

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, May 8, 2023

**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/93346918866?pwd=MWVJQTNKc3JSc1Q5Ri83UCt3WEwyUT09>

Meeting ID: 933 4691 8866

Passcode: 721469

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: Teacher Appreciation Week May 8-12
2023-24 Staff and Volunteer Appreciation
4. Review of Board Working Agreements:
 - Student Success is our Center
 - Be Respectful: Presume Positive Intent; Embrace Cognitive Conflict; Practice Suspension
 - Listen to Learn and Understand; Speak to Clarify
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of April 24, 2023 and Special Meeting Minutes of May 3, 2023.
 - B. Approve Personnel Action

- C. Approve the Purchases and Issuing of Accounts Payable and Payroll.
 - D. Acknowledge presentation of staff and volunteer recognition awards for the 2022-23 school year.
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3.
 - F. Approve Adding a Head Coach for Girls' Wrestling Team.
 - G. Approve Lettering Agreement for Black Hills Lacrosse Club.
 - H. Approve DHS AFJROTC Trip Request to Camp Judson on May 9-10, 2023.
 - I. Election ballot for South Dakota High School Activities Association (SDHSAA) Board members.
 - J. South Dakota High School Activities Association (SDHSAA) Amendment Ballots.
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. Approve Administrative Rule Waiver Application for High School Credit Before 9th Grade.
11. Superintendent Items:
- A. Approve Student Assignment Request as recommended to attend Douglas School District for the remainder of the 2022-23 school year.
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve FIRST READING of Revised, Reviewed, New or Deleted, Douglas District Policies, Section G, GCLA - GDPD.
 - B. Approve SECOND READING of REVISED Board Policy IKF-R, Required Courses.
 - C. Approve SECOND READING of Douglas District Board Polices, Section G. (Policies GA - GDL)
 - D. INFORMATIONAL READING of Revised, Reviewed, Douglas District Policies, Section J. (JA-JECAC)
 - E. Approve Declaring One (1) 1986 Flatbed Pickup as Surplus For Sale.
 - F. INFORMATIONAL Required Review of Douglas School District Back-To-School Plan.

14. Reports:

A. Superintendent:

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

15. Upcoming Calendar Events:

May 21 - Senior Graduation

May 22 - BOE Meeting

May 24 - Last Day of School for Students

16. Executive Session for Negotiations according to SDCL 1-25-2.4.

17. Action As A Result of Executive Session

18. Adjournment

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

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

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

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, April 24, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, April 24, 2023 at 5:00 p.m. 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, Fran Apland, Associate Board member, Present.

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

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

There was nothing for Public Forum.

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

Motion to approve the consent agenda, Items A-F as one motion. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Approved Regular Meeting Minutes for April 6, 2023 and Special Meeting Minutes for April 11, 2023.

Approved Personnel Action for April 24, 2023. (Attachment)

Approved the March 2023 Financial Report. (Attachment)

Approved the Accounts Payable Report for April 30, 2023. (Attachment)

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

Approved declaring library books as surplus (surplus for sale or discard).

Operational Support Services Items:

Motion to approve FIRST READING of Douglas District Board Policies, Section G - Personnel (Policies GA - GDL). This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve FIRST READING of revised Board Policy Regulation IKF-R - Required Courses. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Motion to approve the disposal of two (2) 2004 71-passenger school busses and one (1) 2010 special education bus as surplus (surplus for sale or discard). This motion, made by Cathy Melendez and seconded by Tonya Amaral, Carried.

DSD School Board Policies, Section G - Personnel are due for revision, renewal, addition or deletion. Given the large number of policies in this section, we have added this as an informational item and will have the first reading at the first meeting in May. This includes School Board Policies GCLA - GPDP for this meeting.

Reports:

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

Fran Apland thanked the District for distributing bagels to students, parents and staff in honor of the Month of the Military Child Purple Up Day last Friday. She also appreciated the cooperation with the District in creating a process in conjunction with base exercises.

Tonya Amaral said the senior scholarships will be announced at the upcoming Activities Banquet on May 1 at 6:30 p.m. There was a lot of excitement during the Freshman Orientation last week. The next Booster Club meeting will be May 15 at 6:30 p.m.

Cathy Melendez attended the Box Elder Area Chamber of Commerce meeting last week. There are several upcoming community events in May and June.

Tanya Gray will attend the Black Hills Special Services Cooperative Board of Directors meeting this week. The TIE Conference is taking place today and tomorrow at The Monument.

Motion to move into executive session at 5:23 pm for negotiations per SDCL 1-25-2.4. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

President Gray called the Board out of executive session at 7:15 p.m.

Motion to approve entering into Executive Session for personnel per SDCL 1-25-2.1 at 7:17 p.m. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

President Gray called the Board out of executive session at 7:34 p.m.

No action taken.

Motion to adjourn the meeting at 7:34 p.m. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Tanya Gray, President

Trista Olney, Business Manager

Initials

Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 4/24/23****Certified Teaching Contract Amendments**

	Name	Reason	Amount	Effective Date
	Chester Stewart	Amendment to initial teaching contract issued to meet Air Force JR ROTC MIP minimum requirement payments	\$2557.50 Semi- Monthly	April 21, 2023

Certified Professional Growth Plans

	Name	Building	Position	
	Summer Hager	DMS	Science Teacher	

Certified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Laura Armstrong-Resigning	Language Arts Teacher	Douglas Middle School	End of 2022/2023 School Year
	Casey Hoover-Resigning	Art Teacher	Douglas High School	End of 2022/2023 School Year
	Casey Hoover-Resigning	Co - Student Council Advisor	Douglas High School	End of 2022/2023 School Year
	Kristin Knutson -Resigning	Special Education Teacher	Douglas High School	End of 2022/2023 School Year
	JaeLyn Lardy -Resigning	Spanish Teacher	Douglas High School	End of 2022/2023 School Year
	JaeLyn Lardy -Resigning	Co - Student Council Advisor	Douglas High School	End of 2022/2023 School Year
	Michael McCarty -Resigning	CTE Teacher	Douglas High School	End of 2022/2023 School Year
	Michael McCarty -Resigning	HS Head Track and Field Coach	Douglas High School	End of 2022/2023 School Year
	Michael McCarty -Resigning	Lunchroom Supervisor	Douglas High School	End of 2022/2023 School Year
	Shelby Reamer -Resigning	4th Grade Teacher	Vandenberg Elementary	End of 2022/2023 School Year
	Angela Simoneschi -Resigning	Social Studies Teacher	Douglas Middle School	End of 2022/2023 School Year

Classified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Janifer Kirk	HS Counseling Secretary	Douglas High School	May 5, 2023
	Thomas Mills	Food Service Worker	Vandenberg Elementary	May 26, 2023
	Michelle Randall	Cook	Douglas Middle School Food Service	April 6, 2023
	Elizabeth Ross	Security Aide	Douglas High School	May 24, 2023

Certified Voluntary Transfer Request

	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Kimberly Kearns	Douglas Middle School / Special Education Teacher	Carrousel / Teacher on Assignment- SPED Evaluator	2023-2024 School Year
	Nicholas Ferguson	Douglas Middle School /Industrial Tech Teacher	Douglas High School / CTE Teacher	2023-2024 School Year
**	Beverly Parker-Greer	Douglas Middle School / World Language Techer	Carrousel / Title III Teacher	2023-2024 School Year
Classified Voluntary Transfer Request				
	Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
	Barb Frerichs	Transportation / Bus Driver / 6 hrs / \$20.75 per hour	Transportation / Bus Aide / 4 hours / \$18.00 per hour	April 17, 2023
Certified Staff Hiring				
	Name	Location / Position	Wage	Effective Date
**	Samantha Caillier	Patriot Elementary / SPED Teacher	B/7 - \$53,525.00	2023-2024 School Year
	Amanda DuVall	Douglas Middle School /Language Arts Teacher	B/4 - \$51,275.00	2023-2024 School Year
	Kristine Knottnerus	Douglas Middle School / SPED Teacher	M/2 - \$54,025.00	2023-2024 School Year
	Darla McKernan	Vandenberg Elementary / SPED Teacher	M+30 - \$63,525.00	2023-2024 School Year
	Catherine Riisnaes	Vandenberg Elementary / SPED Teacher	M/7 - \$58,525.00	2023-2024 School Year
Temporary Hires				
	Name	Position	Salary	Effective Date
	Keri Flint	S2S Coordinator-1 Year Only	\$400.00	2022-2023 School Year
	Traci Knight	FSW-Summer Feeding	\$16.50 per hour	June 2-June 30, 2023
	Amanda LeBlanc	S2S Coordinator-1 Year Only	\$400.00	2022-2023 School Year
	Christie Medina	FSW-Summer Feeding	\$17.25 per hour	June 2-June 30, 2023
	Shelbey Mitchell	S2S Coordinator-1 Year Only	\$400.00	2022-2023 School Year
	Jamie Williams	Summer School Adminstrator Intern	\$7,005.60	March 22-June 30, 2023
Substitute Hires				
	Name	Substitute Teacher	Substitute Classified	Effective Date
	Brianna Denson	\$16.00 per hour	95% of Step 1	March 17, 2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

March 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 02/ 28/ 23	457,068.60	(213,158.03)	1,063,389.13
RECEIPTS:			
TAXES	105,768.52	67,976.90	36,539.10
INTEREST	1,263.05		
ADMISSIONS	-		
LOCAL	788.08	55.47	
COUNTY	13,359.44		
STATE	1,223,549.00		152,154.00
FEDERAL			30,262.00
OTHER	680.00		
INTERFUND TRAN.	15,028.51		
TOTAL RECEIPTS:	1,360,436.60	68,032.37	218,955.10
DISBURSEMENTS:			
VERIFIED CLAIMS	187,680.30	238,994.28	18,245.39
SALARIES	1,621,555.16	-	349,335.19
TRANSFERS OUT			
BALANCE 03/31/23	8,269.74	(384,119.94)	914,763.65
BALANCE 03/ 31/ 22	(539,188.22)	764,421.67	1,775,977.30

March 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 02/ 28/ 23	(3,205,344.23)	50,169.11
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC	367.60	
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	367.60	-
DISBURSEMENTS:		
VERIFIED CLAIMS	1,876.01	671.60
SALARIES	82,453.32	-
TRANSFERS OUT		
BALANCE 03/31/23	(3,289,305.96)	49,497.51
BALANCE 03/ 31/ 22	(1,033,286.28)	50,849.24

March 1, 2023	DEP CARE	MEDICAL REIMB	IMPACT AID
FINANCIAL			
BALANCE 02/ 28/ 23	345.15	(127.74)	23,853,261.54
RECEIPTS:			
INTEREST			15,028.51
FEDERAL			723,860.41
LOCAL	1,373.76	1,500.02	
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,373.76	1,500.02	738,888.92
DISBURSEMENTS:			
VERIFIED CLAIMS	1,610.00	1,141.06	
EXPENDITURES/ TRANSFERS OUT			15,028.51
BALANCE 03/31/23	108.91	231.22	24,577,121.95
BALANCE 03/ 31/ 22	455.12	1,547.42	23,639,910.54

March 1, 2023	FOOD	FIDUCIARY
FINANCIAL	SERVICE	FUNDS
BALANCE 02/ 28/ 23	294,397.13	246,591.76
RECEIPTS:		
INTEREST		
SALES	72,807.99	
STATE		
FEDERAL	138,696.09	
LOCAL	400.45	39,916.96
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	211,904.53	39,916.96
DISBURSEMENTS:		
VERIFIED CLAIMS	102,236.80	39,354.18
SALARIES	62,913.44	826.48
BALANCE 03/31/23	341,151.42	246,328.06
BALANCE 03/ 31/ 22	230,246.11	201,647.51

Board Report - For School Board 04/28/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	182283		886.19
ACT	182284		425.00
AMAZON.COM	182285		10,270.80
BLACK HILLS ENERGY- AUTO PAY	99		35,975.47
BLACK HILLS URGENT CARE	182286		500.00
CARQUEST AUTO PARTS	182287		322.64
CASE, KEVIN	182288		1,517.36
CENTRAL HIGH SCHOOL ACTIVITIES	182289		200.00
CREATIVE BEAN COFFEE CO	182292		500.00
CREATIVE IRONWORKS/ BH POWDER COATING	182293		700.00
DAKOTA SUPPLY GROUP, INC.	182294		2,326.21
DEMCO, INC	182295		147.03
DENNY MENHOLT CHEVROLET	182296		765.76
GRAINGER, INC	182298		391.80
GREAT WESTERN TIRE COMPANY	182299		1,942.99
HARLOW'S BUS SALES, INC.	182300		695.52
HILLYARD INC	182302		236.00
HOBBY LOBBY CREATIVE CENTER	182269		14.35
HOLIDAY INN EXPRESS	182303		77.00
HYATT REGENCY	182269		2,275.98
JOANN FABRIC	182269		286.65
JOHNSON CONTROLS INC	182304		765.61
JOURNEY MUSEUM & LEARNING CENTER	182305		500.00
JW PEPPER & SONS, INC.	182306		50.99
KIEFFER SANITATION, INC.-AUTO PAY	98		2,285.47
LULZBOT.COM	182307		48.08
LYNN JACKSON SHULTZ & LEBRUN PC INC	182308		2,049.41
MCCARTY, MICHAEL	182309		2,634.00
MEADOWBROOK GOLF COURSE	182310		27.51
MENARDS	182311		425.29
MF ATHLETIC	182269		294.00
MG OIL COMPANY, INC.	182312		3,596.63
MID-AMERICAN RESEARCH CHEMICAL	182313		176.09
MIDCONTINENT COMMUNICATIONS- AUTO PAY	97		1,562.31
MRAZ, TONY	182314		2,009.00

Board Report - For School Board 04/28/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
NATIONAL SPEECH & DEBATE ASSOCIATION	182315		520.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182316		522.42
PIERRE SCHOOL DISTRICT	182317		35.00
POMP'S TIRE	182269		200.55
RAPID CITY JOURNAL	182319		341.59
REFINISH SUPPLY COMPANY	182320		103.08
RIVERSIDE TECHNOLOGIES INC	182321		5,300.00
ROGERS ATHLETICS	182269		1,245.00
ROWE, AMY	182322		328.00
SAFER SPORTS INC. dba LIGHT HELMETS	182323		116.00
SAM'S CLUB	182269		236.95
SASD	182324		851.00
SCHOOL MATE	182325		3,056.00
SCHOOL SPECIALTY INC.	182326		419.77
SOUTH DAKOTA ONE CALL	182329		50.40
STURGIS BROWN HIGH SCHOOL	182330		150.00
STURGIS OPTIMIST	182331		80.00
TEACHER CREATED RESOURCES	182332		55.92
TIE	182335		3,985.00
TITAN MACHINERY	182337		1,239.30
UNITED AIR LINES	182269		1,556.70
UPRINTING	182269		408.46
US BANK	182269		(3,308.62)
VELEZ III, WILLIAM	182338		70.00
VERIZON WIRELESS	182339		339.92
WAL-MART STORES INC	182269		594.80
WEBSTaurant STORE	182269		146.61
WEDDING AND PORTRAIT PHOTOGRAPHY	182269		761.94
WESTERN DAKOTA TECHNICAL INST.	182341		258.00
WRESTLING CLUB	182342		1,315.00
GENERAL FUND			<hr/> 97,859.93
CENTURY BUSINESS	182290		7,876.43
CO-OP ARCHITECTURE	182291		109,998.10
GOPHER SPORT	182297		2,798.88
HEAVY CONSTRUCTORS, INC	182301		45,000.00

Board Report - For School Board 04/28/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SD FEDERAL PROPERTY AGENCY	182328		30,000.00
CAPITAL OUTLAY			<hr/> 195,673.41
AMAZON.COM	182285		62.98
PRO-ED, INC.	182318		257.40
SD DEPARTMENT OF HUMAN SERVICES	182327		2,719.29
TIMMONS MARKET	182336		19.84
US BANK	182269		120.00
VOLUNTEERS OF AMERICA, DAKOTAS	182340		939.30
WAL-MART STORES INC	182269		143.72
SPECIAL ED			<hr/> 4,262.53
AMAZON.COM	182285		2,232.11
CANVA PTY. LTD	182269		239.99
HYATT REGENCY	182269		1,517.36
MIL-BAR PLASTICS	182269		575.98
NWEA	182269		6,000.00
QUALITY LOGO PRODUCTS	182269		884.27
SUPER 8 - RC	182269		460.00
UNITED AIR LINES	182269		7,835.20
GRANTS			<hr/> 19,744.91
			<hr/> 317,540.78
AMAZON.COM	12067		98.78
CASH-WA DISTRIBUTING COMPANY, INC.	12068		1,066.43
CASH-WA DISTRIBUTING COMPANY, INC.	12069		2,018.18
CLIMATE CONTROL SYSTEMS AND SERVICE	12070		446.84
COCA-COLA BOTTLING CO HIGH COUNTRY	12071		432.00
DAKOTA WAREHOUSE	12072		10.00
DOMINOS PIZZA- BOX ELDER	12073		873.75
PAN-O-GOLD BAKING COMPANY, INC.	12074		415.91
PRAIRIE FARMS	12075		3,197.60
REINHART FOOD SERVICE LLC	12076		11,192.87
SERVALL TOWEL & LINEN SUPPLY, INC.	12077		212.26
FOOD SERVICE			<hr/> 19,964.62
			<hr/> 19,964.62
Grand Total:			<hr/> 337,505.40

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

Wednesday, May 3, 2023

The Douglas School District No. 51-1 Board of Education held a Special meeting on Wednesday, May 3, 2023 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: Absent. Chris Misselt: Present. at 5:36 pm via phone conference.

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

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

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 move into executive session at 5:01 p.m. to discuss negotiations according to SDCL 1-25-2.4. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

President Gray called the Board out of executive session at 7:47 p.m.

No action taken.

Motion to adjourn the meeting at 7:48 p.m. This motion, made by Cathy Melendez and seconded by Tonya Amaral, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 5/8/2023****Certified Professional Growth Plans**

Name	Building	Position	
Jesse Hamer	Douglas High School	LA Teacher	
Anna Vaughn	Douglas High School	LA Teacher	

Certified Resignations/Retirements/Terminations Amendment

Laura Armstrong- Retiring not resigning	Language Arts Teacher	Douglas Middle School	End of 2022/2023 School Year
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Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
E Orange Johnson	Lunchroom Supervisor	Douglas High School	End of 22/23 School Year
Shannon Maxon	High School Counselor	Douglas High School	End of 22/23 School Year
Shannon Maxon	Credit Recovery Summer School Teacher	Douglas High School	22/23 Summer School
Nicholas Peterson	Science Teacher	Douglas Middle School	Prior to starting for 23/24 School Year

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Jazmine Hernandez	SPED Aide	Carrousel	May 19, 2023
Peter Lawler	Custodian	Vandenberg	May 26, 2023
Jane Maine	Lunchroom Supervisor	Patriot Elementary (Franci Case wing)	April 24, 2023

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Juliana Parker	Douglas Middle School / PE Teacher	Douglas Middle School / World Language Teacher	2023-2024 School Year

Certified Staff Hiring

Name	Position / Location	Salary	Effective Date
Travis Ladwig	7th Grade LA Teacher / Douglas Middle School	M/6 - \$57,775 per year	2023-2024 School Year
Dan McIntire	Spanish Teacher / Douglas High School	M/7 - \$58,525 per year	2023-2024 School Year
Adam Pilgrim	Reading Teacher / Douglas Middle School	M/5 - \$57,025 per year	2023-2024 School Year
Rochelle Schultz	Art Teacher / Douglas High School	B/5 \$52,025 per year	2023-2024 School Year
Mary Smith	4th Grade Teacher / Vandenberg Elementary	B/2 - \$49,775 per year	2023-2024 School Year

	Megan Steiger	SPED Teacher / Douglas Middle School	M/7 - \$58,525.00 per year	2023-2024 School Year
	Amber Taylor	SS Teacher / Douglas Middle School	M/3 \$55,525 per year	2023-2024 School Year

Classified Staff Hiring

	Name	Position / Location	Wage	Effective Date
	Kimberly White	Breakfast Supervisor	B/1 \$13.50 per hour	2023-2024 School Year

Temporary Hires

	Name	Position	Salary	Effective Date
	Lori Ashley	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Dawn Beltran	Youth 2 Youth/PATS Advisor- 1 Year Only	\$10.80 per hour (\$1,569.00 minimum contract)	2022-2023 School Year
	Dawn Beltran	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Carrie Bergen	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Haley Blank	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Bridget Bolinger	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Michelle Brown	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Elizabeth Combs	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Allyson Corbin	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Cathleen Denekamp	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Calie Derflinger	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Keri Flint	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Monica Knapp	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Kristyn LaBine	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Carl Mathews	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Ron Mays	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Kacie McGuire	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Tamara Merrill	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Jodi Mills	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023

	Lauryn Mobley	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Andrea Murphy	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Chandra Olsen-Canaan	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Racheal Quimby	HS Asst. Volleyball Coach-1 Year Only	\$4,389.00 per Year	2023-2024 School Year
	Robert Rath	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Luann Schock	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Gina Stolicker	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Cassie Taylor	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Tiffany Thomas	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Shannon Utter	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Tonia Vahlberg	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Carmen Villa	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Colin Weinzirl	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	182347		97.49
ALLEGIANT AIR	182346		2,359.00
AMSTERDAM PRINTING & LITHO CORPORATION	182348		372.22
AUDIO VIDEO SOLUTIONS	182349		331.74
BATTERIES PLUS BULBS #934	182350		587.80
BLACK HILLS POWERSPORTS, INC	182352		235.59
BOX ELDER HARDWARE	182353		260.47
BSN SPORTS, LLC	182354		761.31
CARQUEST AUTO PARTS	182355		259.35
CASH-AD SPONSORS	182356		9.41
CENTURYLINK	182358		461.40
CITY OF BOX ELDER/PUBLIC WORKS DEPT	182359		4,414.04
COMMUNICATION ACROSS BARRIERS	182360		1,697.00
COREL.COM	182346		232.18
CR'S CRAFTS	182346		408.79
CUMMINS INC.	182346		770.00
DAKOTA SUPPLY GROUP, INC.	182363		104.99
DAKOTA TRAVEL	182346		477.81
DELTA AIR LINES	182346		856.40
DHS BOOSTER CLUB	182364		328.00
DOMINOS PIZZA- BOX ELDER	182346		104.69
FIDUCIARY ACCOUNT	182365		8,208.00
FOLLETT CONTENT SOLUTIONS, INC	182368		107.87
FULL CIRCLE PADDING	182369		49.70
GOPHER SPORT	182370		1,011.08
HERDER, LEON	182371		58.99
HILLYARD INC	182372		556.94
HOBBY LOBBY CREATIVE CENTER	182346		182.09
INSTITUTE FOR EDUCATIONAL DEVELOPMENT	182373		279.00
INSTRUCTIONAL COACHING GROUP	182374		7,980.00
JENNER EQUIPMENT COMPANY, INC.	182375		56.25
JOHNSON CONTROLS INC	182376		1,008.78
JW PEPPER & SONS, INC.	182377		29.49
KIMBALL MIDWEST	182378		576.49
LOWE'S BUSINESS ACCOUNT	182346		(2,189.00)

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MCCARTY, MICHAEL	182379		3,512.00
MCDONALDS	182346		50.89
MENARDS	182380		610.82
MG OIL COMPANY, INC.	182381		2,186.76
MIDWEST BUS PARTS, INC.	182382		302.33
MONTANA DAKOTA UTILITIES COMPANY, INC.	182383		13,759.99
MONUMENT, THE	182346		138.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182385		182.46
NORTHWEST PIPE FITTINGS, INC.	182387		1,095.78
PARTS TOWN	182388		522.55
PAULSON, DARREN	182389		467.85
PERFECT WAVE PRODUCTIONS	182391		71.90
PERFORM BETTER	182392		61.75
POSITIVE PROMOTIONS INC.	182393		158.35
PRINCIPALS CONFERENCE-GARRETSON HIGH	182394		200.00
QUADIENT	182395		182.85
RAMKOTA HOTEL	182396		230.92
RAPID CITY JOURNAL	182397		464.98
REGION 8 MUSIC CONTEST	182399		500.00
RIVERSIDE TECHNOLOGIES INC	182400		4,000.00
RUSHMORE PLAZA HOLIDAY INN	182401		71.50
SAM'S CLUB	182346		675.94
SANFORD HEALTH OCCMED	182402		75.00
SDHSAA	182406		607.00
SERGEANT LABORATORIES	182407		4,714.73
SHERATON GRAND SEATTLE	182346		1,752.54
SPORTS IMPORTS	182408		859.30
STEVENS RAIDER BAND	182409		30.00
TIE	182411		3,600.00
TIME RENTAL	182412		174.57
UPRINTING	182346		(66.38)
US BANK	182346		(39.21)
VANWAY TROPHY & AWARD, INC.	182414		937.80
VERIZON WIRELESS	182415		339.72
VOYAGER FLEET SYSTEMS, INC.	182417		117.57

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
WAL-MART STORES INC	182346		2,210.00
WALTMAN, JACE	182418		150.00
WEST MUSIC CO	182419		61.48
WEST RIVER ELECTRIC-AUTOPAY	101		1,940.60
WESTERN COMMUNICATIONS, INC.	182420		1,558.00
WISE, CHAD	182421		17.50
GENERAL FUND			<hr/> 81,533.20
CENTURY BUSINESS	182357		7,234.76
FOLLETT CONTENT SOLUTIONS LLC	182366		821.85
FOLLETT CONTENT SOLUTIONS, INC	182367		1,568.01
NORTHERN TRUCK EQUIPMENT CORP.	182386		2,338.39
SD FEDERAL PROPERTY AGENCY	182405		32,000.00
SURIDIS, CHRIS	182410		14.16
CAPITAL OUTLAY			<hr/> 43,977.17
COUNCIL FOR EXCEPTIONAL CHILDREN	182361		305.00
CROOKS, TERESA	182362		52.61
DELTA AIR LINES	182346		1,198.40
RATWIK, ROSZAK & MALONEY, P.A	182398		600.00
SD DEPARTMENT OF HUMAN SERVICES	182404		2,755.65
TIMMONS MARKET	182413		72.20
VOLUNTEERS OF AMERICA, DAKOTAS	182416		928.11
SPECIAL ED			<hr/> 5,911.97
BLACK HILLS BAGELS	182351		5,527.15
DAKOTA TRAVEL	182346		1,433.43
NATIONAL STUDENT CLEARING HOUSE	182384		595.00
PEACHJAR INC	182390		2,800.00
SCHOOL SPECIALTY INC.	182403		1,692.03
TIMMONS MARKET	182413		46.13
GRANTS			<hr/> 12,093.74
			<hr/> 143,516.08
CASH-WA DISTRIBUTING COMPANY, INC.	12079		3,866.44
CHILD AND ADULT NUTRITION	12080		1,428.63
CLIMATE CONTROL SYSTEMS AND SERVICE	12081		289.89
COCA-COLA BOTTLING CO HIGH COUNTRY	12082		390.00
DOMINOS PIZZA- BOX ELDER	12083		790.00
FIDUCIARY ACCOUNT	12084		108.00

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PAN-O-GOLD BAKING COMPANY, INC.	12085		276.61
PRAIRIE FARMS	12086		3,562.33
REINHART FOOD SERVICE LLC	12087		7,064.02
SERVALL TOWEL & LINEN SUPPLY, INC.	12088		135.66
FOOD SERVICE			<hr/> 17,911.58
			<hr/> 17,911.58
Grand Total:			<hr/> 161,427.66

PAYROLL EXPENDITURES

APRIL 7 2023

APRIL 21 2023

TOTALS

\$1,084,571.11

\$1,139,350.61

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
***This is what is printed on the certificate.**
Keep it brief.

#	First Name	Last Name	Building	Category	
I.	Megan	O'Daniel	Patriot Elementary - BC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to provide weekly learning for teaDouglas MS on District Days
I.	Tammy	Hencke	Patriot Elementary - BC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to provide weekly learning for teaDouglas MS on District Days
I.	Sarah	Sever	Patriot Elementary - BC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to provide weekly learning for teaDouglas MS on District Days
I.	Dave	Carroll	Patriot Elementary - BC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to provide weekly learning for teaDouglas MS on District Days
I.	Carol	Osten	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Clayton	Meints	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Jim	Walker	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Todd	Hauff	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	George	Bradstream	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Kayla	Meverden	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Corinna	Carlson	Tech Department	Contribution to the Professional Growth of Other Douglas Staff	Adhoc Technology Integrationist work in conjunction with daily IT case work
I.	Jamie	Williams	Vandenberg Elem	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
I.	Shawna	Delaney	Vandenberg Elem	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
I.	Cathleen	Denekamp	Vandenberg Elem	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
I.	Stacey	Schmidt	Patriot Elementary - FC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
I.	Kayla	Riveria	Patriot Elementary - FC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
I.	Krisa	Engel	Patriot Elementary - FC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
***This is what is printed on the certificate.**
Keep it brief.

#	First Name	Last Name	Building	Category	
I.	Pegge	Basham	Patriot Elementary - FC	Contribution to the Professional Growth of Other Douglas Staff	Instructional Leader collaborating to lead PLCs, data discussions, and school success.
II.	Holly	Howie	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Leon	Herder	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Loretta	Schmidt	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Jon	Pierson	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Kristin	Knutson	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Kimberly	Cook	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Sean	Gholson	Douglas HS	Contribution to District Curriculum Development	Grading Scale Committee
II.	Tasa	Sotelo	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Michelle	Hazeldine	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Kyla	Cote	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Shalee	Mamula	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Dane	Floyd	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	McKenzie	Shields	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Kaitlin	Summers	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Tony	Pataky	Patriot Elementary - BC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Mary	Coates	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Colin	Weinzirl	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Hayley	Blank	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Tiffany	Thomas	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Laressa	Finney	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Sandy	Nelson	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Theresa	McCann	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Kerry	Waterson	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Pegge	Basham	Patriot Elementary - FC	Contribution to District Curriculum Development	Math Adoption Committee
II.	Georgia	Simon	Vandenberg Elem	Contribution to District Curriculum Development	Math Adoption Committee
II.	Jenna	Burbach	Vandenberg Elem	Contribution to District Curriculum Development	Math Adoption Committee
II.	Brandi	Marler	Vandenberg Elem	Contribution to District Curriculum Development	Math Adoption Committee
II.	Sherry	Nelson	Vandenberg Elem	Contribution to District Curriculum Development	Math Adoption Committee
II.	Rachel	Quimby	Douglas MS	Contribution to District Curriculum Development	Math Adoption Committee
II.	Kelly	Coates	Douglas MS	Contribution to District Curriculum Development	Math Adoption Committee
II.	Brenda	Clausen	Douglas MS	Contribution to District Curriculum Development	Math Adoption Committee
II.	Zion	Schmidt	Vandenberg Elem	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Lorie	Meade	Vandenberg Elem	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Lori	Kindle	Patriot Elementary - BC	Contribution to District Curriculum Development	Standards Based Report Card Committee

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
***This is what is printed on the certificate.**
Keep it brief.

#	First Name	Last Name	Building	Category	
II.	Jodi	Mills	Patriot Elementary - BC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Margery	Glandt	Patriot Elementary - BC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Lyndsay	Deyo	Patriot Elementary - BC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Marlee	Weiman	Patriot Elementary - FC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Brandy	Perkins	Patriot Elementary - FC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Shelby	Sieveke	Patriot Elementary - FC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Krisa	Engel	Patriot Elementary - FC	Contribution to District Curriculum Development	Standards Based Report Card Committee
II.	Kimberly	Cook	Douglas HS	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Kristyn	LaBine	Patriot Elementary - BC	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Ron	Mays	Vandenberg Elem	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Georgia	Simon	Vandenberg Elem	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Tony	Pataky	Patriot Elementary - BC	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Lisa	Vernon	Patriot Elementary - BC	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Leslie	Violet	Patriot Elementary - BC	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Theresa	O'Connell	Patriot Elementary - FC	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Monica	Waltman	Carrousel	Contribution to District Curriculum Development	Curriculum Coordinating Committee
II.	Megan	O'Daniel	Patriot Elementary - BC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Tammy	Hencke	Patriot Elementary - BC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Dave	Carroll	Patriot Elementary - BC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Sarah	Sever	Patriot Elementary - BC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Jamie	Williams	Vandenberg Elem	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Shawna	Delaney	Vandenberg Elem	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Cathleen	Denekamp	Vandenberg Elem	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Stacey	Schmidt	Patriot Elementary - FC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
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Keep it brief.

#	First Name	Last Name	Building	Category	
II.	Kayla	Riveria	Patriot Elementary - FC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Krisa	Engel	Patriot Elementary - FC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
II.	Pegge	Basham	Patriot Elementary - FC	Contribution to District Curriculum Development	Instructional Leader providing leadership to add fidelity and integrity to the ELA curriculum.
III.	Joelle	Rose	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Providing a safe place for all students as GSA Adviser
III.	Arianna	Grindle	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Providing a safe place for all students ad GSA Adviser
III.	Elke	Kuegle	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Deutsch Partnerschule Distinction
III.	Sean	Gholson	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Arianna	Grindle	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Tony	Keen	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Kristin	Knutson	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Leon	Herder	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Deb	Smith	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Jesse	Hamer	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Dawn	Beltran	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Amy	Erlandson	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Sydney	Franck	District	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Melissa	Owen	District	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Deb	Zebill	District	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Kathy	Auriemma	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	PBIS Committee
III.	Jaelyn	Lardy	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Student Council Advisor
III.	Casey	Hoover	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Student Council Advisor
III.	Carol	Osten	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	Clayton	Meints	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	Jim	Walker	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
***This is what is printed on the certificate.**
Keep it brief.

#	First Name	Last Name	Building	Category	
III.	Todd	Hauff	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	George	Bradstream	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	Kayla	Meverden	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	Corinna	Carlson	Tech Department	Contribution to the Accomplishment of a Building / District Goal	Regular Continuous Improvement contributor as it relates to driving IT initiatives with improved products & processes for DSD customers
III.	Tammy	Huebner	Carrousel	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Hillary	Jastorff	Carrousel	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	David	Carroll	Patriot Elem - BC	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Keri	Flint	Patriot Elem - FC	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Jessica	Gaudino	Patriot Elem - FC	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Cathleen	Denekamp	Vandenberg	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Brandi	Marler	Vandenberg	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Donna	Curry	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Eric	Elder	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Bart	Popowski	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Shae	Weber	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Tina S	Lee	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Dolores	Martin	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Sherry	Lurz	Central Office	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Amy	McGovern	District BOE	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Chris	Misselt	District BOE	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Tanya	Gray	District BOE	Contribution to the Accomplishment of a Building / District Goal	Black Hills Special Services Cooperative Board of Directors
III.	Cathy	Melendez	District BOE	Contribution to the Accomplishment of a Building / District Goal	Box Elder Area Chamber of Commerce
III.	Tonya	Amaral	District BOE	Contribution to the Accomplishment of a Building / District Goal	Curriculum Coordinating Committee
III.	Chris	Misselt	District BOE	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Amy	McGovern	District BOE	Contribution to the Accomplishment of a Building / District Goal	Covid Recovery Committee
III.	Tonya	Amaral	District BOE	Contribution to the Accomplishment of a Building / District Goal	Douglas Booster Club

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
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#	First Name	Last Name	Building	Category	
III.	Chris	Misselt	District BOE	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Julie	Nelson	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Melissa	Reed	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Dr. Cari	Kennedy	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Billy	Landreneau	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Kelsey	Komnick	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Allie	Bauer	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Janessa	Bixel	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Bobbi Jo	Donovan	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Angel	Lee	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Tammy	Misselt	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Brenna	Fiekens	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Ashley	Von Eye	Community Member	Contribution to the Accomplishment of a Building / District Goal	Community Advisory Committee
III.	Lori	Ashley	Patriot Elem - BC	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Jan	Hemen	Patriot Elem - BC	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Andrea	Byrd	Patriot Elem - FC	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Alice	Oleson	Patriot Elem - FC	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Holly	Good	Vandenberg Elem	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Angela	Rossov	Vandenberg Elem	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Brett	Distel	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Summer	Hager	Douglas MS	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Ruth	Coates	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Jesse	Hamer	Douglas HS	Contribution to the Accomplishment of a Building / District Goal	Ed Council
III.	Jessica	Prestjohn	Douglas HS	Contribution to District Goals	Classified Advisory Committee
III.	Leona	Oberlander	Douglas HS	Contribution to District Goals	Classified Advisory Committee
III.	Tara	Kuenkel	Vandenberg Elem	Contribution to District Goals	Classified Advisory Committee
III.	Kristyn	LaBine	Patriot Elem - BC	Contribution to District Goals	Classified Advisory Committee
III.	Elizabeth	Combs	Patriot Elem - BC	Contribution to District Goals	Classified Advisory Committee
III.	Sara	Crawford-Brown	Patriot Elem FC	Contribution to District Goals	Classified Advisory Committee
III.	Tammy	Huebner	Carrousel	Contribution to District Goals	Classified Advisory Committee
III.	Larry	Pettigrew	Douglas MS	Contribution to District Goals	Classified Advisory Committee
III.	Denise	Halstead-Peel	Central Office	Contribution to District Goals	Classified Advisory Committee
III.	Lisa	Scofield	Transportation	Contribution to District Goals	Classified Advisory Committee
IV.	Anna	Vaughn	Douglas HS	Volunteer	Chaperone

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
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#	First Name	Last Name	Building	Category	
IV.	Arianna	Grindle	Douglas HS	Volunteer	Chaperone
IV.	Jesse	Hamer	Douglas HS	Volunteer	Chaperone
IV.	Orange	Johnson	Douglas HS	Volunteer	Creating Welcoming Environment
IV.	Chris	Wieman	Douglas HS	Volunteer	Creating Welcoming Environment
IV.	Kathy	Auriamma	Douglas HS	Volunteer	In-House Substitute
IV.	Tammy	Misselt	Booster Club	Volunteer	Booster Club President Post Prom
IV.	Melissa	Smith	Booster Club	Volunteer	Booster Club / Post Prom
IV.	Tonya	Amaral	Booster Club	Volunteer	Booster Club / Post Prom
IV.	Amy	McGovern	Booster Club	Volunteer	Booster Club
IV.	Tanya	Gray	Post Prom	Volunteer	Post Prom
IV.	Tony	Keen	Douglas HS	Volunteer	Freshman Orientation Panel Expert
IV.	Casey	Hoover	Douglas HS	Volunteer	Freshman Orientation Panel Expert
IV.	Deb	Smith	Douglas HS	Volunteer	Freshman Orientation Panel Expert
IV.	Jennifer	Stelzig	Douglas HS	Volunteer	Freshman Orientation Panel Expert
IV.	Jon	Pierson	Douglas HS	Volunteer	Freshman Orientation Panel Expert
IV.	Dawn	Beltran	Douglas HS	Volunteer	Junior Class SBAC Incentive
IV.	Tony	Burns	Douglas HS	Volunteer	Yearbook Photography
IV.	Sgt.	Lockhart	National Guard	Volunteer	National Guard Rep
IV.	Tracy	Lennick	Patriot Elementary - BC	Volunteer	For reading with our students
IV.	Aarika	Blair	Patriot Elementary - BC	Volunteer	Participating in our writing celebrations
IV.	Casey	Caughron	Patriot Elementary - BC	Volunteer	For donating tissues on several occasions
IV.	Miranda	Mabry	Patriot Elementary - BC	Volunteer	For supporting student writing by participating in Air Force deployment pen pals
IV.	Rich	Mabry	Patriot Elementary - BC	Volunteer	For supporting student writing by participating in Air Force deployment pen pals
IV.	Jill	McGarry	Patriot Elementary - BC	Volunteer	For planning and supporting special classroom activities and celebrations
IV.	Erin	Farmer	Patriot Elementary - BC	Volunteer	Supporting classroom learning
IV.	Raychel	Havel	Patriot Elementary - BC	Volunteer	Supporting classroom Learning
IV.	Audrey	Hedlund	Patriot Elementary - BC	Volunteer	Working on classroom materials at home
IV.	Randi	Pimental	Patriot Elementary - BC	Volunteer	Developing reading confidence by reading with students
IV.	Tonya	Amaral	BOE	Volunteer	Curriculum Coordinating Committee
IV.	Linda	Foster	Parent	Volunteer	Curriculum Coordinating Committee
IV.	Fran	Apland	Parent	Volunteer	Curriculum Coordinating Committee
IV.	Michelle	Furphy	Parent	Volunteer	Curriculum Coordinating Committee
IV.	Amanda	Swan	Parent	Volunteer	Curriculum Coordinating Committee

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
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#	First Name	Last Name	Building	Category	
IV.	RaeAnn	Collins	Patriot Elementary - BC	Volunteer	Action Team Partnerships Parent Member, Career Day and Field Day Volunteer
IV.	Travis	LaBine	Patriot Elementary - BC	Volunteer	DJ for school events and Career Day Participant
IV.	Aarika	Blair	Patriot Elementary - BC	Volunteer	Action Team Partnerships Parent Member
IV.	Liezel	Olivier	Patriot Elementary - BC	Volunteer	Career Day Volunteer
IV.	Sherri	Thompson	Patriot Elementary - BC	Volunteer	Field Day Volunteer
IV.	Hayleigh	Fryman	Patriot Elementary - BC	Volunteer	Field Day Volunteer
IV.	Jill	McGarry	Patriot Elementary - BC	Volunteer	Field Day Volunteer
IV.	Tara	Yonce	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Anna	Loy	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Kailyn	Smith	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Nicole	Jacobs	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Brant	Beckman	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Brandi	O'Brian	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Emily	Honea	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Jenny	Piersall	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Jesse	Hamer	Patriot Elementary - BC	Volunteer	Back 2 School Bash Volunteer
IV.	Lily	Millitello	Patriot Elementary - BC	Volunteer	Back 2 School Bash Volunteer
IV.	Jimmy	Dettman	Patriot Elementary - BC	Volunteer	Back 2 School Bash Volunteer
IV.	Daniel	Schleusner	Patriot Elementary - BC	Volunteer	Career Day participant
IV.	Cassie	Schleusner	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Luke	Schleusner	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Ashley	Wentz	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Robert	Schreckendgust	Patriot Elementary - BC	Volunteer	Career Day Participant
IV.	Amiyah	LaBine	Patriot Elementary - BC	Volunteer	Read to students and Career Day Volunteer
IV.	Amy	Goodrich	Patriot Elementary - BC	Volunteer	Read to students and Career Day Volunteer
IV.	Andrew	Divis	Patriot Elementary - BC	Volunteer	Read to students
IV.	Emilee	Moulton	Patriot Elementary - BC	Volunteer	Read to students and Career Day Volunteer
IV.	Tucker	Paris	Patriot Elementary - BC	Volunteer	Read to students
IV.	Madison	Meier	Patriot Elementary - BC	Volunteer	Read to students
IV.	Hope	Allen	Patriot Elementary - BC	Volunteer	Read to students
V.	Kelly	Earnest	Transportation	Bus Driver Safety Award	1 Year
V.	Beverly	Gabriel	Transportation	Bus Driver Safety Award	1 Year
V.	Robert	Hughes	Transportation	Bus Driver Safety Award	2 Years
V.	Laura	Savage	Transportation	Bus Driver Safety Award	4 Years
V.	Edwin	Snarski	Transportation	Bus Driver Safety Award	5 Years
V.	Ugene	Meier	Transportation	Bus Driver Safety Award	6 Years
V.	Shelli	Walker	Transportation	Bus Driver Safety Award	7 Years

2022-23 STAFF / VOLUNTEER RECOGNITION

Contribution / Service / Committee
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#	First Name	Last Name	Building	Category	
V.	Richard	Sharp	Transportation	Bus Driver Safety Award	13 Years
V.	Dana	Huffman	Transportation	Bus Driver Safety Award	14 Years
V.	Tammi	Koch	Transportation	Bus Driver Safety Award	15 Years
V.	Grant	Savage	Transportation	Bus Driver Safety Award	15 Years
V.	Christy	Lanphear	Transportation	Bus Driver Safety Award	15 Years
V.	Lisa	Scofield	Transportation	Bus Driver Safety Award	16 Years
V.	Patty	Tracey	Transportation	Bus Driver Safety Award	17 Years
V.	Kristine	Boeding	Transportation	Bus Driver Safety Award	26 Years
V.	Larry	Corbett	Transportation	Bus Driver Safety Award	27 Years
V.	Terri	Smith	Transportation	Bus Driver Safety Award	28 Years
V.	Carol	Painter	Transportation	Bus Driver Safety Award	29 Years
V.	Brenda	Johnson	Transportation	Bus Driver Safety Award	38 Years

DOUGLAS SCHOOL DISTRICT #51-1

CLUB SPORTS/ACTIVITIES RECOGNITION AGREEMENT

1. High school LACROSSE is not offered by the Douglas School District (hereinafter "District"), but is available in the Rapid City area and the Box Elder/EAFB community as a club activity.
2. Upon application and under the following conditions, the District may, in its discretion, recognize community or club sports/activities, may allow club or community activities to utilize the "Douglas" or "Douglas High School" name or mascot and may consider participating students eligible for District awards.
3. Eligibility for participation in a club or community sport (hereinafter "Club") will be determined by the Club. The Club is solely responsible for preparing and adopting requirements such as residency, enrollment and academic performance. The Club may decide, in its sole discretion, to follow the South Dakota High School Activities Association requirements and the extra-curricular rules and regulations of the District.
4. The Club shall be solely responsible for providing suitable coaches and referees, for arranging appropriate transportation, and for providing supplies, equipment, game and practice schedules as well as awards for competition. It will also be responsible for all expenses associated with operating the club team, including but not limited to transportation, referees, coaches, supplies, equipment and awards.
5. The Club represents that all coaches have successfully completed a course in the Care and Prevention of Injuries and First Aid. The District will provide the Club with a copy of the Risk Management Guidelines contained in the Douglas High School Activity Handbook.
6. The Club may request use of District facilities on the same basis as any community group. Club teams may not store their equipment on District property or use District uniforms.

7. Only students who meet the eligibility standards of the South Dakota High School Activities Association and the Douglas School District can be considered eligible for District awards. The Club shall submit a team roster to the Douglas High School Activities Director during the first week of participation so that an individual participant's eligibility for District awards can be assessed.
8. The Club shall submit a list of proposed award winners to the Activities Director within one week of the conclusion of the season. Upon receipt of the list of proposed award winners, the District will have sole discretion to determine, under the District's lettering criteria which student, if any, shall receive District awards.
9. Only students enrolled full-time at Douglas School District and who participate on a Club team that has signed a DOUGLAS SCHOOL DISTRICT #51-1 CLUB RECOGNITION AGREEMENT and has provided the Certificate of Insurance described in paragraph 14 below can be considered for District awards.
10. Penalties assessed to participants for violation of the drug and alcohol rule during the Club sport season will not replace the penalty for school-sponsored activities.
11. To be considered for an award, participants must play in at least one-half of all scheduled games and must attend all practices and games unless an acceptable excuse is verified by the coach. Competition must be at a level comparable to high school varsity competition.
12. Student absences from school, which are related to participation in a recognized Club sport, will be documented as parental excused absences if the school receives appropriate notice from the participant's parent or legal guardian.
13. Club sport participants will be covered by appropriate accident insurance procured by the governing league, by the Club or by the participant's parents.
14. Prior to recognition by the District and before using the District's name in association with any Club sport, the Club shall provide the District with a Certificate of Insurance in an amount of at least \$1,000,000.00 that names the District as an additional named insured.

15. The Club agrees that it shall defend, hold harmless, and indemnify the District from all demands, claims, suits, actions, damages, liabilities, losses or legal proceedings arising on account of or relating in any way to the District's recognition of the Club sport/activity or the District's alleged association with it.

16. The Club shall provide all participating parents with a copy of this agreement.

17. It is the responsibility of the Club representative to ensure compliance with all of the terms of this Agreement.

18. This agreement is effective for one year upon approval of the Douglas School District Board of Education. However, Douglas School District #51-1 may cancel this agreement at any time for any reason without prior notice of cancellation.

19. The parties acknowledge that any prior agreement entered into between the District and a Club representative is null and void and has no effect.

School Board President
Douglas Board of Education
Douglas School District #51-1

Date

Amyl Arumy
Club Representative (registrar)

4.25.23

Date

Colb Arumy
Coach/Representative (president)

4/25/23

Date



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2023 OFFICIAL ELECTION BALLOT
Large School Board of Education Member
TERM: JULY 1, 2023 TO JUNE 30, 2028**

Large School Board of Education Member- To be filled by a Board of Education member.

This position is currently held by Mark Murphy of Aberdeen Public Schools. The Large School Board of Education Member representative may be a Board of Education member from any SDHSAA member school with a 2021-22 ADM from 1517 to 625. The Large School Group schools include Rapid City Central with a 2021-22 ADM of 1517 to Huron with a 2021-22 ADM of 625. Any member school may nominate a person for this position and **all member schools have the opportunity to vote**. The person elected will serve a five-year term on the SDHSAA Board of Directors and is unable to run for re-election. Member schools in the Large School Group include: Rapid City Central, Sioux Falls Washington, Sioux Falls Lincoln, Sioux Falls Jefferson, Rapid City Stevens, Sioux Falls Roosevelt, Harrisburg, Brandon Valley, Aberdeen Central, Watertown, Brookings, Mitchell, Yankton, Sturgis Brown, Pierre T.F. Riggs, Douglas, and Huron. Rapid City and Watertown are ineligible due to already having representation on the Board.

You may vote for one candidate.

The deadline for the return of this ballot is **May 31, 2023**.

Randy Hartmann, Pierre School District

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2023 OFFICIAL ELECTION BALLOT
DIVISION III REPRESENTATIVE- SECONDARY PRINCIPAL
TERM: JULY 1, 2023 TO JUNE 30, 2028**

Division III Representative- To be filled by a SDHSAA member school Secondary Principal.

This position is currently held by Dani Walking Eagle of St. Francis High School. The Division III representative may be a secondary principal from any SDHSAA member school with a 2021-22 ADM from 443 to 125. The Division III schools include Tea Area with a 2021-22 ADM of 543 to Redfield with a 2021-22 ADM of 125. This position must be filled by a secondary Principal. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a five-year term on the SDHSAA Board of Directors and is unable to run for re- election in the Division III Representative slot. Member schools in the Division III Representative group include: Tea Area, Todd County, Lakota Tech, Belle Fourche, Dakota Valley, West Central, Vermillion, Sioux Falls Christian, Lennox, Madison, Cheyenne-Eagle Butte, Little Wound, Milbank, Sisseton, Canton, Custer, Dell Rapids, Chamberlain, Tri-Valley, Pine Ridge, Beresford, Hot Springs, Hamlin, Lead-Deadwood, Flandreau, Rapid City Christian, Elk Point-Jefferson, Mobridge-Pollock, Wagner, Sioux Valley, St. Francis, Winner, Red Cloud, St. Thomas More, McLaughlin, Groton, Baltic, Deuel, and Redfield. Groton is ineligible as they already have representation on the Board.

You may vote for one candidate.

The deadline for the return of this ballot is **May 31, 2023.**

- Drew Bunkers, Dell Rapids High School**
- Adam Shaw, Madison High School**
- Jeff Sheehan, Hamlin High School**

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Division III Principal- Candidate Biographies

Drew Bunkers- Dell Rapids High School

I'm a high school graduate of Lake Benton High School (Minnesota) and received my undergraduate degree from St. Cloud State University (Marketing). I have also received graduate degrees from South Dakota State (Health, Physical Education, and Recreation as well as Education Administration) and the University of Minnesota (Business and Marketing Education). Married to my beautiful wife Melissa and we are blessed with three amazing daughters (Kollyns, Reese, and Brynlee)

Twelve years in education with six of those being spent in the classroom teaching Business Education in Tracy, MN and at Harrisburg High School, and the other six as the high school principal for Dell Rapids Public. Served as the Assistant Activities Director in Dell Rapids for three years, and also have five years of varsity football coaching experience. I have previously been a registered official for both football and basketball. In addition to my career in education, I spent five years in the business world working in marketing and sales for the Kimberly-Clark Corporation and Daktronics.

Adam Shaw- Madison Central High School

Thank you for taking the time to read through this quick bio. My name is Adam Shaw, and I am currently the high school principal for the Madison Central School District. I live in Madison with my wife Kate, and we have three wonderful children Brandon (22), McKenna (18), and Daveney (16). This year will conclude my 22nd year in public education. I was born and raised in Rochester, NY and graduated from high school in 1995. During the fall of 1995 I arrived in Madison, South Dakota to obtain a degree from Dakota State University and play football for the Trojans. At the conclusion of my collegiate career in 2000, I was hired by the Flandreau School District to teach Middle School Science. While teaching in Flandreau I coached football, wrestling, track, and summer boys' softball.

In 2004 I enrolled at the University of Sioux Falls and completed two master's degrees in school administration and technology integration. In 2006 I began my administrative career for the Marion School District. My role at Marion was high school principal from 2006-2010 and superintendent from 2010-2013. In 2013 I was hired to be the high school principal in Madison. During my time in Madison, I have had the opportunity to work with the SDHSAA through state events and also serving on the financial board of directors representing the SDASSP for the last five years.

Having children who have participated in athletics, and knowing the importance of the SDHSAA is what drives me to take on the challenge of serving on the SDHSAA Board of Directors. This would provide me with the chance to work on behalf of school districts and the SDHSAA to enhance the opportunities for the current and future students in our amazing state. I would appreciate your vote of support.

Jeff Sheehan- Hamlin High School

Hello, my name is Jeff Sheehan. I graduated from Watertown High School where I was a 4-sport athlete. I received my Bachelor's degree in Physical Education and Master's in Educational Leadership from North Dakota State University and my Specialist from University of Sioux Falls. I have been in education for 23 years, 8 as a classroom teacher and 15 years as a principal. I have also served as Athletic Director for 9 years at 3 different schools throughout those years. I have been a coach all 23 years of my career, coaching several sports at various levels, including volunteer coaching Special Olympic athletes.

I am currently finishing my 14th year as the middle/high school principal at Hamlin Education Center and am also the head football coach and assistant athletic director. I have always been passionate about sports and believe there are many life lessons to be learned from participation in athletics. They are an extension of the classroom and can be character building. I believe I can bring a unique perspective to the board, being from Hamlin with our distinctive population and circumstances and I would appreciate the opportunity to represent fellow coaches, athletes and educators as a member of the board of directors.



SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

2023 OFFICIAL AMENDMENT BALLOT

The deadline for the return of this ballot is **May 31, 2023**. In order to pass, a proposal must receive a 60% favorable vote. Please refer to the accompanying document for the text of the amendment and the rationale that was given at the Annual Meeting of the Board of Directors.

AMENDMENT NO. 1

Yes

No

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

BALLOTS DUE: May 31, 2023

**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION PROPOSED
AMENDMENTS TO CONSTITUTION AND BYLAWS**

AMENDMENT NO. 1

Amend Article IX, Section 1 of the SDHSAA Constitution as such:

SECTION 1. RECRUITMENT PROHIBITED: No school may become or continue to be a member school if it gives or awards scholarships, free tuition, free bus transportation, free school lunch, or any other inducements, directly or indirectly, to persuade a student to attend its school. **In this context, “other inducements” are defined as any special arrangement by either school personnel or non-school individuals to provide a student or student’s family a benefit or benefits not offered to other students and/or not expressly authorized by SDHSAA rules and regulations. This could include, but is not limited to, jobs or housing for parents, residential relocation offers, promotional efforts in excess of efforts for all other students, promises of playing time, financial aid to parents or students, or any other benefit not authorized by SDHSAA guidelines.**

Nor shall any other undue influence be exerted by either school personnel or non-school individuals whereby an attempt is made to persuade or inspire a prospective student to attend a particular school for athletic purposes. **Examples of “other undue influence” include but are not limited to calling, texting, or e-mailing student athletes or sending letters, cards, or questionnaires to student athletes in an effort to persuade that student to attend or transfer to a school, inviting prospective student athletes to summer camps or open gyms, or contact of any kind of a nature that is designed to persuade the student to attend or transfer to a specific school because of athletics.** Confirmation of any such undue influence shall cause the student to be rendered ineligible pursuant to the provisions set forth in Article VII, Section 3, Subsection (g) of the Constitution. **Schools and coaches are subject to penalties per Article IX, Section 2 of the SDHSAA Constitution, including but not limited to suspension of the school and/or program from regular season and post-season activities, suspension of the coach from all coaching duties, or the banning of parents/alumni/supporters from attendance at sanctioned activities.**

Rationale: The current language lacks definition or examples of the terms “other inducements” and “other undue influence”. The language offers definitions and examples of both terms to add clarity. In addition, current language only spells out penalties to the student. The added language clarifies that Article IX, Section 2 allows the Board of Directors to take action against the school, school personnel, and non-school personnel with confirmation of recruitment.



SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

2023 OFFICIAL AMENDMENT BALLOT

The deadline for the return of this ballot is **May 31, 2023**. In order to pass, a proposal must receive a 60% favorable vote. Please refer to the accompanying document for the text of the amendment and the rationale that was given at the Annual Meeting of the Board of Directors.

AMENDMENT NO. 2

Yes

No

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

BALLOTS DUE: May 31, 2023

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION PROPOSED AMENDMENTS TO CONSTITUTION AND BYLAWS

AMENDMENT NO. 2

Amend Chapter II, Part I, Section 9 of the SDHSAA By-Laws as such:

SECTION 9. STUDENT/COACH EJECTION FROM A CONTEST. Any student or coach ejected from an interscholastic contest by game officials will be ineligible for the next regularly scheduled contest at that level of competition and all other contests in the interim at any level of competition.

In the sport of football only, any player ejected/disqualified for specifically violating the provisions of “Illegal Personal Contact” as outlined in NFHS Rule 9-4-3, subsections (a) through (i) and (k) through (o):

- a) Shall be disqualified only for the remainder of the current game if the foul occurs in the first half of a game; or
- b) Shall be disqualified from the remainder of the current game, as well as the first half of the next varsity contest, if the foul occurs in the second half of a game.

Adopted 6-6-19.

A second ejection that occurs during the same sports season shall cause that coach or athlete to be ineligible for the next four regularly scheduled contests at that level of competition and all other contests in the interim at any level of competition.

A third ejection that occurs during that same sport season shall cause that coach or athlete to be ineligible for all contests for the remainder of that specific sport season at all levels of competition. **Adopted 5-27-14.**

If penalties are imposed at the end of a sports season and no contests remain, the penalty is carried over to the next school year to be served in that particular sport. If the ejected individual is in his or her senior year, the penalty shall instead carry over to their next ~~season of competition~~ **scheduled varsity contest in any sport where the student has previously established team membership and is an active member of the team** (the student may not join a sport at the end of a season in order to serve the suspension before the next season begins, they must have previously established team membership for the game suspension to count. The student may also not join a team and then not participate, solely for the purpose of serving the suspension. Example- student is ejected the last contest of basketball season, joins track to serve the game suspension but is not an active member of the team- does not practice or compete).

Rationale: There is ambiguity in the phrase “next season of competition” in the case of senior athletes who are in two sports during the same season and who receive an ejection in the final contest of one of those sports, with contests remaining in the other sport (example- student is involved in both volleyball and soccer and is ejected during their final soccer match while volleyball contests remain). The game suspension should be served during the next scheduled varsity contest, be it the next sport season or in a different sport in the same sports season. We also stipulate that a student cannot join a different sport in the same season for the purpose of serving the suspension prior the next sport season starting. The student must have already established team membership in that sport at the time of the ejection for the game suspension served to be considered valid.

Office of Accreditation

Type all information or use blue or black ink.

Administrative Rule Waiver Application

High School Credit Before Grade Nine

Authority to Grant Administrative Rule Waiver

24:43:08:01. Waiver of certain administrative rules and Department of Education policies. The secretary of education may waive compliance of one or more administrative rules or Department of Education policies when requested by a public school district or approved nonpublic school.

24:43:08:10. Secretary's authority to grant waivers limited. The secretary of education may not waive a state statute. The secretary may waive an administrative rule promulgated by the Department of Education or the South Dakota Board of Education, unless the language of the rule prevents waiving. The secretary may waive established Department of Education policy and procedure.

Part 1 – District Information

School District: Douglas School District

Superintendent Name: Kevin Case

Phone Number:
605-923-0000

Email: kevin.case@k12.sd.us

School Board President Name: Tanya Gray

Phone Number:
605-923-0000

Email: tanya.gray@,12.sd.us

Part 2 – Administrative Rules to be Waived

Select the rule(s) the district is requesting to be waived:

High School Credit requirement

- 24:43:11:01.** Number of required credits for graduation from high school -- Personal learning plan required. Required units of credit for high school graduation must be earned in grades 9 through 12, and students must earn a minimum of 22 units of credit. Local school boards or governing bodies may set requirements of credit beyond the minimum. Transfer students unable to meet graduation requirements set by a local school board or governing body because of time and scheduling constraints, but not due to course failure, may graduate on the basis of meeting state minimum requirements for graduation. The local school board or governing body may waive one or more graduation requirements for senior students who transfer from another state, who have met the standards in that state, and who are unable to meet the graduation requirements set by the state board because of time and scheduling constraints but not due to course failure. A student must earn a high school diploma as outlined in § 24:43:11:02 in which coursework aligns with the student's personal learning plan. All students in grades 9 through 12 must have a personal learning plan. The personal learning plan must document a minimum of 22 units of credit. Effective July 1, 2020, any advanced endorsement earned must be listed on the high school transcript. After January 1, 2026, the department shall review the required credits for high school graduation.

Application Timeline

- ARSD 24:43:08:04. Application timelines.** An approved waiver shall take effect at the beginning of the next school fiscal year on July 1. The department must receive an application for a waiver at least 60 days prior to the start of a new school fiscal year July 1. A district may petition the secretary for consideration of an alternate effective date that is at least 60 days after the department receives its application for a waiver. The secretary shall consider the quality of the application and the extent of its intended outcomes on student learning and enhancement of student opportunity in determining whether to grant the alternate effective date for an approved waiver.

Part 3 – Verification of Administrative Rule Waiver Intent

(a) List the school(s) where the waiver will be utilized:

Douglas Middle School

(b) List the High School Course(s) and the course codes for which exemption is being proposed (the courses and codes for which you wish the students to receive credit):

Algebra - 2052

Common Course Codes may be found at: <https://doe.sd.gov/contentstandards/commoncourse.aspx>

(c) Provide a description about the reason for requesting the waiver:

* Explain the reasons the district is requesting a waiver from administrative rule. The district must explain why the plans outlined in this application will better meet local learning goals, enhance educational opportunities, promote equity or increase accountability.

The Credit Before 9th Grade Waiver has been historically submitted for DMS since 2003. This waiver allows students the opportunity to receive high school credit upon successful completion of 8th Grade Algebra course criteria. The credit is accepted as one of three math credits needed for receipt of a high school diploma and additionally counts as the prerequisite needed for entrance into higher levels of math. With a math credit completion in MS, this increases higher levels of students entering math classes, provides momentum for advanced or distinguished diplomas, and creates scheduling opportunities for students to explore career, technical, and fine arts interests while in high school.

Douglas School District will offer high school Algebra credit to students in 8th grade. 8th Grade Algebra Credit will enhance educational opportunities for those students who demonstrate that they have advanced skills in math. Students will demonstrate advanced skills the one of the following:

1. RIT Score -- 230
2. 7th grade SBAC – 2600
3. 7th grade math – Final Grade 90%+
4. Teacher Recommendation

(d) Faculty teaching waived courses in any content area must be South Dakota certified to teach not only the content area waived at the high school level, but also the grade level at which they are offering instruction.

- List teacher(s) providing instruction for each course included on application.

Kelly Coates

If at any time during the timeframe this waiver is valid a teacher listed here is no longer the teacher of record, the district must notify the Department of Education with the name of the newly assigned educator.

Adding Waived Course Credits to High School Transcripts:

If the department has approved a waiver that allows a school district to teach a high school-level course to students below grade nine, credit for the course shall appear on each student's high school transcript with the unit of credit and a letter grade upon meeting the criteria for passage applied to the high school level. The unit of credit must be included in the credits required for high school graduation and the letter grade must be calculated in the high school cumulative grade point average. (ARSD 24:43:08:12)

PART 4 - EVALUATION

Provide a detailed description of the plan for evaluating the effectiveness of the waiver in achieving the outcomes specified in the application and contributing to the school's continual improvement:

8th Grade Algebra 1 Criteria

If students were in 7th grade advanced math, students must meet 4 out of the 4 following criteria.

If students were not in 7th grade advanced math, in addition to meeting 4 out of the 4 following criteria students must complete a unit on linear relationships AND pass the summative assessment for the linear relationship unit with an 85%+.

Criteria:

1. RIT Score -- 230
2. 7th grade SBAC – 2600
3. 7th grade math – Final Grade 90%+
4. Teacher Recommendation

Student Name	Demonstrates Self-Motivation/ Effort	Demonstrates Perseverance/ Initiative	Demonstrates High Quality of Work	Completes All Assignments on Time	Demonstrates Positive Classroom Participation	Demonstrates Good Attendance

Each category is scored 0, 1, or 2. They must reach 10 out of the 12

Trial period – it is at the school’s discretion that anytime during the 1st semester a student can be reassigned to 8th grade math based on consistent RIT Scores falling below 228, failing unit test scores, or scoring lower than a C at the end of any quarter

TRANSFER STUDENTS

Students who move into the district may demonstrate readiness for Algebra 1 by completing the NWEA MAP Growth Assessment and meeting the Criteria expectations for scores outlined above.

State test scores will be taken into consideration, as well as if students were enrolled in an Algebra 1 course at their previous school.

EVALUATION

Douglas School District will evaluate student success while in the class through the following: student demonstrating self-motivation, student demonstrating perseverance, student demonstrating high quality of work, student assignment completion, high classroom participation, good attendance, and maintaining advanced NWEA and State-Assessment scores in math.

ONGOING EVALUATION

Douglas School District will evaluate ongoing student data to ensure that the Credit Before High School Waiver is effective. Student data to be reviewed is as follows: Math Courses complete through Dual Enrollment, Math

Courses attempted through Dual Enrollment, 4 plus Math Credits High School Completion Rate, and Advance Math Scores Tracking.

A school district or nonpublic school or program that has been granted a waiver shall implement its plan for evaluation of the waiver as required by ARSD 24:43:08:03. A public school district that has been granted a waiver shall include a report of the waiver evaluation in its annual review of its approved five-year district improvement plan as required by ARSD 24:43:02:01 (ARSD 24:43:08:08)

The South Dakota DOE Division of Accreditation will verify that the school improvement plan includes a component for evaluating the intent of all ARSD waivers held by the school/school district.

Part 5 – Length of Waiver

Intended Date for Waiver Implementation: July 1, 2023

(This date is always July 1 for fall implementation unless the district requests and explains the reasons for an alternate date.)

Proposed Years of Waiver: 5 School Terms

(Maximum of 5 school terms, which begin July 1 of each year.)

**If this is a renewal of a current waiver about to expire, an End of Waiver Term Report is required:
Submit this report with the application to renew.**

Part 6 – Approval by Local School Board

Date(s) Presented to School Board (*attach board minutes*):

Date Approved by School Board:

Signature of Superintendent/CEO:

Signature of School Board President:

Date of Signature:

Date of Signature:

Part 7 – Department of Education Review	
Date Received:	Date Reviewed:
Name and Reviewer:	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Reason for Denial:	
Additional Documentation Required:	
Part 8 – Department of Education Secretary’s Action	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Reason for Denial:	
Signature:	

- Include:*
1. Completed application
 2. School board minutes
 3. End of Waiver Term Report (if applicable)

Email to:
doeaccred@state.sd.us

SECTION	G	TITLE	PERSONNEL	FILE	GCLA
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ATTENDANCE AT PROFESSIONAL MEETINGS AND CONFERENCES

Attendance at professional meetings and conferences by staff members shall be encouraged to the extent that such participation serves a recognized purpose of the District and that adequate budgeting, approval and accounting procedures are established by the Superintendent of Schools **or designee**.

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:

ARSD 5:01:02:14

ARSD 5:01:02:11

Policy Reference:

Adoption History

Previous Policy No. 517 12/9/1976
 Approved - Rev Regulation 8/10/2015
 Revised 10/17/1979
 First Reading - Rev Reg 8/12/2019
 Regulations Revised 5/19/1981
 1/1/1984
 7/1/1989
 7/1/1991
 7/1/1993
 7/1/1999
 1/15/2000
 Approved - Rev Reg 8/26/2019

First Reading - Revision 5/28/1991

First Reading - Review 8/22/2022

Approved - Revision 6/25/1991

Approved - Review 9/12/2022

First Reading- Rev Reg 8/9/2004

Approved - Ref Reg 8/23/2004

First Reading - Rev Reg 7/13/2015

SECTION	G	TITLE	PERSONNEL	FILE	GCN
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PROFESSIONAL TEACHING STAFF EVALUATION

In order to assure a high quality of teacher performance to advance the instructional programs of the District schools, a program for teacher evaluation will be utilized.

Teachers will be evaluated at least once ~~each semester~~ **per year** during the first three years of their contract. Teachers in their fourth year or beyond will be evaluated at least once every other year.

When evaluating teachers in the District, all of the State of South Dakota minimum evaluation requirements aligned with the Danielson framework shall be used by the District. The evaluation process is based on the minimum professional performance standards established by the South Dakota Department of Education and which:

1. Evaluates teachers using multiple measures;
2. Serves as the basis for programs to increase professional growth and development of teachers; and
3. Includes a plan of assistance for any teacher whose performance does not meet the District's performance standards.

The formal evaluations will be written and will be discussed by the evaluator and the teacher. Copies of the written document will be signed and dated by both parties and incorporated into the personnel files of the teacher. The signature of the teacher does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

Pursuant to State law, any record or document, regardless of physical form, created by the District in connection with the evaluation of certified staff constitutes personnel information and is not open to inspection or copying.

Nothing in a teacher's evaluation may diminish the Board's right to renew or not renew a teacher's contract.

The Board acknowledges that the evaluation procedure is a subject of mandatory bargaining with the teachers' recognized bargaining unit representative. However, the establishment and identification of the evaluation criteria is not subject to mandatory bargaining; and the Board has the sole authority for establishing such evaluation criteria, subject to any applicable state and federal laws and regulations that may limit such authority.

Procedures for evaluating professional staff will follow the Negotiated Agreement between the Douglas School District and the Douglas Education Association.

REFERENCES

State Reference:

SDCL 13-42-34
SDCL 13-42-36
SDCL 13-42-70
ARSD 24:57:02
SDCL 3-18
NEGOTIATED AGREEMENT

Policy Reference:

CBG
CGB
CIA
GDN

Adoption History

FIRST READING 08/18/81
APPROVED 09/10/81
REGULATIONS REVISED 10/30/84
FIRST READING - REVISION 07/10/89
APPROVED REVISION 08/14/89
REGULATIONS REVISED 03/05/92
REGULATIONS REVISED 04/27/93
FIRST READING REVISIONS 10/27/97
APPROVED REVISIONS 11/10/97
(DELETED REGULATIONS)
FIRST READING - REVISION 07/13/15
APPROVED - REVISION

SECTION	G	TITLE	PERSONNEL	FILE	GCPC
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RETIREMENT OF PROFESSIONAL STAFF MEMBERS

RETIREMENT SYSTEM

All regularly employed professional staff members who work at least twenty (20) hours per week are participants in the State Retirement System.

RETIREMENT AGE

The Board may not impose a mandatory retirement age on employees.

The Board reserves the right to retire an employee if the employee is unable to satisfactorily perform the duties of their position due to poor health or disability.

At the time of retirement, a severance amount of one-half of the employee's unused sick leave calculated at his/her average daily rate of pay over the five (5) year period immediately preceding retirement will be granted to eligible certificated employees.

REFERENCES

State Reference:

SDCL 3-12
SDCL 13-10-4
SDCL 13-10-6
SDCL 13-10-8
29 USC Chapter 14

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCPCA
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**VOLUNTARY SEPARATION PLAN
(ADMINISTRATORS/DIRECTORS)**

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 02/13/86
APPROVED 03/13/86
REGULATION REVISED 04/14/92
FIRST READING - REVISED REGULATIONS 05/29/01
APPROVED - REVISED REGULATIONS 06/11/01

SECTION	G	TITLE	PERSONNEL	FILE	GCPCA-R
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**VOLUNTARY SEPARATION PLAN FOR ADMINISTRATORS/DIRECTORS
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 administrators/directors will be paid for one-half of their accumulated sick leave.
- B. Any administrator/director as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years, upon terminating his/her employment in the Douglas Schools (if resignation during the school year, such resignation must be appropriately approved), shall be paid one-half of his/her accumulated sick leave.
- C. The amount of sick leave pay under this policy will be determined by the average of the administrator/director's daily rate of pay over the five year period immediately preceding retirement. Such payment will be made during the month of June following the effective date of retirement.

VOLUNTARY SEPARATION PLAN

- A. Full-time administrators/directors, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation program. In case of death, where the individual qualifies for voluntary separation, all benefits will be paid accordingly in one lump sum.
 - a. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 1% of the budget for certified instructional salaries in that year.
 - b. Only one administrator will be allowed to participate each school year unless special consideration is made by the Board.
 - c. In the event applications exceed funds available under the 1% limitations, consideration for voluntary separation benefits will be based upon years of service in the District. If further consideration is needed, the Authorization to Hire date will be considered as a second factor, and if further consideration is still needed, the date the application is received by the Board secretary and his/her designee will be considered.
 - d. 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

- a. Eligible employees must be at least forty-five (45) years of age with at least ten (10) years of service in the district.
- b. Applications must be submitted in writing by January 1 of elected year of separation. Approval of an administrator / director's application for voluntary separation program will be considered a voluntary resignation.
- c. 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 administrator/director.
 - i. If deemed eligible for the South Dakota Retirement System (SDRS) Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 1. Administrator/director is age 55 or has reached the first day of the calendar month prior to his/her 55th birthday; and
 2. Administrator/director is receiving special pay of \$600 or more.
 - ii. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid at the time of separation, OR
 - iii. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the three (3) school years following the elected year of separation; OR
 - iv. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the five (5) school years following the elected year of separation.
- d. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
- e. Only employees designated as an Administrator or Director on their employment contract are eligible for this plan.
- f. Employee must notify the Business Office of choice a, b, c, or d (above) by April 1.
- g. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.

C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the district. "Current Salary" shall be defined as the annual salary for full-time administrator/director positions. Current salary does not include extra-duty pay, contract extensions, or other payment above the specified annual salary of the administrator / director. Those administrators/directors in their 10th year or more at Douglas will receive 45% of the maximum calculation; those in their 15th year or more at Douglas will receive 60% of the maximum calculation; those in their 20th year or more at Douglas will receive 75% of the maximum calculation; and those in their 25th year or more at Douglas will receive 90% of the maximum calculation.

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REFERENCES

<p>State Reference:</p> <p>Policy Reference:</p>

Adoption History

<p>BOARD APPROVED JULY 22, 2019</p>

SECTION	G	TITLE	PERSONNEL	FILE	GCPD
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SUSPENSION WITHOUT PAY AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

Suspension without pay and dismissal of professional staff members is the responsibility of the Board and will conform with the conditions and procedures specified in State law.

An employee may be suspended without pay or an employee's contract may be terminated at any time, or non-renewed in the case of continuing contract status, for just cause including:

1. plain violation of contract
2. gross immorality
3. incompetency or neglect of duty
4. poor performance
5. unprofessional conduct
6. Insubordination
7. violation of any policy or regulation of the school district
8. Neglect

The Superintendent will give notice of the intent to recommend suspension without pay or termination. The notice must specify the grounds for the recommendation and inform the right to request a hearing.

REFERENCES

State Reference:

SDCL 13-10-15
SDCL 13-43-6.1
SDCL 13-43-6.2
SDCL 13-43-6.3
SDCL 13-43-6.4
SDCL 13-43-6.5
SDCL 13-43-6.6
SDCL 13-43-6.7
SDCL 13-43-6.8
SDCL 13-43-6.9

Policy Reference:

GCPDA
AGA

NEGOTIATED AGREEMENT, ARTICLE XI

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

FIRST READING - REVISION 06/30/16

APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GCPDA
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PROFESSIONAL STAFF MEMBER ADMINISTRATIVE LEAVE WITH PAY

The placement of a professional staff member on administrative leave with pay will be governed by the applicable collective bargaining agreement. In the absence of an applicable collective bargaining agreement provision, this policy will apply..

When there is reasonable cause to suspect employee 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 employee may be placed on paid administrative leave by the superintendent. Placement on paid administrative leave is for the purpose of stabilizing the situation and shall not constitute disciplinary action taken by the employer. While on paid administrative leave the employee will be temporarily disengaged from their responsibilities until the matter which resulted in the placement on paid administrative leave is concluded. An employee on paid administrative leave shall continue to receive all benefits of employment. The employee on paid administrative leave may subsequently be reinstated to his/her responsibilities or be notified of a recommendation that he/she be suspended without pay or a recommendation that his/her employment with the District be terminated.

REFERENCES

State Reference:

SDCL 13-10-2
SDCL 13-8-39

Policy Reference:

GCPD

Adoption History

FIRST READING 06/30/16
APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GCQAB
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TUTORING FOR PAY

To assure all students reasonable instructional assistance without charge from their own teachers, and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers will not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to pass.

Teachers may not tutor any student for pay during their regular working hours or on school premises.

REFERENCES

State Reference:

Policy Reference:
GBCA

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCQB
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PROFESSIONAL RESEARCH AND PUBLISHING

The Board recognizes the value of educational research conducted by staff members. However, all research studies carried out within the school system, using District or school data or resources of any kind, or staff or students as subjects must be approved in advance by the Superintendent or a designee. Only those studies which have a value to the school district will be approved.

The Superintendent or a designee will keep a file on topics needing study that will be shared with staff members or graduate students at their request.

When human subjects are involved in research, there will be adequate protection of their confidentiality rights and welfare. Adults and parents of children, who are the subjects of research, will be provided:

- an explanation of procedure and their purposes;
- a description of any possible risks and any benefits to be reasonably expected;
- an offer to respond to inquiries on procedures;
- instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

Textbooks or other learning materials, resulting from work assignment or developed during the paid work time of a school employee, or while using school equipment, facilities, or materials, are property of the school district.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDA
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SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Board. In each case, the Superintendent will submit for the Board's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Board may abolish a position it has created.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDB
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NON-CERTIFIED STAFF CONTRACTS AND COMPENSATION

Non-certified staff employees are employees-at-will pursuant to SDCL 60-4-4 (i.e., an employment having no specified term may be terminated at the will of either party on notice to the other, unless otherwise provided by statute).

Non-certified staff employment contracts will identify the employee's hourly rate of pay. Any reference to pay on a monthly basis or over a nine or twelve month period is given in order that the employee may be aware of the monthly and annual compensation should either party terminate the contract. The Employment Agreement will additionally identify applicable employment benefits. Non-certified staff employees shall not work in excess of forty (40) hours per work week without prior approval from employee's supervisor.

The Board will establish the rate of pay for the full-time, part-time and substitute support staff, including but not limited to secretarial staff, aides, technology, custodians, maintenance, bus drivers and ~~food service~~ **school nutrition** workers.

In establishing salaries for support staff personnel, the Board will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the district.

REFERENCES

State Reference:

SDCL 13-10-2

SDCL 13-8-39

SDCL 60-4-4

Policy Reference:

CLASSIFIED HANDBOOK, APPENDIX A

GDPD

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

FIRST READING - REVISION 06/30/16

APPROVED 07/14/16

FIRST READING - REVISION 06/27/19

APPROVED 07/22/19

SECTION	G	TITLE	PERSONNEL	FILE	GDBB
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SUPPORT STAFF SUPPLEMENTARY PAY PLANS

Support staff employees will be paid over-time wages for work performed in excess of 40 hours in a workweek.

In counting hours for the purpose of allowing overtime work and pay, supervisors will not consider sick leave, vacation time, and holidays as time worked.

The necessity for overtime will be determined in advance by the employee's supervisor and approved by the Superintendent. Overtime also may be authorized to cover an emergency situation.

SPECIAL COMPENSATION

When an employee's assignment requires extra responsibility, the Board, upon recommendation of the Superintendent, may award extra compensation to a support staff employee.

REFERENCES

State Reference:

Policy Reference:

CLASSIFIED HANDBOOK, SECTION IV

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDBC
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SUPPORT STAFF FRINGE BENEFITS

Benefits in addition to basic salary are recognized as an integral part of total compensation for support staff members.

Benefits for support staff members will include coverage, as required by law, under worker's compensation and participation in the Social Security system.

All support staff members who are regularly employed and work at least twenty (20) hours per week will be entitled to membership in the District's group insurance program. Program benefits and the arrangements for the payment of premiums will be the same as those extended to teachers.

REFERENCES

State Reference:
 SDCL 3-11
 SDCL 13-10-3
 SDCL 13-10-4
 SDCL 13-10-6
 SDCL 13-10-8
 SDCL 13-10-9
 SDCL 62-1-2
 SDCL 62-3-3

Policy Reference:
 GDBD
 GDPC
 CLASSIFIED HANDBOOK, SECTIONS VII & IX

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDBD
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SUPPORT STAFF LEAVES AND ABSENCES

Leaves and absences granted to the support staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

All requests for long-term leaves of absences will be submitted by the Superintendent **or designee**, along with his/her recommendations, to the Board for its action.

REFERENCES

State Reference:

SDCL 3-18

Policy Reference:

CLASSIFIED HANDBOOK, SECTION VI

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDC
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SUPPORT STAFF RECRUITING POSTING OF VACANCIES, & HIRING

The Board will establish and budget for support staff positions in the school district on the basis of need.

The recruitment and selection of candidates for these positions will be the responsibility of the Superintendent **or designee** who will confer with the principals and other supervisors before making a selection. All candidates will be considered on the basis of their merits and qualifications, and on the needs of the school district. A present employee may apply for any vacancy for which he is qualified. The Superintendent **or designee** will seek to recommend the best-qualified person for the job.

Conditions of employment for support staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent **or designee**.

REFERENCES

State Reference:
 SDCL 13-10-2
 SDCL 3-3

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDJ
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SUPPORT STAFF TIME SCHEDULES

The Board will set the total number of hours per week, and weeks per year, of work for classified personnel. The normal workweek for classified personnel will be Monday through Friday, with the exception of legal holidays; other exceptions and schedules may be designated by the building principal and approved by the Superintendent. For payroll purposes, the workweek is designated from Sunday through Saturday.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the school district.

REFERENCES

State Reference:

Policy Reference:
CLASSIFIED HANDBOOK, APPENDIX C

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDN
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EVALUATION OF SUPPORT STAFF

The Superintendent of the Douglas School District or his **or her** designee shall insure that a systematic and effective process for the evaluation of classified employees is designed, implemented and monitored. Such procedures are subject to Board approval. Classified employees shall receive a copy of the evaluation procedures and criteria in the Classified Handbook available on the District website.

The evaluation process shall be designed to generate the data necessary to help determine: 1) accomplishments, 2) how services could be improved, 3) areas of strengths and areas of concern, and 4) assignment and re-employment.

Each classified employee shall have a written job description and the evaluative criteria for each employee shall be a clear reflection of that job description.

Support staff will receive written evaluations by their supervisor at least once during the first 90 days of employment and at least every other year thereafter. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

- Working knowledge of areas of responsibility;
- Professional growth;
- Judgment, logical thinking, creativity, and imagination;
- Fulfillment of assigned responsibility without neglecting some areas;
- Adheres to policies of the Board;
- Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation;
- Staff relations;
- Student relations;
- Community relations;
- Community skills;
- Ability to adjust to unplanned situations;
- Use of available financial resources, building, grounds, and other materials in the area of responsibility;

To the degree possible, the evaluation process should focus on employee strengths and professional growth and should not be a threatening experience.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of support staff constitutes personnel information and is not open to inspection or copying.

REFERENCES

State Reference:

SDCL 13-42-70

Policy Reference:

CBG
CGB
GCN
CIA

Adoption History

FIRST READING 08/18/81
APPROVED 09/10/81
REGULATIONS REVISED 01/08/90
FIRST READING - REVISED 09/08/08
APPROVED 09/29/08
FIRST READING - REVISION 07/13/15
APPROVED 08/10/15
FIRST READING - REVISION 04/25/16
APPROVED 05/09/16

SECTION	G	TITLE	PERSONNEL	FILE	GDN-R
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IMPLEMENTATION PROCEDURES FOR THE DOUGLAS SCHOOL DISTRICT SUPPORT STAFF EVALUATION PROCESS

A job description has been written for each classified position in the Douglas School District. In most cases, both the supervisor and the supervisee had input into the content of that job description. The evaluation criteria and the evaluation form are an accurate reflection of that job description. Although the evaluation process must be utilized to make decisions regarding continued employment with Douglas, it is the intent of the District to make the evaluation process as professional and growth producing as possible.

1. Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process will be used for all support staff as follows:
 - a. New employees will be evaluated during or at the end of the first three months, and
 - b. Employees will be evaluated every other year, unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.
2. A copy of the written evaluation will be given to the employee and to the Superintendent's office ~~submitted for inclusion in the employee's Personnel File. The original~~ **A copy** will be placed in the supervisor's files.
3. Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.
4. The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

REFERENCES

State Reference:

Policy Reference:

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Adoption History
REVISED MAY 9, 2016

SECTION	G	TITLE	PERSONNEL	FILE	GDO
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SUPPORT STAFF PROMOTIONS

When support staff vacancies are to be filled, preference will be given to qualified applicants from within the school district, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and without the school district will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with their supervisor or principal and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in his/her new position or reinstatement in his/her former one, if transferred.

Employees who have unsuccessfully applied for a promotion will be encouraged to contact their supervisor to discuss position criteria and suggested developmental activities, which would assist in future consideration.

REFERENCES

State Reference:

Policy Reference:
 GDC

Adoption History

FIRST READING 07/13/15
 APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPA
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REDUCTION IN SUPPORT STAFF WORK FORCE

The number of employees may be reduced due to a change in program, a change in the size or nature of the student population, or budgetary considerations. The Board will attempt to accomplish such a reduction through normal staff attrition, unless the best interests of the school district dictate otherwise.

In the event reduction of staff is necessary, seniority will be considered along with performance in determining employees who will be affected by either layoff or changes in position. Employees being terminated will be given a two-week notice.

Before a new employee is hired, a staff member whose employment has been suspended due to reduction in force will be given opportunity to return to work should the position be reinstated or other suitable vacancies open.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPB
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RESIGNATION OF SUPPORT STAFF MEMBERS

Any non-certificated employee desiring to resign will be required to make such a request in writing to the Superintendent, stating the time the employee wishes the resignation to become effective.

The Superintendent **or designee** will present the resignation to the Board at its first meeting after the receipt of the resignation, and the Board will act upon the request of the employee.

At least a two-week notice should be given to the Board by the employee in order to allow ample time for filling the vacancy by a well-qualified individual.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPC
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RETIREMENT OF SUPPORT STAFF MEMBERS

RETIREMENT SYSTEM

All regularly employed support staff members who work at least twenty (20) hours per week are participants in the State Retirement System.

RETIREMENT AGE

The Board may not impose a mandatory retirement age on employees.

The Board reserves the right to retire an employee if the employee is unable to satisfactorily perform the duties of their position due to poor health or disability.

REFERENCES

State Reference:

SDCL 3-12
SDCL 13-10-4
SDCL 13-10-6
SDCL 13-10-8
29 USC Chapter 14

Policy Reference:

CLASSIFIED HANDBOOK, SECTION VIII

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPD
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SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Employment relationships in South Dakota may be “terminated at will”, which means an employer does not need a specific reason to fire an employee. This is the same concept as an employee not needing a specific reason to quit.

Any employee will be immediately discharged for dishonesty, theft, drunkenness and immoral conduct

Upon termination, the employee’s final check will be calculated based upon the last day worked.

REFERENCES

State Reference:
[SDCL 13-10-2](#)
[SDCL 13-10-15](#)
[SDCL 13-8-39](#)
[SDCL 60-4-4](#)

Policy Reference:
 GDB
 CLASSIFIED HANDBOOK, SECTION II

Adoption History

First Reading	06/08/15		
Second Reading	06/22/15		
Approved	07/13/15		
First Reading -Revisions	06/27/19		

Approved	07/22/19		

SECTI ON	I	TITLE	Instruction	FILE	IKF-R
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REQUIRED COURSES

The following courses, according to the South Dakota Administrative Rules, will be the minimum courses required for graduation from Douglas High School, beginning with the 2019-20 school year:

Diploma

Twenty-two (22) units of credit or more are required for graduation. The minimum twenty-two (22) units required must include the following:

- Language Arts - 4 units to include: 1 unit of writing, 1 unit of Literature (to include ½ unit of American Literature), and ½ unit of speech;
- Social Studies - 3 units to include: 1 unit of United States History, ½ unit of United States Government, ½ unit of Geography, and ½ unit World History;
- Science - 3 units; to include: 1 unit Biology, and 2 units any lab sciences;
- Mathematics - 3 units to include: 1 unit Algebra 1, and 1 unit Geometry;
- Physical Education – ½ unit;
- Health/Health Integration – ½ unit;
- Fine Arts - 1 unit;
- Personal Finance/Economics – ½ unit;
- Approved CTE – AND/OR World Language – AND/OR Capstone Experience – 1 unit (.5 of which must be computers)
- Electives – 5.5 units

With signed parent/guardian approval, a student may receive a Douglas High School diploma after having satisfactorily completed requirements for the ADVANCED CAREER ENDORSEMENT path requirements per ARSD 24:43:11:02:02.

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

~~Certificate of Attendance~~—Certificate of Completion

A ~~Certificate of Attendance~~ Certificate of Completion may be substituted for the diploma if a student, completing a modified curriculum, has completed the minimum credits required by the State of South Dakota, or has met the requirements as determined by the student’s IEP Team. ~~8 semesters, or the equivalent thereof, at an accredited secondary school (grades 9-12) and they have earned 15-20 credit units in those 8 semesters.~~

~~Board Approved January 28, 2019~~

SECTION	G	TITLE	PERSONNEL	FILE	GA
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PERSONNEL GOALS

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals; and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To recruit, select, and employ the best qualified personnel to staff the school system;
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees;
3. To provide programs for all employees to improve their performance and the overall rate of retention and promotion of staff;
4. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance;
5. To deploy personnel so as to ensure their skills are used as effectively as possible;
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction;
7. To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the District.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading 06/08/15
 Approved 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GBA
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EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Douglas School District 51-1 that all applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation, religion, disability or national origin 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.

REFERENCES

State Reference:
 SDCL 13-43-17
 SDCL 13-43-17.1
 Title VI Civil Rights Act of 1964
 Title VII Executive Order 11246, 1965
 SDCL 13-43-18
 SDCL 13-43-19
 Equal Employment Opportunity Act of 1972
 Title VII Education Amendments of 1972
 SDCL 13-43-20
 SDCL 13-43-20.1
 Title IX
 Rehabilitation Act of 1973
 SDCL 13-43-21
 SDCL 13-43-23
 Americans with Disabilities Act
 SDCL 13-43-25

Policy Reference:
 AC

Adoption History

APPROVED 08/14/89
REVISED 03/27/90

FIRST READING - REVISIONS 07/13/15
APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBAA
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VETERAN'S PREFERENCE

If a veteran possesses the qualifications necessary to discharge the duties of the position involved, the veteran shall receive preference for employment, and promotion. For the purposes of this policy, the term "veteran" means any person who

1. has served the full obligation for active duty, reserve, or National Guard service in the military, or received an early discharge for a medical condition, hardship, reduction in force, or at the convenience of the military; and
2. has been separated or discharged from such service honorably or under honorable conditions

An applicant wishing to be given veteran's preference must submit his/her DD-214 from the military that shows the applicant satisfies the definition of veteran as set forth above. All veterans are subject to criminal background requirements as set forth in state law.

Age, loss of limb, or other physical impairment which does not in fact incapacitate does not disqualify the veteran. A veteran who has a service-connected disability shall be given a preference over a non-disabled veteran.

The unmarried spouse of a veteran who died while in service, or later died from a service connected cause, is entitled to the preferences given to the veteran if the spouse possesses the qualifications and business capacity necessary to discharge the duties of the position involved. If a veteran disabled due to a service connected cause is unable to exercise the right to a veteran employment preference due to the disability, the veteran's spouse is entitled to the preferences given to the veteran if the spouse possesses the qualifications and business capacity necessary to discharge the duties of the position involved.

If a veteran applies for appointment for employment under this policy, the District shall, before employing anyone to fill the position, investigate the qualifications of the applicant. If the applicant possesses at least the minimum qualifications necessary to fill the position, the officer, board, or person shall interview the applicant. However, nothing within this policy requires the school district to hire a veteran interviewed. At the conclusion of the hiring procedure and protocol, should a veteran and nonveteran be equally qualified for the position, the veteran shall be granted veteran's preference and shall be offered employment in the position.

A veteran may be removed for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges, and with the right of the employee or appointee to a review pursuant to law.

REFERENCES

State Reference:

SDCL 13-10-12

SDCL 3-3-1

SDCL 3-3-4

SDCL 3-3-6

SDCL 3-3-7

SDCL 3-3-8

SDCL 33a-2-1

Policy Reference:

USC Title 38 §4301-4335

Adoption History

FIRST READING 10/01/15

APPROVED 10/13/15

FIRST READING - REVISION 06/30/16

APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GBC
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STAFF ETHICS

School employees hold positions of public trust. High standards of honesty, integrity, and fairness are to be exhibited by each school district employee when involved in any school district activity. Ethical behavior by staff is required and expected at all times while fulfilling one’s employment responsibilities and when at all school functions.

District employees are required and expected to:

1. Treat students, parents, fellow employees, and community members with respect.

Conduct which is prohibited includes, but is not limited to:

- inappropriate verbal, visual or physical conduct, including jokes that demean an individual or group of individuals, spreading gossip about any individual, threatening another individual and all types of bullying behavior;
- without proper authorization and authority violating another person’s right of privacy and/or intentionally invading another person’s personal space;
- knowingly falsely blame an individual for conduct not done by the person.

2. Promote a safe, nurturing, and positive school and work environment. Conduct which is prohibited includes, but is not limited to:
 - any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work or learning environment or has the purpose or effect of substantially or unreasonably interfering with an employee’s or student’s performance;
 - threatening, harassing, punishing or retaliating behavior against students and/or other employees.
3. Maintain confidentiality concerning students, families and employees
4. Act in a manner consistent with District policies, legal and contractual standards, responsibilities, and obligations.
5. Model and promote appropriate dress and language.
6. Report to a school administrator knowledge of mismanagement, waste of funds, misuse of school property, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation of the school district.
7. Refrain from using school employment to promote personal political and/or religious views.

In addition to the foregoing, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Teachers Ethics as set forth in ARSD 24:08:03. The Professional Teachers Ethics as incorporated into this policy applies to:

- Teachers - a person charged with responsibility in the field of education and certified by the secretary of the Department of Education as a teacher or other specialist employed or contracted to provide services in an educational setting,
- Education Specialists - a person with specialized training or licensure, not serving as a classroom teacher, but employed or contracted to provide services in an educational setting, and
- Non-certified Educators - a person charged with responsibility in the field of education who is not certified by the secretary of the Department of Education as a teacher, administrator, or other education specialist, but who is employed or contracted to provide services in an educational setting.

Furthermore, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Administrators Ethics as set forth in ARSD 24:11:03. The Professional Administrators Ethics as incorporated into this policy applies to:

- the Superintendent,
- the Business Manager, and
- all other educational administrators.

Any employee who believes a staff member has engaged in conduct which violates the code of conduct shall immediately report the alleged misconduct to their immediate supervisor. If the concern/complaint involves the individual's immediate supervisor, the complaint may be filed with any administrator within the school district.

All complaints will be investigated and should the investigation result in a determination of unethical behavior by a school employee such unethical behavior shall constitute just cause for discipline, up to and including termination of employment. A complaint reported which was intentionally and knowingly false will result in disciplinary action being taken against the person or persons involved in the false complaint being made.

REFERENCES

State Reference:

ARSD 24:08

ARSD 24:11

Policy Reference:

GBCA

GBCB

GBCBA

Adoption History
FIRST READING 06/08/15 APPROVED 06/22/15 FIRST READING - REVISION 06/30/16 APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GBCA
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STAFF CONFLICTS OF INTEREST

Employees of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other products to the schools in the district.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse of the administrator or the parent or step-parent, child or step-child, grandparent or grandchild, aunt, uncle, cousin, niece or nephew of the employee.

~~No employee of the Douglas School Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities.~~

~~Employees shall not engage in work of any type where the source of information concerning customer, client, or employer originates from any information obtained through the school district.~~

~~Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the District. They will not furnish the names of students or parents to anyone selling these materials.~~

~~In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is related to him/her who is within the third degree of consanguinity or is his/her spouse.~~

~~Neither the spouse of a board member, nor any person who is related to a board member within the third degree of consanguinity, will be employed in the District, except by a majority vote by the Board. A board member who is related within the third degree of consanguinity may not vote for employment or be involved in any discussion of employee's performance or evaluation.~~

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REFERENCES

State Reference:

SD Constitution Article 8-17 17

SDCL 13-20-2.1

SDCL 13-43-1

SDCL 6-1-1

SDCL 6-1-17

Policy Reference:

BBFA

Adoption History

FIRST READING 05/25/98

APPROVED 06/08/98

FIRST READING REVISIONS 07/13/15

APPROVED REVISIONS 08/24/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCAA
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NEPOTISM

The Douglas School District recognizes that personal or family relationships among employees who have a reporting or other close working relationship present the potential for a conflict of interest or appearance of a conflict of interest.

The ~~Personnel Office~~ **Superintendent or designee** will review any situation where the employment of a family member or an individual who has a personal relationship with a current school district employee poses a conflict, potential conflict or the appearance of a conflict. Generally, these situations include working in the same department, in positions involving direct or indirect reporting relationships, or in a department that often deals with employee-related information or issues.

~~In the employment and assignment of personnel, close relatives may not be employed in the same school or under the same administrative head. Also, family members or individuals who have personal relationships are not permitted to be in a direct or indirect reporting relationship. This means that a school district employee may not be in a position where he/she would be responsible for a family member's or an individual with whom he/she has a personal relationship's performance review, compensation determination, or expense approval or in any "chain of command" with an employee who would engage in these activities.~~

~~For the purpose of this policy, a "family member" includes the following and the same relatives by marriage (i.e. in-laws, step) or domestic partnership: parent, spouse, sibling, son or daughter, legal guardian, grandchild, grandparent, great grandparent, same-sex domestic partner or relative living in the immediate household of employee. A "personal relationship" includes: a consensual romantic or sexual relationship; or living with the person, even if not romantic.~~

~~Note: Other types of relationships not listed above may be deemed to be covered by the policy (e.g. an aunt who raised the employee).~~

~~If it is determined that there is a conflict of interest or perceived conflict of interest due to a family or personal relationship, the employee will be given a reasonable period of time to find an alternative position unless he/she was aware of the conflict and failed to notify the Personnel Office or manager. In these situations, the employee may be subject to corrective action.~~

The provisions of this policy may be waived by the Superintendent **or designee** when the assignment or placement of both family members or individuals who have personal relationships is ~~of such a nature that no reasonable alternatives are available~~ **considered to be in the best interest of the**

~~district.~~ Such determination will be made in the Superintendent's sole discretion.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 05/25/98
APPROVED 06/08/98
FIRST READING - REVISION 08/24/15
APPROVED - REVISIONS 09/14/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCB
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STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

In the area of personal conduct, the Board expects that all staff will present themselves in a professional manner and conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property;
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Professional attire, appropriate to the assigned work area.

REFERENCES

State Reference:

SDCL 13-8-44
SDCL 13-43-28

Policy Reference:

ILB

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCBA
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FREEDOM OF EXPRESSION

When public employees make statements pursuant to their official duties: in the classroom, at board meetings, and at other meetings related to educational issues affecting the District, the employees are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline (*Garcetti v. Ceballos*).

REFERENCES**State Reference:**

Garcetti v. Ceballos, No. 04-473

Policy Reference:**Adoption History**

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCBAA
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SEARCH AND SEIZURE

All District property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the District, and is intended for educational purposes, and District business, at all times.

Neither staff members, nor students, shall have any expectation of privacy when using school property. The District reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of District property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district..

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in District-owned computers or on the District system or within the physical area of the District. School officials reserve the right to review District system/ property use at any time to determine if such use meets the criteria set forth in school board policies and District regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating District policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of District property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation.

REFERENCES

State Reference:

SDCL 13-5-1

SDCL 13-8-39

Policy Reference:

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCC
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NON-FRATERNIZATION

While Douglas School District encourages amicable relationships between administrators, supervisors, its employees, and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises the administrator’s or supervisor’s ability to perform his/her job. Any involvement of a romantic nature between administrators, or supervisors and anyone he/she supervises (students included), either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to, and including, termination of the management individual involved.

~~If an employee is dating a co-worker, he/she is expected to act appropriately. For example, repeatedly asking out another employee or retaliating after the relationship has ended may violate the school district’s prohibition concerning harassment and/or discrimination.~~ Employees may not date another employee with whom they have a direct or indirect reporting relationship, or if there is an opportunity for perceived preferential treatment. Employees should contact the Superintendent **or designee** with any questions on how to handle a particular situation.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 09/08/03
 APPROVED 09/29/03
 FIRST READING - REPEAL 07/13/15
 FIRST READING - REVISIONS 08/24/15
 APPROVED - REVISIONS 09/14/15

SECTION	G	TITLE	PERSONNEL	FILE	GBCC-E
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CONSENSUAL ROMANCE IN THE WORKPLACE AGREEMENT

1. Equal Employment Opportunity Workplace. The undersigned recognize and agree that it is Douglas School District's policy to provide an equal opportunity in hiring, employment, promotion, compensation, and all other employment-related decisions without regard to race, color, religion, creed, national origin or ancestry, sex, age, being a qualified person with a physical or mental disability, veteran status, genetic information, or any other basis set forth in the applicable federal, state and local laws or regulations relating to discrimination in employment. The undersigned understand that Douglas School District does not tolerate unwelcome or offensive conduct or conduct that creates a hostile work environment that is in any way based on or related to a person having any of the characteristics described above.
 - The undersigned agree that they have received, read and understand Douglas School District's Board Policy GBA—Equal Opportunity Employment and agree to adhere to all of its terms.
2. All Forms of Sexual Harassment Prohibited. The undersigned also recognize and agree that Douglas School District does not tolerate sexual harassment, a form of unlawful discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - submission to such conduct is made, explicitly or implicitly, a condition of an individual's employment or advancement;
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - such unreasonable conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
 - The undersigned agree that they have received, read and understand Douglas School District's Board Policy ACAA—Harassment and/or Discrimination and agree to adhere to all of its terms
3. Consensual Relationship. We, the undersigned employees, have entered into a personal relationship with each other. We agree as follows:
 - Our relationship is entirely voluntary and consensual.
 - Our relationship will not have a negative impact on our work.
 - We will not engage in any public displays of affection or other behavior that might create a hostile work environment for others or that might make others uncomfortable
 - We understand that one or both of us may need to transfer to another department/building to remove any conflicts of interest in our working environment. If a transfer will not remove the conflict of interest, we understand that one of us may have to resign or be demoted to remove the conflict of interest. We further understand that

Douglas School District will first ask us to choose which of us will be subject to a transfer, demotion or resignation. If we fail to choose, Douglas School District will be forced to choose for us. We understand that Douglas School District will make such a decision without regard to any protected class characteristic and in compliance with Douglas School District's Board Policy GBA—Equal Opportunity Employment and Policy GBCC—Non-Fraternization.

- We will act professionally toward each other at all times, even after the relationship has ended.
- We will not participate in any company decision-making processes that could affect each other's pay, promotional opportunities, performance reviews, hours, shifts or career, while in this relationship [and after the relationship ends].
- We agree that, if the relationship ends, we will inform Douglas School District if we believe it is necessary to protect our rights or if Board Policy ACAA— Harassment and/or Discrimination is violated
- We each agree that, if the relationship ends, we will respect the other person's decision to end the relationship and will not retaliate against the other person, engage in any unprofessional or inappropriate efforts to resume the relationship, or engage in any other conduct toward the other person that could violate Board Policy ACAA—Harassment and/or Discrimination.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the _____ day of _____, 20__.

Dated this _____ day of _____, _____

Employees: _____
Employee Signature Employee Signature

Witness: _____
[Witness Signature]

REFERENCES

State Reference:

Policy Reference:

Adoption History
Board approved 10/1/15

SECTION	G	TITLE	PERSONNEL	FILE	GBE
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STAFF HEALTH AND SAFETY

If, at any time, there is reasonable cause to believe that an employee is suffering from a mental or physical condition that could be detrimental to the health or safety of the employee, any student, or any other employee, the Superintendent or designee may require a certification of health from a physician. The expense of obtaining such certifications of health shall be borne by the school.

WORKERS' COMPENSATION

In case of injury arising out of and in the course of employment, the employee's compensation and expenses will be as prescribed by the worker's compensation law of South Dakota.

Any employee who receives an injury while at work should immediately report this injury to their supervisor and request the necessary forms to make application for payment under this law. Written notice of the injury must be provided by the employee to the school's business manager no later than three business days after the injury.

~~The employee may be required to submit, within ten days after first being employed, a certification of health signed by a licensed physician.~~

~~The Board may require an employee returning from an extended leave of absence for health reasons to submit a new certification of health. The expense of this examination will be borne by the District.~~

~~WORKERS' COMPENSATION~~

~~In case of injury while pursuing duties in keeping with the employee's contract, the employee will receive compensation and expenses as prescribed by the workers' compensation law of South Dakota.~~

~~Any employee who receives an injury while at work should immediately report this injury to the Superintendent's office and request the necessary forms to make application for payment under this law.~~

REFERENCES

State Reference:

SDCL 13-10-9

SDCL 62-1-2

SDCL 62-3-3

Policy Reference:

Adoption History

FIRST READING 07/13/15

APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBEA
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STUDENT TRANSFER

The intent of this policy is to provide guidance, and insure safety, for staff when transferring a student because of a physical disability. The safety of the student being transferred, and staff who are transferring a student, is of the utmost importance. Therefore, great care must be taken when transferring a student.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 02/14/11
 APPROVED 02/28/11
 FIRST READING - RENAME 07/13/15
 APPROVED - RENAME 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBEA-E
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DOUGLAS SCHOOL DISTRICT #51-1 STUDENT TRANSFER POLICY

The intention of this policy is to provide appropriate, high quality care of a student, including ~~special needs students~~ **students with special needs**, while offering a safe work environment for each employee.

1. ~~For any student~~ **Students** weighing more than 40#, who ~~is~~ are non-ambulatory **require** a 2-person lift ~~is required~~.
2. ~~For any student~~ **Students** identified as totally dependent or requiring extensive assistance and weighing over 50#, ~~the student~~ will be transferred by means of lift equipment.
3. ~~Any student~~ **Students** requiring transfer assistance will be assessed by the School's contracted occupational/physical therapy staff; contracted occupational/physical therapy staff will provide an individualized written transfer/handling plan for the student consistent with their expertise and this policy.
4. Transfer assistance, mobility assistance and other student handling and movement tasks are to be carried out in accordance with the written individualized plan as provided by the School's contracted occupational/physical therapy staff. If variance from the plan is considered necessary, the contracted occupational/physical staff should be contacted for discussion and problem solving, prior to making any change.
5. Any transfer equipment malfunction or needed repair should be reported to the supervisor immediately.
6. Assigned staff will complete and document training on the transfer plan, techniques and equipment initially, annually and as required to increase understanding of safe student handling.

All personnel are responsible for implementing this policy and for taking reasonable care of their own health and safety, as well as that of their co-workers and their assigned students. Noncompliance may result in disciplinary action and may negate worker's compensation benefits if involved in an injury and found to be in violation of this policy.

I have read and understand the above guidelines and will comply with the stated guidelines.

Employee Signature _____ Date _____

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REFERENCES

State Reference:

Policy Reference:

Adoption History

1/18/11

RENAMED 8/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBEA-R
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STUDENT TRANSFER

The intention of this policy is to provide appropriate, high quality care of a student, including special needs students, while offering a safe work environment for each employee.

1. ~~For any student~~ **Students** weighing more than 40#, who ~~is~~ are non-ambulatory **require** a 2-person lift ~~is required~~.
2. ~~For any student~~ **Students** identified as totally dependent or requiring extensive assistance and weighing over 50#, ~~the student~~ will be transferred by means of lift equipment.
3. ~~Any student~~ **Students** requiring transfer assistance will be assessed by the School’s contracted occupational/physical therapy staff; contracted occupational/physical therapy staff will provide an individualized written transfer/handling plan for the student consistent with their expertise and this policy.
4. Transfer assistance, mobility assistance and other student handling and movement tasks are to be carried out in accordance with the written individualized plan as provided by the School’s contracted occupational/physical therapy staff. If variance from the plan is considered necessary, the contracted occupational/physical staff should be contacted for discussion and problem solving, prior to making any change.
5. Any transfer equipment malfunction or needed repair should be reported to the supervisor immediately.
6. Assigned staff will complete and document training on the transfer plan, techniques and equipment initially, annually and as required to increase understanding of safe student handling.

REFERENCES

State Reference:

Policy Reference:

Adoption History

AUGUST 2015

SECTION	G	TITLE	PERSONNEL	FILE	GBEB
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EMPLOYEE COMMUNICABLE CONDITIONS

The Board recognizes its responsibility to provide a clean and healthy environment for students and school employees.

The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional knowledge or expertise, the principal ~~will refer the case to an advisory committee for assistance in determining the proper course of action~~ **may request assistance from the following:**

~~The advisory committee may be composed of:~~

1. a representative from the State ~~Health~~ Department of Health, **Center for Disease Control, or other experts**
2. the employee's physician;
3. the employee and/or designee;
4. the school health service's supervisor;
5. the superintendent or designee; and
6. other appropriate school personnel.

In making the determination, the advisory committee shall consider:

1. the physical condition of the school employee;
2. the expected types(s) of interaction with others in the school setting;
3. the impact on both the infected school employee and others in that setting;
4. the South Dakota Department of Health **and Center for Disease Control** guidelines and policies;
5. the status of certification of health of the employee under South Dakota Law;
6. the recommendation of the County Health Officer, which may be controlling;
7. information regarding the infected employee, which is, deemed part of his/her personnel records, therefore is classified as "Confidential" as required by SDCL 1-27-03.

~~The advisory committee may officially request assistance from the State Department of Health.~~

If employment of an infected employee is to be interrupted or discontinued, the employee will be

entitled to use available medical leave and receive benefits.

Information of an employee who has been identified as or suspected of having any reportable disease or condition will be reported to the State Department of Health.

~~Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting, the principal will follow the procedure as follows:~~

If the potential for communicability is a factor, the public may be notified of the presence of the disease or condition and the possibility of transmittal or impact on others, if any. Information about the employee who is or may be affected with a communicable disease will not be revealed to the public. If the employee is permitted to remain in the school setting, the principal, will provide, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities, to the State Department of Health, Center for Disease Control, or other experts.

~~Information will be provided, as appropriate, to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities.~~

Health guidelines for work attendance are established and interpreted with the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require the advisory committee to make a determination on school attendance or participation in school activities.

REFERENCES

State Reference:

SDCL 13-43-3 through 13-43-3.3

SDCL 1-27-3

Policy Reference:

Douglas School District Nurses' Handbook

Adoption History

FIRST READING 09/29/08
APPROVED 10/14/08
FIRST READING OF REVISIONS 08/12/13
APPROVED 08/26/13
FIRST READING - REVISIONS 07/13/15
APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBEC
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USE OF ALCOHOL AND ~~OTHER DRUGS~~ CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG FREE WORKPLACE)

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs on school property or at a school event off school property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the superintendent s/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a school activity under the influence of alcohol and/or an illegal drug. For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any

prescription or over-the-counter drug that does not meet the following four criteria:

1. the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
2. the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
3. the drug is used or possessed at the dosage prescribed or recommended; and
4. the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

A copy of this policy shall be given to all present and future employees.

~~Student and employee safety is a paramount concern to the School Board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, no employee or person acting as an agent of the Douglas School shall possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Employees/agents shall not engage in drug abuse/misuse nor possess paraphernalia specific to the use of chemicals. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol. Any employee/agent who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution.~~

~~Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent no later than five days after conviction. Should the affected employee be the Superintendent, he/she will report to the Board no later than the next regular meeting of the Board.~~

~~Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the District will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or~~

rehabilitation programs, and possible referral for prosecution.

This policy is in effect on property owned, leased or maintained by the Douglas School District, at all school sanctioned activities/trip on and off campus, all school vehicles and in vehicles parked on school property.

Annually all employees will be informed about the dangers of alcohol and/or drug use/abuse in the workplace; this policy of maintaining an alcohol and/or other drug free environment; available alcohol and/or other drug counseling; rehabilitation, and employee assistance programs; and the disciplinary sanctions that may be imposed upon employees/agents for alcohol and/or other drug use or abuse violations. The information will be disseminated to each employee via written and oral communication.

The School Board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided with a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider. Fees for the assessment and treatment are the responsibility of the employee.

When a staff member has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

Staff members who use drugs authorized by a licensed physician or over the counter medications in the prescribed manner do not violate this policy if the staff member conforms to the stated prescription and appropriate school policies.

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all present and future employees or agents of the District.

REFERENCES

State Reference:

PUBLIC LAW 100-690

41 USC CHAPTER 81

ARSD 24:80

ARSD 44:90

SDCL 13-43-6.1

SDCL 34-20G

Policy Reference:

GBC

GBCB

JHCDE

JHCDE-E(1)

Adoption History

APPROVED 08/14/89
FIRST READING - REVISION 02/28/94
APPROVED - REVISION 03/14/94
FIRST READING - REVISION 08/10/15
APPROVED - REVISION 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GBGA
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DISTRICT INVOLVEMENT IN POLITICAL ACTIVITY

The Board believes in the importance of democracy in American society and advocates political participation as an act of self-governance. In this spirit, the Board recognizes the rights of District employees, as private citizens, to be involved in local, state and federal political activities, and encourages politically related material, discussions and projects in the classroom with the intent to teach students about democracy.

For the purpose of educating voters and lawmakers, the Board will provide information on ballot questions. The Board authorizes the Superintendent or Superintendent’s designee to communicate such information to citizens, media sources, public officials or candidates running for office as the Superintendent or designee deems appropriate.

However, the Board prohibits the following actions:

1. Use of an official school title, **school email address, school social media platform or other district owned resource**, to endorse or oppose candidates running for elected office, a political party or a proposition, referendum or issue being voted upon by the electorate;
2. Use of District funds to support or oppose a candidate running for elected office, a political action committee, a political party or a proposition, referendum or other ballot issue;
3. Distribution or posting of material which supports or opposes any candidate, political party or action committee, or proposition, referendum or other ballot issue on school property during school hours; and
4. Use of school facilities by candidates, their representatives, political parties, or political action committees.

School as Polling Place

In the case that a public school building is used as a public polling place, candidates, their representatives, members of a political party or political action committee or citizens acting in support or opposition to a ballot question may hand out literature or speak with prospective voters as long as this is done outside a 100-foot radius of the entrance to the polling place. The Board authorizes the Superintendent **or designee** to create any necessary regulations to implement this policy.

REFERENCES

State Reference:

SDCL 12-11-1
SDCL 12-18-3
SDCL 12-27-20
SDCL 12-27-21
SDCL 13-7-3
SDCL 13-43-1
SDCL 13-43-15.1
SDCL 13-7-3
HATCH ACT

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/2015

SECTION	G	TITLE	PERSONNEL	FILE	GBK
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SMOKING AND TOBACCO USE BY STAFF MEMBERS

It is generally recognized that smoking 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.

For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration is directed to treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the device is not part of an individual’s cessation program.

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

A copy of this policy shall be included in all staff handbooks.

REFERENCES

State Reference:
SDCL 22-36-2

Policy Reference:

Adoption History

First Reading 06/09/88
07/14/88

Approved 08/15/88

First Reading – Revision 09/25/90

Approved – Revision 10/08/90

First Reading – Revision 02/28/94

Approved – Revision 03/14/94

First Reading – Revision 03/29/01

Approved – Revision 04/09/01

First Reading – Revision 04/14/08

Approved – Revision 04/28/08

First Reading – Revision 08/22/11

Approved – Revision 09/12/11

SECTION	G	TITLE	PERSONNEL	FILE	GBL
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PERSONNEL RECORDS

A file of personnel records shall be maintained in the Superintendent's office for each employee of the School District. A file shall be kept for all resigned or retired employees, including such essential information as specified by state and federal laws

CONFIDENTIALITY

Personnel information concerning District employees is generally confidential. Some personnel information is "public record" and must be released to any person upon request:

1. Salaries,
2. routine directory information, consisting of employee's name and address, and subject to the employee's right to direct that his/her address not be disclosed, and
3. employment applications and related materials submitted by individuals hired into executive or policymaking positions within the District.

However, any current or prior contract with any public employee and any related document that specifies the consideration to be paid to the employee is by law a public document and to which the public has the right to examine and make memoranda and abstracts therefrom during regular school hours.

Pursuant to State law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not open to inspection or copying

Records of an employee's evaluation shall not be released without the written consent of the employee unless authorized or required by law.

Files containing medical information regarding an employee, including employment accommodations pursuant to Americans with Disabilities Act (ADA) and Rehabilitation Act Section 504, will be kept separate from other personnel files and shall not be released without the written consent of the employee unless authorized or required by law.

TYPES OF INFORMATION

The records shall contain, at a minimum, the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials and certification;
6. Records of assignment;
7. Evaluations of performance;
8. Letters of commendation, reprimand, or omission of duty.

USE OF PERSONNEL RECORDS

All the contents of the personnel records file shall be available for inspection by the employee concerned. The District reserves the right to have a member of the Superintendent's office staff present at the time the employee inspects his/her personnel file. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his/ her own choosing, if desired.

The employee shall have the right to respond in writing to all materials contained in the personnel file. Responses shall become part of the file.

Any complaints directed towards an employee, which are placed in the personnel file, are to be promptly called to the employee's attention in writing.

PARENTAL NOTICE

If the District receives Title I funds, at the beginning of the school year the District shall inform the parents of children attending school that the parents may request information regarding the professional qualifications of their children's teachers. Upon receipt of a parental request for this information, the District shall provide the following information:

1. whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
2. whether the teacher is teaching under "Plan of Intent" status,
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
4. whether the child is provided services by paraprofessionals and, if so, their qualifications.

The District shall provide a response to the parent's request in a timely manner. In addition, parents shall be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified.

REFERENCES

State Reference:

SDCL 60-4-12
SDCL 13-42-70
SDCL 1-27-1.5 (7)
SDCL 1-27-1.5 (15)

FEDERAL:

USC TITLE 20 6301 ET SEQ

Policy Reference:

KBA
KBAA

Adoption History

FIRST READING 7/13/15
APPROVED 08/10/15
FIRST READING - REVISIONS 06/27/19
APPROVED 07/22/19

SECTION	G	TITLE	PERSONNEL	FILE	GBM
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STAFF COMPLAINTS AND GRIEVANCES

The Board of Education recognizes the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, other than discrimination and harassment; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration and Board of Education.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured the opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That teachers and other employees may appeal a ruling of a principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Board.

The procedures established for the resolution of grievances in agreements negotiated with employee bargaining units will apply only to “grievances” as defined in the particular agreement.

REFERENCES

State Reference:

SDCL 3-18-1
SDCL 3-18-1.1
SDCL 3-18-15
SDCL 3-18-15.1
SDCL 3-18-15.2
SDCL 3-18-15.3

Policy Reference:

Adoption History

FIRST READING 02/14/85
APPROVED 03/14/85
FIRST READING - REVISIONS 05/12/08
APPROVED 05/27/08
FIRST READING 10/1/15

APPROVED 10/13/15

**DOUGLAS SCHOOL DISTRICT 51-1
EMPLOYEE COMPLAINT / GRIEVANCE**

Today's Date

School/Department

Supervisor

Name of Grievant

Job Title

Address of Grievant

Phone Number of Grievant

SUMMARY OF GRIEVANCE: (Include location, date and description of the issue)

If others are affected by the possible violation, please list their names:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant

Date

Signature of Person Receiving Grievance

Date

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R
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**STAFF COMPLAINTS AND GRIEVANCES
PROCEDURES**

DEFINITIONS:

- A “grievance” is a complaint by a person or group of persons employed by the Douglas School District 51-1, made either individually or by a duly authorized and recognized employee association through its representative, that there have been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a nonexisting agreement, contract, policy, rule, or regulation is not a “grievance”.
- An “aggrieved person” is the person or group of persons filing the grievance.
- “Board” means the Douglas School Board.
- “Days” 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.

PURPOSE:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the District and to facilitate this purpose, the process will be kept as informal and confidential as may be, appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion.

PROCEDURE:

- It is important the grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The

time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

- If an employee does not file a grievance in writing with the principal or other supervisor within thirty (30) calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor.

Informal Procedures:

If an employee has a complaint, he/she shall first discuss the matter with his/her immediate supervisor, principal, or other administrator to whom he/she is directly responsible in an effort to resolve the problem.

Formal Procedures:

Level 1 – School Principal, Immediate Supervisor or Other Administrator

- If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she shall submit his/her grievance in writing.
- Signed copies of the written grievance shall be delivered by the employee to the supervisor, principal or other administrator.
- An employee who is not directly responsible to a building principal may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level 2 – Superintendent

- If an aggrieved person or the Board is not satisfied with the decision concerning his/her grievance at Level 1, or if no written decision has been rendered within ten (10) days, he/she shall, within ten (10) days after the decision is rendered, or within twenty (20) days after the grievance was presented at Level 1 whichever is sooner, resubmit his/her grievance in writing to the Superintendent.
- The Superintendent shall within ten (10) days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent shall, within ten (10) days after this meeting render his/her decision in writing to the aggrieved person.

Level 3 – Board of Education

- If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level 2, or if no written decision has been rendered within ten (10) days, he/she shall within ten (10) days or within twenty (20) days after the grievance was presented at Level 2,

whichever is sooner thereafter resubmit the grievance to the business manager and the president of the School Board.

- At its next meeting or within twenty (20) days, whichever is sooner, the Board or its designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within ten (10) days after the hearing.

Level 4 – Arbitration

- If the aggrieved person is not satisfied with the disposition of the grievance at Level 3 or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten (10) days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to statute.
- The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

Miscellaneous

- If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.
- Any party or parties in interest shall appear and may be represented at formal Levels One and Two of the grievance procedure by one representative. When the representative is not a member of the employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels One and Two of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.
- If, in the judgment of the employee organization a grievance affects a group or class of employees, the organization may submit such grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
- When it is necessary for a party or parties in interest to attend a board meeting or a hearing

called during the working day, the Superintendent's office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

- At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

REFERENCES

State Reference:

SDCL 3-18-1
SDCL 3-18-1.1
SDCL 3-18-15
SDCL 3-18-15.1
SDCL 3-18-15.2
SDCL 3-18-15.3

Policy Reference:

Adoption History

REVISED MARCH 26, 2018

SECTION	G	TITLE	PERSONNEL	FILE	GBN
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STAFF FLEX TIME

The use of flex time by staff is time adjusted during the normal duty hours for an emergency personal need and is provided below:

Classified Staff

For classified personnel, up to one hour can be flexed per week. Flex time is before and after school, not during hours students are present. Exceptions to the one-hour limit on flex time may be granted by the Superintendent **or designee** for emergencies or extenuating circumstances. ~~(special projects) and will be communicated to the Business Manager in writing.~~

The occasional use of flex time shall be mutually agreed upon by the person making the request and the supervisor. It is the exception rather than the rule and should not be used to satisfy a person's every day or weekly schedule. Any flex time should be made up within the same workweek that flex time is used.

Certified Staff

The normal school day for teaching staff is seven and one-half (7 ½) hours of duty in length except on Fridays when it will be seven and one-quarter (7 ¼) hours. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. Adjustment to meet the needs of the individual teacher shall only be made outside of one half hour before (15 minutes at high school) and 15 minutes after the regularly scheduled classroom day.

Teachers may request to alter their starting or ending times on a particular day to accommodate an emergency personal need, which time need not be made up. This adjustment shall be handled at the building level through the principal's office and may involve only that time outside the regularly scheduled classroom day.

REFERENCES

State Reference:

Policy Reference:

Adoption History
FIRST READING 03/26/16 APPROVED 04/11/16

SECTION	G	TITLE	PERSONNEL	FILE	GCA
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PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school district will be created initially by the Board. It is the intent of the Board to activate a sufficient number of positions to accomplish District goals, objectives, and to provide the number of positions for each building. It is the responsibility of administration to determine how the positions are filled to best meet the needs of the students and district. Position is to be broadly defined as **the** number of slots required for fulfilling **the** needs of students. Although such positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Each time a new position is established by the Board, the Superintendent **or designee** will present for the Board's approval a job description for the positions, which specifies the job holder's qualifications and the job's performance responsibilities. The Superintendent **or designee** will maintain a comprehensive set of job descriptions for all positions

REFERENCES

State Reference:
SDCL 13-43-16

Policy Reference:

Adoption History

FIRST READING 10/20/77
 APPROVED 11/10/77
 FIRST READING - REVISION 07/13/15
 APPROVED - REVISIONS 08/10/15
 FIRST READING - REVISIONS 08/13/18
 APPROVED - REVISIONS 08/27/18

SECTION	G	TITLE	PERSONNEL	FILE	GCB
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QUALIFICATIONS OF TEACHERS

Every teacher employed in this school system must possess a valid certificate by the South Dakota Department of Education.

REFERENCES

State Reference:
ARSD 24-43-02-08
SDCL 13-43-5

Policy Reference:
GCD

Adoption History

FIRST READING 07/13/15
APPROVED 08/10/15
FIRST READING - REVISION 06/30/16
APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GCBA
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PROFESSIONAL STAFF SALARY SCHEDULES

The Board will adopt salary schedules for its professional staff, and each staff member will be placed on the schedule at a salary level that is commensurate with, but not limited to, the staff member's educational training, prior experience, and experience in the District. The schedule adopted by the Board will remain in effect until changed or modified by the Board.

Salary increments will be conditional upon evidence of the continued professional growth of the teacher. Employees who do not comply with the requirements of the Board and/or the State may not be granted salary increases or may not be retained on the staff.

Placement on the salary schedule will be in accordance with requirements developed by the administration and approved by the Board.

Salaries will be reviewed annually, prior to the organizational meeting of the Board in July. The Superintendent **or designee** will be responsible for surveying other school systems to determine salaries being paid for comparable positions in each district.

REFERENCES

State Reference:

SDCL 6-1-10

Policy Reference:

NEGOTIATED AGREEMENT, ARTICLE XX & APPENDIX A

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCBB
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PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are in the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, extra compensation will be rewarded.

Assignments that are to be accorded extra compensation will be designated by the Board. Recommendations for appointments to such positions will be made to the Board by the Superintendent **or designee**. The amount of compensation for the position will be established by the Board at the time of appointment.

A teacher who is offered and undertakes a supplementary pay assignment will enter into a one-year limited contract with the Board. The terms and salary for this assignment will be specified in the written teacher's contract, which is signed by the teacher, Board president and school district business manager.

If a teacher will not be extended the assignment for the following school year, but will remain on the teaching staff, they will be notified in writing, prior to the expiration of the contract.

If the assignment is terminated by the Board or by the teacher, prior to the end of the contract, the special allowance will cease.

REFERENCES

State Reference:

Policy Reference:
GCB

Adoption History

FIRST READING 07/13/15
APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GCBCC
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TAX SHELTERED ANNUITY PROGRAM

The School District will offer a Tax Sheltered Annuity Program intended to qualify under Section 403 (b) of the Internal Revenue Code for the benefit of its eligible employees.

The Board authorizes the Superintendent or Superintendent designee to administer the program, and act on behalf of the School Board to enter into salary reduction agreements, vendor agreements and take such steps as are appropriate to assure compliance with the Internal Revenue Service Code.

PARTICIPATION ELIGIBILITY

All full-time salaried and regular full-time employees of the School District are eligible to participate in the 403(b) program.

Each eligible employee may elect to reduce his or her salary in a specific amount by executing the salary reduction agreement provided by the District. The salary reduction agreement will specify the amount of the salary reduction for each eligible vendor selected.

The salary reduction agreement must specify the amount of the salary reduction, which the employee elects to have the District contribute toward the purchase of a qualified investment or an annuity contract on behalf of the employee. An employee's salary reductions for a calendar year may not exceed the maximum amounts specified in the Code.

SCHOOL DISTRICT RESPONSIBILITY

The Board will annually review the 403(b) program for nondiscrimination compliance.

All employees eligible for the district's 403(b) program will be notified of their eligibility upon employment and periodically provided the list of vendors to all eligible employees.

The Board makes no representation to the employee regarding the advisability, appropriateness or tax consequences of a salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the employee's salary reduction funds.

No action taken by the District under this program shall be construed to create a trust of any kind or a fiduciary relationship between the District and the employee, any designated beneficiary or any other person.

The Board also makes no warranty or representation to the employee that any annuity contracts or investments offered by eligible annuity vendors are qualified under Section 403(b) of the Code or that salary reductions applied to the purchase of such annuity contracts will be excluded from the gross income of the employee under Section 403(b) of the Code.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	G CBD
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EXTENDED LEAVES OF ABSENCE

It is a responsibility of the Board of Education to provide the most effective instruction to students possible within the limitations of available resources. The effectiveness of the classroom, to a large degree, is influenced by the quality of the teacher assigned to that classroom or responsibility. Decisions regarding extended leaves of absence will be made while giving primary consideration to the potential short and long range effects of that decision on the educational lives of the students of the Douglas School System.

When it can be determined that the absence of a staff member will not have a significantly negative effect on students, the Board of Education will make the growth and health of its staff a high priority.

All decisions regarding the granting of extended leaves of absence will be at the discretion of the Board of Education.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 12/11/80
 APPROVED 1/8/81
 REVISED 10/9/86

SECTION	G	TITLE	PERSONNEL	FILE	GCBDD
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MILITARY LEAVE OF ABSENCE

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994 (USERRA). The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches: Army, Navy, Marine Corps, Air Force or Coast Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve, Army National Guard or Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The GARID law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

Employment Protection

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or

retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service.

Providing Notice

All requests for military leave will be submitted to the Superintendent in writing accompanied by copies of the proper documentation showing the necessity for the military leave request. The Superintendent shall grant leave without pay or military leave to carry out the military obligations in accordance with USERRA.

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

Accrued vacation or annual leave may be used (but is not required) while performing military duty.

Payment Options

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 daily or hourly pay (depending if certified or classified) from the District to be reduced by the daily or hourly pay received from the military or to accept only their military pay. Such leave not to exceed fifteen (15) working days in one school year (July 1-June 30). If authorized military leave extends beyond fifteen (15) days, approval by the Superintendent will be required.

Salary deductions for co-curricular assignments shall be deducted in a pro rata amount.

Health Benefits

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at the full premium cost plus normal increases in premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. After notification by the employee to the school district of Military activation of more than 30 days, the school district shall inform the employee of the health benefits available under "COBRA" and furnish the employee with the enrollment forms for "COBRA."

Upon entering active military duty for more than 30 days, the individual and dependents are covered by what the military calls "Tri-Care." There are several different plans that are offered which offer different levels of managed care. The most managed of the plans are at no cost to the service member. Not all medical costs are covered by "Tri-Care." It is not possible to make a recommendation in this document that will be best for every individual

If an employee leaves and enters active duty for more than 30 days and discontinues health coverage

for themselves and the employee's dependents, and the employee returns to the school district in the time frame stated in this document, they will be placed back on the health plan as if they had never left employment.

Retirement Benefits

A participating SDRS member called to active duty will continue to earn credited service in SDRS while serving in the armed forces if he or she meets the following requirements:

- Secures authorization in advance from his/her employer for a leave of absence for military service
- Returns to the employment of an SDRS participating unit within one year of discharge from his/her initial period of military service
- Remains in the employment of that same employer for at least one year upon his/her return
- This credited service does not require a contribution from either the employer or employee. See SDCL 3-12-86.

Survivor and Disability Benefits

The continuation of SDRS survivor and disability benefits, however, depends upon the continued classification of an employee as contributing SDRS member during his or her leave of absence. To meet this requirement, both the employee and employer contributions must be made to the system for each of the employee's pay periods. For Survivor and Disability Benefits only, the Douglas School District will make both employee and employer contributions to SDRS, which is allowed under SDCL 3-12-85.

Return to Work or Application for Reemployment

Military service of less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

Military service of more than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service

Military service of more than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and,
- separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Once the employee has made application for re-employment the employee is entitled to employment and benefits as if the employee had never left. For example if a teacher makes application for re-employment on June 1 (after school is out) and if you normally pay the single premium health for the other employees during the summer, you will need to reinstate the returning employee and pay the single premium. If the employee has family coverage, they are responsible for that payment.

This policy is intended only to generally advise individuals of the protections available under the Uniformed Services Employment and Reemployment Act of 1994 (USERRA). Specific requirements and obligations in the Uniformed Service Employment and Reemployment Act of 1994 govern.

REFERENCES

State Reference:

SDCL 3-12C-514

SDCL 3-12-86

38 USC §§ 4301-4335

Policy Reference:

Adoption History

First Reading 03/24/03

Approved 04/14/03

First Reading – Revision 03/17/16

Approved – Revision 03/29/16

First Reading – Revision 08/14/17

Approved – Revision 08/28/17

SECTION	G	TITLE	PERSONNEL	FILE	GCBDE
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FAMILY AND MEDICAL LEAVE

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent **or designee** shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies personally, by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the District for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

REFERENCES

State Reference:
 Public Law 103-3
 Title 29 CRF Part 825

Policy Reference:

Adoption History

First Reading 07/13/15
 Approved 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GCBDE-R
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FAMILY AND MEDICAL LEAVE PROCEDURES (FMLA)

REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) who serves in a reserve component or as a retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that may render the family member medically unfit to perform duties of his/her office, grade, rank or rating.

NOTICES AND DEADLINES

Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance

notice for a foreseeable leave); otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Full-time teachers are presumed to have worked at least 1,250 hours during a school year. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, all such leave shall be taken and it shall run concurrently with family and medical leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member.

Depending on the date family and medical leave is to begin, instructional employees as designated by

federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

INTERMITTENT LEAVE / REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health, dental and life insurance for an employee on family and medical leave shall continue to be provided on the same basis had the employee not taken leave. The District will pay its portion for health, dental and life insurance while the employee has paid leave to use. Once all paid leave has been exhausted, if the employee chooses to continue with health, dental and life insurance, they must pay the full cost themselves. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

REFERENCES

State Reference:

Policy Reference:

Adoption History

BOARD APPROVED AUGUST 2015

SECTION	G	TITLE	PERSONNEL	FILE	GCBDF
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NURSING MOTHERS

The District recognizes that breastfeeding is the most healthful, natural and economic method of infant nutrition; and it is the policy of the District to support the needs of breastfeeding mothers when they return to work.

1. Maternity leave planning will address the transition from full-time maternity leave to fulltime work and the impact that this may have on breastfeeding. Generally, maternity leave is a sufficient time to establish breastfeeding. Factors to consider include a combination of fulltime and part time maternity leave, a flexible work schedule to accommodate breastfeeding needs, and break times to use a breast pump at work.
2. Breastfeeding employees are allowed a flexible schedule for nursing or pumping, with the schedule to be determined by the employee and employees supervisor. The schedule requested by the employee will be approved unless the employee's supervisor has determined, in writing, that the requested schedule would impose an undue hardship by causing the District significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the school district. Factors to determine when considering the schedule as proposed by the employee include, but are not limited to the following: the time requested would exceed the normal time allowed for lunch, breaks, student responsibilities at the time requested, sick/personal and annual leave, and adjustment of normal work schedule.
3. The District shall provide an appropriate room, other than a bathroom, for an employee to express breast milk where;
 - a. nursing women can nurse an infant brought in during lunch or breaks;
 - b. nursing women can pump breastmilk to be stored for later use. (Each employee is responsible for proper storage of her milk using a personal storage cooler);
 - c. the area for breastfeeding or pumping is located where a crying infant will not be disruptive to other employees;
 - d. accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source for hand washing and rinsing out breast pump equipment; and
 - e. a comfortable chair and a table or desk is available for pumping;

Notes:

1. Districts that employ less than 50 employees are not subject to the requirements in (#3) if such requirements would impose an undue hardship by causing the District significant

difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the District's business.

2. Section 7 of the Fair Labor Standards Act (29 U.S.C. 207) states the following:
 - 2.1. An employer shall provide
 - 2.1.1. a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk; and
 - 2.1.2. a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.
 - 2.2. An employer shall not be required to compensate an employee receiving reasonable break time under paragraph (1) for any work time spent for such purpose.
 - 2.3. An employer that employs less than 50 employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employers business.
 - 2.4. Nothing in this subsection shall preempt a State law that provides greater protections to employees than the protections provided for under this subsection

REFERENCES

State Reference:

SDCL 25-5-35

Policy Reference:

USC Title 29 207(r) (2)

Adoption History

FIRST READING 6/27/19

APPROVED 7/22/19

SECTION	G	TITLE	PERSONNEL	FILE	GCBD-R
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EXTENDED LEAVES OF ABSENCE

Administrative Regulations are contained in the Negotiated Agreement between Douglas School District 51-1 and the Douglas Education Association and in the Classified Employee Handbook.

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	G	TITLE	PERSONNEL	FILE	GCC
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PROFESSIONAL STAFF RECRUITING

The Board desires the ~~Superintendent~~ **District Administration** to develop and maintain a continuous recruitment program designed to attract and hold the best possible professional personnel in the District's schools.

It is the responsibility of the Superintendent, with the assistance of other district administrators, to determine the personnel needs of the District and the individual schools, and to locate suitable candidates to recommend for employment.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diversified characteristics of the District and the need for a ~~bi-racial~~ **culturally diverse** staff and for teachers of various ~~cultural~~ backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the District. As vacancies occur, the Superintendent will provide that notices be distributed electronically throughout the District and/or posted on the District's employment website. Any present employee of the Board may apply for any position for which he/she has certification and meets other stated requirements

REFERENCES

State Reference:

Policy Reference:

Adoption History
FIRST READING 07/13/15 APPROVED 08/10/15 FIRST READING 04/26/21 APPROVED 05/10/21

SECTION	G	TITLE	PERSONNEL	FILE	GCC-R/ GCD-R
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RECRUITMENT AND HIRING

To assure that this policy is properly carried out, the following regulations will be in effect.

1. Function supervisors will prepare vacancy notice information and submit this information to the ~~personnel manager~~ **Human Resources Department**. This information may include:
 - a. Level of vacancy
 - b. Type of job
 - c. Length of employment
 - d. Qualifications for job
 - e. Location of vacancy
 - f. Fringe benefits ~~(will not be put in notice)~~
 - g. Salary
 - h. Period of time receiving applications
2. The ~~personnel manager~~ **Human Resources Department** will send out vacancy notices to:
 - a. Classified positions – All vacancies will distributed electronically and/or posted on the District’s employment website. If necessary, job services and the newspaper will be utilized.
 - b. Certified positions – All vacancies will be distributed electronically and/or posted on the District’s employment website. If necessary, job services, the newspaper, and placement services of selected universities in the surrounding area will be utilized. Once a year, when vacancies for the next school year have been determined, electronic notices will be made available to state and national teacher organizations.
3. ~~The personnel office~~ **Human Resources Department** will direct applicants to the website for electronic application submission or paper application.
4. Applications will be received by the ~~personnel office~~ **Human Resources Department** through the online application process, supporting documentation, references, transcripts, and other pertinent data can be uploaded.
5. The ~~personnel office~~ **Human Resources Department** ~~or~~ **and** applicable administrator will screen the applications for objective minimum criteria and the qualifying applications will be forwarded to the function supervisors.
6. Substitutes will be placed in positions which are not filled within a reasonable timeframe.
7. Applications will be kept on active file by function for a period of six (6) months. The ~~personnel office~~ **Human Resources Department** will call candidates to check availability when necessary. Paper applications will be destroyed after one (1) year.
8. Recommendations for hiring will be forwarded to the ~~personnel office~~ **Human Resources**

Department along with the candidate's application, summary of references secured, interview summary, and blank copy of interview questions. No position will be offered to any candidate either verbally or in writing before consulting with the Superintendent, **designee**, or ~~personnel office~~. **Human Resources Department**.

9. The aforementioned information will be kept on file in the **Human Resources office**.

REFERENCES

State Reference:

Policy Reference:

Adoption History

BOARD APPROVED 5/10/2021

SECTION	G	TITLE	PERSONNEL	FILE	GCD
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PROFESSIONAL STAFF HIRING

The school board authorizes the Superintendent or **designee** to develop, implement, maintain and evaluate a system for recruiting and hiring qualified professional staff and for ensuring that supervisors who are part of the hiring process have the skills necessary for making selections. This system will postcede the staffing plan of the District, for the purpose of maintaining qualified personnel for the district programs

All professional staff members of the District will be appointed by the Board upon the recommendation of the Superintendent or designee. Should a person nominated ~~by the Superintendent~~ be rejected by the Board, it will be the Superintendent's **or designee's** duty to make another nomination.

The Superintendent or **designee** will assure that all persons nominated for employment meet state certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures will assure that the principal or other administrator to be directly responsible for the work of the staff member has an opportunity to aid in his/her selection; however, the final recommendation to the Board will be made by the Superintendent **or designee**. No candidates will be hired without a personal interview.

All candidates will be considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others playing a role in the selection will seek to hire the best qualified person for the job.

Upon approval by the Board, a teacher will receive a written contract to be signed by the teacher, Board president and school district business manager.

The District may offer and, upon the signing of a contract by both parties, pay a signing bonus, moving expenses, or tuition reimbursement to a staff member employed in the District. The signing bonus, moving expenses, or tuition reimbursement may be paid either in one lump sum upon completion of the staff member's first year of employment in the District, or in installments over a period not to exceed three years from the date the staff member signed a contract of employment with the District, and upon the terms and conditions as may be mutually agreed upon by the School Board and the staff member. Any signing bonus, moving expenses, or tuition reimbursement authorized by the School Board is in addition to any amount payable under a negotiated contract. The School Board may negotiate any signing bonus, moving expenses, or tuition reimbursement payment with the staff member's designated collective bargaining representative.

REFERENCES

State Reference:

SDCL 13-13-17

SDCL 13-42

SDCL 13-10-2

SDCL 13-43

ARSD 24:15

SDCL 3-3-1

Policy Reference:

GBA

GCB

Adoption History

FIRST READING 05/11/78

APPROVED 6/08/78

REVISED 02/13/80

REGULATIONS REVISED 08/25/92

FIRST READING - REVISIONS 10/23/95

APPROVED - REVISIONS 11/13/95

FIRST READING - REVISIONS 07/13/15

APPROVED - REVISIONS 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GCDB
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CRIMINAL BACKGROUND CHECKS

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the District.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual, as well as, the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): Liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the SDDCI of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): Primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

Policy Statement

The District is committed to providing a safe learning and working environment. The District will require each person over eighteen years of age hired by the District or is employed by an entity which provides the District direct or indirect student services shall be required to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The District and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the District.

In accordance with law and to protect the District's students, criminal background checks on persons who are employed in the District or are employed by an entity which provides the District with student services shall be required. Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors. The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history records check. The District and District employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent shall be the District's Point of Contact (POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Superintendent is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations, as well as, knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

Criminal Background Checks

1. Each person over eighteen years of age hired by the District or is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
4. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District or status as a volunteer is subject to the requirements of this section.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the District. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
8. A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.
9. The District shall run a background check on employees of contractors that provide the District with student services. Examples of contractors which provide student services include but are not limited to food service and bus service contractors. The contractor shall be responsible for the cost of the criminal background check.
10. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution of trafficking in controlled substances or distribution of marijuana.
 - a. The District may also refuse to employ a person who has been convicted of a crime

involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as, an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.

- b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
11. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the SD Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
 12. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
 13. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his/her FBI criminal history record information (CHRI).
 14. . Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his/her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.
 15. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the District in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
 16. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the District's expense. The District reserves the right to require any employee of an entity which provides the District with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
 17. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the School

Board suspends an employee without pay, or an employee resigns, or an employee is terminated, the Superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the South Dakota Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the District will give the individual written notification that his/her fingerprints will be used to obtain the CHRI of the individual, and the District will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDBE(1).
2. Information received by the District pursuant to a criminal background check is confidential. Only authorized persons within the District may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the District's internal purposes in determining the suitability of an applicant, employee, or other worker on District property. The District will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.
4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test, each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the District. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the District, the District will not provide the CHRI to the contractor. Instead, the District will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the District.
3. The District will not disseminate CHRI across state lines.
4. Upon request the District will provide a copy of the SDDCI CHRI to the person who is the subject of the background check. The SDDCI CHRI will only be released to the individual

and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.

5. FBI rules prohibit the District from providing a copy of the FBI CHRI to the person who is the subject of the criminal background check.
6. The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. Name of District;
2. Name of person subject to the criminal background check review;
3. Date of birth of person subject to the criminal background check review;
4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. Written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.
6. Date of release of criminal background check results;
7. Description of the record that was shared;
8. How the record was sent or received
9. Person to whom criminal background check results were disseminated;
10. Signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes.

Security

The District will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access

to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.

3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the District has electronic copies of CHRI, the District will restrict access to unauthorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.
5. . The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the District contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

REFERENCES

State Reference:

SD Division of Criminal Investigation

SDCL 13-10-12

SDCL 13-10-13

SDCL 13-10-14

SDCL 13-10-15

SDCL 13-10-16

SDCL 22-1-2 (25)

SDCL 22-1-2 (9)

SDCL 22-24B-1

Policy Reference:

CFR Title 28 §16.34

CFR Title 28 §50.12

Adoption History

FIRST READING 08/14/17

APPROVED 08/28/17

FIRST READING - REVISION 6/27/19

APPROVED 7/22/19

SECTION	G	TITLE	PERSONNEL	FILE	GCF
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HIRING RETIRED EMPLOYEES

The school board believes employing high quality personnel is the most effective way to provide students with a high quality education. As part of the District's efforts to employ highly qualified personnel, the District may employ retired individuals who receive benefits from the South Dakota Retirement System (SDRS).

If any retired individual seeking employment was most recently employed by the District, the following conditions shall be applied to the hiring process:

1. No formal or informal reemployment agreement of any kind shall exist between the District and any employee;
2. The District shall follow all retiree return-to-work procedures and time lines required by state and federal law; and
3. The District shall follow all policies and procedures governing the hiring of new employees.
4. Employee shall start at Step 0 on the certified salary schedule or Step 1 on the classified salary schedule, whichever is applicable.

REFERENCES

State Reference:

~~SDCL 3-12-111.1~~
~~SDCL 3-12-199~~
~~SDCL 3-12-200~~
~~SDCL 3-12-47 (70)~~
~~SDCL 3-12-70~~
~~SDCL 3-12-81.1~~
~~SDCL 3-12-82~~
~~SDCL 3-12-88~~
~~SDCL 3-12-90~~
 SDCL 3-12C-1113
 SDCL 3-12C-1401
 SDCL 3-12C-1403
 SDCL 3-12C-1404
 SDCL 3-12C-1405
 SDCL 3-12C-1406

SDCL 3-12C-309

SDCL 3-12C-703

Policy Reference:

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCJ
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PROFESSIONAL STAFF TIME SCHEDULES

See Negotiated Agreement, Article XIV – Teaching Day

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	G	TITLE	PERSONNEL	FILE	GCK
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PROFESSIONAL STAFF WORK LOAD

Teachers will be expected to assume reasonable duties over and above their regular classroom teaching responsibilities; however, the administration will attempt to make equitable distribution of work among the staff. Activities and services which make minor demands on the teacher's time (include but not limited to student registration, curriculum work, attendance keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) will be part of each teacher's assignment.

Extra responsibilities that make major demands on a teacher's time will be rewarded with extra compensation. Such jobs and the compensation therefore, will be in accordance with a schedule approved by the Board.

ATTENDANCE AT MEETINGS

Teachers are expected to attend faculty meetings, which are held in each building, unless they are excused, for valid reason, by the principal. General faculty meetings and other professional and in-service activities are considered part of the regular assignment of instructional personnel.

REFERENCES

State Reference:

Policy Reference:

G PBB
 NEGOTIATED AGREEMENT, APPENDIX B

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCL, GDL
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PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Continuing professional growth and increasing effectiveness on the part of the entire staff is essential for the success of educational programs and school operations. The continual professional growth of all staff members on an individual basis and through planned in-service programs will be encouraged. Such opportunities may include, within budgetary limitations, special in-service courses and workshops, summer study grants, school visitations, and attendance at professional conferences and meetings.

In-Service Education

The Superintendent **or designee** will work with other school districts, local colleges and universities, and the Division of Elementary and Secondary Education to provide in-service education for teachers. The Board will encourage the development of in-service education by:

1. Conducting district-wide assessment of in-service education needs;
2. Ranking in-service education needs in relation to the District goals;
3. Developing criteria for effective in-service education activities;
4. Developing travel and professional leave policies in cooperation with teachers;
5. Developing a calendar that includes days for in-service education;
6. Developing cooperative relationships with agencies that provide in-service education;
7. Establishing an in-service education committee composed of teachers and administrators;
8. Identifying resources for in-service education;
9. Assessing the effectiveness of in-service education activities in relation to district goals.

The Superintendent **or designee** will have authority to approve released time for conferences and visitations, and reimbursement for expenses, provided such activities are within budget allocations.

The Board of Education authorizes the Superintendent **or designee** to develop, implement, maintain and evaluate, within the economic constraints of the school district, an on-going staff development program for both certified and classified personnel.

Inservice education is an ongoing activity to build skills of all school district personnel based on their needs in relation to job performance in existing programs. Further job training in job skills is encouraged and, at the discretion of the Board, permission may be granted for employees to attend workshops or conventions. When approval is granted, expenses incurred by the employee will be reimbursed in accordance with Board policy.

Since education of students depends on classified people as well as certified, it is only appropriate to have inservice education encompass all District employees.

REFERENCES

State Reference:

SDCL 13-26-4
SDCL 13-26-4.1

Policy Reference:

Adoption History

Approved 08/17/78
First Reading - Revised Regulations 09/22/97
Approved - Revised Regulations 10/13/97
First Reading – Revision 07/13/15
Approved – Revision 08/10/15

SECTION	J	TITLE	STUDENTS	FILE	JA
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STUDENT POLICIES GOALS

The student is the focal point of all operations of a school district. Consequently, the Board will spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Board and staff will work together to establish an environment conducive to the best learning achievements for each student through meeting the following goals regarding students.

1. To tailor the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations;
2. To protect and observe the legal rights of students;
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a just and constructive manner;
6. To provide for the safety, health, and welfare of students;
7. To promote faithful attendance and good work.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading	11/09/15	Approved	11/23/15

SECTION	J	TITLE	STUDENTS	FILE	JB
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EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities. The Board will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social and economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

REFERENCES

State Reference:
[SDCL 13-28-14](#)
[SDCL 13-28-5](#)
[SDCL 13-28-6](#)
[CFR Title 45 Part 81](#)
[CFR Title 45 Part 86](#)
[Public Law 94-142](#)

Policy Reference:
[AC](#)

Adoption History

First Reading	11/09/15	Approved	11/23/15

SECTION	J	TITLE	STUDENTS	FILE	JEA
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COMPULSORY ATTENDANCE AGE

Under South Dakota law, a child who is at least six (6) years old by the first day of September, but who has not exceeded the age of eighteen (18), is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school, **either public, nonpublic, or alternative instruction** until the child has reached the age of eighteen (18), unless excused.

All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

Any person who does not see to the school attendance **or alternate instruction** of a child in their care may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.

No student will be denied the right of attending school without due process of law.

SCHOOL-BASED GED PROGRAM

~~Students enrolled in high school may be eligible for a school-based GED preparatory program if they meet the following criteria:~~

- ~~● Sixteen or seventeen years of age, and~~
- ~~● The student must present written permission from the student's parent or guardian and one of the following:~~
 - ~~1. Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;~~
 - ~~2. Authorization from a court services officer;~~
 - ~~3. A court order requiring the child to enter the program;~~
 - ~~4. Verification that the child is under the direction of the Department of Corrections;~~

~~or~~

 - ~~5. Verification that the child is enrolled in Job Corps as authorized by Title 1-C of the Workforce Investment Act of 1998, as amended to January 1, 2009.~~

REFERENCES

State Reference:

[SDCL 13-27-1](#)

[SDCL 13-27-1.1](#)

[SDCL 13-27-2](#)

[SDCL 13-27-11](#)

[SDCL 13-27-12](#)

[SDCL 13-27-16](#)

[SDCL 13-32-4.1](#)

Policy Reference:

Adoption History

First Reading	10/12/10		
Approved	10/25/10		
First Reading- Revisions	11/09/15		
Approved - Revisions	11/23/15		

SECTION	J	TITLE	STUDENTS	FILE	JEAA
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STUDENTS ALTERNATIVE INSTRUCTION

Children of compulsory school age must regularly attend school, either public, nonpublic, or alternative instruction.

Notification:

Notification of alternative instruction must be submitted on the South Dakota Department of Education notification form that declares the child will be provided with alternative instruction. The notification may be submitted electronically through the SD Department of Education's online system or by providing the completed paper notification form to the District or the SD Department of Education. If the District receives a completed paper notification form, the District will date and sign or stamp the form acknowledging receipt of the notification and provide a copy to the parent, guardian or other person having control of the child. The District will then provide the completed paper notification form to the SD Department of Education. The notification will be kept confidential.

The alternative instruction notification shall be submitted to the SD Department of Education or the District within thirty (30) days from the first time the child begins an alternative instruction program, enrolls in a public or nonpublic school, or moves to a different school district. Upon filing of a notification with the SD Department of Education or the District from the parent, guardian or other person having control of the child, the South Dakota Department of Education or the District has been notified that the child is being provided with alternative instruction.

Enrollment on Partial Basis:

Upon request from a child's parent or legal guardian, the District will admit a child who is a resident of the District who is being provided alternative instruction to enroll in one or more classes, while receiving alternative instruction for the balance of his or her education. Upon enrollment, the partially enrolled alternative instruction students must comply with the District's rules and procedures and have the same rights and responsibilities as publicly enrolled students.

Open Enrollment:

School board approval is required in order for a nonresident alternative instruction student to be enrolled in the District, in accordance with the District's open enrollment policy.

Note: The Department of Education Form, Alternative Instruction Notification can be found on the South Dakota Department of Education website under "Home School".

REFERENCES

State Reference:

[SDCL 13-27-1](#)
[SDCL 13-27-2](#)
[SDCL 13-27-3](#)
[SDCL 13-27-7](#)
[SDCL 13-27-8](#)
[SDCL 13-27-9](#)
[SDCL 13-27-29](#)

Policy Reference:

[IGDK](#)
 JEC
 JECAA
 JECB
 JEG

Adoption History

First Reading	8/8/11		
Approved	8/22/11		
First Reading-Revision	11/9/15		
Approved - Revision	11/23/15		
First Reading-Revision	8/15/16		
Approved - Revision	8/29/16		
First Reading	6/27/19		
Approved - Revision	7/22/19		
First Reading-Revision	1/24/2022		
Approved - Revision	2/14/2022		

SECTION	J	TITLE	STUDENTS	FILE	JEB
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ENTRANCE AGE

KINDERGARTEN

All children entering kindergarten for the first time must be five (5) years of age on or before September 1.

When a child has been enrolled in kindergarten prior to moving to the District and does not meet South Dakota entrance age requirements, a conference involving the building principal, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the principal and teacher can determine whether the welfare of the child can best be served by retaining him/her in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

FIRST GRADE

All children entering first grade must be six (6) years of age before September 1. A parent may request a waiver of compulsory attendance requirement under the age of seven years of age. First grade transfer students who do not meet state age requirements will be handled in the same manner as the kindergarten students. A student not yet prepared for first grade may be placed in kindergarten.

Proof of birth date will be required, by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files

REFERENCES

State Reference:

- [SDCL 13-27-1](#)
- [SDCL 13-27-3.1](#)
- [SDCL 13-28-2](#)

Policy Reference:

SECTION	J	TITLE	STUDENTS	FILE	JEC
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SCHOOL ADMISSIONS

In accordance with state law, all persons five (5) years old by September 1st and under twenty-one (21) years of age and all veterans (except dishonorably discharged veterans) who are residents of the District will be eligible to attend the public schools free of charge, if they have not already received a high school diploma.

Upon registration, all new student will be required to present:

1. Proof of date of birth through a birth certificate.
2. Record of immunizations and a health certificate from a licensed physician.
3. Proof of school district residency.

At the time of student enrollment, each building administrator is responsible for verifying school district residency to determine whether the student is entitled to free school privileges

The following references to South Dakota Codified Laws are to be used in determining the legal residence of each student: SDCL 13-28-5, 13-28-9, and 13-28-10.

Accordingly, any child of school age, who has “school residence” within the District is entitled to attend school without tuition charge.

School residence is the legal residence of the student’s parents. However, if there is a guardian, other than the parents, then the school residence is the legal residence of such guardian. The follow definition applies:

GUARDIAN – To be a guardian, there must be a Court Order or Decree entered by the Court. A certified copy of the decision of the Court should be required for any enrollee who claims school residence because he/she has a guardian.

The person with whom a child is living, other than parent or guardian, may request the school board to accept the child as a resident of the school district.

The Board’s decision shall be based upon consideration of:

1. Equality of educational facilities.
2. The wishes of the resident taxpayers.
3. The best interests of all the students

4. The best interests of the child being assigned.

The burden of proof regarding matters of school residency rests with the child's parent or guardian

THIS SECTION IS BLANK INTENTIONALLY.

REFERENCES

State Reference:

[SDCL 13-28-5](#)

[SDCL 13-28-9](#)

[SDCL 13-28-10](#)

Policy Reference:

Adoption History

Approved	8/30/82		
First Reading - Revision	8/10/93		
Approved- Revision	8/24/93		

First Reading- Revision	8/11/97		
Approved- Revision	8/25/97		
First Reading- Revision	8/15/16		
Approved- Revision	8/29/16		

SECTION	J	TITLE	STUDENTS	FILE	JECA
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ADMISSION OF RESIDENT STUDENTS

The legal residence of a student, for the purpose of claiming free school privileges under the South Dakota Constitution will mean the legal residence or domicile of the student's parents or legal guardian.

The parents or legal guardian may not establish residency in a District for the sole purpose of obtaining free schooling in that District.

A child's school residence may not change during the school fiscal year unless the child ceases to be enrolled in the school of the district.

When a child is residing in a foster home on a permanent or temporary basis, the child has school residence in the district where the foster home is located.

Children of Military Personnel

A child meets the residency requirement for school attendance in the school district in which the parent or guardian resides or will reside if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Upon issuance of such order, the child is eligible to be registered and enrolled with a state-approved distance learning provider by the school district in which the parent or guardian will reside. A military installation is a base, camp, post, station, yard, center, or other installation under the jurisdiction of the United States Department of Defense.

REFERENCES

- State Reference:**
[SDCL 13-28-9](#)
[SDCL 13-28-10](#)
[SDCL 13-33-23.1](#)

Policy Reference:

SECTION	J	TITLE	STUDENTS	FILE	JECAC
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TRANSFER FROM AN ACCREDITED SCHOOL

Upon recommendation of the Superintendent **or designee**, the Board may award credit for promotion and/or graduation through the results of proficiency testing, correspondence courses, and other educational endeavors during the regular school year which are not within the school curriculum. In awarding credit, the course or program must be pre-approved by the Principal, Superintendent and Board.

The District shall accept transfer credits earned by a student outside the regular school year for any course taken by the student from another school accredited by the South Dakota Department of Education.

The District shall accept the transfer credits only if the parents or emancipated student notifies the high school principal in writing, prior to taking the course(s) for which credit is to be received. The notification must include the student's name, the starting and ending dates for each course to be taken, the school accredited by the South Dakota Department of Education from which the course is to be taken, and provide documented verification of enrollment or registration for the course. The course syllabus must be attached to the notification.

If the school fails to receive such prior written notice, the school shall refuse to accept the credits.

If, upon review of the coursework for which transfer credit is sought, the principal determines that the course rigor is not sufficient to meet the graduation requirements established by the South Dakota Board of Education or by the District, the transfer credits earned by the student for the course will count as elective credits, but the course will not count as a course required for graduation.

If the principal determines that the credit(s) do not meet graduation requirements, the principal shall notify the student in writing and explain the reason for that determination and to cite the provisions of formally adopted school policy that apply.

The following procedure shall be used to address an appeal of the Principal's decision.

1. The appeal shall be in writing. The appealing party must attach the Principal's written decision.
2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principal.

3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
4. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision.

The following procedure shall be used to address an appeal of the Superintendent's decision.

1. An appeal to the School Board shall be in writing. The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal, and the Superintendent's decision.
2. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision.
3. The School Board shall schedule a date, time and location for the appeal hearing.

REFERENCES

State Reference:

[SDCL 13-33-30](#)

Policy Reference:

IGC

Adoption History



DOUGLAS SCHOOL DISTRICT

Back to School Plan

2022-2023

Douglas School District 2022 Back To School Plan - Approved, December 12, 2022
Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso@k12.sd.us.

Hello Douglas School District Families,

Our hope is to keep school “in the building” through a shared commitment from students, teachers, families, and staff by preventing the spread of COVID-19. After reviewing academic data for the school year 2020-2021, it was evident that virtual instruction was not successful. Douglas schools transitioned students to face-face instruction in January 2021 to ensure quality instruction and success for all students and has since remained open. Therefore, for the 2022-2023 School Year, our two primary goals are to continue providing face-face instruction for Douglas students while working to ensure student and staff safety.

The South Dakota Dept. of Education and South Dakota Dept. of Health, have developed guidance for the opening of school with all students having the opportunity to attend on a regular schedule. However, we realize as the state relaxes restrictions, the risk of infection and the corresponding need to follow health guidelines increases.

The following COVID-19 Prevention Strategies Most Important for Safe In-Person Learning in K-12 Schools are intended to provide protection for our employees, students, and community.

- Promoting vaccination
- Consistent and correct mask use
- Physical distancing
- Screening testing to promptly identify cases, clusters, and outbreaks
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing, in combination with options for mandatory mask wearing at school or isolation and quarantine at home
- Cleaning and disinfection

What we will do as school and district personnel:

- Follow the mitigation strategies as outlined below.
- Be aware of illness/symptoms in the student body and contact a student’s family immediately if a student exhibits symptoms.
- Monitor positive COVID-19 cases and its spread in Douglas School District and follow — as we would with any community health concern — the recommendation of health department officials regarding school closures, modified school schedules or in-school adjustments.
- Continue to refine our digital curriculum to meet the needs of distance learning as it arises.
- Modify our method of delivery, however necessary, to ensure the health and well-being of students and staff.

What you can do:

- Understand that these guidelines are determined by health, educational and civic professionals commissioned to care for your child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff and families.
- Keep your child home if they have a fever, cough, cold or flu symptoms, and have them return only when these symptoms have subsided.
- Create a family plan in case your child is sent home from school/bus due to high temperature or is required to be quarantined or isolated. Read more at: DOE
- Create a family plan in the event schools close for quarantine due to a case(s) within the Douglas School District.
- Talk to your child about changes they may notice at school, reinforcing that these measures are in place to preserve their health, and the health of those around them.
- As always, please reinforce the importance of respecting the authority of teachers and staff to maintain order in the classroom, the hallway, and other campus areas.
- Prepare as much as possible to adapt to change. As evidenced this past spring, things evolve quickly, and schedule modifications and/or closures may be unavoidable.
- Know that you as a guardian and parent have the right to keep your child home at any time as you assess risk as it relates to your family.

Overall, circumstances will likely vary from school to school and program to program, each with unique challenges and solutions. Specific school details will be communicated to you directly by the administration of the school your child attends.

Please read it thoroughly, and please know we are making every effort to provide the best educational experience possible. We ask for your support through this process.

Thank you,
Douglas Board of Education
Douglas Administration
Douglas COVID Recovery Committee


THRESHOLDS

THRESHOLD 1	THRESHOLD 2	THRESHOLD 3	THRESHOLD 4
According to internal district data, the total number of positive cases of COVID-19 is less than 3.0%	According to internal district data, the total number of positive cases of COVID-19 is between 3.1% - 6%	According to internal district data, the total number of positive cases of COVID-19 is between 6.1%-10% .	According to internal district data, the total number of positive COVID-19 cases is higher than 10.1%%.
<p>In an effort to ensure continuity of operations, at any point, DSD Administration may require all stakeholders to implement COVID 19 mitigation strategies to prevent the spread and exposure of COVID 19 within Douglas School District.</p> <p>* Administration may implement transitional mitigation strategies between phases where appropriate.</p> <p>**In Threshold 3, the Superintendent may initiate a 2-week mandatory mask mandate to ensure proper operations of the District.</p>			

SCHOOL-BASED OPERATION STATUS

THRESHOLD 1	THRESHOLD 2	THRESHOLD 3	THRESHOLD 4
<p>PHASE 1</p> <ul style="list-style-type: none"> Schools Open 	<p>PHASE 2</p> <ul style="list-style-type: none"> Schools Open Individual classrooms, departments, or buildings may be closed as determined necessary by administration based on local attendance data and continuity of operations. 	<p>PHASE 3</p> <ul style="list-style-type: none"> Schools Open Individual classrooms, departments, or buildings may be closed as determined necessary by administration based on local attendance data and continuity of operations. 	<p>PHASE 4</p> <ul style="list-style-type: none"> Administration will bring a recommendation to the Board of Education regarding the best delivery system when numbers reach this point. Consider School Closure <ul style="list-style-type: none"> All schools will move to Virtual learning Closure time will be determined based on current data
<p>Operational phase will not be for a duration of less than a two-week period.</p>			

EDUCATIONAL DELIVERY

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Traditional face-to-face instruction 	<ul style="list-style-type: none"> Traditional face-to-face instruction 	<ul style="list-style-type: none"> Traditional face-to-face instruction Increased emphasis on digital delivery. 	<ul style="list-style-type: none"> Students and teachers may move to distance learning. School may be closed pending Board action.
<p>Increasing levels of mitigation strategies based on phase and community metrics. </p> <p>For the school year 2022-2023, our primary goal is to provide face-face instruction for Douglas students. In extreme circumstances, BHOLC will be considered on a case-by-case basis by district administration. Any parents and students who have extreme circumstances may contact their school principal for information</p>			

INSTRUCTIONAL INFORMATION

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Grades 6-12 will use Google Classroom/Sites Distribute 1:1 technology <ul style="list-style-type: none"> 3-12 Laptop Computers K-2 Ipads Secure Inventory, User Agreements/Insurance signatures etc. for equipment. Train students on schedules/responsibilities etc should Phase 3 or 4 be initiated. Initiate routine classroom cleaning procedures. (shared tools, materials, etc.) 	<ul style="list-style-type: none"> Grades 6-12 will use Google Classroom/Sites Distribute 1:1 technology <ul style="list-style-type: none"> 3-12 Laptop Computers K-2 Ipads Secure Inventory, User Agreements/Insurance signatures etc. for equipment. Train students on schedules/responsibilities etc should Phase 3 or 4 be initiated. Initiate routine classroom cleaning procedures. (shared tools, materials, etc.) 	<ul style="list-style-type: none"> All grades will use Google Classroom/Sites Inform parents/families of minimized contact measures by building. Increased isolation measures by building/classroom. Increase use of Distance Learning tools within classrooms Adjusted academic delivery to more closely mirror Phase 4 workload etc.. Additional prep of students for 2 week closure plans. (expected schedule of homework, Zoom meetings etc.) 	<ul style="list-style-type: none"> Inform parents/families of the move to closure Initiate distance learning using Google Classroom

PHYSICAL DISTANCING / GROUP SIZE

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Traditional classrooms with enhanced cleaning protocols 	<ul style="list-style-type: none"> Staff will reconfigure rooms to best fit Distancing Guidelines Social distancing where possible Stagger recess, lunch, specials schedules where and when possible: <ul style="list-style-type: none"> Structured recess to maintain distancing and minimal cleaning after Special Services (SPED, ESL, etc.) will continue as pull-out services Group desks may be broken up, separated as needed, or separated by a partition 	<ul style="list-style-type: none"> Staff will reconfigure rooms to best fit Distancing Guidelines Social distancing following federal and state guidelines Controlled movement where possible (classes, hallways, common areas) Limited mass gatherings, assemblies, field trips, etc. Stagger recess, lunch, specials schedules <ul style="list-style-type: none"> Structured recess to maintain distancing and minimal cleaning after Special Services (SPED, ESL, etc.) will continue as pull-out services Group desks will be broken up or separated by a partition 	<ul style="list-style-type: none"> Not applicable, schools closed pending board action.

CLEANING PROTOCOL

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>Cleaning protocol in 2021-2022 was successful for Douglas schools. We will use the same protocol when schools are open.</p> <ul style="list-style-type: none"> Increased cleaning of frequently touched surfaces Nightly disinfecting of classrooms and common areas. Including electrostatic spray disinfecting Increased installations of hand sanitizing stations at school entrances and common areas Sanitation wipes provided in every classroom 			<ul style="list-style-type: none"> Schools will be thoroughly cleaned, disinfected, and shut down until further notice

FOOD SERVICES

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Hot breakfast and lunch served in the cafeteria Normal permanent sneeze guards are used in all lunchrooms. Students allowed to self-serve wrapped items 	<ul style="list-style-type: none"> Hot breakfast and lunch served in the cafeteria <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Extend sneeze guards to counter level and add to the height where necessary. Touch-free barcode readers may be utilized Cafeteria separation is determined by individual building Principals 	<ul style="list-style-type: none"> Bag lunches may be delivered to classrooms if lunchroom space does now allow for social distancing with scheduling. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> All applicable mitigation in Phase 2 No self-serve options. Everything will be behind the counter, including milk, utensils, and condiments. 	<ul style="list-style-type: none"> Breakfast/Lunch combo meals are available for drive-up service at Douglas Middle School Bus delivery may be available on determined routes if approved

TRANSPORTATION

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Normal bus routes Face-coverings are voluntary <p>Mitigation Steps:</p> <ul style="list-style-type: none"> District vehicles will be sanitized properly 	<ul style="list-style-type: none"> Normal bus routes <p>Mitigation Steps:</p> <ul style="list-style-type: none"> District vehicles will be sanitized properly 	<ul style="list-style-type: none"> Normal bus routes <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Temperature checks of students conducted by families in the morning District vehicles will be sanitized properly 	<ul style="list-style-type: none"> No Student Transportation

ACTIVITIES / FACILITY USE

Douglas School District 2022 Back To School Plan - Approved, December 12, 2022

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PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Activities in full session Regular spectator attendance <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Activities in full session Spectator attendance may be limited. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Participation may be modified based on CDC/SDDOH/SDHSAA and local guidelines Spectator attendance may be limited. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Activities suspended until further notice
<p>Continue to seek guidance for participation based on federal, state, and local recommendations. Student participants will follow recommendations of SDHSAA for COVID mitigation strategies during practices and events.</p>			

ACCESS TO BUILDINGS

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>VISITORS</p> <ul style="list-style-type: none"> Traditional student drop-off/pick-up in building office 	<p>VISITORS</p> <ul style="list-style-type: none"> Traditional student drop-off/pick-up in building office <p>FACILITY USE AGREEMENTS</p> <ul style="list-style-type: none"> Requests for Douglas-based Youth Activities will be considered on a case-by-case basis 	<p>VISITORS</p> <ul style="list-style-type: none"> Limited visitor access (by appointment; official school business only) Late Arrival- Guardian will bring student no further than vestibule Early Pick-up- Guardian will enter the vestibule and wait for student <p>FACILITY USE AGREEMENTS</p> <ul style="list-style-type: none"> Requests for Douglas-based Youth Activities will be considered on a case-by-case basis 	<ul style="list-style-type: none"> Not applicable, schools closed pending board action.

HEALTH PROTOCOLS

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>Important: Federal COVID leave was discontinued in 2021-22. Therefore, Douglas schools encourage all stakeholders to follow CDC guidelines regarding vaccinations.</p>			
<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are voluntary. 	<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are ENCOURAGED but remain VOLUNTARY • Temperatures over 100.4 will need to stay home 	<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are STRONGLY ENCOURAGED under the following conditions: <ul style="list-style-type: none"> ○ Distancing Guidelines cannot be maintained ○ Close proximity is longer than 15 minutes ○ When dealing with ill individuals ○ Any other condition that may cause concern • Health screener and temperature check completed at school <ul style="list-style-type: none"> ○ Staff provide early notification to DSD to ensure proper coverage ○ Families notify the office as soon as possible of absence • Temperatures over 100.4 will need to stay home 	<ul style="list-style-type: none"> • Not applicable, schools closed
	<p>For students identified with a temperature greater than 100.4 after they leave home the following procedures will be utilized:</p> <ul style="list-style-type: none"> ○ On the Bus- Students 6-12 will return home immediately ○ On the Bus- Students K-5 will be taken to school and isolated for parent pick-up ○ At the School- Students will be isolated for parent pick-up 		

DEPARTMENT OF EDUCATION & HEALTH GUIDANCE

The Department of Education is partnering with the Department of Health and K-12 school leaders to provide guidance for reopening and daily operations in SY 2022-2023, recognizing that schools will need to be flexible and adjust to changing conditions.

SD DOE expectations for schools:

- Schools will continue to be a safe environment for students, focusing on both social-emotional and physical health. Local decisions will be rooted in what is best for students.
- Schools will take reasonable steps within the context of COVID-19 spread in the community to protect the school community. National guidelines, while helpful to provide a context, are only a guide. SD DOE expects school leaders to make reasoned judgments to limit the spread but still provide for continuity of learning.
- Every student will have the opportunity to engage in a full year of learning, irrespective of the spread of COVID-19 in a community.
- School leaders will work transparently with their school boards, staff, and community to communicate decisions and the underlying assumptions guiding those decisions.
- School leaders will need to make difficult decisions to ensure the health – both mental and physical – of their entire school community.

STARTING WELL DOCUMENTS: All documents provided to schools by the SD Department of Education and SD Department of Health.



Douglas School District 2022 Back To School Plan - Approved, December 12, 2022

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DSD recognizes the importance of hand washing to reduce the spread and exposure of COVID-19. Hand Washing etiquette education will be provided with all students in K-12. Respiratory etiquette education is also provided to proactively reduce the spread and exposure of COVID-19. Hand Washing and Respiratory Etiquette Posters will be posted throughout all K-12 buildings to reinforce the importance of proper hand washing.

The District will consider the most recent CDC guidelines concerning isolation and quarantine. Our goal is to maximize student attendance, reduce the duration of staff absences, and remain in the spirit of CDC guidance, along with district input. The details of the quarantine/isolation protocol is explained below.

CLOSE CONTACT PROCEDURES

Option 1 - Masking

- Close Contacts may remain in attendance as long as they are not experiencing any symptoms, and wear a mask.
- Mask wear will be for a minimum of 5 days, beginning the day following last contact. (with exposure counting as day 0)
- Mask may be removed on Day 6-11 IF:
 - A test is performed on Day 5, or later, with a negative test result.
 - Individual remains symptom free.
 - Individual has not been re-exposed.
- Additional requirements:
 - If the close contact has a temperature higher than 100.4, or is experiencing any COVID-19 symptoms, the close contact will be required to complete quarantine/ self-isolation at home.

Option 2 - Home Quarantine

- Quarantine will be for a minimum of 5 days beginning the day following last contact. (with exposure counting as day 0)
- Quarantined individuals may return on day 6-11 IF:
 - A test is performed on Day 5, or later, of the quarantine, with a negative test result.
 - Individual remains symptom free for the duration of the quarantine.
 - Individual has not been re-exposed,

COVID POSITIVE / ISOLATION

- Isolation will be for a minimum period of 5 days (with onset of symptoms counting as day 0)
- Individuals may return on day 6, but **MUST BE SYMPTOM FREE**, for 24 hours, without medication, prior to return, AND

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- Individuals must wear a mask days 6-11, once returning to school.

CONTACT TRACING

- Covid Positive individuals bear the responsibility to notify individuals with whom they have had Close Contact.
- Close Contacts are defined as individuals:
 - Having been exposed during a period beginning 2 days prior to the COVID positive individual's first onset of symptoms.
 - AND having been in close contact for 15 consecutive minutes, within 3 ft.
 - AND having been in contact with no other mitigation efforts present. Ex: barrier or mask.
 - AND having not had COVID within the last 90 days. (antibody criteria)
- Staff identified as either COVID Positive should immediately contact Human Resources.
- Names of students identified as COVID Positive should be entered onto the district COVID spreadsheet by the building secretary.

NOTIFICATION

- Authorized household contacts of COVID Positive, or symptomatic Close Contact students, will receive a personal phone call from the school nurse.
- The school nurse will notify the household of symptomatic individuals of the need to pick up.
- Phone calls questioning or challenging protocol, mask requirement, or Back to School Plan should be directed to school building administration.
- Households may monitor the status of positive COVID cases in the district at [The Douglas Schools Website](#). Numbers will be updated weekly on Friday.

School-Based Rapid Testing Guidelines

The presence of any of the symptoms below generally suggests a student, teacher, or staff member has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school. Occurrence of any **TWO** of the symptoms below while a student, teacher, or staff member is at school suggests the person may be referred for diagnostic testing.

- Temperature external of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea
- New loss of taste or smell
- New onset of severe headache, especially with a fever
- Chills
- Sore throat
- Fatigue
- Muscle or body aches
- Congestion or runny nose
- Nausea
- Vomiting

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fk-12-testing.html#anchor_1616080181070

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Free COVID-19 TEST KITS

Free take-home COVID-19 rapid test kits can be requested (based on supply availability) by any DSD staff member, parent or guardian who would like one. It is recommended that DSD parents or guardians pick up tests at their child's school office as needed, two tests per household. If more tests are needed, please speak to the school secretary. Tests can be picked up in the school office anytime during school business hours.

Douglas School District requests that individuals report their at-home test results. The tests are available to help DSD staff and families make informed decisions about their health for school, work, social events, and travel. Those who need a validated result or a letter for official purposes should seek testing from a health care provider or from a local public health testing site.

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DSD coordinated efforts with state and local health officials to ensure we are proactively providing a safe learning environment through the following:

- SY 21-22 Reopening Plan
- Transportation Guidelines
- Quarantine Guidelines
- Close Contact Guidelines
- Social Distancing
- Mask Efficacy
- Bionax Testing
- Wellness Clinic