SUPPLIES	<u>0</u>

TOTAL H.S. DEBATE/ORAL INTERP.	<u>34,653</u>
--------------------------------	---------------

TOTAL CO-CURRICULAR 6000	<u>940,258</u>
---------------------------------	-----------------------

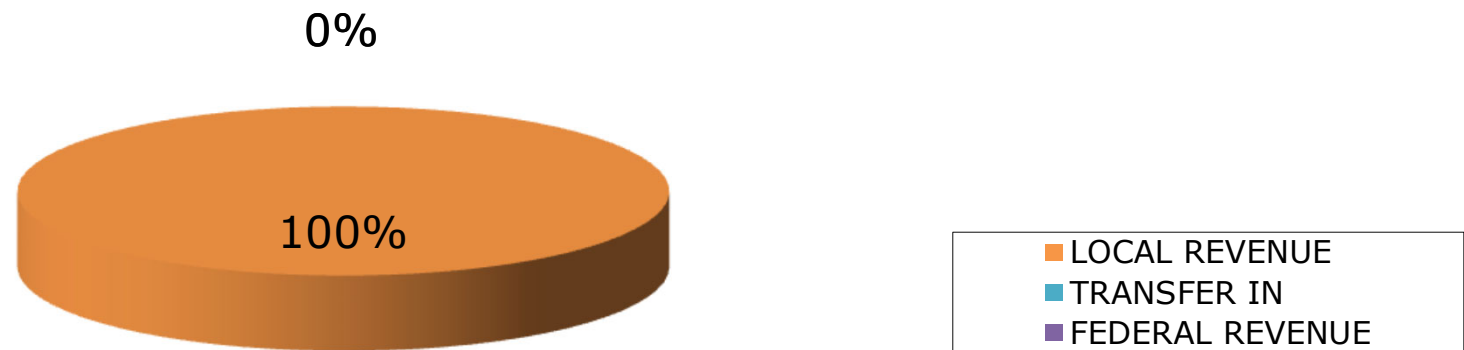
10 7000 000 000 690 MISC. EXPENSE	<u>287,408</u>
-----------------------------------	----------------

TOTAL CONTINGENCY	<u>287,408</u>
--------------------------	-----------------------

GRAND TOTAL GENERAL FUND:	<u>24,000,000</u>
----------------------------------	--------------------------

CAPITAL OUTLAY REVENUE SOURCES

2022-2023 FISCAL YEAR



CAPITAL OUTLAY FUND REVENUE

FISCAL 2022-2023 APPROVED

DOUGLAS SCHOOL DISTRICT 51-1

2022-2023

8/24/2022

21	1110	AD VALOREM TAX	1,139,800
21	1119	MOBILE HOME TAX	23,000
21	1120	PRIOR YEAR TAX	1,000
21	1190	PENALTIES & INTEREST	3,000
21	1990	OTHER REVENUE	<u>1,000</u>

LOCAL REVENUE:

1,167,800

21	4111	IMPACT AID	0
21	4900	OTHER FEDERAL REVENUE	<u>0</u>

FEDERAL REVENUE:

0

CASH CARRYOVER / RESERVE:

0

TOTAL REVENUE:

1,167,800

CAPITAL OUTLAY FUND EXPENDITURE FISCAL 2022-2023 APPROVED

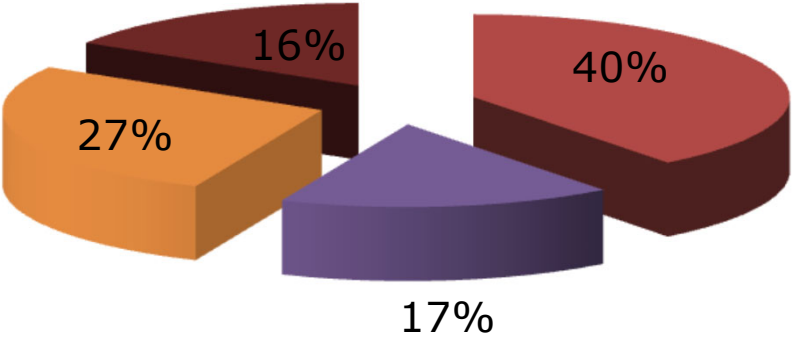
DOUGLAS SCHOOL DISTRICT 51-1						<u>2022-2023</u>
21	1111	012	000	360	PRINTING/XEROX	\$10,250
21	1111	012	000	479	NON-CONSUMABLE SUPPLIES	\$15,000
21	1111	012	000	549	OTHER EQUIPMENT	<u>\$12,550</u>
BADGER CLARK						<u>\$37,800</u>
21	1111	013	000	360	PRINTING/XEROX	\$10,250
21	1111	013	000	479	NON-CONSUMABLE SUPPLIES	\$15,700
21	1111	013	000	520	BUILDINGS	<u>\$593,925</u>
FRANCIS CASE						<u>\$619,875</u>
21	1111	014	000	360	PRINTING/XEROX	\$10,500
21	1111	014	000	479	NON-CONSUMABLE SUPPLIES	\$12,225
21	1111	014	000	520	BUILDINGS	\$6,000
21	1111	014	000	530	IMPROVEMENTS OTHER THAN BLDGS.	<u>\$11,325</u>
VANDENBERG						<u>\$40,050</u>
TOTAL ELEMENTARY						<u>\$697,725</u>
21	1121	020	000	360	PRINTING/XEROX	\$10,500
21	1121	020	000	479	NON-CONSUMABLE SUPPLIES	<u>\$32,400</u>
TOTAL MIDDLE SCHOOL						<u>\$42,900</u>
21	1131	030	000	360	PRINTING/XEROX	\$10,000
21	1131	030	000	479	NON-CONSUMABLE SUPPLIES	\$24,700
21	1131	030	000	530	IMPROVEMENTS OTHER THAN BLDGS.	\$15,000
21	1131	030	000	541	COMPUTER EQUIPMENT	<u>\$9,800</u>
TOTAL HIGH SCHOOL						<u>\$59,500</u>
21	1221	000	000	479	NON-CONSUMABLE SUPPLIES	\$6,000
21	1221	000	000	520	BUILDINGS	\$7,500
TOTAL SPECIAL EDUCATION						<u>\$13,500</u>
21	2222	012	000	560	LIBRARY MEDIA	\$5,000
21	2222	013	000	560	LIBRARY MEDIA	\$5,000
21	2222	014	000	560	LIBRARY MEDIA	\$5,000
21	2222	020	000	560	LIBRARY MEDIA	\$6,000
21	2222	030	000	560	LIBRARY MEDIA	<u>\$6,000</u>
TOTAL MEDIA SERVICES						<u>\$27,000</u>
21	2227	032	000	360	PRINTING/XEROX	\$2,500
21	2227	032	000	520	BUILDINGS	\$7,500
21	2227	032	000	541	COMPUTER EQUIPMENT	<u>\$73,950</u>
TOTAL COMPUTER DEPARTMENT						<u>\$83,950</u>

**CAPITAL OUTLAY FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

21	2521	004	000	360	PRINTING/XEROX	\$4,000
TOTAL CENTRAL OFFICE						\$4,000
21	2549	000	000	360	PRINTING/XEROX	\$7,000
21	2549	000	000	530	IMPROVEMENTS OTHER THAN BLDGS.	\$44,000
21	2549	000	000	549	OTHER EQUIPMENT	\$40,000
21	2549	000	000	550	VEHICLES (LICENSED)	\$36,000
TOTAL BUILDINGS & GROUNDS						\$127,000
21	2554	050	000	360	PRINTING/XEROX	\$2,500
21	2554	050	000	550	VEHICLES (LICENSED)	\$36,000
TOTAL PUPIL TRANSPORTATION						\$38,500
21	2562	070	000	360	PRINTING/XEROX	\$2,500
21	2562	070	000	479	NON-CONSUMABLE SUPPLIES	\$13,300
TOTAL FOOD SERVICE						\$15,800
21	2573	040	000	520	BUILDINGS	\$24,900
TOTAL WAREHOUSE						\$24,900
21	6900	020	000	479	NON-CONSUMABLE SUPPLIES	\$10,225
TOTAL MS ACTIVITIES						\$10,225
21	6900	030	000	479	NON-CONSUMABLE SUPPLIES	\$22,800
TOTAL HS ACTIVITIES						\$22,800
TOTAL ACTIVITIES						\$33,025
GRAND TOTAL CAPITAL OUTLAY FUND:						\$1,167,800

SPECIAL EDUCATION REVENUE SOURCES

2022-2023 FISCAL YEAR



- STATE REVENUE
- FEDERAL REVENUE
- LOCAL REVENUE
- RESERVE TRANSFER

SPECIAL EDUCATION FUND REVENUE

FISCAL 2022-2023 APPROVED

DOUGLAS SCHOOL DISTRICT 51-1			2022-2023
		8/24/2022	
22	1110	000 AD VALOREM TAX	1,275,000
22	1119	000 MOBILE HOME TAX	15,000
22	1120	000 PRIOR YEAR TAX	5,500
22	1190	000 PENALTIES & INTEREST	<u>1,500</u>
		LOCAL REVENUE:	<u>1,297,000</u>
22	3121	004 STATE AID	1,750,000
22	3129	034 18-21 TRANSITION PROGRAM	<u>131,845</u>
		STATE REVENUE:	<u>1,881,845</u>
22	4111	000 IMPACT AID	90,000
22	4175	002 IDEA PART B, 611	688,079
22	4186	003 IDEA PART B, 619 PRESCHOOL	<u>26,614</u>
		FEDERAL REVENUE:	<u>804,693</u>
		CASH CARRYOVER / RESERVE:	<u>776,462</u>
		TOTAL REVENUE:	<u>4,760,000</u>

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

DOUGLAS SCHOOL DISTRICT 51-1

8/24/2022

2022-2023

22	1221	006	002	111	CERTIFIED SALARIES	68,825
22	1221	006	002	120	CERTIFIED SUBS.	15,000
22	1221	006	002	121	CLASSIFIED SUBS.	10,000
22	1221	006	002	140	UNUSED SICK LEAVE	688
22	1221	006	002	210	SOCIAL SECURITY	7,178
22	1221	006	002	220	RETIREMENT	5,630
22	1221	006	002	230	GROUP INSURANCE	7,805
22	1221	006	002	240	WORKER'S COMP.	0
22	1221	006	002	315	REGISTRATION	500
22	1221	006	002	334	TRAVEL	500
22	1221	006	002	411	NON-TECHNOLOGY SUPPLIES	0
22	1221	006	002	412	TECHNOLOGY SUPPLIES	2,500
22	1221	006	002	479	OTHER NON-CONSUMABLE SUPPLIES	<u>0</u>

PUPIL PERSONNEL (IDEA 611)

118,625

22	1221	012	004	111	CERTIFIED SALARIES	132,300
22	1221	012	004	112	INSTRUCTIONAL AIDES	71,359
22	1221	012	004	130	OVERTIME / STIPENDS	100
22	1221	012	004	140	UNUSED SICK LEAVE	1,323
22	1221	012	004	210	SOCIAL SECURITY	15,580
22	1221	012	004	220	RETIREMENT	12,220
22	1221	012	004	230	GROUP INSURANCE	24,624
22	1221	012	004	240	WORKER'S COMP.	1,230
22	1221	012	004	315	REGISTRATION	150
22	1221	012	004	334	TRAVEL	150
22	1221	012	004	411	NON-TECHNOLOGY SUPPLIES	1,000
22	1221	012	004	412	TECHNOLOGY SUPPLIES	0
22	1221	012	004	479	OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

BADGER CLARK

260,235

22	1221	013	004	111	CERTIFIED SALARIES	131,800
22	1221	013	004	112	INSTRUCTIONAL AIDES	41,313
22	1221	013	004	130	OVERTIME / STIPENDS	100
22	1221	013	004	140	UNUSED SICK LEAVE	1,318
22	1221	013	004	210	SOCIAL SECURITY	13,243
22	1221	013	004	220	RETIREMENT	10,387
22	1221	013	004	230	GROUP INSURANCE	31,220
22	1221	013	004	240	WORKER'S COMP.	1,163
22	1221	013	004	315	REGISTRATION	200
22	1221	013	004	334	TRAVEL	200
22	1221	013	004	411	NON-TECHNOLOGY SUPPLIES	1,400
22	1221	013	004	412	TECHNOLOGY SUPPLIES	0
22	1221	013	004	479	OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

FRANCIS CASE

232,544

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	1221	014	004	111 CERTIFIED SALARIES	204,075
22	1221	014	004	112 INSTRUCTIONAL AIDES	52,144
22	1221	014	004	130 OVERTIME / STIPENDS	100
22	1221	014	004	140 UNUSED SICK LEAVE	2,041
22	1221	014	004	210 SOCIAL SECURITY	19,601
22	1221	014	004	220 RETIREMENT	15,373
22	1221	014	004	230 GROUP INSURANCE	17,436
22	1221	014	004	240 WORKER'S COMP.	1,471
22	1221	014	004	315 REGISTRATION	250
22	1221	014	004	334 TRAVEL	250
22	1221	014	004	411 NON-TECHNOLOGY SUPPLIES	1,800
22	1221	014	004	412 TECHNOLOGY SUPPLIES	0
22	1221	014	004	479 OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

VANDENBERG 314,741

22	1221	020	004	111 CERTIFIED SALARIES	215,300
22	1221	020	004	112 INSTRUCTIONAL AIDES	99,918
22	1221	020	004	130 OVERTIME / STIPENDS	100
22	1221	020	004	140 UNUSED SICK LEAVE	2,153
22	1221	020	004	210 SOCIAL SECURITY	24,114
22	1221	020	004	220 RETIREMENT	18,913
22	1221	020	004	230 GROUP INSURANCE	30,654
22	1221	020	004	240 WORKER'S COMP.	1,214
22	1221	020	004	315 REGISTRATION	200
22	1221	020	004	334 TRAVEL	200
22	1221	020	004	411 NON-TECHNOLOGY SUPPLIES	1,400
22	1221	020	004	412 TECHNOLOGY SUPPLIES	0
22	1221	020	004	479 OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

MIDDLE SCHOOL 394,366

22	1221	030	004	111 CERTIFIED SALARIES	238,650
22	1221	030	004	112 INSTRUCTIONAL AIDES	59,567
22	1221	030	004	130 OVERTIME / STIPENDS	100
22	1221	030	004	140 UNUSED SICK LEAVE	2,387
22	1221	030	004	210 SOCIAL SECURITY	22,814
22	1221	030	004	220 RETIREMENT	17,893
22	1221	030	004	230 GROUP INSURANCE	47,445
22	1221	030	004	240 WORKER'S COMP.	1,117
22	1221	030	004	315 REGISTRATION	250
22	1221	030	004	334 TRAVEL	250
22	1221	030	004	411 NON-TECHNOLOGY SUPPLIES	2,300
22	1221	030	004	412 TECHNOLOGY SUPPLIES	0
22	1221	030	004	479 OTHER NON-CONSUMABLE SUPPLIES	<u>200</u>

HIGH SCHOOL 392,972

TOTAL MILD TO MODERATE DISABILITIES **1,713,484**

22	1222	006	000	371 TUITION	<u>15,000</u>
----	------	-----	-----	-------------	---------------

TUITION OUT-OF-DISTRICT 15,000

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	1222	006	001	111	CERTIFIED SALARIES	15,000
22	1222	006	001	112	INSTRUCTIONAL AIDES	9,000
22	1222	006	001	210	SOCIAL SECURITY	1,836
22	1222	006	001	220	RETIREMENT	1,440
22	1222	006	001	240	WORKER'S COMP.	<u>78</u>

EXTENDED SCHOOL YEAR 27,354

22	1222	012	000	111	CERTIFIED SALARIES	48,275
22	1222	012	000	112	INSTRUCTIONAL AIDES	42,273
22	1222	012	000	130	OVERTIME / STIPENDS	100
22	1222	012	000	140	UNUSED SICK LEAVE	483
22	1222	012	000	210	SOCIAL SECURITY	6,927
22	1222	012	000	220	RETIREMENT	5,433
22	1222	012	000	230	GROUP INSURANCE	16,227
22	1222	012	000	240	WORKER'S COMP.	<u>136</u>

BADGER CLARK 119,854

22	1222	013	000	111	CERTIFIED SALARIES	68,875
22	1222	013	000	112	INSTRUCTIONAL AIDES	54,328
22	1222	013	000	130	OVERTIME / STIPENDS	100
22	1222	013	000	140	UNUSED SICK LEAVE	689
22	1222	013	000	210	SOCIAL SECURITY	9,425
22	1222	013	000	220	RETIREMENT	7,392
22	1222	013	000	230	GROUP INSURANCE	16,227
22	1222	013	000	240	WORKER'S COMP.	<u>130</u>

FRANCIS CASE 157,166

22	1222	014	000	111	CERTIFIED SALARIES	53,525
22	1222	014	000	112	INSTRUCTIONAL AIDES	61,488
22	1222	014	000	130	OVERTIME / STIPENDS	100
22	1222	014	000	140	UNUSED SICK LEAVE	535
22	1222	014	000	210	SOCIAL SECURITY	8,798
22	1222	014	000	220	RETIREMENT	6,901
22	1222	014	000	230	GROUP INSURANCE	31,219
22	1222	014	000	240	WORKER'S COMP.	<u>162</u>

VANDENBERG 162,729

22	1222	020	000	111	CERTIFIED SALARIES	63,425
22	1222	020	000	112	INSTRUCTIONAL AIDES	61,528
22	1222	020	000	130	OVERTIME / STIPENDS	100
22	1222	020	000	140	UNUSED SICK LEAVE	634
22	1222	020	000	210	SOCIAL SECURITY	9,559
22	1222	020	000	220	RETIREMENT	7,497
22	1222	020	000	230	GROUP INSURANCE	15,610
22	1222	020	000	240	WORKER'S COMP.	<u>220</u>

MIDDLE SCHOOL 158,573

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	1222	030	000	111	CERTIFIED SALARIES	58,525
22	1222	030	000	112	INSTRUCTIONAL AIDES	21,137
22	1222	030	000	130	OVERTIME / STIPENDS	100
22	1222	030	000	140	UNUSED SICK LEAVE	585
22	1222	030	000	210	SOCIAL SECURITY	6,094
22	1222	030	000	220	RETIREMENT	4,780
22	1222	030	000	230	GROUP INSURANCE	15,610
22	1222	030	000	240	WORKER'S COMP.	<u>441</u>

HIGH SCHOOL 107,272

22	1222	034	034	111	CERTIFIED SALARIES	68,525
22	1222	034	034	112	INSTRUCTIONAL AIDES	39,391
22	1222	034	034	130	OVERTIME / STIPENDS	0
22	1222	034	034	140	UNUSED SICK LEAVE	685
22	1222	034	034	210	SOCIAL SECURITY	8,256
22	1222	034	034	220	RETIREMENT	6,475
22	1222	034	034	230	GROUP INSURANCE	9,039
22	1222	034	034	240	WORKER'S COMP.	0
22	1222	034	034	315	REGISTRATION	0
22	1222	034	034	319	PROF. SERVICES	11,000
22	1222	034	034	334	TRAVEL	0
22	1222	034	034	411	NON-TECHNOLOGY SUPPLIES	1,000
22	1222	034	034	412	TECHNOLOGY SUPPLIES	0
22	1222	034	034	424	INSTRUCTIONAL WORKBOOKS/SUBSCRIPTIONS	3,000
22	1222	034	034	479	OTHER NON-CONSUMABLE SUPPLIES	<u>9,200</u>

18-21 TRANSITION PROGRAM 156,571

TOTAL SEVERE DISABILITIES **904,518**

22	1226	006	002	111	CERTIFIED SALARIES	97,440
22	1226	006	002	112	INSTRUCTIONAL AIDES	55,960
22	1226	006	002	130	OVERTIME / STIPENDS	100
22	1226	006	002	140	UNUSED SICK LEAVE	974
22	1226	006	002	210	SOCIAL SECURITY	11,735
22	1226	006	002	220	RETIREMENT	9,204
22	1226	006	002	230	GROUP INSURANCE	13,698
22	1226	006	002	240	WORKER'S COMP.	814
22	1226	006	002	315	REGISTRATION	400
22	1226	006	002	334	TRAVEL	400
22	1226	006	002	411	NON-TECHNOLOGY SUPPLIES	0
22	1226	006	002	412	TECHNOLOGY SUPPLIES	<u>2,500</u>

EARLY CHILDHOOD PROGRAMS (IDEA 611) 193,226

22	1226	006	003	111	CERTIFIED SALARIES	29,810
22	1226	006	003	140	UNUSED SICK LEAVE	298
22	1226	006	003	210	SOCIAL SECURITY	2,280
22	1226	006	003	220	RETIREMENT	1,789
22	1226	006	003	230	GROUP INSURANCE	3,122
22	1226	006	003	240	WORKER'S COMP.	0
22	1226	006	003	411	NON-TECHNOLOGY SUPPLIES	0
22	1226	006	003	412	TECHNOLOGY SUPPLIES	<u>100</u>

EARLY CHILDHOOD PROGRAMS (IDEA 619) 37,399

TOTAL EARLY CHILDHOOD PROGRAMS **230,625**

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	2113	006	002	313	COOPERATIVE	76,990
TOTAL SOCIAL WORK SERVICES (IDEA 611)						76,990
22	2142	006	002	313	COOPERATIVE	323,998
TOTAL PSYCHOLOGICAL TESTING SERVICES (IDEA 611)						323,998
22	2152	006	004	111	CERTIFIED SALARIES	133,550
22	2152	006	004	112	INSTRUCTIONAL AIDES	31,598
22	2152	006	004	130	OVERTIME / STIPENDS	100
22	2152	006	004	140	UNUSED SICK LEAVE	1,336
22	2152	006	004	210	SOCIAL SECURITY	10,217
22	2152	006	004	220	RETIREMENT	8,013
22	2152	006	004	230	GROUP INSURANCE	9,027
22	2152	006	004	240	WORKER'S COMP.	510
22	2152	006	004	315	REGISTRATION	0
22	2152	006	004	334	TRAVEL	0
22	2152	006	004	411	NON-TECHNOLOGY SUPPLIES	0
22	2152	006	004	479	OTHER NON-CONSUMABLE SUPPLIES	0
PUPIL PERSONNEL						194,350
22	2152	012	004	111	CERTIFIED SALARIES	76,775
22	2152	012	004	130	OVERTIME / STIPENDS	100
22	2152	012	004	140	UNUSED SICK LEAVE	768
22	2152	012	004	210	SOCIAL SECURITY	5,873
22	2152	012	004	220	RETIREMENT	4,607
22	2152	012	004	230	GROUP INSURANCE	7,805
22	2152	012	004	240	WORKER'S COMP.	351
BADGER CLARK						96,279
22	2152	013	000	111	CERTIFIED SALARIES	73,875
22	2152	013	000	130	OVERTIME / STIPENDS	100
22	2152	013	000	140	UNUSED SICK LEAVE	739
22	2152	013	000	210	SOCIAL SECURITY	5,651
22	2152	013	000	220	RETIREMENT	4,433
22	2152	013	000	230	GROUP INSURANCE	7,805
22	2152	013	000	240	WORKER'S COMP.	309
FRANCIS CASE						92,912
22	2152	014	000	111	CERTIFIED SALARIES	66,025
22	2152	014	000	130	OVERTIME / STIPENDS	100
22	2152	014	000	210	SOCIAL SECURITY	5,051
22	2152	014	000	220	RETIREMENT	3,962
22	2152	014	000	230	GROUP INSURANCE	7,805
22	2152	014	000	240	WORKER'S COMP.	325
VANDENBERG						83,267

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	2152	020	000	111 CERTIFIED SALARIES	36,915
22	2152	020	000	130 OVERTIME / STIPENDS	60
22	2152	020	000	210 SOCIAL SECURITY	2,824
22	2152	020	000	220 RETIREMENT	2,215
22	2152	020	000	230 GROUP INSURANCE	4,683
22	2152	020	000	240 WORKER'S COMP.	<u>0</u>
MIDDLE SCHOOL					<u>46,697</u>
22	2152	030	000	111 CERTIFIED SALARIES	24,610
22	2152	030	000	130 OVERTIME / STIPENDS	40
22	2152	030	000	210 SOCIAL SECURITY	1,883
22	2152	030	000	220 RETIREMENT	1,477
22	2152	030	000	230 GROUP INSURANCE	3,122
22	2152	030	000	240 WORKER'S COMP.	<u>0</u>
HIGH SCHOOL					<u>31,131</u>
TOTAL SPEECH PATHOLOGY SERVICES					<u>544,636</u>
22	2162	006	004	111 CERTIFIED SALARIES	58,525
22	2162	006	004	210 SOCIAL SECURITY	4,477
22	2162	006	004	220 RETIREMENT	3,512
22	2162	006	004	230 GROUP INSURANCE	7,805
22	2162	006	004	240 WORKER'S COMP.	0
22	2162	006	004	319 PROFESSIONAL SERVICES	<u>1,000</u>
TOTAL DEAF SERVICES					<u>75,319</u>
22	2171	006	002	313 COOPERATIVE	56,500
22	2171	006	002	319 PROFESSIONAL SERVICES	<u>1,000</u>
TOTAL PHYSICAL THERAPY (IDEA 611)					<u>57,500</u>
22	2172	006	002	313 COOPERATIVE	71,600
22	2172	006	002	319 PROFESSIONAL SERVICES	<u>1,000</u>
TOTAL OCCUPATIONAL THERAPY (IDEA 611)					<u>72,600</u>
22	2179	006	000	319 PROFESSIONAL SERVICES	<u>3,000</u>
TOTAL OTHER THERAPY					<u>3,000</u>

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	2710	006	002	113	ADMINISTRATOR SALARY	118,074
22	2710	006	002	114	CLASSIFIED STAFF	35,816
22	2710	006	002	121	CLASSIFIED SUBS.	500
22	2710	006	002	130	OVERTIME / STIPENDS	2,000
22	2710	006	002	140	UNUSED SICK LEAVE	1,181
22	2710	006	002	210	SOCIAL SECURITY	11,773
22	2710	006	002	220	RETIREMENT	9,233
22	2710	006	002	230	GROUP INSURANCE	15,610
22	2710	006	002	240	WORKER'S COMP.	931
22	2710	006	002	315	REGISTRATION	1,500
22	2710	006	002	319	PROFESSIONAL SERVICES	4,500
22	2710	006	002	323	REPAIR & MAINT.	1,500
22	2710	006	002	334	TRAVEL	1,500
22	2710	006	002	340	COMMUNICATIONS	650
22	2710	006	002	411	NON-TECHNOLOGY SUPPLIES	6,700
22	2710	006	002	412	TECHNOLOGY SUPPLIES	0
22	2710	006	002	461	FOOD	100
22	2710	006	002	479	OTHER NON-CONSUMABLE SUPPLIES	500
22	2710	006	002	640	DUES AND FEES	<u>4,000</u>

PUPIL PERSONNEL (IDEA 611) 216,068

22	2710	012	004	114	CLASSIFIED STAFF	15,912
22	2710	012	004	130	OVERTIME / STIPENDS	100
22	2710	012	004	210	SOCIAL SECURITY	1,217
22	2710	012	004	220	RETIREMENT	955
22	2710	012	004	230	GROUP INSURANCE	3,903
22	2710	012	004	240	WORKER'S COMP.	<u>73</u>

BADGER CLARK 22,160

22	2710	013	004	114	CLASSIFIED STAFF	31,824
22	2710	013	004	130	OVERTIME / STIPENDS	100
22	2710	013	004	210	SOCIAL SECURITY	2,435
22	2710	013	004	220	RETIREMENT	1,909
22	2710	013	004	230	GROUP INSURANCE	617
22	2710	013	004	240	WORKER'S COMP.	<u>156</u>

FRANCIS CASE 37,041

22	2710	014	004	114	CLASSIFIED STAFF	31,824
22	2710	014	004	130	OVERTIME / STIPENDS	100
22	2710	014	004	210	SOCIAL SECURITY	2,435
22	2710	014	004	220	RETIREMENT	1,909
22	2710	014	004	230	GROUP INSURANCE	7,805
22	2710	014	004	240	WORKER'S COMP.	<u>147</u>

VANDENBERG 44,220

22	2710	020	004	114	CLASSIFIED STAFF	24,480
22	2710	020	004	130	OVERTIME / STIPENDS	100
22	2710	020	004	210	SOCIAL SECURITY	1,873
22	2710	020	004	220	RETIREMENT	1,469
22	2710	020	004	230	GROUP INSURANCE	7,805
22	2710	020	004	240	WORKER'S COMP.	<u>103</u>

MIDDLE SCHOOL 35,830

**SPECIAL EDUCATION FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

22	2710	030	004	114 CLASSIFIED STAFF	31,824
22	2710	030	004	130 OVERTIME / STIPENDS	100
22	2710	030	004	210 SOCIAL SECURITY	2,435
22	2710	030	004	220 RETIREMENT	1,909
22	2710	030	004	230 GROUP INSURANCE	617
22	2710	030	004	240 WORKER'S COMP.	<u>156</u>
HIGH SCHOOL					<u>37,041</u>
TOTAL ADMINISTRATIVE					<u>392,359</u>
22	2730	006	004	114 CLASSIFIED STAFF	166,396
22	2730	006	004	121 CLASSIFIED SUBS.	500
22	2730	006	004	130 OVERTIME / STIPENDS	500
22	2730	006	004	210 SOCIAL SECURITY	12,768
22	2730	006	004	220 RETIREMENT	10,014
22	2730	006	004	230 GROUP INSURANCE	25,794
22	2730	006	004	240 WORKER'S COMP.	657
22	2730	006	004	332 MILEAGE	<u>2,500</u>
TOTAL SPECIAL ED. TRANSPORTATION					<u>219,128</u>
22	2750	006	000	313 PAYMENTS TO CO-OP	25,100
22	2750	006	000	319 PROFESSIONAL SERVICES	<u>3,900</u>
TOTAL OTHER SPECIAL ED. COSTS					<u>29,000</u>
22	4500	006	000	150 EARLY RETIREMENT	33,504
22	4500	006	000	210 SOCIAL SECURITY	<u>2,563</u>
TOTAL EARLY RETIREMENT					<u>36,067</u>
TOTAL CONTINGENCY					<u>80,776</u>
GRAND TOTAL SPECIAL EDUCATION FUND:					<u>4,760,000</u>

IMPACT AID FUND REVENUE

FISCAL 2022-2023 APPROVED

DOUGLAS SCHOOL DISTRICT 51-1			2022-2023
		8/24/2022	
27	4111	IMPACT AID	5,155,000
		FEDERAL REVENUE:	<u>5,155,000</u>
		TOTAL REVENUE:	<u>5,155,000</u>
		CASH CARRYOVER / RESERVE:	<u>169,850</u>
		TOTAL MEANS OF FINANCE:	<u>5,324,850</u>

**IMPACT AID FUND EXPENDITURE
FISCAL 2022-2023 APPROVED**

DOUGLAS SCHOOL DISTRICT 51-1

2022-2023

8/24/2022

27 8110 000 000 000 TRANSFER OUT

5,324,850

5,324,850

GRAND TOTAL IMPACT AID FUND:

5,324,850

FOOD SERVICE REVENUE

FISCAL 2022-2023 APPROVED

DOUGLAS SCHOOL DISTRICT 51-1

2022-2023

8/24/2022

51	1610	STUDENT MEALS - PAID	386,500
51	1620	PAID ADULT MEALS	2,900
51	1630	ALA CARTE SALES	89,500
51	1650	CHILD CARE SALES	0
51	1690	MISCELLANEOUS REVENUE/OTHER SOURCES	1,000

LOCAL REVENUE:

479,900

51	3810	STATE REIMBURSE.	6,500
----	------	------------------	-------

STATE REVENUE:

6,500

51	4811	PAID LUNCH	38,800
51	4812	FREE LUNCH	299,000
51	4813	REDUCED LUNCH	126,000
51	4814	PAID BREAKFAST	13,500
51	4815	FREE BREAKFAST	57,500
51	4816	REDUCED BREAKFAST	23,500
51	4817	SUMMER FEEDING PROGRAM	86,500
51	4820	DONATED FOOD - FEDERAL	120,000

FEDERAL REVENUE:

764,800

TOTAL REVENUE:

1,251,200

CASH CARRYOVER / RESERVE:

226,800

TOTAL MEANS OF FINANCE:

1,478,000

**FOOD SERVICE EXPENDITURE
FISCAL 2022-2023 APPROVED**

DOUGLAS SCHOOL DISTRICT 51-1

2022-2023

8/24/2022

51	2561	070	000	113	COORDINATOR SALARY	64,693
51	2561	070	000	114	CLASSIFIED STAFF	20,196
51	2561	070	000	210	SOCIAL SECURITY	6,494
51	2561	070	000	220	RETIREMENT	5,093
51	2561	070	000	230	GROUP INSURANCE	8,422
51	2561	070	000	240	WORKER'S COMP.	364
51	2561	070	000	411	NON-TECHNOLOGY SUPPLIES	200
51	2561	070	000	412	TECHNOLOGY SUPPLIES	300
51	2561	070	000	461	FOOD	100
51	2561	070	000	479	OTHER NON-CONSUMABLE SUPPLIES	<u>150</u>

FOOD SERVICE COORD. OFFICE

106,012

51	2562	070	000	114	CLASSIFIED STAFF	547,382
51	2562	070	000	121	CLASSIFIED SUBS.	1,500
51	2562	070	000	210	SOCIAL SECURITY	41,989
51	2562	070	000	220	RETIREMENT	32,933
51	2562	070	000	230	GROUP INSURANCE	115,962
51	2562	070	000	240	WORKER'S COMP.	2,235
51	2562	070	000	315	REGISTRATION	900
51	2562	070	000	319	PROF. SERVICES	2,700
51	2562	070	000	322	CLEANING SERVICES	3,400
51	2562	070	000	323	REPAIR & MAINT.	9,000
51	2562	070	000	334	TRAVEL	250
51	2562	070	000	340	COMMUNICATIONS	50
51	2562	070	000	411	NON-TECHNOLOGY SUPPLIES	22,165
51	2562	070	000	412	TECHNOLOGY SUPPLIES	3,000
51	2562	070	000	461	FOOD	545,005
51	2562	070	000	472	SOFTWARE	7,100
51	2562	070	000	479	OTHER NON-CONSUMABLE SUPPLIES	6,000
51	2562	070	000	549	EQUIPMENT	16,000
51	2562	070	000	640	DUES AND FEES	<u>1,500</u>

FOOD PREP. AND DISPENSING

1,359,071

51	2563	070	000	114	CLASSIFIED STAFF	9,396
51	2563	070	000	210	SOCIAL SECURITY	719
51	2563	070	000	220	RETIREMENT	564
51	2563	070	000	230	GROUP INSURANCE	1,952
51	2563	070	000	240	WORKER'S COMP.	36
51	2563	070	000	323	REPAIR & MAINT.	50
51	2563	070	000	411	NON-TECHNOLOGY SUPPLIES	50
51	2563	070	000	412	TECHNOLOGY SUPPLIES	50
51	2563	070	000	479	OTHER NON-CONSUMABLE SUPPLIES	50
51	2563	070	000	549	EQUIPMENT	<u>50</u>

FOOD DELIVERY SERVICES

12,917

GRAND TOTAL FOOD SERVICE FUND:

1,478,000

SECTI ON	B	TITLE	Personnel	FILE	GCLA
-------------	----------	-------	------------------	------	-------------

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
-------------	----------	-------	------------------	------	---------------

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

SECTION	I	TITLE	Instruction	FILE	IIBGA
---------	----------	-------	--------------------	------	--------------

DISTRICT ASSIGNED COMPUTERS

This policy applies to District owned devices ~~technology~~ 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 students 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~~ **experiencing financial hardship** may **complete a Financial Assistance Waiver (IIBGA-E(2)) which if approved, will waive the non-refundable fee for that school year.** ~~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 **technology**, ~~and to maintain~~ **ing** 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 **made** towards insurance or ~~to recovery of~~ replacement fees for damaged or lost devices.

REFERENCES

Policy Reference:
 IIBGB - Internet Access and Technology Use
 IIBGB-R - Acceptable Use Policy

Adoption History

First Reading	10/13/2015		
Approved	10/26/2015		

First Reading-Revision	8/10/2020		
Approved	8/24/2020		
First Reading - Review	8/22/2022		
Approved - Revision	9/12/2022		

Douglas School District Device Use and Insurance Agreement

The Douglas School District (DSD) will assign a laptop computer to each student grades ~~3~~ **6**–12, and **may assign a device** an iPad to each student grades K-2 **5**. 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 **and monitored at all times. (DSD AUP - Sec.3)**
- 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.~~
- The ~~User 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~~ in accordance with DSD School Board's Search and Seizure policy, GBCBAA
- ~~DSD is NOT~~ **The user** is 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 be connect to trusted non-District Internet access points (i.e. home, public government (library, airport, airline carrier, national hotel chain), commercial cellular hotspots) when in use off campus.**
- ~~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 **\$400.00** ~~\$330.00~~.

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 This Use and Insurance Agreement is not all inclusive. does not cover everything that may happen during the school year. If any Situations not specifically covered under this agreement will be reviewed on a case by case basis by administration. 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.

NEW
Douglas School District
Financial Assistance Waiver

I am the parent/legal guardian of the below named student(s) and am requesting a financial assistance waiver for the following: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Technology Insurance Fee | <input type="checkbox"/> State/National Assessment Fees (ex: AP, ACT) |
| <input type="checkbox"/> Activity Equipment Fees | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Library Fees | |

Parent / Legal Guardian Name: _____

Home Address: _____

Phone Number / Email: _____

List students for whom you are requesting a waiver:

Student Name / Grade: _____

Student Name / Grade: _____

Student Name / Grade: _____

Student Name / Grade: _____

I am requesting a waiver based upon the following hardship(s). Check all that apply.

(Qualification for one or more of the criteria listed below is required for approval of waiver)

- I have completed an application, and qualify for Free or Reduced Lunch.
- I am enrolled in a federal program for low income families.
Program Name: _____
- I qualify for McKinney-Vento/Homeless assistance
- I am a ward of the state.

I authorize Douglas School District to verify my qualification for the criteria I've selected above.

Parent/Legal Guardian Signature	Date
---------------------------------	------

School District Use Only (Send to Superintendent's Office)

- | | |
|---|---|
| <input type="checkbox"/> Application Approved | <input type="checkbox"/> Application Denied |
|---|---|

Comments: _____

Administrator Signature: : _____	Date: _____
----------------------------------	-------------

Board Approved

SECTION	B	TITLE	Board Governance and Operations	FILE	BCD
---------	----------	-------	--	------	------------

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

Policy Reference:
 BCD-E

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Review	9/12/22		

SECTION	B	TITLE	Board Governance and Operations	FILE	BCE
---------	----------	-------	--	------	------------

BOARD COMMITTEES

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action.

All committees will be appointed by the Board president. The Board president and the Superintendent will serve as ex-officio members of all committees.

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment.

REFERENCES

State Reference:
 SDCL 13-8-26
Policy Reference::
 BDC

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BCF
---------	----------	-------	--	------	------------

ADVISORY COMMITTEES TO THE BOARD

The Board will, when it deems appropriate, appoint citizens committees to counsel and assist the District in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

COMMITTEE APPOINTMENT AND FUNCTIONS

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committee as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the Superintendent.
3. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve;
 - b. The service the Board wishes the committee to render, and the extent and limitations of its responsibility;
 - c. The resources the Board will provide;
 - d. The approximate dates on which the Board wishes to receive major reports;
 - e. Board policies governing citizens committees and the relationship of these committees to the Board as a whole, to individual Board members, to the Superintendent, and other members of the professional staff;
 - f. Responsibilities for the release of information to the press.
4. Recommendations of citizens committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens committee must be submitted to the Board for official action.

REFERENCES

Policy Reference: COMMUNITY AND PARENT INVOLVEMENT IN DECISION MAKING
ABA -
ABAA PARENT INVOLVEMENT IN TITLE I
ABAA-R(1) PARENT INVOLVEMENT IN TITLE I - Guidelines (Regulation)

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

SECTION	B	TITLE	Board Governance and Operations	FILE	BCG
---------	----------	-------	--	------	------------

SCHOOL ATTORNEY

The Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the Superintendent on the specific legal problems submitted to him/her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him/her to offer the necessary legal advice.

REFERENCES

State Reference:
 Legal:
 SDCL 13-8-39
 SDCL 13-10-2

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BDB
---------	----------	-------	--	------	------------

SCHOOL BOARD STUDY SESSIONS AND WORK RETREATS

The Board is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the Board may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public records laws.

Generally, study sessions and work retreats are not open to public input. However, the Board may solicit input at the discretion of the Board Chair.

REFERENCES

State Reference:
 Legal:
 SDCL 1-25-1
 SDCL 1-25-1.1
 SDCL 13-8-35
 SDCL 1-27
Policy Reference:
 BD
 BDDA
 BDDB
 BDDC
 BDDG

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDA
---------	----------	-------	--	------	-------------

NOTIFICATION OF SCHOOL BOARD MEETINGS

Notice of all regular meetings of the Board will be given to the press, the public and all Board members. Dates of regular meetings of the Board will be provided in annual announcements made available in printed form to the news media and the public, following the setting of the dates, times and place of Board meetings at the annual meeting.

Public notice shall be given by posting the proposed agenda on the school’s website and in a place that is visible, readable and accessible at least 24 hours prior to any meeting. Local news media that have requested notice will be notified in person, by mail, email or telephone. Meetings conducted via telephone conference call are subject to the public notice law.

Except in rare emergencies, notification for all special, rescheduled meetings will be sent to the media in time for the public to be notified at least 24 hours in advance. When 24 hours printed notice of a special meeting cannot be given to the public, the business manager or designee will make every effort to make the meeting known to the public through other channels.

All Board members will be personally notified by the business manager or designee of special meetings in sufficient time to allow each member’s presence.

REFERENCES

State Reference:
 SDCL 1-25-1.1
 SDCL 1-27-1.16
 SDCL 13-8-10

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDD
---------	----------	-------	--	------	-------------

QUORUM

A majority of the school board membership constitutes a quorum for the transaction of school business.

REFERENCES

State Reference:
SDCL 2-14-15
SDCL 13-8-10

Policy Reference:
BD
BDDF

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDE
---------	----------	-------	--	------	-------------

PARLIAMENTARY PROCEDURE

The Board of Education shall utilize Robert’s Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert’s Rules of Order for Parliamentary Procedure as a guide, it is not intended nor is it required that there be strict compliance with Robert’s Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

REFERENCES

Policy Reference:
 BD School Board Meetings

Adoption History

First Reading	10/27/14		
Approved	11/17/14		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDE-E(1)
---------	----------	-------	--	------	------------------

PARLIAMENTARY PROCEDURE GUIDE

To obtain the right to speak, address the chairperson and be recognized by the chair before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes _____").

To introduce a motion, say, "I move that..."

A motion may be withdrawn by the maker with general consent or by majority vote if objection to withdraw is made.

To amend a motion, say, "I move to amend the motion by...." Ways of amending are:

- Striking out parts of the motion;
- Inserting one or more words into the motion;
- Striking out and inserting one or more words into the motion; and
- Substituting a completely new (different) motion.

A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is out of order (cannot be made) if any part of the decision has been put into action.

If the parliamentary procedure of the board is to be questioned, say, "Point of order!" The Chair must allow the member to state his/her point, and then the Chair must rule on it – as taken or not taken. If the Chair denies a point of order, his /her decision may be appealed and either upheld or not upheld by a majority vote.

If a board member has a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information!" The Chair must allow the board member to state the question and provide if possible the information requested.

All members of the board, including the chair, should participate in discussion and vote on all matters before the board unless the board member has a conflict of interest, in which case the board member must abstain. Abstentions should be noted in the minutes, but do not count as an affirmative or negative vote on the matter before the board.

A tie vote does not gain a majority and means that the motion is defeated.

A legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting.

A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be required. Roll call votes are required only when one or more school board members are participating via the phone, or when requested by a school board member. It should be clear from the minutes how members of the board have voted.

Some boards provide for public comments at some point in the meeting (i.e., during a public forum before or after approval of the agenda, or just before adjournment). At all other times, the public should speak, only after being recognized by the Chair (who may, but does not have to, recognize a person wishing to speak).

The vehicle of action is through a motion. The chair may assist the mover with wording for clarity.

A motion should deal with only one issue or idea. A chair or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.

The Chair may allow general information to be presented on an agenda item before a motion is made, but the Chair should require a motion to be made and seconded before discussion and debate on the item under consideration is allowed.

Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.

No new main motions may be made while another is on the floor

Main motions may be amended. Votes on amendments must be taken before there is a vote on the original motion.

No more than one amendment to an amendment can be allowed or accepted for discussion.

Before a vote on a main motion is taken, business can be interrupted by a motion to:

- Lay it on the table – A motion to “lay it on the table,” often referred to as a motion to table, is properly used only when there is urgent business to be addressed while a main motion is on the floor and debate on the pending motion is temporarily suspended and resumed during the current meeting or at the next meeting. A motion to remove the motion from the table is required to resume debate on a motion that was tabled;
- Postpone action to a certain time or indefinitely – A motion to postpone to a certain time is used when the intent is to make the decision after more information is available or for some other scheduling reason. A motion to postpone to a certain time should include the main motion under consideration shall be taken up again by the governing board. A motion to postpone indefinitely is used when the intent is to kill the motion under consideration. Passing a motion to postpone indefinitely is to defeat the motion without voting against the motion;
- Refer it to a committee;
- Withdraw it from consideration; or
- Adjourn the meeting.

The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion (“I move the

previous question"). If there is a second to the motion (the motion to "move the previous question" is not subject to debate), immediately there is a vote on the motion to close debate. A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate.

In cases where the Chair believes the discussion to have ended, the Chair may call for a vote on the main motion without a formal motion to close debate unless a member objects.

A motion once voted down cannot be reconsidered at the same meeting of the board without the consent of a majority of the members of the board.

If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the President to call him or her to order.

If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on such appeal shall be taken without debate.

When the chair has commenced taking a vote, no further debate or remark shall be admitted, unless there has evidently been some mistake; in which case, the mistake shall be rectified, and the chair shall recommence taking the vote.

The Board President/Chairperson has the primary responsibility for conducting the meeting.

REFERENCES

Adoption History

First Reading			
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDE-E(2)
---------	----------	-------	--	------	------------------

PARLIAMENTARY PROCEDURE MOTIONS CHART

A motion with a higher number takes precedence over a motion with a lower number (i.e., a motion with the higher number dictates what is to be addressed at that time by the school board).

	MOTION TO:	2nd REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED?
1	Make a decision on a matter before the School Board (main/original motion)	yes	yes	yes	majority
2	Amend or Substitute Motion	yes	yes	yes	majority
3	Amend the Amendment	yes	no	yes	majority
4	Refer to Committee	yes	yes	yes	majority
5	Postpone to a Certain Time	yes	yes	yes	majority
6	Close Debate	yes	no	yes	2/3
7	Take a Recess	yes	no	yes	majority
8	Adjourn	yes	no	no	majority

The following motions or inquiries may be made at any time during the meeting when there is no other agenda item currently pending or being addressed by the school board:

	MOTION TO:	2nd REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED?
1	Address a matter which has been tabled (take matter from table)	yes	yes	no	majority
2	Reconsider Prior Action	yes	yes	no	majority
3	Rescind Prior Action	yes	no	yes	majority

The following motions deal with the conduct of the meeting and may be brought up at any time when business is being conducted:

	MOTION TO:	2nd REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED?
1	Point of Order (on parliamentary procedure)	no	no	no	none
2	Request for information	no	no	no	non
3	Appeal a Decision of the Chair/President	yes	yes	no	majority
4	Require a roll call vote	no	no	no	non

Adoption History

First Reading			
Approved	Rev July 14, 2016		
Reviewed	9/12/2022		

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDF
---------	----------	-------	--	------	-------------

VOTING METHOD

As the elected officials responsible for the governance of the school district, the Board sets the direction for the school district through the establishment of policies and by taking other official actions.

Any board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays”. No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hands vote will be made; and the vote of members will be recorded. On a voice vote, any member may request that his vote be recorded.

All official acts of the School Board relative to motions or resolutions passed at board meetings become effective at the time of such passage unless otherwise expressly provided therein.

REFERENCES

State Reference:
 SDCL 2-14-15
 SDCL 6-1-17
 SDCL 13-8-10

Policy Reference:
 BD
 BBFA
 BDDD

Adoption History

First Reading	7/10/95		
Approved	8/14/95		
First Reading of Revision	11/17/14		
Approved	12/8/14		

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(1)
---------	----------	-------	--	------	------------------

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.

	Name & Address	Email & Phone #	Topic / Item #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Board Approved 9/28/17; Reviewed 9/12/2022

DOUGLAS SCHOOL DISTRICT
Board Policy
(REVIEW)

SECTION	B	TITLE	Board Governance and Operations	FILE	BFA
---------	----------	-------	--	------	------------

POLICY DEVELOPMENT SYSTEM

The Board endorses for use in this District the policy development, codification and dissemination system of the Educational Policy Service of the National School Boards Association (EPS/NSBA).

While it may be modified, this system is to serve as a general guideline for tasks related to policy research, the preparation of policy proposals, reviewing policy drafts, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the maintenance of an effective policy manual

REFERENCES

State Reference:

Federal Reference:

Adoption History

First Reading	2/9/78		
Approved	3/9/78		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BFE
---------	----------	-------	--	------	------------

ADMINISTRATION IN POLICY ABSENCE

In the absence of board policy specifically covering any action that the Superintendent determines must be taken for orderly administration, the Superintendent may take temporary action that is believed to be in harmony with the overall policy of the Board. However, the Superintendent will not be free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent must take such action, it will be presented to the Board for its consideration at its next meeting.

REFERENCES

State Reference:

Federal Reference:

Adoption History

First Reading	11/6/80		
Approved	12/11/80		
First Reading -Revisions	10/8/14		
Approved	1/12/15		

SECTION	B	TITLE	Board Governance and Operations	FILE	BK
---------	----------	-------	--	------	-----------

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board will annually review its own performance in terms of generally accepted principles of successful board operations and in relation to its goals and objectives. The Board self-evaluation shall address performance in the key functions of vision, structure, accountability, conduct, ethics and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year. Evaluation will indicate the strengths of the Board and the areas of needed improvement.

To help the Board meet this goal, the following elements will be included in the self-evaluation process.

1. Board members will be involved in the development of an evaluation instrument and procedures by which they will evaluate themselves.
2. The Board evaluation instrument will be completed by individual board members on a confidential basis and submitted to the Board Chair, or the designee, for compilation.
3. Each conclusion will be supported by objective evidence.

Upon final discussion of the results, the Board will develop both short and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas, and to improve the efficiency of the Board.

REFERENCES

State Reference:

Policy Reference:
 Board Policy Exhibit BK-E

Adoption History

First Reading	12/8/14		
Approved	1/12/15		
Reviewed	9/12/2022		

SECTION	B	TITLE	Board Governance and Operations	FILE	BK-E
---------	----------	-------	--	------	-------------

ANNUAL SELF-APPRAISAL OF THE SCHOOL BOARD

WHY IS BOARD EVALUATION FOR YOU?

Take a few moments to analyze your board, your relationships, your operation, your meetings, your school system, the public you serve, and your commitment to educational excellence.

Why evaluate? Because you want accountability. You want improvement in your operations. Because you want to do the best you can for your school system and community. This commitment to quality, to excellence, and to local control of the educational system is the real why.

BOARD EVALUATION

The following list of items pertains to the operation of the school board. Each board member rates his or her individual performance and the board as a whole. When evaluating your individual performance, reframe the question in terms of "I." The evaluation scale to be used is:

- 5 – Outstanding
- 4 – Good
- 3 – Satisfactory but could improve
- 2 – Weak and should improve
- 1 – Ineffective

A. Board Qualities

	Self Only	Board As A Whole
1. Board members demonstrate through actions that they believe all children can learn.	_____	_____
2. Board members make decisions in terms of what is best for students.	_____	_____
3. Board members are independent, open--minded and respect the decisions of fellow board members and the administration.	_____	_____

- 4. The Board strives to improve board skills and keep abreast of educational issues by attending workshops/conferences

at the local, regional and state levels.

5. The Board understands their role as a policy-making body. The Board annually reviews and revises the District's long-range plan.

6. The Board annually reviews and revises the District's long-range plan.

B. Board Relationship with the Superintendent

1. The Board keeps the Superintendent informed on issues, needs and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

2. The Board establishes written policies which clearly interprets its position on policy matters pertaining to the school district thereby enabling the Superintendent to properly carry out the wishes of the Board.

3. The Board publicly supports the Superintendent's administrative regulations and decisions and relays any disagreement in a private or executive session.

4. The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

C. Board Relationships with the Community

1. Board members recognize that they represent the "entire" community and that it has entrusted them with the educational development of the children and youth of the community.

2. The Board takes the initiative in helping all community members to have all the facts all the time about their schools so it will readily provide the finest possible school program, school staff and school facilities.

3. The Board recognizes that the community expects its primary concern to be what is in the best interest of each and every student without distinction as to who they are or what their background may be.

4. Board meetings are conducted in accordance with the open meeting law.

D. Board Relationship to Financial Management of the Schools

- 1. The Board establishes the policies and provides the necessary resources to properly manage the finances of the school district. _____
- 2. The Board requires proper accountability for the expenditure of school district funds. _____
- 3. The Board utilizes approved funding to maintain a high quality educational program in the District. _____
- 4. The Board keeps the community informed about the financial needs of the school district. _____
- 5. The Board ensures that the budget reflects the District's long range planning. _____

E. General Statements

Identify three strengths of your school board:

- 1. _____
- 2. _____
- 3. _____

Identify three areas where your school board could improve:

- 1. _____
- 2. _____
- 3. _____

Identify three priority performance goals for your Board for the next school year:

- 1. _____
- 2. _____
- 3. _____

Identify any areas for clarification of the role of the Superintendent and the Board.

Adoption History

First Reading			
Approved	01/12/2015		

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2022, by and between the DOUGLAS SCHOOL DISTRICT 51-1 of 400 Patriot Drive, Box Elder, SD 57719 (hereinafter "School District") and the PENNINGTON COUNTY SHERIFF'S OFFICE of 300 Kansas City Street, Rapid City, SD 57701.

RECITALS

WHEREAS, this Agreement will often refer to the Pennington County Sheriff's Office as "Law Enforcement" for ease of reference;

WHEREAS, Law Enforcement agrees to provide the School District a School Resource/Liaison 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 SROs in the School District.

WHEREAS, Law Enforcement will decide which schools are assigned to each agency.

WHEREAS, the Box Elder Police Department may provide resources to the SRO Program with the terms established in separate Memorandum of Understanding.

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 Pennington County Sheriff's Office ("PCSO") for 50% of the actual wages of the PCSO employees for a nine-month school year. This wage will include any overtime worked by the SROs for each period. The invoices for payment will be submitted semi-annually for a nine-month period starting in September and ending in May of each fiscal year.
- B. Continuing education in the areas of school-based law enforcement topics, child development, adolescent psychology, trauma, conflict resolution, mental health and addiction, children with disabilities, juvenile and education law and policy, and cultural competence are cornerstones of an effective SRO. The School District will reimburse for up to a total of \$5,000 annually for training costs when SROs participate in school-related training and professional development. The training will be mutually agreed upon between the Parties to this Agreement. The costs shall include, but are not limited to: travel, per diem, and tuition.

2. Employment of School Resource Officers

- A. The SROs shall be employees of Law Enforcement and shall be subject to the administration, supervision and control of Law Enforcement.
- B. The SROs 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. Law Enforcement, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of Law Enforcement and the School District shall make recommendations for the SRO positions to the Sheriff who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Sheriff assign a different officer as the SRO for that school.
- E. SRO assignments per school:
 - 1. Douglas High School will have one assigned SRO.
 - 2. Douglas Middle School will have one assigned SRO.
 - 3. The additional SRO will be stationed inside Patriot Elementary/Carousel.
 - 4. The PCSO will provide a Supervisor to manage the SRO Program and personnel.
 - 5. Substitutions will be made in consultation with the school administrator(s) affected 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 day. Reasonable efforts will be made to accommodate requests for SROs to attend after-school activities, such as sporting events, dances, and prom.
- B. It is understood and agreed that time spent by SROs attending circuit or magistrate court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO 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 assigned. If an SRO is absent from work for more than five consecutive days, Law Enforcement will assign another certified law enforcement officer, if available, to substitute for the SRO beginning the sixth consecutive day of absence. The substitute law enforcement officer may or may not be a SRO trained deputy.

4. **Goals of the SRO Program**

- A. 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:

1. **Law Enforcement**

SROs 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 raises 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 to the school principal, or designee, rather than the SRO.

2. **Fostering Positive School Climate/Crime Prevention/Mentor/Role Model**

One of the primary roles SROs 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. Officers may also complete security surveys analyzing the physical security and safety of school property and facilities.

3. **Education**

SROs should participate in the school community by becoming a member of the educational team where appropriate and by representing law enforcement community to build positive relationships with youth, their families, and school staff.

- B. Whether talking to students in the hallway or delivering a presentation in the classroom, SROs are embedded in the educational fabric of the school. SROs 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

A. SRO duties include, but are not be limited to, the following:

1. To be an extension of the principal's office for assignments consistent with this Agreement. SROs should be notified by the building principal whenever a situation arises that is or likely to become criminal in nature, a present or potential danger to the staff, students, visitors or school property exists, or an issue that requires the assistance of additional personnel.
2. 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 meted out by school officials.
3. 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 building(s), grounds, parking lot(s), lockers and other public school property. As to school code violations, the SRO will defer to the principal's office for discipline to be meted out by school officials.
4. To provide a classroom resource for law enforcement topics using approved materials.
5. 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.
6. 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.
7. 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.
8. 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 meted out by school officials.
9. 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 school which may involve students from their assigned schools.
10. The SRO will share information with the administrator about persons and conditions that pertain to campus safety concerns.

11. 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.
12. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
13. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
14. The SRO may be asked to provide community-wide crime prevention presentations that include, but are not limited to:
 - a. Drugs and the law – Adult and juvenile;
 - b. Alcohol and the law – Adult and juvenile;
 - c. Sexual assault prevention;
 - d. Safety programs – Adult and juvenile;
 - e. Online safety and citizenship; and
 - f. Assistance in other crime prevention programs as assigned.
15. The SROs will wear approved business casual, department uniform, or formal business attire depending on the time of school year, the type of school activity or program, and the requests of the school and/or Law Enforcement. The Sheriff, or designee and the principal shall jointly set expectations and resolve any disputes in this area.
16. The SROs will wear their department-authorized duty weapons in accordance with department policy.

6. Chain of Command

As employees of Law Enforcement, SROs will be subject to the chain of command of Law Enforcement.

In the performance of their duties, SROs shall coordinate and communicate with the principal or the principal's designee of the school to which they are assigned.

7. Access to Education Records

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. SROs and school officials are permitted to openly share information in accordance with the standing 7th Circuit Judicial Order allowing such sharing. The judicial order shall be periodically updated to reflect current information and to remain in compliance with the latest judicial guidance.

- C. SROs should actively share information with 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

The initial term of this Agreement is three years commencing on the _____ day of _____, 2022, and ending on the _____ day 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 days' notice to the others. Following the initial three-year term, this Agreement shall be automatically renewed for successive one-year periods unless any Party requests termination or modification of this Agreement. This request must be made in writing.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first written above.

DOUGLAS SCHOOL DISTRICT 51-1

By: _____

Its: _____

PENNINGTON COUNTY SHERIFF'S OFFICE

Sheriff Kevin Thom