

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, August 14, 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/94994332316?pwd=NERVNGZ2eTNOL0EwdExzV2l6YXcydz09>

Meeting ID: 949 9433 2316

Passcode: 950486

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

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. 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 the Regular and Annual Meeting Minutes on July 10, 2023.
 - B. Approve Personnel Action
 - C. Approve Financial Reports

- D. Approve the Purchases and Issuing of Accounts Payable and Payroll.
 - E. Approve Overnight/Out-of-State High School Trip Requests for the 2023-24 school year.
 - F. Approve Middle School / High School Activities Handbook for the 2023-24 school year.
 - G. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. Summer School Presentation
 - B. Approve DSD Student Handbooks for the 2023-24 school year.
 - C. Approve Memorandum of Understanding(MOU) for Connecting with Our Youth and Douglas School District for SY 23-24
11. Superintendent Items:
- A. Approve Student Assignment Requests as recommended for the 2023-24 school year.
 - B. Approve Open Enrollment Applications as recommended to attend Douglas School District effective for the 2023-24 school year.
 - C. Approve the following Staff Handbooks for the 2023-24 school year:
 - Negotiated Agreement
 - Speech Language Pathologist Handbook
 - Classified Staff Handbook
 - Administrators Handbook
 - Coordinators Handbook
12. Fiscal Resources Items:
- A. Approve Additional Supplemental Budget for 2022-23.
 - B. Approve Revised Grant Budgets for 2022-23.
 - C. Approve the following resolution:

LET IT BE RESOLVED that the Douglas School District 51-1 Board of Education hereby approves and authorizes the transfer of Impact Aid funds.
13. Operational Support Services Items:

- A. Approve FIRST READING of NEW Board Policy JHDB, and JHDB-R (Suicide Prevention, Intervention, and Postvention) and Accompanying Exhibits, JHDB-E1, E2, E3.
- B. Approve Revisions to Dean of Students Job Description.
- C. Approve Revisions to Executive Director of Secondary Academics Job Description.

14. Reports:

- A. Superintendent:
- B. Committee Reports From Board Members and Comments from Associate Board Members

15. Upcoming Calendar Events:

- August 21 - First Day of School for Students
- August 28 - BOE Meeting, 5 p.m.

16. Executive Session for personnel according to SDCL 1-25-2.1, if needed.

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, July 10, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, July 10, 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, Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Absent. Patrice Holmes, Associate Member: present; Fran Apland, Associate 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.

Superintendent Kevin Case recognized Cathleen Melendez for her 18 years of service on the Douglas School Board and her many contributions to the District.

There was nothing for public forum.

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

Held Public Hearing on the proposed 2023-24 School District Budget. There were no public comments.

Motion to approve the consent agenda Items 8A-E and 8H. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Approved Regular Board Meeting Minutes of June 26, 2023.

Approved Personnel Action for July 10, 2023. (Attachment)

Approved Accounts Payable Report and Payroll Expenditures for July 2023.
(Attachments)

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

Approved declaring equipment and textbooks as surplus (surplus for sale or discard).

Approved payment of 11.375 additional work days beyond his contract for Superintendent Kevin Case for the 2022-23 school year.

Motion to approve vote Krista Inman for Division 1 representative on the South Dakota High School Activities Association ballot. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve vote for Jeff Sheehan as Division III Representative-Secondary Principal on the South Dakota High School Activities Association 2023 Runoff Election ballot. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve the following resolution commending Cathleen Melendez for her eighteen years of service to the Douglas School Board of Education. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

WHEREAS, Cathleen Melendez has faithfully served the children and patrons of the Douglas School District for eighteen (18) years as a school board member; and

WHEREAS, Cathleen Melendez has been involved in and contributed to the activities and functions of the schools and has given freely of her time and energies to resolve the issues, both educational and financial, which have come before the Board; and

WHEREAS, Cathleen Melendez has maintained high standards and earned the respect of educators and fellow board members;

NOW THEREFORE BE IT RESOLVED that the School Board of Douglas School District 51-1 hereby commends Cathleen Melendez for her valuable contributions to the students and staff of the Douglas School District.

Motion to approve Resolution for Contingency Transfer as presented. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

LET IT BE RESOLVED that the Douglas School District #51-1 Board of Education, after duly considering the FY23 Expenditure needs, hereby approves and authorizes the transfer of FY23 contingency funds to the appropriate expenditure accounts within and between the General and Special Education Funds for payment of instructional materials, equipment and costs not to exceed \$368,180.00.

Motion to approve Supplemental Budget in the amount of \$446,848.58 as presented. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve second reading of revised Board Policy GCEA, Job Sharing For Professional Staff. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Reports:

Superintendent Kevin Case reported on the recent flurry of phone calls from Senator Rounds and Senator Thune's office regarding possible funding sources for district facilities. He thanked the Board for its foresight in allowing the planning phases to be completed for the new buildings. That data and information is then ready when legislators make requests.

Superintendent Case stated there has been a good conversation with the State Appropriations Committee. They will meet again in late August and he would like to arrange a base tour at that time.

Committee Reports from Board Members and Comments from Associate Board Members

Board members individually thanked Cathy Melendez for her passion for the kids and her service to the District.

Cathy Melendez expressed her gratitude for being able to serve on the School Board for 18 years through 4 superintendents and countless staff and students. Her family has been part of the Douglas family for 38 years. She charged the current Board to "take care of the district".

Motion to adjourn the meeting at 5:33 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 7/10/23****Employee Leave of Absence Requests**

Name	Position	Location	Effective
Elke Kuegle	German Teacher	DHS	8/14/2023- TBA FMLA

Certified AOS Payments

Tonia Vahlberg	\$350
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Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Dominic Deyo	Summer FSW	HS	6/27/2023

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
** Brittany Pearson	DMS/Math	DMS/Library Aide/E7/\$20.70	2023/2024

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Brianna Denson	Lunchroom Supervisor/BC	Elementary Title Aide/VC/E2	2023/2024
Jamie McAuliffe	FSW/DMS	FSW/FC/\$15.45	2023-2024
Johanna Burgerhout	FSW/FC	FSW/DMS/\$15.45	2023-2024

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
James Dettman	DMS/ Math	M/7 61,625.00	2023-2024

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Lucinda Castaneda	HS Special Education Aide	16.20/hr	8/14/2023
Jobelle Werner	FSW/MS	14.70/hr	2023/2024

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

Board Report - For School Board 07/14/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
APPLE EDUCATION	182608		1,476.00
BATTEEN, NATHAN	182609		46.00
BLACK HILLS URGENT CARE	182610		100.00
CASE, KEVIN	182611		2,417.87
CLARK, BROOK	182612		46.00
ENTERPRISE RENT-A-CAR	182607		1,670.25
HAGER, SUMMER	182613		46.00
HAMER, JESSE	182614		282.24
HEIDEPRIEM, KAYLA	182615		46.00
LEADERSHIP MATTERS LLC	182617		5,943.75
LIBERTY SUPERSTORES	182618		1,012.52
LODGE AT DEADWOOD, THE	182619		1,937.00
MILITELLO, KEVIN	182620		46.00
MIRABELLE MANAGEMENT LLC	182607		125.00
OLNEY, TRISTA	182621		103.49
PRAIRIE AUTO PARTS INC	182622		70.52
RIVISTAS SUBSCRIPTION SERVICES	182625		1,320.33
TACO JOHNS RAPID CITY	182607		806.25
TEMPERATURE TECHNOLOGY INC	182627		196.00
US BANK	182607		663.05
VALLEY SWEEPING, INC.	182629		1,224.00
VOEGELI, BEAU	182630		46.00
VOYAGER FLEET SYSTEMS, INC.	182631		81.25
GENERAL FUND			<hr/> 19,705.52
ILAND INTERNET SOULTIONS CORPORATION	182616		26,243.28
UNIVERSAL ATHLETIC LLC	182628		1,000.00
CAPITAL OUTLAY			<hr/> 27,243.28
LODGE AT DEADWOOD, THE	182619		149.00
RATWIK, ROSZAK & MALONEY, P.A	182623		2,475.37
SMALL TALK SPEECH THERAPY INC	182626		1,387.50
SPECIAL ED			<hr/> 4,011.87
BARNES & NOBLE INC	182607		1,533.40
RIVERSIDE TECHNOLOGIES INC	182624		161,827.00
UNITED AIR LINES	182607		(879.40)
GRANTS			<hr/> 162,481.00
			<hr/> 213,441.67

Board Report - For School Board 07/14/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ASHLEY, OLIVIA	12136		39.60
CASH-WA DISTRIBUTING COMPANY, INC.	12137		730.67
DAKOTA WAREHOUSE	12138		380.00
GENERAL FUND	12139		15.60
PRAIRIE FARMS	12140		265.74
FOOD SERVICE			<hr/> 1,431.61
			<hr/> 1,431.61
Grand Total:			<hr/> 214,873.28

PAYROLL EXPENDITURES

JUNE 7 2023

JUNE 21 2023

TOTALS

\$1,126,657.01

\$1,358,409.24

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

ANNUAL MEETING
Monday, July 10, 2023

The Douglas School District No. 51-1 Board of Education held its Annual Meeting on Monday, July 10, 2023 after the Regular Meeting in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Tonya Amaral: Present, Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Absent. Patrice Holmes, Associate Board Member, present; Fran Apland, Associate Board Member, present.

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

Business Manager Trista Olney called the meeting to order at 5:41 p.m.

Business Manager Trista Olney administered the Oath of Office to new board member, Ben Frerichs.

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

Business Manager Trista Olney conducted the election of officers for Fiscal Year 2023 as follows:

Motion to approve the nomination of Tanya Gray for Board President. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve the nomination of Amy McGovern for First Vice-President. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve the nomination of Ben Frerichs for Second Vice-President. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried. Voting Nay: Frerichs

The 2023-24 suggested meeting dates for Regular BOE meetings are the 2nd and 4th Monday of each month at 5:00 p.m. at Vandenberg Elementary School Library Conference Room with the following exceptions: In July and December when only the first meeting of the month will be held and should a board meeting fall on a school holiday, the meeting will be held on the following day or as follows: Monday, October 9, 2023 change to Tuesday, October 10, 2023 (holiday) and Monday, May 27, 2024 change to Tuesday, May 28, 2024 (holiday).

Motion to approve BOE Regular Meeting Schedule for 2023-24. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve the appointment of board member representation on district committees. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve using Parliamentary procedure guidelines for board meetings. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve setting compensation for board members at \$75.00 per each allowable meeting. (Maximum set by law is \$75.00). This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

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

BE IT RESOLVED that in order to comply with SDCL 1-25-1, as amended by HB 1172 (2018 Legislative Session), which states "The chair of the public body shall reserve at every official meeting by the public body a period for public comment, limited at the chair's discretion, but not so limited as to provide for no public comment," and also provide for a known procedure by which there may be public participation at school board meetings, the President of the Douglas School District Board of Education shall apply and follow School Board Policy BDDH with respect to public participation at all school board meetings.

Motion to approve adoption of all previous board policies in effect as of June 30, 2023. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve Items #11A-16H (inclusive) on the consent agenda. Exceptions to the one motion may be necessary if a board member wishes to discuss or review any item in more detail. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Approved the Accounts Payable Report for July 15, 2023. (Attachment)

Approved the depositories for funds and investments of the Douglas School District 51-1 for the 2023-24 school year.

Authorized an Imprest Cash Revolving Fund in the amount of \$2,000 for the 2023-24 school year and authorized the Business Manager to make advance payments for meals and miscellaneous expenditures as deemed necessary.

Authorized the Business Manager to establish a petty cash fund in the amount of \$75.00 for various functions of the School District as deemed necessary, and further authorized the Business Manager to establish an imprest fund in the amount of \$420 for the School Food Services Program.

Authorized the Superintendent or Business Manager to sign all state vouchers entering claims on behalf of the School District for the 2023-24 school year.

Approved the submission of the 2023 Annual Report and authorized the Superintendent and Business Manager to sign on behalf of the District.

Authorized the Business Manager and/or her representative as the School District Purchasing Agent for the 2023-24 school year.

Authorized the Business Manager to advertise for bids on necessary items during the 2023-24 school year.

Approved use of Black Hills Special Services Cooperative for services under a noncompetitive proposal as it is determined that BHSSC is the only vendor (single source) within the region that can provide all the necessary services needed by the District.

Annual Appointments:

Approved naming the Rapid City Journal as the official newspaper for the 2023-24 school year; and the district newsletter and district webpage will also be used for providing district information to the public.

Approved contracting with the firm of Ketel Thorstenson, LLP to conduct the annual audit for the period ending June 30, 2023.

Approved retaining the law firm of Lynn, Jackson, Shultz & LeBrun and Attorney Rodney Freeman to represent the District for legal matters during the 2023-24 school year.

Appointed Business Manager, Trista Olney, as Administrator of Fiduciary Funds.

Authorized the Superintendent of Schools to close schools because of weather or emergency and, in the event of the Superintendent's absence, follow the set Chain of Command.

Authorized the appointment of the Superintendent as the Age Discrimination Act Compliance Officer.

Authorized the appointment of the Executive Director of Operational Support Services as the Asbestos Compliance Officer.

Authorized the Executive Director of Operational Support Services and the Network Coordinator to maintain access to the District's electronic network.

Authorized the appointment of all Building Principals as Truancy Officers.

Authorized the appointment of the Executive Director of Operational Support Services as the Title IX Compliance Officer.

Authorized the appointment of the Special Services Director as the Rehabilitation Action Section 504 Compliance Officer.

Authorized the appointment of the Special Services Director as the Americans with Disabilities Act Compliance Officer.

Approved the following Resolutions for the 2023-24 School Term:

BE IT RESOLVED that the Business Manager be authorized to make application for all local, state, and federal funds for which the school district may qualify during the 2023-24 school year;

BE IT FURTHER RESOLVED that the Superintendent or Executive Director of Academics be authorized to sign as the authorized District representative for all categorical or block grant State or Federal program applications;

BE IT FURTHER RESOLVED that the Superintendent or Executive Director of Academics be authorized to sign fiscal reports for the Title Programs;

BE IT FURTHER RESOLVED that the Superintendent of Schools and the Business Manager are authorized to purchase and/or receive State Surplus Property.

BE IT RESOLVED that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7003 Impact Aid for the 2023-24 school term.

BE IT RESOLVED that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7002 Impact Aid for the 2023-24 school year.

WHEREAS, the nature of tax collections, federal deposits, and other revenue is such that cash on deposit in the District's Depositories at times exceeds the requirement for current expenditures.

NOW THEREFORE, BE IT RESOLVED that the Business Manager is hereby directed to invest such cash balances which may exist in interest-bearing certificates, time deposits and government issues and the investments be determined in accordance with expenditure requirements and that such interest as is earned on said deposits be credited to the General Fund.

Authorized participation in the following Associations:

- Associated School Boards of South Dakota (ASBSD)
- Impacted Schools of South Dakota (ISSD)
- Military Impacted Schools Association (MISA)
- Military Interstate Children's Compact Commission (MIC3)
- National Association of Federally Impacted Schools (NAFIS)
- Large School Group of South Dakota

Approved the use of electronic signatures for all accounts payable and payroll checks for the 2023-24 school year.

Elementary and Secondary Curriculum and Instruction Items:

Approved Certified Stipend Rate: \$60.00 for half day; \$120.00 for full day.

Approved High School Department Head Stipend Rate of \$1,500 for the 2023-24 school year.

Approved the 2023-24 Douglas School District Comprehensive Plan for Special Education.

Acknowledged the Indirect Cost Rates for the 2023-24 School Term as computed by the Office of Elementary and Secondary Education, noting that the Douglas School District Restricted Rate will be 1.77% and the Non-Restricted Rate will be 18.11%.

Superintendent Items:

Authorized the Superintendent of Schools and/or his designee to travel to locations that are necessary for the operation of the school district.

Approved the following Resolution for the 2023-24 school year:

WHEREAS, the Superintendent of Schools is required to attend meetings and events necessary for the operations of the school district, both in-district and in the local area;

THEREFORE, BE IT RESOLVED that the Douglas Board of Education will provide the Superintendent with a \$100 per month allowance for in-district and local travel, paid quarterly; in addition, travel outside of Rapid City will be reimbursed at the GSA POV mileage rate and processed quarterly.

Operational Support Services Items:

Authorized the Superintendent of Schools or his designee to hire contractual and non-contractual personnel for the school district during the 2023-24 school year subject to the concurrence of the Board of Education at its next regular meeting after the date of hiring; all contracts shall not be effective or binding until approved by the Board of Education; and approve the use of the automatic signature for all professional contracts to be issued during the 2023-24 school year.

Approved the publication of employee salary amounts for the 2023-24 school term.
(Attachment)

Approve the following Rates for Substitute Teachers in the Douglas School District for the 2023-24 school term: Non-certified is \$120 per day; and Certified is \$150 per day.

Authorized the Executive Direction of Operational Support Services to submit an Intent to Renew Agreement and the 2023-24 Policy for Hot Lunch Program and further to provide a hot lunch program at all levels and a milk program for kindergarten with a schedule of charges as follows:

<u>Lunch</u>		<u>Breakfast</u>	
Elementary K-5	\$2.60	Student (K-12)	\$2.10
Secondary 6-12	\$2.85	Adult	\$2.85
Adult	\$5.00		
Milk	\$0.50		

Approved participation in Delta Dental for Student Dental Accident Insurance Program and the South Dakota High School Activities Association (SDHSAA) Student Accident Insurance Program for the 2023-24 school term.

Approved the following high school co-curricular admission rates for the 2023-24 school year for out-of-district attendees:

Adults \$5.00
Students (Grades 1-12 with ID) \$3.00

Authorized the issuance of complimentary Activity Passes to all employees and to all residents/students of the District for the 2023-24 school term and lifetime complimentary Activity Passes for all retired employees and senior citizens (age 55 and over).

Approved district participation in the Emergency School Bus Mutual Assistance Pact for the 2023-24 school term.

Elly Martinez from Leadership Matters conducted a brief work session for board members reviewing some of the strategies used by high-performing leadership teams and introducing the Strategic Direction work for the 2023-24 school year. The Board will plan work sessions in August and September to continue its work in developing goals.

Board members reviewed and signed the Code of Conduct for School Board Members for the 2023-24 school year.

Motion to adjourn the meeting at 6:33. 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 _____.

Board Report - For School Board 07/14/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	182632		76.60
AMERICAN SCHOOL BOARD JOURNAL	182633		234.00
ASCD	182634		89.00
DOUGLAS PETTY CASH	182635		1,535.00
EDLIO INC	182636		7,200.00
ELEVATE RAPID CITY	182638		250.00
EMC INSURANCE COMPANIES	182639		421,504.00
FIDUCIARY ACCOUNT	182640		2,000.00
FRONTLINE TECHNOLOGIES GROUP LLC	182641		30,226.14
INFINITE CAMPUS	182642		16,467.50
MARSH & MCLENNAN AGENCY LLC	182643		80,819.25
NASSP	182644		385.00
OLNEY, TRISTA	182647		1,290.10
OSBORNE, LARRY	182648		400.00
RIVERSIDE TECHNOLOGIES INC	182650		4,000.00
SASD	182653		1,059.00
SERGEANT LABORATORIES	182655		14,564.51
SHI INTERNATIONAL CORP.	182656		14,962.33
SOFTWARE UNLIMITED INC	182657		12,350.00
STANTON, RANDY	182660		400.00
TIE	182661		2,650.00
GENERAL FUND			<hr/> 612,462.43
EDUCATIONAL ADVANTAGES, INC.	182637		5,834.40
SASD	182654		859.00
SOUTH DAKOTA DEPARTMENT OF EDUCATION	182659		50.00
SPECIAL ED			<hr/> 6,743.40
NATIONAL SCHOOL PUBLIC RELATIONS	182645		550.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182646		259,749.00
REGION INSIGHTS	182649		14,434.12
GRANTS			<hr/> 274,733.12
			<hr/> 893,938.95
DOUGLAS PETTY CASH	12141		495.00
INFINITE CAMPUS	12142		6,600.00
FOOD SERVICE			<hr/> 7,095.00
			<hr/> 7,095.00
Grand Total:			<hr/> 901,033.95

Approve the hiring and publication of salaries for the following Administrative Staff for the 2023/2024 school year effective 7/1/2023

LAST NAME	FIRST NAME	BASE	POSITION
CASE	KEVIN	\$169,274.00	SUPERINTENDENT
CLARK	JEANNIE	\$109,567.50	PRINCIPAL
COWEN	STACEY	\$103,792.50	ASST. PRINCIPAL
CROSSWAIT	COURTNEY	\$115,445.00	PRINCIPAL
GHOLSON	SEAN	\$105,997.50	ASST. PRINCIPAL
GUSSO	BUD	\$129,776.00	EXECUTIVE DIRECTOR OPERATIONAL SUPPORT SERVICES
HAALAND	JOSHUA	\$101,272.50	ACTIVITIES DIRECTOR
OLNEY	TRISTA	\$129,301.00	BUSINESS MANAGER
PETTIT	ANN	\$135,987.00	EXECUTIVE DIRECTOR ELEMENTARY ACADEMICS
SANDAL	SHANNA	\$106,942.50	PRINCIPAL
VEIT	KIT	\$120,749.00	EXECUTIVE DIRECTOR SECONDARY ACADEMICS
VOEGELI	BEAU	\$109,615.00	PRINCIPAL
VOLESKY	TROY	\$109,567.50	PRINCIPAL
WALTMAN	MONICA	\$119,369.25	DIRECTOR OF SPECIAL SERVICES

Approve the hiring and publication of salaries for the following Certified Staff for the 2023/2024 school year effective 7/1/2023

LAST NAME	FIRST NAME	BASE	POSITION
ANDERSON	TARA	\$52,125.00	ELEMENTARY TEACHER
APLAND	CHRISTIE	\$57,125.00	ELEMENTARY TEACHER
ASHLEY	LORI	\$75,375.00	ELEMENTARY TEACHER
AWE	AMANDA	\$52,125.00	LANGUAGE ARTS TEACHER
BADURA	JUDITH	\$75,375.00	ELEMENTARY TEACHER
BAKER	SARAH	\$56,625.00	MATH TEACHER
BARAGAR	TRICIA	\$59,375.00	ELEMENTARY TEACHER
BARAGAR	CATHY	\$65,375.00	SOCIAL STUDIES TEACHER
BATTEEN	NATHAN	\$69,375.00	DEAN OF STUDENTS/ATHLETIC DIRECTOR
BELL	KATIE	\$65,375.00	ELEMENTARY TEACHER
BERGEN	CARRIE	\$57,375.00	SPECIAL EDUCATION TEACHER
BLAIR	AARIKA	\$57,125.00	ELEMENTARY TEACHER
BLANK	HAYLEY	\$52,125.00	ELEMENTARY TEACHER
BOEDING	JASON	\$67,875.00	INDUSTRIAL TECHNOLOGY TEACHER
BOLINGER	BRIDGET	\$55,125.00	ELEMENTARY TEACHER
BONNER	SHANNON	\$75,375.00	ART TEACHER
BUNKOWSKE	ALLYSA	\$54,375.00	ELEMENTARY TEACHER
BURBACH	JENNA	\$70,125.00	ELEMENTARY TEACHER
BURNS	ANTHONY	\$67,125.00	COMPUTER TEACHER
BURRISS	KIRSTEN	\$58,625.00	KINDERGARTEN
BYRD	ANDREA	\$75,375.00	SPECIAL EDUCATION TEACHER
CAILLIER	SAMANTHA	\$56,625.00	SPED TEACHER
CALDWELL	JACE	\$52,125.00	PHYSICAL EDUCATION TEACHER
CARROLL	DAVID	\$75,375.00	INSTRUCTIONAL LEADER
CLARK	TANA	\$63,875.00	ELEMENTARY TEACHER
CLARK	KARLINE	\$71,625.00	COMPUTER TEACHER
CLAUSON	BRENDA	\$75,375.00	MATH TEACHER
COATES	KELLY	\$67,875.00	MATH TEACHER
COATES	MARY	\$75,375.00	ELEMENTARY TEACHER
COOK	KIMBERLY	\$75,375.00	LIBRARIAN
CORBIN	ALYSSON	\$31,428.75	ELEMENTARY TEACHER
COTE	KYLA	\$60,125.00	ELEMENTARY TEACHER
CRANE	MICHELLE	\$62,375.00	SCIENCE TEACHER
CROOKS	TERESA	\$75,375.00	SPECIAL EDUCATION TEACHER
CROW	HANNAH	\$51,375.00	ELEMENTARY TEACHER
CUNDALL	MARCY	\$65,375.00	ELEMENTARY TEACHER
CURRY	DONNA	\$64,375.00	SOCIAL STUDIES TEACHER
DAUGHERTY	DALE	\$58,875.00	SCIENCE TEACHER
DAUM	LYNETTE	\$62,375.00	MUSIC TEACHER
DELANEY	SHAWNA	\$67,875.00	INSTRUCTIONAL LEADER
DENEKAMP	CATHLEEN	\$75,375.00	INSTRUCTIONAL LEADER
DEWEY	SUSAN	\$75,375.00	FAMILY & CONSUMER SCIENCE TEACHER
DEYO	LYNDSAY	\$68,625.00	ELEMENTARY TEACHER
DISTEL	BRETT	\$56,625.00	MATH TEACHER
DOERR	KATHLEEN	\$75,375.00	COMPUTER TEACHER
DOYLE	MICHAELA	\$55,875.00	MUSIC TEACHER
DRURY	SAMANTHA	\$79,875.00	SPEECH PATHOLOGIST
DRYSDALE	JOIE	\$61,625.00	TITLE VI
DUNCAN	KELSEY	\$57,125.00	ELEMENTARY TEACHER
DUVALL	AMANDA	\$54,375.00	LANGUAGE ARTS TEACHER
ELDER	ERIC	\$71,625.00	SOCIAL STUDIES TEACHER
ENGEL	KRISA	\$62,375.00	INSTRUCTIONAL LEADER

ERLANDSON	AMY	\$60,375.00	SOCIAL STUDIES TEACHER
FEILER	JENNIFER	\$54,375.00	ELEMENTARY TEACHER
FERGUSON	NICK	\$53,625.00	IND TECH TEACHER
FINNEY	LARESSA	\$57,875.00	ELEMENTARY TEACHER
FISCHER	TIMOTHY	\$57,375.00	SPECIAL EDUCATION TEACHER
FLINT	KERI	\$60,125.00	ELEMENTARY TEACHER
FLOYD	DANE	\$61,625.00	ELEMENTARY TEACHER
FOX	KRYSTLE	\$52,125.00	SPECIAL EDUCATION TEACHER
GLANDT	MARGERY	\$75,375.00	ELEMENTARY TEACHER
GOOD	HOLLY	\$75,375.00	SPECIAL EDUCATION TEACHER
GOTTA	OLIVIA	\$33,552.75	2ND GRADE
GRINDLE	ARIANNA	\$52,125.00	ENGLISH TEACHER
HAGER	SUMMER	\$63,125.00	SCIENCE TEACHER
HAMER	CASSIE	\$52,125.00	SPECIAL EDUCATION TEACHER
HAMER	JESSE	\$62,875.00	LANGUAGE ARTS TEACHER
HAMIL	RICHARD	\$72,375.00	MUSIC TEACHER
HARRINGTON	ROBERT	\$61,625.00	MATH TEACHER
HARTLEY	MELISSA	\$72,375.00	ELEMENTARY TEACHER
HAZLEDINE	MICHELE	\$53,625.00	ELEMENTARY TEACHER
HEIER	KAITLIN	\$57,375.00	MATH TEACHER
HEIDPRIEM	KAYLA	\$59,375.00	SCIENCE TEACHER
HEMEN	JANICE	\$72,375.00	ELEMENTARY TEACHER
HENCKE	TAMMY	\$75,375.00	INSTRUCTIONAL LEADER
HERDER	LEON	\$52,125.00	SCIENCE TEACHER
HORAN	SHERRI	\$72,375.00	COUNSELOR
HORAN	DAVID	\$60,375.00	ART TEACHER
HOWARD	MATTHEW	\$62,125.00	SCIENCE TEACHER
HOWIE	HOLLY	\$60,125.00	FAMILY & CONSUMER SCIENCE TEACHER
HUMKE	JOHN	\$75,375.00	PHYSICAL EDUCATION TEACHER
HYDE	COREY	\$52,875.00	ELEMENTARY TEACHER
JASTORFF	HILLARY	\$60,875.00	SPECIAL EDUCATION TEACHER
JOHNSON	ISABELLE	\$51,375.00	ELEMENTARY TEACHER
JOHNSON	MARANDA	\$62,375.00	ELEMENTARY TEACHER
JOHNSON	ORANGE	\$75,375.00	SCIENCE TEACHER
KEARNS	KIMBERLY	\$62,375.00	SPECIAL EDUCATION TEACHER
KEEN	JOHN	\$62,375.00	SOCIAL STUDIES TEACHER
KIELHOLD	NANCY	\$79,125.00	SPEECH PATHOLOGIST
KINDLE	LORI	\$65,375.00	ELEMENTARY TEACHER
KNOTTNERUS	KRISTINE	\$57,875.00	SPECIAL EDUCATION TEACHER
KNUTSON	NICHOLAS	\$75,375.00	PHYSICAL EDUCATION TEACHER
KOCH	MATTHEW	\$56,625.00	SCIENCE TEACHER
KOWALESKI	AARON	\$58,625.00	SOCIAL STUDIES TEACHER
KUEGLE	ELKE	\$66,625.00	WORLD LANGUAGE TEACHER
LADWIG	TRAVIS	\$60,875.00	LANGUAGE ARTS TEACHER
LEIGHONA	BLAIR	\$60,125.00	LANGUAGE ARTS TEACHER
LEWIS	SARAH	\$56,625.00	SPED EARLY EDUCATION
LIPP	TARA	\$72,375.00	BEHAVIOR INTERVENTIONIST
LOLLEY	GRANT	\$57,375.00	SOCIAL STUDIES TEACHER
LYONS	AMBER	\$61,625.00	MATH TEACHER
LYTLE	COURTNEY	\$60,125.00	INSTRUCTIONAL LEADER
MAMULA	SHALEE	\$52,125.00	ELEMENTARY TEACHER
MARLER	BRANDI	\$71,625.00	ELEMENTARY TEACHER
MARSHALL	KRYSTLE	\$55,125.00	ELEMENTARY TEACHER
MARTENSON	CHERRIE	\$75,375.00	SCIENCE TEACHER

MARTY	BRIANNA	\$58,625.00	ELEMENTARY TEACHER
MAYS	RONALD	\$62,375.00	ELEMENTARY TEACHER
MCCORMICK	DENISE	\$74,625.00	ELEMENTARY TEACHER
MCFARLAND	KYLE	\$58,125.00	ELEMENTARY TEACHER
MCINTIRE	DANIEL	\$61,625.00	SPANISH TEACHER
MCKERNAN	DARLA	\$66,625.00	SPECIAL EDUCATION TEACHER
MEADE	LORIE	\$70,375.00	ELEMENTARY TEACHER
MELTON	JODY	\$70,625.00	SPEECH PATHOLOGIST
MERRILL	TAMARA	\$73,875.00	SPECIAL EDUCATION TEACHER
MILITELLO	KEVIN	\$57,125.00	SCIENCE TEACHER
MILLER	TRAVIS	\$75,375.00	PHYSICAL EDUCATION TEACHER
MILLS	THOMAS "CLIFF"	\$56,625.00	MATH TEACHER
MILLS	JODI	\$62,375.00	ELEMENTARY TEACHER
MITCHELL	SHELLEY	\$57,875.00	COUNSELOR
MOBLEY	LAURYN	\$55,125.00	ELEMENTARY TEACHER
MONIZE	AINSLEY	\$69,875.00	SPEECH PATHOLOGIST
MOORE	ROSALIE	\$75,375.00	COMPUTER TEACHER
MORROW	MICHAEL	\$38,421.00	ROTC INSTRUCTOR
MOSER	MICHELLE	\$73,875.00	ELEMENTARY TEACHER
MRAZ	TONY	\$63,125.00	LANGUAGE ARTS TEACHER
MULVEHILL	DEANNE	\$60,375.00	PHYSICAL EDUCATION TEACHER
MUNOZ	MICHAEL	\$52,125.00	MATH TEACHER
MURRAY-VERNON	LISA	\$74,625.00	SPECIAL EDUCATION TEACHER
NELSON	BETSY	\$66,625.00	INSTRUCTIONAL LEADER
NELSON	REBECCA	\$57,125.00	ONE YEAR ONLY - COMPUTER TEACHER
NELSON	SANDRA	\$70,375.00	ELEMENTARY TEACHER
NELSON	SHIREEN	\$75,375.00	ELEMENTARY TEACHER
NIELSEN	TORI	\$57,125.00	SPECIAL EDUCATION TEACHER
O'CONNELL	THERESA	\$75,375.00	ELEMENTARY ART
O'DANIEL	MEGAN	\$72,375.00	INSTRUCTIONAL LEADER
OLESON	ALICE	\$65,375.00	MUSIC TEACHER
OLSON-CANAAN	CHANDRA	\$75,375.00	COUNSELOR
OWEN	MELISSA	\$72,375.00	BEHAVIOR INTERVENTIONIST
PACHECO BAHR	TAMMY	\$62,375.00	COUNSELOR
PALMER	BRIAN	\$57,125.00	ART TEACHER
PARKER	JULIANA	\$69,375.00	PHYSICAL EDUCATION TEACHER
PARKER-GREER	BEVERLY	\$73,125.00	TITLE III TEACHER
PATAKY	ANTHONY	\$60,125.00	ELEMENTARY TEACHER
PERKINS	BRANDY	\$62,375.00	ELEMENTARY TEACHER
PIERSON	JON	\$62,375.00	LANGUAGE ARTS TEACHER
PILGRIM	ADAM	\$60,125.00	READING TEACHER
PLOOSTER	KEVIN	\$75,375.00	LANGUAGE ARTS TEACHER
POPPE-BASHAM	PEGGE	\$75,375.00	ELEMENTARY TEACHER
POWERS	CAITLIN	\$62,375.00	SPECIAL EDUCATION TEACHER
QUIMBY	RACHEL	\$72,375.00	MATH TEACHER
RASMUSSEN	TIMOTHY	\$59,625.00	PHYSICAL EDUCATION TEACHER
RATHERT	SHERRI	\$66,625.00	MATH TEACHER
REIMER	SARAH	\$69,125.00	SPEECH PATHOLOGIST
REITZ	NICOLE	\$79,875.00	SPEECH PATHOLOGIST
RICHTER	SHERRY	\$75,375.00	ELEMENTARY TEACHER
RIISNAES	CATHERINE	\$61,625.00	SPECIAL EDUCATION TEACHER
RIVERA	KAYLA	\$59,375.00	ELEMENTARY TEACHER
ROBERTS	HEIDI	\$71,625.00	COUNSELOR
ROSE	JOELLE	\$65,375.00	LANGUAGE ARTS TEACHER

ROSETTER	LUANN	\$75,375.00	MUSIC TEACHER
ROSSOW	ANGELA	\$75,375.00	SPECIAL EDUCATION TEACHER
ROWE	AMY	\$67,375.00	SCIENCE TEACHER
SCHMIDT	ZION	\$67,875.00	ELEMENTARY TEACHER
SCHMIDT	STACEY	\$70,125.00	INSTRUCTIONAL LEADER
SCHMIDT	LORETTA	\$72,375.00	SOCIAL STUDIES TEACHER
SCHRAMM	SHELBY	\$54,375.00	KINDERGARTEN
SCHULTZ	ROCHELLE	\$55,125.00	ART TEACHER
SCHWIESOW	MELISSA	\$71,625.00	INSTRUCTIONAL LEADER
SCOTT	LINDSAY	\$72,375.00	MUSIC TEACHER
SEVER	SARAH	\$69,375.00	INSTRUCTIONAL LEADER
SHIELDS	MCKENZIE	\$53,625.00	ELEMENTARY TEACHER
SIEVEKE	SHELBY	\$55,125.00	INSTRUCTIONAL LEADER
SIMON	GEORGIA	\$75,375.00	ELEMENTARY TEACHER
SIVERTSEN	SHEILA	\$61,625.00	ELEMENTARY TEACHER
SMITH	RACHEL	\$61,625.00	ELEMENTARY TEACHER
SMITH	MARY	\$52,875.00	ELEMENTARY TEACHER
SMITH	DEBORAH	\$75,375.00	COUNSELOR
SNYDER	HANNAHLYNN	\$51,375.00	LANGUAGE ARTS TEACHER
SOTELO	TASA	\$52,125.00	ELEMENTARY TEACHER
STANFORD	ANGELA	\$75,375.00	LANGUAGE ARTS TEACHER
STEFFY	THERESA	\$65,375.00	MUSIC TEACHER
STEIGER	MEGAN	\$61,625.00	SPECIAL EDUCATION TEACHER
STELZIG	JENNIFER	\$75,375.00	MUSIC TEACHER
STEWART	CHESTER	\$27,456.00	ROTC INSTRUCTOR
STILES	DENISE	\$72,375.00	SPECIAL EDUCATION TEACHER
STOEBNER	DUNCAN	\$57,125.00	SCIENCE TEACHER
SUMMERS	KAITLIN	\$52,125.00	ELEMENTARY TEACHER
TAYLOR	AMBER	\$55,125.00	SS TEACHER
THOMAS	TIFFANY	\$62,375.00	ELEMENTARY TEACHER
TRACY-KING	KARLEY	\$51,375.00	SPECIAL EDUCATION TEACHER
TRIBBY	COURTNEY	\$61,625.00	PHYSICAL EDUCATION TEACHER
UTTER	SHANNON	\$75,375.00	ELEMENTARY TEACHER
VAHLBERG	TONIA	\$63,625.00	SPECIAL EDUCATION TEACHER
VARILEK	REBEKAH	\$55,125.00	ELEMENTARY TEACHER
VAUGHN	ANNA	\$53,625.00	LANGUAGE ARTS TEACHER
VELEZ	WILLIAM	\$67,125.00	SPECIAL EDUCATION TEACHER
WAGNER	JADA	\$52,125.00	ELEMENTARY TEACHER
WALTON	JESSE	\$57,125.00	ELEMENTARY ART
WARREN	CHARLOTTE	\$54,375.00	READING TEACHER
WATERSON	KERRY	\$58,625.00	ELEMENTARY TEACHER
WEBER	SHAE	\$67,125.00	SOCIAL STUDIES TEACHER
WEINZIRL	COLIN	\$52,125.00	ELEMENTARY TEACHER
WIEMAN	CHRIS	\$65,375.00	ALTERNATIVE EDUCATION TEACHER
WIEMAN	MARLEE	\$65,375.00	ELEMENTARY TEACHER
WILLIAMS	JAMIE	\$72,375.00	INSTRUCTIONAL LEADER
WILLIAMS	SARAH	\$60,125.00	ELEMENTARY TEACHER
WIMP	JEFF	\$57,375.00	PE TEACHER
WOODALL	ERIKA	\$60,125.00	ELEMENTARY TEACHER

Approve the hiring and publication of salaries for the following Classified Staff for the 2023/2024 school year effective 7/1/2023

LAST NAME	FIRST NAME	HOOR RATE	POSITION
AAGESON	BRANDI	\$15.45	LUNCHROOM AIDE
ALLEN	LISA	\$19.20	LUNCHROOM/BREAKFAST AIDE
ARREDONDO	MONICA	\$18.45	COUNSELOR SECRETARY
AUKERMAN	BRANDY	\$21.45	PRINCIPAL'S SECRETARY
AURIEMMA	KATHLEEN	\$20.70	LIBRARY AIDE -
BAUGHMAN	CATHERINE	\$15.45	FOOD SERVICE WORKER
BELTRAN	DAWN	\$20.70	INSTRUCTIONAL AIDE/ISS
BIBERDORF	STACEY	\$20.70	INSTRUCTIONAL AIDE SPED
BLANCHARD	CYNTHIA	\$19.20	BUS AIDE
BLUMHARDT	MARK	\$21.45	CUSTODIAN
BOEDING	KRISTINE	\$24.15	BUS DRIVER
BRADSTREAM	GEORGE	\$26.20	HELP DESK & SERVER SUPPORT
BREDBERG	MICAH	\$21.45	CUSTODIAN/NIGHT
BROWN	MICHELLE	\$20.70	INSTRUCTIONAL AIDE SPED
BROWN (CRAWFORD)	SARA	\$20.70	INSTRUCTIONAL AIDE SPED
BUCHHOLZ	SARAH	\$19.20	INSTRUCTIONAL AIDE SPED
BURGERHOUT	JOHANNA	\$15.45	FOOD SERVICE WORKER
CAMPBELL	CHRISTINA	\$23.32	BUS DRIVER
CAMPBELL	PEYTON	\$17.70	CUSTODIAN/NIGHT
CARLSON	CORINNA	\$28.70	TECHNOLOGY DATABASE/SUPPORT
CARTER	LANCE	\$26.20	SKILLED MAINTENANCE
CASTANEDA	LUCINDA	\$16.20	SPECIAL EDUCATION AIDE
CLARK	MICHAEL	\$18.45	ACTIVITIES SECRETARY
COBURN	ROBERT	\$19.20	BUS AIDE
COLLINS	JENNIFER	\$20.70	TIME OUT AIDE
COMBS	ELIZABETH	\$16.95	TITLE AIDE
CONNOR	SHAWN	\$19.20	CUSTODIAN/NIGHT
CORBETT	LARRY	\$24.15	BUS DRIVER
CROW	DARLING	\$34.45	NURSE RN
DENSON	BRIANNA	\$16.95	TITLE AIDE
DERFLINGER	CALIE	\$18.45	INSTRUCTIONAL AIDE SPED
DIERKHISING	JILL	\$18.45	TITLE AIDE
EARNEST	KELLY	\$15.45	FOOD SERVICE WORKER
EARNEST	KELLY	\$24.15	BUS DRIVER
ENCKE	LISA	\$17.70	INSTRUCTIONAL AIDE SPED
EVARD	ASHLEY	\$16.95	COUNSELING SPED
FRERICHS	BARBARA	\$19.20	BUS AIDE
GABRIEL	BEVERLY	\$22.50	BUS DRIVER
GARCIA	MARIANA	\$15.45	FOOD SERVICE WORKER
GAUDINO	JESSICA	\$35.95	NURSE RN
GIESEY	GINA	\$19.95	COOK
GIESEY	KEVIN	\$19.20	CUSTODIAN/NIGHT
GIRTZ	ROBERTA	\$21.20	INSTRUCTIONAL AIDE SPED
GRIJALVA	JOAQUIN	\$21.45	CUSTODIAN/NIGHT
HARRINGTON	JUANITA	\$19.95	DELIVERY PERSON
HARRIS	SHANNA	\$16.95	LUNCHROOM AIDE
HEISLER	JACQUALINE	\$17.70	TITLE AIDE
HERNANDEZ	BRIANA	\$15.45	LUNCHROOM AIDE
HINZMAN	DENEA	\$16.95	FOOD SERVICE WORKER
HOLLAN	DEBRA	\$21.70	PERSONNEL MANAGER

HUEBNER	TAMMY	\$21.45	SECRETARY (SP SERV DIRECTOR)
HUFFMAN	DANA	\$24.15	BUS DRIVER
HUGHES	ROBERT	\$23.32	BUS DRIVER
HUSEBY	CHELSIE	\$16.95	INSTRUCTIONAL AIDE SPED
IVES	BETH	\$20.70	LEAD LIBRARY AIDE
JACKSON	SAMANTHA	\$17.70	INSTRUCTIONAL AIDE SPED
JOHNSON	BRENDA	\$24.65	BUS DRIVER/FLOATER
JOHNSON	JAMES	\$19.20	CUSTODIAN/NIGHT
JOHNSON	APRIL	\$32.95	NURSE RN
KEESTER	AMY	\$21.45	PRINCIPAL'S SECRETARY
KENOYER	REBECCA	\$18.45	SECRETARY SPED
KEYSER	TERESA	\$20.70	INSTRUCTIONAL AIDE T/O
KIEWEL	MICHAEL	\$18.45	BLDG SECURITY AIDE
KNAPP	MONICA	\$19.95	INSTRUCTIONAL AIDE SPED
KNIGHT	TRACI	\$18.45	FOOD SERVICE SECRETARY
KNODEL	MARILYN	\$20.70	B&G SECRETARY/RECEPTIONIST
KNUDSON	KAYLEE	\$16.95	STUDY HALL AIDE
KOCH	TAMMI	\$19.20	BUS AIDE SPED w/CDL Exp 10/2026
KOCH	TAMMI	\$24.15	BUS DRIVER
KOCH	TAMMI	\$24.15	BUS DRIVER SPED
KOCH	JERROLD	\$21.45	CUSTODIAN/NIGHT
KOCHUTIN	ANITA	\$20.70	LEAD LIBRARY AIDE
KOEHLER	BRIDGET	\$21.45	PRINCIPAL'S SECRETARY
KOFTINOW	SHANNON	\$18.45	INSTRUCTIONAL AIDE SPED
KRISTEN	GOFF	\$15.45	FOOD SERVICE WORKER
KUENKEL	TARA	\$20.70	INSTRUCTIONAL AIDE SPED
HOLSWORTH	KARA	\$34.45	NURSE RN
LABINE	KRISTYN	\$18.45	LEAD LIBRARY AIDE
LANPHEAR	CHRISTY	\$24.15	BUS DRIVER
LAQUEY	JENNIFER	\$15.45	FOOD SERVICE WORKER
LAWLER	CAYDEAN	\$20.70	CUSTODIAN/NIGHT
LEMMON	MADISON	\$15.45	LUNCHROOM AIDE
LONG	THERESA	\$19.20	FOOD SERVICE WORKER
LONG	FLOYD	\$21.45	CUSTODIAN
LOWERY	LINDSAY	\$16.95	TRANSITION PROGRAM AIDE
LURZ	SHERRY	\$29.20	EXECUTIVE BOOKKEEPER 1
MACKABEN	ANNETTE	\$16.20	INSTRUCTIONAL AIDE SPED
MACKIE	BRENDA	\$16.95	INSTRUCTIONAL AIDE SPED
MANNING	SUSAN	\$20.70	CUSTODIAN
MANNING	SUSAN	\$19.95	WAREHOUSE ASST
MARKERT	ANN-LOUISE	\$16.95	INSTRUCTIONAL AIDE SPED
MCAULIFFE	JAMIE	\$15.45	FOOD SERVICE WORKER
MCGUIRE	KACIE	\$16.95	INSTRUCTIONAL AIDE SPED
MCPHERSON	JACKIE	\$29.20	ADMINISTRATIVE ASSISTANT
MEDINA	CHRISTIE	\$19.20	FOOD SERVICE WORKER
MEIER	SANDRA	\$17.70	LUNCHROOM AIDE
MEIER	UGENE	\$22.50	BUS DRIVER
MESSMER	ANGELA	\$16.20	FOOD SERVICE WORKER
MEVERDEN	KAYLA	\$26.20	HELP DESK & SERVER SUPPORT
MILLER	AMANDA	\$18.45	SECRETARY
MILLER	HARVEY	\$21.45	CUSTODIAN
MILLS	THOMAS	\$15.45	FOOD SERVICE WORKER

MURPHY	ANDREA	\$20.70	TITLE I TUTOR
MUSFELT	TRENT	\$17.70	CUSTODIAN/NIGHT
NELSON	TAMMY	\$24.15	BUS DRIVER
OBERLANDER	SHERYLL	\$19.20	FOOD SERVICE WORKER
OBERLANDER	LEONA	\$18.45	SECRETARY SPED
OSTEN	CAROL	\$25.45	TECH HELP DESK/SERVER SUPPORT
PAINTER	CAROL	\$19.20	BUS AIDE SPED w/CDL
PAINTER	CAROL	\$24.15	BUS DRIVER
PAINTER	CAROL	\$24.15	BUS DRIVER
PEARSON	BRITTANY	\$20.70	LIBRARY AIDE
PETERSON	JARRED	\$26.20	ELECTRICIAN
PORUBENSKY	BRANDON	\$19.20	CUSTODIAN/FLOATER/NIGHT
PRANGE	LEXI	\$25.45	SPEECH LANGUAGE PATH AIDE
PRENTICE	CHONDA	\$16.95	FOOD SERVICE WORKER
PRESTJOHN	JESSICA	\$16.95	SECRETARY
PRIEST	THOMAS	\$25.70	GROUNDSKEEPER/CARPENTER
PRPICH	LAURIE	\$18.45	SECRETARY SPED
PULVER	MISCHELLE	\$18.45	INSTRUCTIONAL AIDE SPED
QUIGLEY	COLLEEN	\$19.20	LUNCHROOM AIDE
RATH	ROBERT	\$16.95	INSTRUCTIONAL AIDE SPED
READY	BRANDON	\$32.62	SKILLED HEAD MECH/1:1:1/CDL
ROBERTS	ETHAN	\$17.70	CUSTODIAN/NIGHT
ROSELAND	LEE	\$17.70	CUSTODIAN/NIGHT
ROSS	ELIZABETH	\$16.95	BLDG SECURITY AIDE
ROSS	WENDY	\$25.45	EXECUTIVE BOOKKEEPER 1
SAVAGE	GRANT	\$24.15	BUS DRIVER
SAVAGE	LAURA	\$21.67	BUS DRIVER
SCHERER	PAMILA	\$24.20	BOOKKEEPER 1
SCHLEUSNER	DENISE	\$18.45	SECRETARY SPED
SCHMIDT	ANNDEE	\$21.45	PRINCIPAL'S SECRETARY
SCHOCK	LUANN	\$20.70	INSTRUCTIONAL AIDE SRR
SCOFIELD	LISA	\$24.15	BUS DRIVER
SEARS	CHELSIE	\$15.45	FOOD SERVICE WORKER
SHARP	RICHARD	\$24.15	BUS DRIVER
SMALL	RENA	\$17.70	SECRETARY
SMITH	TERRI	\$24.15	BUS DRIVER
SMITH	TIMOTHY	\$20.70	CUSTODIAN/NIGHT
SNARSKI	EDWIN	\$23.32	BUS DRIVER
SPEARS	ELIZABETH	\$16.95	INSTRUCTIONAL AIDE SPED
STOLICKER	GINA	\$18.45	INSTRUCTIONAL AIDE SRR
STUKERJURGEN	EMILEE	\$16.95	COUNSELING SECRETARY
STUKERJURGEN	LUANN	\$19.20	CENTRAL REGISTRAR
SUKUT	GRETA	\$16.95	INSTRUCTIONAL AIDE SPED
TAYLOR	CASSIE	\$16.95	INSTRUCTIONAL AIDE SPED
THOMPSON	LISA	\$18.45	SECRETARY
TRACEY	PATTY	\$24.15	BUS DRIVER
TRIPLET	MELISSA	\$17.70	SECRETARY SPED
ULRICH	TIMOTHY	\$21.45	CUSTODIAN/NIGHT
USERA	NICHOLE	\$18.45	FOOD SERVICE WORKER
VAUGHN	PAMELA	\$21.45	PRINCIPAL'S SECRETARY
VILLA	CARMEN	\$16.95	INSTRUCTIONAL AIDE SPED
VIOLET	LESLIE	\$20.70	INSTRUCTIONAL AIDE SPED

WALKER	SHELLI	\$23.32	BUS DRIVER
WALKER	JAMES	\$23.20	TECHNOLOGY DATABASE/SUPPORT
WALTERS	MARY	\$17.70	INSTRUCTIONAL AIDE SPED
WARREN	BARBARA	\$19.20	LUNCHROOM AIDE
WARREN	CHARLOTTE	\$17.70	INSTRUCTIONAL AIDE-ISS
WATKINS	OWEN	\$21.70	GROUNDSKEEPER/CARPENTER
WESTON	TARA	\$15.45	LUNCHROOM AIDE
WHITE	KIMBERLY	\$15.45	LUNCHROOM AIDE
WILSON	JEFF	\$20.70	SPECIAL EDUCATION AIDE
WITT	DUNCAN	\$16.95	INSTRUCTIONAL AIDE SPED
WORONIECKI	MEGUMI	\$16.20	FOOD SERVICE WORKER

Approve the hiring and publication of salaries for the following Coordinators for the 2023/2024 school year effective 7/1/2023

LAST NAME	FIRST NAME	BASE SALARY	POSITION
GARNER	JENNIFER	\$68,108.18	FOOD SERVICE COORDINATOR
HAUGH	PETER	\$81,176.59	TRANSPORTATION COORDINATOR
JOHNSON	LANE	\$87,780.45	TECHNOLOGY COORDINATOR
URBAN	KATY	\$77,713.18	COMMUNICATIONS COORDINATOR
WALTMAN	JACE	\$80,846.36	BUILDING AND GROUNDS COORDINATOR

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/14/23****Certified Teaching Contract Amendments**

Krisa Engel	Move from MA to MA +30 \$67,375	Lane correction	
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Employee Leave of Absence Requests

Name	Position	Effective Date
Courtney Lytle	FC/Instructional Leader	LOA Aug 9- Sept. 5
Ainsley Monize	Speech Pathologist	FMLA TBD

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Edwin Snarski	5 YEARS	\$126.43	8/16/2018 8/16/2023
Grant Savage	15 YEARS	\$582.66	8/18/2008 8/18/2023
Leslie Violet	15 YEARS	\$915.60	8/18/2008 8/18/2023
Shanna Harris	5 YEARS	\$93.63	8/20/2018 8/20/2023
Tammi Koch	15 YEARS	\$962.37	8/18/2008 8/18/2023

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Kit Veit	Executive Director of Elementary Academics	Central Office	8/4/2023/ Assess Liquidated Damages \$3,500

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Brittany Pearson	Library Aide	DMS	7/27/2023
Jeff Wilson	Student Transition Program	HS	8/2/2023
Jennifer LaQuey	Food Service Worker	HS	8/1/2023
Katy Urban	Communications Coordinator	Central Office	9/1/2023
Patricia Tracy	Bus Driver	Tran	8/8/2023
Shannon Koftinow	Special Education Aide	BC	7/20/2023
Tara Weston	LRA	BC	8/7/2023
Teresa Doulder	Food Service Worker/Bus Aide	VES	8/3/2023

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Dale Daugherty	DMS Science Teacher	DMS Tech Ed Teacher	2023-24

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Arredondo, Monica	DMS Attendance Sec. E/4, 18.45 /hr	DMS Sped Aide, E/4, \$18.45/hr	TBD (pending replacement)
Cadeen Lawler	VEC/CO/CARR G6+.50 night diff \$21.20/hr	VES CUSTODIAN G6/ \$20.70	2023-24
Barb Frerichs	Transportation Bus Aide, B7 \$19.20/hr	FC Breakfast/Lunch Aide B/7 \$19.20/hr	8/14/2023

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Amy Caron	HS Special Education	M/5 \$60,125	8/9/2023

Classified Staff Hiring				
	Name	Location / Position	Wage	Effective Date
	Amanda Schroeder	VES/Sped Aide	E1 16.20/hr	8/14/2023
	Audrey Gerlach	Transportation/ Bus Driver	H/3+1:1 Route Diff/ \$20.85/hr	8/14/2023
	Halie Stearns	VES/Library Aide	E1/\$16.20 hr	8/9/2023
	Helen Miller	DMS/FSW	B2 \$15.45/hr	8/14/2023
	Jennifer Johnson	HS/FSW	B3 \$16.20/HR	8/11/2023
	Kristi Brown	CO/Personnel Secretary/Curriculum Sec	E/3 \$17.70/hr	8/9/2023
	Larae Sire	VES/Library Aide	E/1 \$16.20/hr	8/9/2023
	Marla Ulrich	VES/Sped Aide	E1/\$16.20 hr	8/21/2023
	Megan Anders	VES/Lunchroom Supervisor	B1 \$14.70/hr	8/14/2023
	Monica Stewart	FC/Lunchroom Aide	B1 \$14.70/hr	8/14/2023
	Natalie Riggs	Library Aide	B1 \$14.70/hr	8/9/2023
	Stephanie Smith	VES/Lunchroom Supervisor/Breakfast	B/1 \$14.70	8/8/2023
	Tammy Nelson	Bus Aide	B7 w/CDL /19.70/hr	8/14/2023
	Tonia Myers	BC/Lunchroom Supervisor/Breakfast	B/1 \$14.70	8/14/2023

Temporary Hires				
	Name	Position	Salary	Effective Date
	Summer Helpers			
	Shawn Stock	Buildings and Grounds	\$13/hr	07/01/2023
	David Litte	Buildings and Grounds	\$13/hr	07/01/2023
	Sylvan Kent	Buildings and Grounds	\$13/hr	07/01/2023
	Sarah Little	Buildings and Grounds	\$13/hr	07/01/2023
	Taurin Clementz	Buildings and Grounds	\$13/hr	07/01/2023
	Wyatt Hill	Buildings and Grounds	\$13/hr	07/01/2023
	Koch, Tammy	Transportation	\$22.83/hr	07/01/2023
	Connie Tucker	Adaptive Schools Training	\$500.00	8/9/2023
	Kim Kearns	Adaptive Schools Training	\$500.00	8/9/2023
	Sarah Lewis	Adaptive Schools Training	\$300.00	8/9/2023
	Corinna Carlson	Adaptive Schools Training	\$500.00	8/9/2023
	Mary Smith	Adaptive Schools Training	\$500.00	8/9/2023
	Brandy Aukerman	Adaptive Schools Training	\$500.00	8/9/2023
	Anita Kochutin	Adaptive Schools Training	\$500.00	8/9/2023
	Carmen Villa	Adaptive Schools Training	\$500.00	8/9/2023
	Krystle Fox	Adaptive Schools Training	\$500.00	8/9/2023
	Betsy Combs	Adaptive Schools Training	\$500.00	8/9/2023
	Andrea Murphy	Adaptive Schools Training	\$500.00	8/9/2023
	Leslie Violet	Adaptive Schools Training	\$500.00	8/9/2023
	Kacie McGuire	Adaptive Schools Training	\$200.00	8/9/2023
	Kristyn LaBine	Adaptive Schools Training	\$500.00	8/9/2023
	Beth Ives	Adaptive Schools Training	\$500.00	8/9/2023
	Beau Voegeli	Adaptive Schools Training	\$500.00	8/9/2023
	Jesse Hamer	Adaptive Schools Training	\$300.00	8/9/2023
	Kaitlin Heier	Adaptive Schools Training	\$500.00	8/9/2023
	Sean Gholson	Adaptive Schools Training	\$500.00	8/9/2023
	Matthew Koch	Adaptive Schools Training	\$500.00	8/9/2023

	Sherrí Rathert	Adaptive Schools Training	\$100.00	8/9/2023
	Josh Haaland	Adaptive Schools Training	\$500.00	8/9/2023
	Kevin Plooster	Adaptive Schools Training	\$500.00	8/9/2023
	Jon Pierson	Adaptive Schools Training	\$500.00	8/9/2023
	Kaylee Knudson	Adaptive Schools Training	\$500.00	8/9/2023
	Stacey Cowen	Adaptive Schools Training	\$100.00	8/9/2023
	Monica Knapp	Adaptive Schools Training	\$500.00	8/9/2023
	Melissa Triplet	Adaptive Schools Training	\$500.00	8/9/2023
	Ashley Evrard	Adaptive Schools Training	\$500.00	8/9/2023
	Huseby, Chelsie	Adaptive Schools Training	\$500.00	8/9/2023
	Robert Rath	Adaptive Schools Training	\$500.00	8/9/2023
	Dale Daughtery	Adaptive Schools Training	\$500.00	8/9/2023
	Brett Distel	Adaptive Schools Training	\$500.00	8/9/2023
	Cliff Mills	Adaptive Schools Training	\$500.00	8/9/2023
	Leighona Blair	Adaptive Schools Training	\$500.00	8/9/2023
	Kristine Knottnerus	Adaptive Schools Training	\$500.00	8/9/2023
	Aaron Kowaleski	Adaptive Schools Training	\$500.00	8/9/2023
	Hannah Snyder	Adaptive Schools Training	\$500.00	8/9/2023
	Amber Taylor	Adaptive Schools Training	\$500.00	8/9/2023
	Adam Pilgrim	Adaptive Schools Training	\$500.00	8/9/2023
	Rachel Quimby	Adaptive Schools Training	\$500.00	8/9/2023
	Megan Steiger	Adaptive Schools Training	\$500.00	8/9/2023
	Rosalie Moore	Adaptive Schools Training	\$500.00	8/9/2023
	Juliana De Paula Parker	Adaptive Schools Training	\$500.00	8/9/2023
	Michael Munoz	Adaptive Schools Training	\$500.00	8/9/2023
	Betsy Nelson	Adaptive Schools Training	\$500.00	8/9/2023
	Duncan Stobner	Adaptive Schools Training	\$500.00	8/9/2023
	Sarah Baker	Adaptive Schools Training	\$500.00	8/9/2023
	Anna Vandergrift	MS Library	Per Adopted Sub Pay Scale	Long-term Sub
	Sarah Kuegle	HS German	Per Adopted Sub Pay Scale	Long-term Sub
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

June 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 05/ 31/ 23	338,999.81	2,104,437.24	1,826,919.83
RECEIPTS:			
TAXES	141,911.76	93,838.97	50,779.55
INTEREST	1,658.43	0.00	0.00
ADMISSIONS			
LOCAL	11,659.62	25.87	0.00
COUNTY	11,685.96	0.00	0.00
STATE	1,223,550.00	0.00	152,154.00
FEDERAL	0.00	0.00	0.00
OTHER	28,929.03	0.00	0.00
INTERFUND TRAN.	15,827.63	0.00	0.00
TOTAL RECEIPTS:	1,435,222.43	93,864.84	202,933.55
DISBURSEMENTS:			
VERIFIED CLAIMS	676,346.01	16,139.78	45,405.30
SALARIES	1,662,581.82	0.00	330,364.25
TRANSFERS OUT			
BALANCE 06/30/23	(564,705.59)	2,182,162.30	1,654,083.83
BALANCE 06/ 30/ 22	3,285,490.57	804,397.87	2,085,354.00

June 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 05/ 31/ 23	(2,944,652.36)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	15,554.49	0.00
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	15,554.49	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	111,410.22	0.00
SALARIES	339,268.23	0.00
TRANSFERS OUT		
BALANCE 06/30/23	(3,379,776.32)	49,497.51
BALANCE 06/ 30/ 22	(1,246,590.44)	50,823.66

June 1, 2023	DEP CARE	MEDICAL REIMB	IMPACT AID
FINANCIAL			
BALANCE 05/ 31/ 23	75.07	3,002.43	27,848,776.54
RECEIPTS:			
INTEREST	0.00	0.00	15,827.63
FEDERAL	0.00	0.00	0.00
LOCAL	1,373.64	1,499.78	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,373.64	1,499.78	15,827.63
DISBURSEMENTS:			
VERIFIED CLAIMS	1,362.35	1,184.00	0.00
EXPENDITURES/ TRANSFERS OU	0.00	0.00	15,827.63
BALANCE 06/30/23	86.36	3,318.21	27,848,776.54
BALANCE 06/ 30/ 22	135.07	1,684.85	22,948,436.54

June 1, 2023	FOOD	FIDUCIARY
FINANCIAL	SERVICE	FUNDS
BALANCE 05/ 31/ 23	333,796.75	280,298.38
RECEIPTS:		
INTEREST		
SALES	2,305.37	0.00
STATE	2,967.84	
FEDERAL	70,113.96	0.00
LOCAL	889.77	23,657.86
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	76,276.94	23,657.86
DISBURSEMENTS:		
VERIFIED CLAIMS	17,164.70	57,486.94
SALARIES	55,973.18	46.89
BALANCE 06/30/23	336,935.81	246,422.41
BALANCE 06/ 30/ 22	343,522.69	255,187.75

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE SERVICES	182678	X	450.00
AMARAL, TONYA	182679	X	217.58
AMAZON.COM	182707		19,978.19
AMERICAN FINE ARTS SUPPLIES	182810		197.28
AMICK SOUND INC	182680	X	727.60
ASBSD	182709		4,359.42
ASCD	182710		109.00
B & H PHOTO-VIDEO-PRO AUDIO	182711		169.82
BERS WINDY FLATS RUBBLE SITE	182712		56.00
BIO CORPORATION	182713		846.38
BLACK HILLS CHEMICAL CO	182715		578.79
BLACK HILLS ENERGY- AUTO PAY	112	X	22,296.53
BLACK HILLS SPECIAL SERVICES COOPERATIVE	182716		2,213.07
BLACK HILLS URGENT CARE	182717		400.00
BLICK ART MATERIALS	182718		1,314.85
BOX ELDER HARDWARE	182719		373.98
BRIGHTLY SOFTWARE	182720		12,742.21
BROOKLYN PUBLISHERS	182810		374.00
BROWN'S SMALL ENGINE REPAIR	182682	X	45.29
CARQUEST AUTO PARTS	182721		759.39
CASH - CO	182722		408.00
CENTURYLINK	182684	X	461.40
CITY OF BOX ELDER/PUBLIC WORKS DEPT	182685	X	8,221.97
CLARK, JEANNIE	182686	X	251.51
CT BOOK HOLDINGS LLC	182724		1,118.50
DAKOTA POTTER'S SUPPLY	182725		2,717.09
DAKOTA SUPPLY GROUP, INC.	182726		995.49
DELTA AIR LINES	182810		667.40
DRAMATIC PUBLISHING	182810		25.73
DREAMBOX LEARNING	182727		11,150.00
DYNA-KLEEN SERVICE	182729		34,720.00
E-RATE EDUCATIONAL SERVICES LLC	182731		5,158.38
ESCAPE CLASSROOM, THE	182732		39.00
EVERGREEN OFFICE PRODUCTS	182733		2,409.61
EXPLORE LEARNING	182734		5,931.00

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FIDUCIARY ACCOUNT	182735		6,615.00
FLINN SCIENTIFIC INC	182736		1,536.94
GOPHER SPORT	182738		3,865.09
GRAINGER, INC	182739		523.36
GRAY, TANYA	182690	X	29.58
GREAT WESTERN TIRE COMPANY	182740		29.95
HAL LEONARD	182741		299.00
HARVEYS LOCK SHOP, INC.	182742		84.51
HAUFF MID-AMERICA SPORTS INC.	182743		1,029.80
HIGH POINT NETWORKS, LLC	182745		365.00
HILLYARD INC	182746		11,769.15
HILTON - CREDIT CARD	182677		1,325.78
IDVILLE	182810		216.28
INNOVATIVE OFFICE SOLUTIONS	182749		11,503.83
INTERSTATE BATTERIES	182750		126.00
JW PEPPER & SONS, INC.	182751		71.99
KAHOOT! ASA	182752		2,238.90
KIEFFER SANITATION, INC.-AUTO PAY	113	X	2,849.56
LEARNING WITHOUT TEARS	182753		3,108.89
LIBERTY SUPERSTORES	182755		280.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	182691	X	1,010.00
MCGOVERN, AMY	182692	X	42.84
MCGRAW HILL SCHOOL EDUCATION	182756		209.10
MELENDEZ, CATHLEEN	182693	X	134.64
MENARDS	182757		1,199.19
MG OIL COMPANY, INC.	182758		2,592.16
MIDCONTINENT COMMUNICATIONS- AUTO PAY	114	X	1,336.64
MIDWEST BUS PARTS, INC.	182759		150.25
MIDWEST CONNECT	182760		133.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	182695	X	934.85
MOSYLE CORPORATION	182762		5,786.93
NAFIS	182763		6,325.84
NAVIGATE 360, LLC	182764		250.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182766		3,286.33
NORTHWEST PIPE FITTINGS, INC.	182767		300.18

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
NOVUS GLASS REPAIR & REPLACEMENT	182768		260.00
PACIFIC STEEL & RECYCLING	182770		76.19
PLANK ROAD PUBLISHING	182771		132.45
POPP BINDING AND LAMINATING, INC	182772		3,596.40
PRESSURE SERVICES INC	182773		1,128.93
QUADIENT	182774		182.85
RAPID CITY JOURNAL	182775		520.30
RDO EQUIPMENT	182777		2,026.50
RIDDELL / ALL AMERICAN SPORTS CORP	182696	X	398.69
RIO GRANDE	182778		1,932.51
RISK ADMINISTRATION SERVICES INC	182779		15,866.69
RIVERSIDE TECHNOLOGIES INC	182780		26,024.24
RUNNINGS SUPPLY INC.	182781		131.96
RUSHMORE PLAZA HOLIDAY INN	182782		156.43
SAM'S CLUB	182810		394.82
SASD	182783		2,186.00
SCHOLARBUYS	182784		3,000.00
SCHOOL MATE	182785		249.00
SD SCHOOL TRANSPORTATION ASSOCIATION	182786		50.00
SDMEA	182787		58.00
SEAT SACK	182788		1,100.75
SG CONSULTING	182789		690.00
SHERWIN WILLIAMS	182790		762.26
SKILLSUSA SOUTH DAKOTA	182791		450.00
SOUTH DAKOTA LIBRARY ASSOCIATION	182792		280.00
SOUTH DAKOTA ONE CALL	182700	X	81.90
STAN HOUSTON EQUIPMENT COMPANY, INC.	182793		265.99
SUMMIT COMPANIES	182701	X	3,518.50
TEACHER INNOVATIONS INC	182810		972.00
TEACHERS DISCOVERY	182796		260.89
TEAM BUILDER	182797		1,500.00
TIME RENTAL	182799		385.83
UNITY SCHOOL BUS PARTS, INC.	182801		49.96
US BANK	182677		5,057.96
V.I. REED & CANE INC	182803		267.50

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
VANWAY TROPHY & AWARD, INC.	182702	X	431.20
VERIZON WIRELESS	182703	X	341.16
VEX ROBOTICS INC	182804		947.25
VOYAGER FLEET SYSTEMS, INC.	182805		571.64
WAL-MART STORES INC	182810		45.84
WARNE CHEMICAL & EQUIPMENT, INC.	182705	X	93.00
WELLMARK BLUE CROSS BLUE SHIELD FSA	182806		653.40
WEST MUSIC CO	182807		106.95
WEST RIVER ELECTRIC-AUTOPAY	115	X	2,524.40
WESTCOTT	182810		239.60
WINNER SCHOOL DISTRICT	182809		5,000.00
GENERAL FUND			<hr/> 299,014.96
CENTURY BUSINESS	182723		6,833.92
CO-OP ARCHITECTURE	182687	X	41,706.00
DAKOTA SUPPLY GROUP, INC.	182726		397.29
HAUFF MID-AMERICA SPORTS INC.	182743		13,750.00
INDEPENDENT WINDOW TINTING, LLC	182748		12,580.01
MCGRAW HILL SCHOOL EDUCATION	182756		1,156.20
CAPITAL OUTLAY			<hr/> 76,423.42
AMAZON.COM	182707		950.65
ARROWWOOD RESORT & CONFERENCE	182708		522.08
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	182714		2,400.00
CASH - CO	182722		570.00
ELSTON, KRISTI	182689	X	523.67
FIDUCIARY ACCOUNT	182735		6,674.76
MARRIOT- CREDIT CARD	182810		1,011.10
MIDWEST SPECIAL INSTRUMENTS	182761		485.58
NCS PEARSON, INC.	182765		1,414.77
RATWIK, ROSZAK & MALONEY, P.A	182776		816.17
RISK ADMINISTRATION SERVICES INC	182779		2,781.34
SD DEPARTMENT OF HUMAN SERVICES	182699	X	3,256.27
SUPER DUPER PUBLICATIONS	182794		39.95
TIE	182798		50.00
US BANK	182810		60.00
VOLUNTEERS OF AMERICA, DAKOTAS	182704	X	1,515.78
WESTERN PSYCHOLOGICAL SERVICES	182808		986.80

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SPECIAL ED			24,058.92
A&J SCREENING	182706		1,354.00
CASH - CO	182722		168.00
DRYSDALE, JOIE	182728		3,491.52
FULCRUM MANAGEMENT SOLUTIONS INC	182737		26,460.00
HEGGERTY	182744		1,537.92
HILTON - CREDIT CARD	182810		677.91
HOTELS.COM	182677		5,122.23
IMAGINE LEARNING INC	182747		22,500.00
LEXIA LEARNING	182754		122,658.00
MCGRAW HILL SCHOOL EDUCATION	182756		55,651.59
NAVIGATE 360, LLC	182764		2,422.00
NWEA	182769		10,395.00
RIVERSIDE TECHNOLOGIES INC	182697	X	146,004.00
TIMMONS MARKET	182800		97.22
URBAN, KATY	182802		126.63
US BANK	182677		1,601.35
GRANTS			400,267.37
			799,764.67
AMAZON.COM	12149		343.32
CASH-WA DISTRIBUTING COMPANY, INC.	12150		5,205.98
FIDUCIARY ACCOUNT	12151		65.00
GENERAL FUND	12152		12,672.55
PRAIRIE FARMS	12153		117.35
RISK ADMINISTRATION SERVICES INC	12154		549.97
SERVALL TOWEL & LINEN SUPPLY, INC.	12155		87.31
SMITH, MELISSA	12156		118.00
FOOD SERVICE			19,159.48
			19,159.48
Grand Total:			818,924.15

PAYROLL EXPENDITURES

JULY 7 2023

JULY 21 2023

TOTALS

\$890,269.81

\$859,536.76

2023-24 OUT OF STATE / OVERNIGHT TRIP REQUESTS

	Date of Trip	Trip Request #	Activity	Destination	Type of Transportation	BOE Approval Date
1	8/25-8/26/2023	2104	Volleyball	Huron	charter bus	
2	9/1 -9/2/2023	2110	Cross Country	SF Augustana	van	
3	9/14 - 9/15/2023	2128	Golf	Mitchell	van	
4	9/15-9/16/2023	2129	Cross Country	Huron	van	
5	9/30-10/3/2023	2148	Golf State Tournament	Brandon Valley	van	
6	10/5/2023	2253	Theater Day	Chadron State College	charter bus	
7	10/20-10/21/2023	2160	Volleyball	Yankton & Harrisburg	charter bus	
8	10/20-10/21/2023	2161	Cheer/Dance State	Sioux Falls	charter bus	
9	10/20-10/21/2023	2162	Cross Country	Sioux Falls	van	
10	12/14-12/16/2023	2178	Wrestling	Gillette & Worland WY	charter bus	
11	1/4/2024	2181	Basketball	Gillette WY	charter bus	
12	1/12-1/13/2024	2182	Basketball	Harrisburg & Brandon Valley	charter bus	
13	1/19-1/20/2024	2188	Wrestling Girls	Pierre / Chamberlain	charter bus	
14	1/19-1/20/2024	2189	Wrestling	Chamberlain	charter bus	
15	1/31-2/3/2024	2199	Drama State One Act	Brandon Valley/Sioux Falls	charter bus	
16	2/2-2/3/2024	2201	Wrestling	Yankton	charter bus	
17	2/22-2/24/2024	2211	Debate	TBD	charter bus	
18	2/29-3/2/2024	2213	Debate State	Watertown	charter bus	
19	5/2-5/4/2024	2237	Track	Sioux Falls	charter bus	
20	5/9-5/10/2024	2240	Golf	Mitchell	van	
21	5/22-5/25/2024	2245	Track State	Sioux Falls	charter bus	

ACTIVITIES POLICY HANDBOOK

Douglas High School

and

Douglas Middle School

2023-2024

NONDISCRIMINATION POLICY

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

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

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

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

TABLE OF CONTENTS

	PAGE
District Philosophy of School Activities	3
Objectives of Activities Department	4
Activity Clubs & Team for DHS and DMS	5
Coaches & Advisers for DHS	6
Coach Job Descriptions	8
Scoretable Worker and Bus Chaperone Job Descriptions	13
School Business Leave	14
Professional Development	15
Evaluation Process	15
Participation Sign Up	16
Eligibility – Douglas School District	16
Eligibility – SDHSAA	17
Pre-Season Meeting	18
Squad/Cast Selection	19
Undue Influence	19
Communication Student>Coach>Parent	20
Accident and Injury Process	21
Rosters and Participation Lists	21
Livestreaming and Recording	21
Practices and Rehearsals	22
Out-of-Season Practice	23
Scheduling of Events	24
Release from Class for Activities	25
Reporting Late Due to Activities	25
Awards Ceremonies	26
Awarding of Letters	26
School Records	27
State Tournament and All State Recognition	27
Signing Ceremonies and College Recruitment	28
Parent and Senior Night	28
Pictures of Activity Participants	29
Equipment	30
Facilities	31
Officials and Event Workers	34
Purchasing and Revenues	36
Fundraising	38
Dances and Special Events	38
Concessions Stands	39
Publicity and Media	40
Travel and Transportation	41

PHILOSOPHY OF DOUGLAS SCHOOL DISTRICT ACTIVITIES DEPARTMENT

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

School clubs will be formed based on expressed student interest and approved by school administration. Student extra-curricular clubs will exist to improve the educational and social objectives of DSD.

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

Fine arts opportunities provide students opportunities to explore, create and perform while learning skills in communication, collaboration, goal setting, self-reflection and teamwork.

Interscholastic competition begins at the 7th and 8th grade level. Activity participation will expose students to competition while they develop activity specific skills and basic knowledge of rules and strategies within the activity while developing an understanding of teamwork, commitment, goal setting and time management. At the freshmen level, team placement and playing time must be earned by the students' effort to develop their skills and support their team. The freshman, sophomore and junior varsity athletic experience aims to develop skills for students who show the greatest ability and commitment. The varsity programs prepare students to compete at the highest level possible. Squad placement and priority for playing time is placed on the skill level of each participant.

It is the goal of Douglas High School to strive for excellence in education and activities to prepare all students to meet the needs of an ever-changing world.

OBJECTIVES OF ACTIVITIES DEPARTMENT

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

HIGH SCHOOL ATHLETICS / ACTIVITIES

FALL

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

WINTER

Boys' Basketball
Girls' Basketball
Basketball Cheerleading
Debate
Drama – One Act Play
Boys' Wrestling
Girls' Wrestling

SPRING

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

YEAR ROUND African American Culture Club, Art Club, Band & Choir, E-Sports, German Club, Gender/Sexuality Alliance Club, Library/Book Club, National Honor Society, Robotics & Industrial Tech Club, PATS Club, PBIS Circle, Student Government, Student 2 Student Mentors, Yearbook

MIDDLE SCHOOL ATHLETICS & ACTIVITIES

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

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

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

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

Year Round: Band, Chorus, Newspaper, Yearbook, Robotics, E-Sports, Anime Club,
Student-to-Student, Student Council

New clubs may be approved as school clubs if they fall within the objectives and mission of the Douglas School District and if they are permitted by public and codified laws.

School approved clubs must have a school staff member as the advisor.

School approved clubs must submit a constitution stating the purpose and objectives of the club.

School approved clubs must be open to all students who wish to join and abide by the school and club rules.

School club activities must follow all school guidelines related to meeting, activities and fundraising. School clubs may not discriminate against anyone based on race, color, creed, ethnicity, gender, gender orientation or disability.

DOUGLAS HIGH SCHOOL COACHES/ADVISORS 2023-24	
Mike Clark	Activities Asst.
Josh Halaand	Activities Director
Chet Stewart	AFJROTC
Col Morrow	AFJROTC
Dave Horan	Art Club
Shannon Bonner	Art Scholarship Fund
Jennifer Larson	Band / Choir
Travis Miller	Boys' Basketball, Head
Kraig Blomme	Boys' Basketball, Asst.
Travis Ladwig	Boys' Basketball, Asst.
Jeff Wimp	Boys' Basketball, Asst.
LuAnn Stukerjurgan 1 yr	Competitive Cheer
Ashley Von Eye 1 yr	Comp. Cheer, Assistant
LuAnn Stukerjurgan 1 yr	Winter BB Cheer, Head
INACTIVE hired as needed	Winter BB Cheer, Assistant
Marlee Wieman 1 yr.	Cross Country, Asst.
Chris Wieman	Cross Country, Head
Brianna Marty	Head Dance Team
Livvy Bright 1 yr	Dance Asst.
Tony Mraz	Debate Head Coach
Amanda Awe 1 yr	Debate Assistant
Jesse Hamer	Drama Fall, Asst
Kevin Plooster	Drama Fall, Head
Anna Vaughn	Drama Fall, Asst
Jesse Hamer	One Act, Asst
Kevin Plooster	One Act, Head
Anna Vaughn	One Act, Asst
Jesse Hamer	Drama Spring, Asst.
Kevin Plooster	Drama Spring, Head
Anna Vaughn	Drama Spring, Asst.
<i>Cherrie Martenson</i>	<i>Environmental Club</i>
<i>Chris Wieman</i>	<i>INACTIVE</i>
Chris Wieman	Bible Group
John Tony Keen	Football Asst
Jeff Wimp	Football Asst
Randy Thibeau 1 yr	Football Asst
Jon Pierson	Football Asst
Dale Daugherty 1 yr	Football Asst
Will Velez	Football Head
Joelle Rose	Gender Sexuality Alliance
Arianna Grindle	Gender Sexuality Alliance
Elke Kuegle on leave	German Club
Mike Clark 1 yr	Girls' Basketball, Head
Brook Clark 1 yr	Girls' Basketball Asst.
Tony John Keen	Girls' Basketball Asst.

Tori Nielsen 1 yr	Girls' Basketball Asst.
Amy Rowe	Golf, Boys & Girls' Head
Jason Boeding	Industrial Tech/Robotics
Loretta Schmidt	Knowledge Bowl
Kim Cook	Library Book Club
Amy Rowe	National Honor Society
Not active	Native American Club
Oscar Maturano 1 yr	Girls' Soccer, Head
Andrea Murphy	Girls' Soccer, Vol Asst
Andrew Napier 1 yr	Boys' Soccer, Head
Cameron Wallace	Boys' Soccer, Head
Dawn Beltran	PATS/PBIS Circle/ Y2Y
Arianna Grindle	Student Council
Jesse Hamer	Student Council
Courtney Tribby	Track & Field Head
Will Velez	Track & Field Asst
Travis Miller 1 yr .5	Track & Field Asst
Mike Clark 1 yr	Track & Field Asst
Chris Wieman	Track & Field Asst
Kaitlin Heier .5	Track & Field,Asst
Mike Clark 1 yr	Volleyball Asst
Rachel Quimby	Volleyball Asst
Sarah Tucker 1 yr	Volleyball, Head
Rebekah Varilek	Volleyball, Asst
Jon Pierson 1 yr	Wrestling Asst.
Jeff Wilson 1 yr	Wrestling Asst
Dale Daugherty	Wrestling Boys', Head
OPEN	Wrestling Girls', Head
Tony Burns 1 yr	Yearbook
Tammy Misselt	Booster Club, Pres.

ACTIVITY DIRECTOR & ACTIVITY OFFICE ASSISTANT JOB DESCRIPTION

Please refer to DSD Human Resources Dept.

HEAD ACTIVITIES COACH OR ADVISOR JOB DESCRIPTION

QUALIFICATION:

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

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

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

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

GENERAL:

1. The success of activity programs has a strong influence on the community's image of DSD. Douglas strives for winning performances while promoting the objectives of education, good sportsmanship and positive mental health.
2. The head coaching position includes extended time, administrative responsibilities, providing for professional development and ensuring compliance with legal and district guidelines.

B. DUTIES AND RESPONSIBILITIES

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff.
2. Utilizes communication to keep all program staff informed.
3. Trains and informs staff; encourages professional growth according to district policy.
4. Delegates specific duties, supervises implementation, analyzes program effectiveness and evaluates all assistants.
5. Maintains student discipline, resolves grievances and works to increase morale and cooperation among all stakeholders.

6. Perform other duties that may be assigned by the Activities Director.

C. ADMINISTRATIVE DUTIES:

1. Assists the Activities director in coordinating plans for tournament and special events.
2. Coordinates facility use with maintenance and school staff.
3. Ensures required forms are submitted for participation, eligibility and awards.
4. Ensures maintenance, safety and security of equipment and facilities.
5. Advises the Activities Director and recommends policy, method or procedural changes.
6. Participates in the budgeting function with the Activities Director by submitting needs for the next season before January 30.
7. Is accountable for all equipment and submits annual inventory.

E. RESPONSIBILITIES TO STUDENTS:

1. Implements rules and appropriate regulations of the activity.
2. Gives consistent attention to a student participant's grades and conduct.
3. Plans, guides and supervises all practices, events and team travel for each participant, until released to their parent/guardian.
4. Conducts emergency training and safety drills with team participants.
5. Provides out of season opportunities, within SDHSAA guidelines, for participants to facilitate growth and development.
6. Adheres to district policies concerning injuries, medical attention and emergencies.
7. Trains and supervises student managers, assistants and statisticians.
8. Instills in each participant a respect for self, respect for others, and care for the property of others.
9. Ensures due process when the enforcement of discipline is necessary. Contacts parents when a student is repeatedly absent, quits, is ill or injured during the activity.
10. Assists participants in their college or advanced educational inquiries.
11. Schedules and presents a team recognition program at the end of the season.

G. PUBLIC RELATIONS & COMMUNICATION:

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

ASSISTANT ACTIVITIES COACH OR SUPERVISOR JOB DESCRIPTION

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

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

REPORTS TO: The Head Coach and Activities Director

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

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

B. DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Activities Policy approved by the Douglas Board of Education and is responsible for implementation by subordinates.
2. Has knowledge of SDHSAA and conference regulations; implements same consistently and interprets them for students.
3. Refers all requests and grievances to the designated administrative chain of command.
4. Attends all required public/staff/departmental meetings.
5. Maintains discipline and works to increase morale and cooperation within the school activities program.
6. All duties as assigned by the Head Coach and/or Activities Director.

C. ADMINISTRATIVE DUTIES:

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

D. RESPONSIBILITIES TO STUDENTS:

1. Presents and enforces rules of the activity with all participants.
2. Provides appropriate supervision and instruction during all practices, games and

- team travel.
- 3. Directs student managers and statisticians of respective teams.
- 4. Works with head coach to ensures due process when the enforcement of discipline is necessary.
- 6. Instills in each player a respect for self, respect for others and care for property.

F. PROGRAM RESPONSIBILITIES:

- 1. Assists the Head Coach in carrying out responsibilities.
- 2. Prepares announcements as directed by head coach.
- 3. Instructs team members regarding the rules and fundamentals of the activity as outlined by the Head Coach, District and/or SDHSAA.
- 4. Maintains a record of team statistics and requirements for lettering.
- 5. Works within the basic framework and philosophy of the Head Coach of that activity.
- 6. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
- 7. Is responsible for supervision, practice planning and team meetings.
- 8. Assists in the planning and implementation out-of-season training programs.
- 9. Supportive of all staff members and students. Ensures respect for all.
- 10. Strives to improve skills by participating in appropriate professional development.
- 11. Attends events of other school activities when possible.
- 12. Performs appropriate duties assigned by Head Coach and/or Activities Director.

VOLUNTEER ACTIVITIES COACH DESCRIPTION

A TITLE: Volunteer Activities Coach

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

REPORTS TO: Activities Director & Head Coach/Program Director

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

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

B DUTIES AND RESPONSIBILITIES:

1. Attend required meetings and meet all criteria pertaining to activities required of a coach employed by the District.
2. Contacts the Activities Director or Head Coach each week of involvement.
3. Assists coaching staff as directed and serves only when District staff are present.

ATHLETIC SCORETABLE WORKER JOB DESCRIPTION

A. QUALIFICATIONS:

1. Has an understanding of the rules of the sport assigned to time.
2. Has completed the training provided by the SDHSAA and Douglas Athletic staff.

B. REPORTS TO: Activities Director

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

C. DUTIES AND RESPONSIBILITIES:

1. Reports 30 minutes prior to the start of the contest.
2. Insures that the contest begins on time.
3. Works together to keep officials and coaches informed of pre-game, stats, half-time schedule and roster discrepancies.
4. Informs each team at least three minutes prior to the start of the second half.

ACTIVITIES BUS CHAPERONE JOB DESCRIPTION

A. TITLE: Bus Chaperone

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

REPORTS TO: Activities Director

JOB GOAL: Ensure safety and appropriate behavior while traveling to and from event.

B. DUTIES AND RESPONSIBILITIES:

1. Secures in advance from Director of Activities:
 - a. Time and location for bus departure and destinations.
 - b. List of students who will be passengers.
2. Arrives 15 minutes prior to departure time.
3. Checks attendance before all departures. Reports bus attendance to front office.
4. Seated at the rear or middle of the bus to allow for visible sightline of all participants.
5. Requires all students to be seated during the time bus is in motion and requires silence when bus stops for railroad crossings.
6. Remains in a highly visible location during event to monitor student behavior.
7. Enforces and upholds all school rules of discipline.
8. Checks attendance before allowing bus to depart for return trip.
9. Reports any serious problem or difficulty to the administration as soon as possible.
10. Student passengers may only be signed out by adults on their Approved Pick Up list with a written note from their parent/guardian.

SCHOOL BUSINESS LEAVE REQUESTS

- A. Coaches must submit a School Business Leave Request online when traveling for school-sponsored events, professional meetings or professional development.
- B. Coaches must submit a Substitute Request online if their classes need to be covered for any leave.
- C. Registration fees and travel expenses may be available from the general fund budget of that specific activity when the information and invoices are submitted three weeks in advance.
- D. When students are traveling, team travel arrangements, lodging and meal money will be arranged by the Activities Office. Overnight and out-of-state travel must receive Board approval. Trip Lists will be supplied by the coach to the Activities Office.
- E. Transportation, lodging and meal money for meetings and professional development for staff only will be arranged and submitted by the coach.

STATE COMPETITION TRAVEL

- A. Participation at the State level is one of the goals of our activities program. Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level. The District will provide a per diem allowance for transportation, food and lodging for official District personnel travel when the High School Team qualifies.
- B. Official Travel to State Events
 - 1. Varsity coaches may request SBL and transportation for state events when their team does not qualify.
 - 2. Individuals that qualify for state competition or members of the qualifying tournament squad.
 - 3. Student managers who have served the varsity team throughout the season.
 - 4. Varsity Cheerleaders for football, boys' or girls' basketball teams.
 - 5. Activities Director or designated administrator
- C. Unofficial State/National Tournament Travel

Douglas High School student fans are considered unofficial personnel, but may receive School Exemption to attend SDHSAA state tournaments when Douglas teams are participating. Students fans must submit written parent permission to the Activities Office and Attendance Office before missing or be counted truant. Parent permission will be verified by the Activities or Attendance Office by telephone or in person with the student's parent or guardian. Student fans are responsible for all expenses they incur while traveling and attending activities and state events.

PROFESSIONAL DEVELOPMENT / COACHING CLINICS

- A. Coaches are encouraged to attend local coaching clinics and other professional growth opportunities. With prior approval, head coaches may receive reimbursement for lodging and meals allowed by the District per diem policy to attend approved coaching clinics. A school vehicle may be requested.
- B. Each coach (or advisor) would be eligible to receive funding to attend an out-of-state coaching conference once every four years.
- C. Head coaches may request to be reimbursed for lodging and meals as allowed by the district per diem policy when their presence to attend coaches meetings, all-state selection meetings or professional committee meetings of which they are a member.
- D. Approval of all travel and funding is dependent on funds available in Activity Department budget with Board approval.

EVALUATIONS

- A. Evaluation of activities staff
A comprehensive evaluation of coaching staff will be conducted to assess if program goals are being met and how to improve the effectiveness of the activity program. Coaching staff evaluations will include:
 - 1. A review of the coach's job description
 - 2. Objectives for the program
 - 3. Administrative observations and in-season assessment
 - 4. Annual written end-of-season evaluation
 - 5. A written statement of rebuttal by the coach (optional)
 - 6. Participant surveys (optional)
- B. Purpose of staff performance evaluations
 - 1. To identify, recognize and praise quality coaching and instruction
 - 2. To make an objective assessment of the program's effectiveness
 - 3. To identify and improve areas that interfere with a coach's overall contribution to student success
- C. Activity Staff evaluation procedures
 - 1. The Activities Director will conduct evaluations of Assistant Coaches with input from the Head Coach.
 - 2. The Activities Director will conduct evaluations of Head Coaches, Advisors and the Activities Office assistant.
 - 3. The Activities Director will be responsible for the contract recommendation for each activities staff member.
 - 4. The Activities Director will conference with each staff member to review the written evaluation and recommendation.
 - 5. Staff members may write a rebuttal to the evaluation and submit supporting materials from team participants, parents and colleagues.

PARTICIPATION SIGN UP

All participation forms must be turned in to the Activities Office before a student may participate in practice, rehearsal or contest.

- A. The head coach of each sport has the responsibility to verify athletes have current permission forms, contact information on file in the Activities Office.

- B. Annual forms to participate include:
 - 1. Annual physical exam given by a physician, chiropractor, D.O., P.A. or certified nurse practitioner (athletics)
 - 2. SDHSAA Health History Form (athletics)
 - 3. Annual HIPAA Form (athletics)
 - 4. Annual Concussion Fact Sheets for Parents and Students (athletics)
 - 5. SDHSAA Consent for Participation Form (all activities)
 - 6. SDHSAA Consent for Medical Treatment Form (all activities)
 - 7. Personal Contact & Insurance Information
 - 8. Activities Code of Conduct

DOUGLAS HIGH SCHOOL ELIGIBILITY RULES

- 1. All extra-curricular participants must adhere to the SDHSAA eligibility rules and Douglas School District rules set forth in Board Policy and the Activities Handbook.
- 2. All participants must be currently enrolled and attending at least 4 classes in DSD or in a homeschool within the Douglas School District boundaries.
- 3. After entering 9th grade for the first time, activity participants must pass a minimum of 2 credits per semester to be eligible for the next semester.
- 4. All participants must adhere to all laws and activity rules prohibiting the use, possession or distribution of tobacco and non-nicotine vaping products and devices, 365 days per year, regardless of location. (30 day suspension or 2 contests)
- 5. All participants must adhere to all laws and district rules prohibiting the use, possession or distribution of all alcohol products 365 days per year, regardless of location. (30 day suspension or 2 contests)
- 6. All participants must adhere to all laws and district rules prohibiting the use, possession or distribution of all marijuana and illegal substances and drug paraphernalia 365 days per year, regardless of location. (1 year or 30 day suspension)
- 7. All participants must refrain from any act, expression or speech that may be considered disrespectful, demeaning, vulgar, threatening, harassing, or intimidating.
- 8. Participants may not take part in any activity that may constitute hazing.
- 9. All DHS Eligibility rules apply to student conduct, at all times throughout the calendar year and in all places once a student has signed up for participation in a Douglas High School extra-curricular activity.

SDHSAA ELIGIBILITY REQUIREMENTS

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

YOU ARE ELIGIBLE IF:

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

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

PRE-SEASON MEETING

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

CAST / SQUAD SELECTION

A. Personnel selection and assignment

1. Coaches' Responsibility

- a. Choosing the members of activity squads is the sole responsibility of the head coach.
- b. Team reduction will be utilized when it is not possible to maintain a positive practice and competitive atmosphere due to a large number or skill level of participants.
- c. Prior to try outs, the coach shall provide the following information to all candidates for the team:
 - (1) extent of try-out period (a minimum of five practices)
 - (2) skill criteria used to select the team
 - (3) number of individuals to be selected
 - (4) schedule and time commitment required of selected team members

2. Procedure for Cutting Students from a Team

- a. When a squad cut becomes a necessity, each student shall be informed of the cut and the reason by the coach in a confidential meeting with the head coach and Activities Director.
- b. In the event the student appeals the cut, they may be granted one additional try-out and they may receive due process beginning with a meeting with the coach and Activities Director.

B. Moving middle school athletes up to high school squads.

1. Requests by a head coach to move middle school athletes to a high school squad should be directed to the high school and middle school activities directors.
2. The activities directors, middle school coach and high school coach will meet to discuss the impact of moving a student-athlete up.
 - a. Skill level of the student-athlete
 - b. Social and emotional maturity of the student-athlete.
 - c. Impact on the middle school team.
 - d. Impact on the high school team.
3. The head coach will have the authority to decide if the student-athlete should move up.
4. The coach or activities director will contact the student's parents to confer about the goals, expectations, team rules and to gain permission of the parents.

UNDUE INFLUENCE FOR PARTICIPATION

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

STUDENT / PARENT / COACH COMMUNICATION

- A. Students are responsible for keeping parents/guardians and coaches informed of concerns and potential conflicts. *[Coach provides communication & organizational training.]*
1. Academic and activity schedules in writing and on group apps
 2. Academic responsibility and grades
 3. Ask questions for clarity and planning
 4. Report injuries, illness and all unsafe situations
- B. Communication from coach to parent *[Coach recognizes parental contribution.]*
1. Philosophy of the coach
 2. Expectations the coach has for your student as well as all the players on the squad
 3. Schedules of all practices, events, travel and contests
 4. Coach's contact information / Team App sign up information
 5. Financial requirements: equipment, apparel, travel, etc.
 6. Procedures for injuries incurred during participation
 7. How squad selection, position assignments and playing time will be determined
- B. Communication from parents to coach. *[Coach listens to understand.]*
1. Concerns and questions expressed directly to the coach
 2. Timely notification of any schedule conflicts & student absences
 3. Specific questions with regard to a coach's philosophy and/or expectations.
 4. Every effort should be made to discuss and resolve concerns at the primary level, between the coach and student or between the coach and parent.
 5. Notify the Activities Director if the primary level resolution was not effective. The Activities Director will then meet with the coach, student and/or parent. If the concern is still unresolved, the student or parent will be provided with a Complaint Form IG-E and the Activities Director will invite the student or parent to visit with the building principal.
 6. Unresolved complaints will be forwarded to the Superintendent after meeting with the principal.
 7. If a satisfactory resolution is not found in meeting with the Superintendent, the complaint will be forwarded to the Board of Education upon the request of the complainant.

ACCIDENT / INJURY REPORT PROCEDURES

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

- B. Return to participation
 1. Athletes that have been held out of participation because of illness or injury, and were under the treatment of the trainer or physician, must have a written statement allowing return to competition.
 2. Students with a suspected concussion will be assessed by the ATC or appropriate medical personnel before resuming participation. Medical personnel and post ImPact testing will be used to determine when a concussed athlete may begin RTP protocol under the guidance of the ATC in compliance with SDHSAA requirements.

ROSTERS AND EVENT PROGRAMS

- A. Coaches are responsible for submitting updated team rosters to the Activities Director weekly.

- B. Coaches are responsible for entering and updating correct roster information on the SDHSAA/Bound website for their activity.

- C. The Activities Office staff will create and provide event programs.

RECORDING AND LIVESTREAMING EVENTS

- A. Coaches are encouraged to utilize technology to enhance the learning experience of the participants, including but not limited to video recordings, audio recordings, and on-line tools for teaching skills.
 1. Requests for technology hardware and software should be made through the activities office.
 2. All film exchanges must comply with Black Hills Conference rules.
 3. The Activities Office will arrange for home events to be live streamed as allowed by SDHSAA policy and copyright laws. (YouTube live>Douglas Patriots and Facebook >Douglas Patriots.)

- B. Technology equipment for streaming/recording will be checked out to activity coaches on request and returned at the end of each year for maintenance.

ACTIVITY PRACTICES

- A. Practice schedules will be created by the varsity head coaches and Middle School head coaches with the approval of the Activities Director and Middle School Activities Director in accordance with SDHSAA and District rules.
- B. Wednesday practices during the school year must conclude by 6:00 pm. Student participants may be excused from practice on Wednesdays by their parent for religious activities.
- C. Practices shall not occur during class time or on religious holidays or during moratoriums set by the District or SDHSAA.
- D. Sunday practices may only be held with the permission of the Superintendent when a varsity contest is scheduled on the concurrent Monday. Such Sunday practice may not be mandatory for participants.
- E. Early Dismissal of School
 1. In the event there is a scheduled early dismissal of school, practices may be held immediately after school with the approval of the Principal.
 2. Emergency weather conditions may result in an early dismissal or school closing. Varsity level teams must receive the Superintendent's permission to practice and permitted practices may not be mandatory.
 3. In the case of inclement weather conditions or emergency, all practices may be changed or cancelled by administration or coaching staff.
- F. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with educational activities.
- G. Practice plans shall be written, and must follow SDHSAA rules for heat and contact limitations. Practice sessions should not exceed 2-1/2 hours.
- H. In activities where it is necessary to schedule late practices due to a lack of facilities, the last practice session must be concluded by 8:00 p.m.
- I. Participation in extra-curricular practices require:
 1. Be enrolled in Douglas School District
 2. All eligibility requirements have been satisfied
 3. Student participant must have been in attendance in at least ½ of their academic classes that day to attend a practice or contest.
- J. When practices are held in the gymnasium prior to an athletic contest, the practice session must be completed 1 hour prior to scheduled event time of a varsity contest or 30 minutes prior to a sub-varsity contest.

OUT OF SEASON TRAINING

- A. Coaches and advisors are expected to provide and encourage out-of-season training opportunities within the guidelines of the SDHSAA and approved by DSD.
- B. Students are strongly encouraged to participate in multiple sports and activities.
- C. Student-athletes are strongly encouraged to commit to the DSD-approved after school and summer training program.
- D. Coaches and advisors will provide camp experiences for elementary and middle school students.
- E. All summer training programs at DSD will be directed/monitored by DSD Activity Staff.
 - 1. Summer leagues and team camps may be limited to students with a certain skill level or those who have committed the most time to conditioning and training.
 - 2. Summer training, camps and conditioning is open to DSD students in grades 7-12 and may have fees that are the responsibility of the student.
- F. Open gyms during the school year will be encouraged for out-of-season athletes with the purpose of developing skill while following all SDHSAA rules.
 - 1. Head coaches must be aware of open gym event.
 - 2. Open gyms must be supervised by an approved adult with current first aid training.
 - 3. All open gym activities must be open to all Douglas secondary students who demonstrate commitment through purposeful activity, regardless of their skill level.
 - 4. Open gym time requires an approved Building Use Request.
 - 5. Facility keys will only be issued to DHS staff for the purpose of providing open gyms.

SCHEDULING OF EVENTS

- A. Responsibility for Scheduling
1. The Activities Director is responsible for scheduling activities and interscholastic athletic contests for each team in collaboration with each head coach regarding:
 - a. Academic attendance
 - b. Travel distance and financial burden
 - c. Competitive level of opponents
 - d. Home and away balance
- B. Contest Limitations (State Association Regulations)
1. The number of varsity contests to be scheduled is based on the state association limits for the respective sports. Some lower level team limits may be reduced by school regulations for the respective sports. The Activities Director reserves the right to limit the number of contests in time of a financial crisis.
 - a.

<u>Sport</u>	<u>Varsity</u>	<u>Reserve</u>	<u>Freshman</u>	<u>Middle School</u>
Basketball	20	20	20	18
Cross Country	No limit			
Football	9	9	9	8
Track	16	16	16	12
Soccer	12	12		
Volleyball	20(16+4)	20(16+4)	20(16+4)	
Wrestling	15 weigh ins	15	15	14 (7+7)
Golf	No Limit			
Comp. Cheer/Dance	10 max. 2 minimum			
 - b. Other activities limitation will be determined by the Activities Director with input from the coaches involved in that activity.
- C. League commitments/conference schedules will receive priority.
- D. It will be the policy of the Activities Office to host dual and tournament events whenever possible. The reasons are:
1. Promote the activity
 2. Bring large numbers of teams and spectators into our school
 3. Expose athletes to extensive competition while reducing travel
- E. Interscholastic scrimmages shall not be scheduled for any teams per SDHSAA policy.
- F. Postponing Contests
1. If a game must be postponed due to weather or any other factor of an emergency nature, the following practices should be followed:
 - a. The Activities Director will confer with the administration, opponents, coaches and transportation director.
 - b. Factors considered in the decision are:
 1. Safety of the participants, fans, officials and workers.
 2. Field or facility conditions

- c. The Executive Leadership Team will make the final determination regarding cancellations. The Activities Director will re-schedule the contest if possible.
- d. The Activities Office will notify the following when activity events are changed
 - 1. District Communications Director
 - 2. Coaches
 - 3. Opponents
 - 4. Officials, custodians, event workers or Transportation
 - 5. Personnel Office if substitutes are scheduled
 - 6. SDHSAA when applicable
- e. When possible, the decision to postpone an event will be made in a timely manner to allow both schools to cancel transportation, substitutes and event workers.

RELEASE FROM CLASS FOR SCHOOL ACTIVITIES

- A. All activities should be scheduled so that students miss a minimum number of classes.
- B. Trip lists and time of dismissal 15 minutes prior to bus departure are to be submitted to the Activities Director. The Activities Director will disseminate trip lists to the DHS staff and attendance personnel. (Football may be dismissed 30 minutes prior to departure.)
- C. It is the responsibility of the student to see their teachers the day before class if they are to miss because of an activity contest. All work shall be submitted BEFORE the trip or per each teacher's class policy.
- D. Absences for school-sanctioned activities are marked Exempt and will not count against a student's attendance record.
- E. Team and club meetings and fundraising events are not Exempt and must take place outside of instructional time.

ACTIVITY PARTICIPANTS REPORTING TO SCHOOL LATE

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

AWARDS CEREMONIES

- A. Booster Club Annual Activities Awards Program
 - 1. The Activities Director shall be responsible for coordinating with DSD Booster Club to schedule the Annual Activity Awards Program.
 - 2. The Activities Director will provide the printed program.
 - 3. The Activities Director will collaborate with the coaching staff to select the annual Awards and order appropriate plaques for Colvin, Stearn and Fine Arts recipients.
 - a. RC Officials' Outstanding High School Male and Female Athlete
 - b. Bernard Colvin Memorial Award for Male and Female Athlete
 - c. Betty Stearn Memorial Award for Managers
 - d. Fine Arts Students of the Year for Debate, Drama and Music

- B. Team Awards End of Season Program
 - 1. The Head Coach of each activity is responsible to schedule and organize their end of season celebration
 - 2. Letters, certificates and specials awards should be requested from the Activities Office 10 days in advance.
 - a. Honor seniors, participants, managers, coaches and parents.
 - b. Give a positive season review.
 - c. Note individual and team accomplishments.

AWARDING OF LETTERS

- A. Awards will be made to qualifying students in extra-curricular competitive activities.

- B. All letters shall be based on achievement at the varsity level. Specific requirements for each activity shall be determined by the coach after consultation with the Activities Director and provided to participants and parents at the beginning of the season.

- C. The first time an individual earns a varsity letter at the senior high level, they will receive the standard chenille letter and a pin denoting their activity. All subsequent letters will be noted by an activity pin or gold bar for multiple letters in one activity.

- D. No awards will be made to participants who are not scholastically eligible at the conclusion of the particular season.

- E. The coach will submit a list of students who completed the season, denoting those who also earned a varsity letter to the Activities Office.

- F. When a participant accepts their letter they agree:
 - 1. To accept all the responsibilities that go along with the letter.
 - 2. To continue to be active in the activities program.

- H. Non-school club sport organizations may submit a Club Sport Agreement request to receive a varsity letter for Douglas students who participate on their teams.

SCHOOL & SEASON RECORDS

- A. Each coach will submit names for individual and team records and season results to the Activities Office within two weeks of the end of their season.
- B. A list of all new school record holders must also be submitted to the Activities Office.

STATE TOURNAMENT RECOGNITION

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

ALL STATE / ACADEMIC ALL STATE RECOGNITION

- A. All state, region, district and regular season tournament trophies earned will be displayed in the trophy case near the entrance of the gymnasium.
- B. All past Black Hills Conference trophies and BHC traveling trophies will be displayed in the trophy case located near the entrance to the gymnasium.
- C. Gymnasium banners will note the years of BHC team champions, State team runner-ups and State team champions.
- D. Douglas High School student athletes receiving All State or Academic All State recognition are eligible to have their digital picture and accomplishments displayed in the trophy/display case.

COLLEGE RECRUITING / SIGNING CEREMONIES

- A. Whenever possible it is expected that college personnel will contact school staff prior to their visit and determine the best time and day for said visit.
- B. Coaches are expected to assist students in planning for college/career by:
 - 1. Writing appropriate letters of recommendation
 - 2. Assisting the student in registering with the NCAA / NAIA.
 - 3. Contacting college coaches when a student's athletic and academic skills indicate probable success at the collegiate level
- C. Appointments with college recruiters during the school day must follow these guidelines:
 - 1. Students may accept or decline each opportunity to visit with college representatives.
 - 2. With permission from the Principal's office, the counseling office or coach may arrange a room for the recruiter to use for the school visit.
 - 3. College contacts with individuals for the purpose of activity recruiting, may be arranged outside the school day to allow parents to be present.
 - 4. The staff member contacted by a recruiter should be sure the recruiter has been granted clearance by either the principal's or counselor's office before agreeing to a conference, or before allowing the recruiter to contact students.
- D. Signing ceremonies will be scheduled and organized by the Activities Director.
 - 1. Dates may be designated for each month in the spring to honor student participants who have made a commitment to a college to continue their fine arts or athletic career and those who have made a commitment to a branch of the military.
 - 2. The Activities Director will announce the signing dates in school and to the District Communications Director.
 - 3. The Activities Director will organize and MC the ceremony providing for student speeches, coaches' speeches, photo opportunities with family, livestreaming and pictures.
 - 4. The Activities Director will forward appropriate write up and pictures to the Communications Director.

PARENTS' & SENIOR RECOGNITION

- A. The activities office in conjunction with the head coach, will schedule Parents' Night / Senior Night for all activities.
- B. Parents' Night events will consist of senior participants and their parents being introduced at a designated time before, during or after an event.
- C. Gifts for Parents or Seniors must be organized and paid for by the coaches and/or participants.

ACTIVITY PICTURES

- A. The District will seek bids, select and contract a photographer for the purpose of taking activity pictures. The contract will be exclusive and be valid for two years.
- B. Each Head Coach will confer with the Activities Director to schedule a picture day early in the season.
- C. Each Head Coach will distribute picture packets to all participants one week before the scheduled picture day.
- D. The contracted photographer may provide senior picture banners for display during each season. Banners may be purchased by the student at the end of each season.

EQUIPMENT

- A. Issuing of Activity Equipment
 1. Each head coach is directly responsible for the care and control of all equipment used in their program.
 2. An Inventory List and Equipment Check Out/Check In sheet is to be maintained by the coach and turned in to the Activities office at the end of each season.
 3. The coach issuing equipment must have the knowledge to insure properly fitted equipment.

- B. Use of Activities Equipment
 1. Activities Department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
 2. Coaches shall inspect equipment daily during the season, reporting all issues to the Activities Director.
 3. Activities equipment of the school district may be loaned to outside groups with an approved Equipment Temporary Loan Request submitted to the Activities Director.
 4. All participants receiving equipment will be responsible for the equipment issued. If the equipment is lost, stolen or has had abnormal usage, the participant will be charged accordingly.
 5. Participants are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue.
 6. Coaches are encouraged to use the DHS laundry facility for uniforms and practice apparel.

- C. Collection of Activities Equipment & Uniforms
 1. Coaches are responsible for collecting all equipment that is dispersed.
 2. Coaches will submit lists of student fees for equipment not turned in to the Activities Office.
 3. Coaches will submit requisitions for needed equipment at the end of each season.
 4. Coaches will submit surplus lists of equipment prepared for sale or disposal.
 5. Technology equipment must be turned in to the Activities Office or IT each summer for maintenance.

FACILITIES

- A. Building Use Requests may be submitted online or in writing to each building's front office. Priority is given to the following groups in order of importance:
1. Activity sponsored by that building
 2. DSD in-season activity from other buildings
 3. DSD out-of-season activity
 4. Out-of-district activity – requires Building and Grounds approval
- B. Safety / Security
1. It is the coach's responsibility to be present at the time that the participants are to report for practice, games, meets, home or away, and stay until the last participant has left.
 2. Coaches shall inspect facilities daily during the season, reporting all issues to the Activities Director.
 3. Coaches shall ensure that locker rooms and practice areas are clear, lights off, all doors are locked, equipment is secured, the area is left as neat as possible when leaving practice.
- C. Control of Keys
1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Principal's secretary. Coaches may retain keys if permission has been granted for summer use of facilities.
 2. Coaches are not to give students their keys, with the exception of student managers during practice sessions.
 3. If keys are lost, the coach should report immediately to the Activities Director or Principal's secretary.
 4. Coaches will be given access codes to disarm and arm the security system.
- D. Equipment Rooms are to be kept orderly and locked at all times.
1. Upstairs storage above gymnasiums: football, volleyball, cheer, soccer, wrestling, basketball, track & field
 2. Hallway storeroom between gyms: golf
 3. Whitehead storeroom: dance, PE, ball storage for in-season
 4. Cafeteria storeroom: cheer mats, yearbook, Activities Office equipment & supplies
 5. Activities Office storeroom: Booster Club supplies, ATC supplies, electronics, wrestling scales and tape
 6. Stadium west end: football
 7. Stadium east end & Boser shed: track & field
- E. Training Room
1. The training room is staffed by a certified Athletic Trainer(ATC) provided by the Black Hills Surgical Hospital. The trainer is hired, paid and scheduled by the BSHS and there is no charge to Douglas School District for ATC services at practices and home events.
 2. Athletes may only be in the training room while they are receiving treatment by the trainer or a coach.

3. All use of the medical or rehabilitation equipment and training room must be by authorized and qualified personnel of the school district.
4. Training room supplies will be kept in the Activities Office. Coaches are responsible for having their team's medical kit available and prepared for all practices and contests.

F. Weight Room General Rules

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

PROCEDURES FOR HIRING OFFICIALS

- A. State Registration Requirements
 - 1. The South Dakota State Activities Association requires that all varsity contests between member schools shall use officials who are licensed and approved by their office.
 - a. The Official Assignor chosen by the Conference Athletic Directors will select and contract officials for all varsity contests in basketball, football, soccer, volleyball and wrestling.
 - b. The Activities Director may contract with an assignor or contact officials directly for cross country, cheer, dance, track and all sub-varsity contests listed in 1a.
 - b. When the contest begins, each school waives all of its rights to object to the selected officials.

- B. Securing Officials
 - 1. The Activities Office will contact each official prior to the contest to verify date, time and location of the event.
 - 2. The Activities Office will submit signed vouchers and requisitions to pay each official immediately after the event.

- C. Officials Rating Procedures
 - 1. The coach may provide input in the selection of future officials by evaluating the officials after each contest via the Bound website.
 - 2. Coaches may vote for officials to be used in State-sponsored tournaments via the SDHSAA.
 - 3. Report to the Activities Director any matters concerning officiating that merit immediate attention.

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

OFFICIALS / ACTIVITY WORKER STIPENDS

A. Officials

<u>Sport (No. of Officials)</u>	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Freshmen</u>	<u>Middle School</u>
Football (5)	\$125.00	\$70.00	\$70.00	\$45.00
Basketball (3)	\$85.00	\$65.00	\$65.00	\$40.00
Volleyball (2)	\$150.00(V&JV&9) \$40 per V game Tournament		\$80.00(2 games) \$30 per sub-varsity Tournament	\$40.00
Wrestling (1)	\$85.00 Varsity	\$125 (V&JV)	\$110-200.00 Tourney	\$85.00
Cross Country (1)	\$150.00 HS & MS Races		Timing System: \$300.00	
Track (3)	\$150.00-200.00 Invitational		Timing System: \$400.00	
Soccer (3)	\$90 center / 70 line / 70 line Varsity		\$65/\$45/\$45 JV	
Cheer/Dance (5-6)	\$135-\$150 Invitational			

B. Activity Workers

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

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

EVENT SUPERVISION

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

A. Before the Contest

1. Work with custodial staff to prepare competition area, locker rooms and entry areas.
2. Confirm concession stands staff have arrived.
3. Designate specific seating areas for bands, officials, cheerleaders, fans with disabilities, student and adult fans.
4. Meet and brief police/security workers.
5. Greet officials and escort to officials' room.
6. Provide announcer with written announcements and pre-game protocol.

B. During the Contest

1. Ensure all safety protocols are being followed, including emergency weather procedures and violent intruder procedures.
 - a. Tornado Warning: Immediately seek shelter in a bathroom, lockerroom or interior hallway away from doors and windows. Avoid gymnasiums and areas with expansive roof top.
 - b. Lightning (per SDHSAA): Move teams, officials and spectators indoors to shelter in a vehicle or permanent structure away from open doors and windows. Stay sheltered until lightning has moved out of the immediate 10 mile radius for at least 30 minutes.
 - c. Hail/High Wind: Seek shelter in a permanent structure or vehicle away from doors and windows.
 - d. Ice/snow emergency: Decide whether the event should continue or cancel event to ensure safe travel of teams and spectators. Ensure clear and safe sidewalks and parking lot.
2. Provide for adequate supervision of students.
3. Monitor and provide supervision for all event staff, coaches, and fans.
4. Perform periodic checks with ticket booth, concessions and restrooms.
5. Provide for officials' beverages as needed.

C. After the Contest

1. Supervise the orderly and safe exit of teams, officials and spectators.
2. To facilitate orderly movement of traffic lines, provide directive supervision for cars leaving the parking area. (local police may help)
3. Provide for escort of officials to their vehicles.

D. Head coaches are responsible for squad members, including managers, during and after events.

E. Cheerleaders must be supervised by cheer coaches.

F. When necessary, coaches or other school staff members may be designated for supervision/administration at away events.

PURCHASING

- A. All purchasing of equipment and supplies must be done through the Activities Director and must be within the approved budget. Listed below are guidelines for the purchasing of equipment and supplies:
1. The requesting coach must submit to the Activities Director a requisition form listing the desired purchases and specifications from the desired vendor.
 2. The Activities Director will determine which supplier will receive the order based on budget, price, quality of past service and delivery time.
 3. The Activities Director's office will submit a purchase order to the Business Office for Board approval.
 4. The Activities Office will inventory all orders before the coach receives the merchandise.
 5. The coach will notify the Activities Director if the order is defective or incomplete.
 6. Persons who purchase equipment/supplies without a purchase order may be denied reimbursement.
- B. Capital outlay requests are budget items that are permanent (long term) and exceed \$1000. Capital outlay requests must be approved by the Activities Director and submitted to the Business Manager for Board approval.
1. Requests must be submitted mid January for purchase in July.
 2. Teams are scheduled to receive new uniforms every five years and when Capital Outlay funds are available.
- C. Purchases from fundraising accounts must be submitted to the Activities Office prior to ordering via a requisition.
1. Fiduciary purchases must be pre-approved by the club officers, noted in the club minutes or on the Club Form.
 2. Fiduciary purchases are NOT tax exempt. All state and local taxes will be applied to purchases.

TICKET SALES / GATE REVENUES

A. Ticket Sale Policy

1. The ticket admission price for regular season home athletic contests will be approved by the local Board of Education.

2. Admission prices:

All varsity level athletics:	Adults	\$5.00
	Students	\$3.00
Senior Citizens		No Charge
Freshmen-JV athletics only:		No Charge
Middle School:		No Charge

3. Activity Passes

a. District passes are issued free to all Douglas students, patrons and employees for all regular season home athletic events.

b. District passes or discount tickets are not accepted at SDHSAA sub-state contests, BHC championship events or events ran by other schools at Douglas District facilities.

4. Other passes accepted at activity events include senior citizen cards/passes, media/press passes, and BHC passes, SDHSCA passes, AA Passes.

B. Gate Receipts from DSD varsity athletic contests

1. A Co-Curricular Ticket Tally Form and a receipt for General Fund will be completed for each event when tickets are sold.

2. Gate receipts will be secured in the school safe until at the DSD Business Office.

FUNDRAISING for CLUBS / TEAMS

- A. Fundraising money collected through District events, clubs and activities must be submitted to the Business Office weekly and deposited into the proper accounts.
- B. Policy and Procedure
 1. Teams/clubs must submit a Request for Fundraising Form and receive approval from the Activities Office and Executive Admin team before seeking donations.
 2. External vendors will not be given permission to contact/sell/solicit donations from community members or local businesses on our behalf.
 3. Sales and donations may be solicited from individuals known to the student or student's parents with an approved Request for Fundraising.
 4. The club participants are fully responsible for delivery of items in a timely manner.
 5. Fundraiser donations are not tax deductible.
- c. Fundraising Participants
 1. The student club officers for each activity account must approve any fundraising activities and expenditures. Approval must be noted in the group's official minutes and Fundraising Form that are turned in to the Activities Office.
 2. Students must be made aware of their personal liability should they lose their fundraising items or money.
- C. Coaches/Advisors Responsibility
 1. Coaches/advisors involved with the fundraiser are responsible for the overall planning of the fundraising project.
 2. Coach/advisor will be held accountable for proper receipting, deposits, delivery of items and refunds. Each coach must maintain a receipt book and account ledger of expenses.

DANCES / SPECIAL EVENTS / PEP RALLIES

- A. DSD Clubs that sponsor special events must submit Building Request Forms and be approved by Administration at least two weeks in advance.
- B. All entertainment must be approved by the Activities Office and provide necessary documentation of insurance or copyright permissions required.
- C. Guests at Douglas High School dances must be enrolled in high school or older and complete a Dance Guest Permission form at least three days prior to the dance.
- D. Behavior, entertainment and apparel at dances and special events must be appropriate for that event and meet the standards of the Douglas School District.
- E. All dances and special events must have adequate security and supervision approved by the Activities Director.
- F. Expenses and revenues of special events are the responsibility of the host club.

CONCESSION STAND GUIDELINES

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

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

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

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

PUBLICITY / MEDIA

A. Communications Director

1. The Communications Director is responsible for promotions and media releases that originate from and for the Activities Department.

B. Activities Director

1. Staff will submit information to the Activities Director. The AD will review and submit appropriate information to the Communications Director as needed.
2. Publish and distribute interscholastic schedules prior to the start of each season
3. Maintain DHS Activities webpage and Activities web calendar.
4. Maintain working relations with media
5. Attend monthly Booster Club Meetings
6. The Activities Director will facilitate online viewing of all home events when possible.

C. Coaches' / Advisors' Responsibilities

1. Report results and statistics immediately following contests to the local news outlets and SDHSAA/Bound website.
2. Arrange for student media interview sessions when requested and provide guidance prior to interviews.
3. Develop informational flyers for clinics, camps, open gym sessions and conditioning.
4. Report individual and team accomplishments and records to Activities Director

D. Media Contact Information

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

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

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

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

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

AP Scores 1-800-300-8340

Native Sun News Ron Circle Bear sales6@nsweekly.com

Pioneer Press jason@bhpioneer.com

MEDIA BROADCASTING

A. Broadcasts of Events

1. Varsity-level activities and special events will be live streamed by DSD when appropriate via YouTube, Facebook or other approved media.
2. All applications by radio and television media for permission to broadcast, televise, or otherwise transmit athletic events to the public, shall be referred to the Activities Director for prior approval, and shall be in accordance with the policies, rules, and/or regulations already approved, or to be subsequently approved by the Board of Education and the SDHSAA.

TRAVEL / TRANSPORTATION

The Douglas School District shall provide transportation for all activity staff and students in authorized school vehicles when the contest has been scheduled outside of DSD.

A. Approved Modes of Transportation:

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

B. Procedures for Transportation Procurement

1. The Activities Director shall be responsible for making transportation requests for all groups or teams.
2. The coaching staff shall submit to the Activities Director and team, prior to the start of the season, a schedule listing the desired departure time and estimated return time for all away contests.
3. The coach should check each week on departure time for these groups or teams. Any changes in the departure time or circumstances of the trip are to be made through the office of the Activities Director.
4. In the event of a cancellation due to weather, the Activities Director shall call the Transportation Director to notify the driver and make arrangements for rescheduling.

C. Transportation Delays, Accidents, and Breakdowns

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

D. Bus Procedures

1. The coach shall keep a Trip List of all passengers and leave a copy with the school.
2. A coach or approved school chaperone must be present on each bus.
3. A first aid kit must accompany all athletic trips and contain the "Emergency Medical Forms" for each athlete.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is responsible for providing safe transportation.
5. All participants should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Participants who miss the bus and arrive at the contest later must have turned in a Travel Release Form to the coach.
7. No food or drink is permitted on the bus unless the driver has given prior approval. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
8. All students are expected to dress in school-appropriate clothes on activity trips.
9. All participants are expected to conduct themselves in a manner appropriate for school at all times on activity trips.
10. Coaches should position themselves in the bus to monitor all students.
11. Males and females must be segregated on the bus and in the vans.
12. Only approved personnel may ride on school transportation. No spectators or family members are permitted without Activities Director's permission (as per state code Title 24-24:06 Pupil Transportation 24:06:06:15).
13. Spikes or cleats may not be worn inside school transportation.
14. Music or videos, if permitted, must be school appropriate.
15. The emergency door shall only be used in case of emergency or unless authorized by the driver.
16. The coach is responsible for leaving the school vehicle in a clean condition upon return to school.

F. Trip Cancellation

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

G. Policies and Procedures for Overnight / Out-of-State Trips

1. After obtaining approval from the Board of Education, the coach of a group making an overnight trip or out of state trip, must forward an itinerary to guardians including:
 - a. Purpose and destination
 - b. Date and time of departure and return
 - c. Lodging phone number and address
 - f. Contact information for parents and coaches in case of an emergency
 - g. Method of travel
 - h. Expenses to be borne by the student/parent and estimated amounts
 - i. List of items the student should bring

- j. Expectations for student behavior
2. Selecting and reserving hotel rooms is the Activities Director's responsibility. The location, safety, price, availability of complimentary breakfast, and other amenities will be considered.
 - a. Coach will submit a room list to the motel prior to the trip.
 - b. Coach will locate chaperones' rooms to maximize security and supervision.
 - c. Coach will report any damage by previous occupants, and inform hotel immediately
 - d. Coaches/chaperones must provide direct supervision at the hotel and in the pool area if students use it.
 - e. Only males are allowed in boys' rooms and females allowed in girls' rooms.
 - f. Check out and confirm return of all keys and method of payment, collect invoices
 - g. Coach will conduct room checks to determine if rooms were left in acceptable condition and personal items collected.
 - h. Coach will ensure safety and respectful behavior of all team members.
 3. Meals will be provided via cash advance requested by the Activities Director.
 - a. One team meal may be provided by the district when the event trip is not overnight but the event is longer than 10 (ten) hours.
 - b. Student meal allowances for approved overnight travel will be limited to:
Breakfast \$5 if not provided by hotel / Lunch \$7 / Dinner \$9
 - c. The coach will return all signed meal money distribution forms and unused cash to the Activities Director immediately upon return to school.

Douglas School District

ELEMENTARY

Student Handbook



SY 2023-2024

DOUGLAS MISSION STATEMENT

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

DISTRICT EDUCATIONAL PHILOSOPHY

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

DSDk12.net

TABLE OF CONTENTS

Building Contact Information / Hours	2
School Calendar	3
Welcome Letter	4
School Business	
Academic Information.....	5
Extracurricular Information.....	5
Parent Information.....	5
Student Information.....	6
Student Conduct/Discipline Matrix.....	7
Transportation.....	8
Technology.....	9
District Business	
Safety Protocol.....	10
Health/Nurse Services.....	12
Nutrition Services.....	15
Attendance	16
Required Notifications	
District Policy Notification.....	19
State and Federal Notification.....	21
District Contact List	23
Board of Education	23

DSD ELEMENTARY BUILDINGS **CONTACT INFORMATION**

<u>Badger Clark (Grades K-3)</u>	<u>Francis Case (Grades K-3)</u>	<u>Vandenberg (Grades 4-5)</u>
401 Don Williams Drive Box Elder, SD 57719 (605) 923.0080 Principal: Troy Volesky troy.volesky@k12.sd.us	441 Don Williams Drive Box Elder, SD 57719 (605) 923.0070 Principal: Jeannie Clark jeannie.clark@k12.sd.us	561 Briggs St. Box Elder, SD 57719 (605) 923.0060 Principal: Shanna Sandal shanna.sandal@k12.sd.us

A complete staff list can be found on the district website DSDk12.net.

BUILDING HOURS

School starting and dismissal times are:

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

Breakfast:

All Schools:	7:30 am
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Lunch:

Dependent upon grade level and schedule. See teacher for exact times.

SCHOOL CALENDAR

DOUGLAS SCHOOL DISTRICT 2023- 2024 SCHOOL CALENDAR



**HOME OF
THE PATRIOTS**

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

Days: Student (9) Teacher (14)
 Aug. 9 - 11 New Teacher Orientation
 Aug. 14 - 18 District PD Days
 Aug. 21 First Day of School

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

Days: Student (17) Teacher (19)
 Jan. 1 - 3 Winter Break
 Jan. 4 - 5 District PD Day
 Jan. 15 MLK Jr. Day

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

Days: Student (20) Teacher (20)
 Sept. 4 Labor Day

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

Days: Student (20) Teacher (20)
 Feb. 13 & 15 Conferences 3:30 - 7:00
 Feb. 16 Conference Comp. Day
 Feb. 19 President's Day

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

Days: Student (20) Teacher (21)
 Oct. 3 & 5 Conferences 3:30 - 7:00
 Oct. 6 Conference Comp. Day
 Oct. 9 Native American Day
 Oct. 19 End of 1st Quarter
 Oct. 20 District PD Day

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

Days: Student (20) Teacher (21)
 Mar. 14 End of 3rd Quarter
 Mar. 15 District PD Day

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

Days: Student (16) Teacher (18)
 Nov. 10 Veteran's Day
 Nov. 20 - 21 District PD Day
 Nov. 22 - 24 Thanksgiving Break

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

Days: Student (17) Teacher (17)
 Apr. 1 - 5 Spring Break

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

Days: Student (15) Teacher (15)
 Dec. 21 End of 2nd Quarter
 Dec. 22 - 29 Winter Break

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

Days: Student (16) Teacher (17)
 May 19 Senior Graduation
 May 22 Last Day for Students
 (2 hr. Early Release Students)
 End of 4th Quarter
 May 23 District PD Day

■	No School - Holiday	170 student days (includes conference days)	Quarter Dates
■	No School - Conference Comp.	12 certified staff district days	End of 1st Qtr. Oct. 19
■	No School Students - District PD Day	182 Total Certified Staff Days	End of 2nd Qtr. Dec. 21
■	Early Release Students: 2 hrs		End of 3rd Qtr. Mar. 14
■	First/Last Day of School		End of 4th Qtr. May 22
■	Conferences- Evenings 3:30 - 7:00		
■	End of Quarter		

DSD Board Approval 1.24.2022

WELCOME LETTER

Dear Parents:

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

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

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

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

- Keep in close touch with your child's progress by visiting the school.
- Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.
- Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.
- Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.
- Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.
- Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

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

SCHOOL BUSINESS

ACADEMIC INFORMATION

EXTRACURRICULAR INFORMATION

Field Trips

Teachers may choose to expand the learning experiences of students by planning field trips for their classes. Buses will be used for transportation for these trips with teachers, parents, and other staff members being present as chaperones.

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

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

Outside Organization Sales

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

PARENT INFORMATION

Building Visitors

Parents and visitors must buzz in the main entrance to gain access to the buildings. Upon entry, visitors are required to stop in the office to get a Visitor's Pass and sign their name in the Visitor's Log each time they visit the building. They need to check out in the same way. This will help us to maintain accurate records of visitors in the building.

Classroom Visits

Parents are welcome and are encouraged to visit school. Contacting the school prior to a visit helps provide a more meaningful experience for all. During instruction time and parties, we ask that parents refrain from bringing siblings with them into the classroom. **For security purposes only staff are allowed on the playground. All doors at Douglas Schools are locked and utilize a secure entry system.**

Classroom Treats

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

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

Lost and Found

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

Parties

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

Toys

Students are not to bring toys and game balls to school. They tend to get lost or stolen. Students may bring items for show and tell if they are in a backpack or other container. **The school is not responsible for stolen items such as electronic devices, trading cards, game balls or any personal items.**

STUDENT INFORMATION

Animals at School

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

Dress Code

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

Red Flag

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

STUDENT CONDUCT / DISCIPLINE MATRIX

Discipline Policies K-5

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

The Douglas School District Elementary expects students to:

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

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

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

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

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

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

The following matrix will be used as a guide to determine appropriate consequences for students with

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

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

TRANSPORTATION

Bus Conduct

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

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

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

School staff and bus drivers cannot accommodate the huge number of requests for changing bus stops for children.

Children will be picked up and delivered each day to the stop(s) designated by the parents at enrollment time unless other arrangements are made with the school on a permanent basis. Only in the event of a bona fide emergency will we deviate from this policy. Questions or concerns regarding bus transportation should be directed to the Transportation Coordinator: 923-0022.

TECHNOLOGY

Possession of Electronic Devices

Cell phones, iPods, hand-held gaming devices, etc. are not permitted in classrooms during the academic day. **These are extreme high theft items for which our school will not be responsible.** Cell phones, smart watches, and Gizmo watches may not be used during classroom instruction and may be confiscated. They may be returned at the end of the day. **All electronic devices are to remain in backpacks while on school campus. Please refer to Policy JFCK.**

Technology

Douglas School District provides access to electronic networks. The district believes learning to access information on the internet, world wide web, and electronic databases is an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children's Internet Protection Act. (CIPA). A copy of the Electronic Network Access policy IIBGA is available online at dsk12.net or in the school office.

Cancellation or denial of access to the Internet due to inappropriate use does not eliminate the requirement of obtaining information for completing an assignment, a job, or necessary communication. Parents or guardians of students who object to the student using the Internet must notify the school office in writing annually. In addition, some classes have web pages on the Internet and students often display their work. The students' first names will be used unless the parent notifies the office.

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

SAFETY PROTOCOL

BUILDING SECURITY

All entrances and exits to the school are safety-locked. All building visitors and late arrivals need to use the main entrance and report to the school office.

INCLIMATE WEATHER

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

Prior to and during a bout of winter weather, we monitor up-to-date reports on road conditions, current weather conditions, transportation capability, the status of our buildings and the weather forecast from the National Weather Service. We will keep schools open if these reports indicate we can safely transport children, have students walk to school, and open and operate our buildings.

If reports show substantial challenges, we may decide to implement a late start or close school. Parents and guardians will be notified as soon as possible if it is determined that a late start or a full closure is necessary. The local news outlets and the district's website and social media accounts will also post emergency closure information.

In making this decision to close school, district officials rely on the National Weather Service's warning system and wind chill charts. If the National Weather Service issues a "windchill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will likely decide to close or call a late start depending on the forecast. If a wind chill advisory is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite.

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

Parents will be notified via the following channels:

- Infinite Campus Mass Notification through text, phone and email
- Social Media (Douglas School District Facebook)
- District Website -- dsdk12.net
- News Media (TV and radio)

LATE START

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

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

EARLY DISMISSAL

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home safely. Please cover this plan with your child periodically to assure he/she can verbalize the operation correctly. It is the parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

SAFETY RESPONSE PROTOCOL

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

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

Important things for you to know: 1) student safety is our primary objective and will be our focus; 2) in the event of an emergency situation, the district will do all it can to provide you with as much information as possible—keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent; 3) calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for communications with emergency responders; 4) we have rally points should evacuations occur, DO NOT come to the schools—traffic clogging streets will prevent responders from getting to where they need to be.

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

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

HEALTH AND NURSING SERVICES

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

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

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

ILLNESS

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

- Temperature at or above 100.4 degrees and not feeling well. Students should stay home for 24 hours after the temperature is normal.
- Diarrhea (more than one episode). Students should stay home for 24 hours after the last episode.
- Nausea or vomiting. Students should stay home for 24 hours after the last vomiting episode.
- Unidentified rashes accompanied by fever or other illness
- Red, itchy eye(s) accompanied by matting or drainage
- Active head lice
- Contagious Disease
- The child is unable to participate in his/her daily school activities.
- Any situation requiring, in the judgment of staff, further medical evaluation or higher level of care.

These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise. When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

MEDICATIONS

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

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

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

PEANUT FREE TABLE

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

COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years	Determination should be made by the team process as outlined by the Communicable Disease Policy. The State Department of Health’s School Children with Aids policy shall be used as reference.
Chicken Pox 14 - 21 days	The student may attend school after all pox are dry and scabbed.
COVID-19	Attendance will be based on current CDC and SD Department of Health Guidance.
Enteric Infection (Diarrhea) (Giardia, Salmonella, Shigella, Campylobacter, Rotovirus, E-Coli, Pin-Worms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Hepatitis A 15 - 40 days	The student may attend school with physician’s written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B 45 - 160 days	Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Students may attend school.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and the area is dried.
Influenza 3 - 7 days	The student may attend school if no fever. Good washing should eliminate the risk of transfer of infection.
Lice, Crabs	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child is allowed to return to the classroom.
Meningococcal Disease	Students may attend 24 hours after initiating antibiotic treatment.
Infectious Mononucleosis (Glandular Infection) 2 - 6 weeks	The student may attend school as directed by the physician. The student may need adjusted school days and activities.

Pertussis (Whooping Cough)	Students may attend after completion of 5 days of appropriate antibiotic treatment.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
RingWorm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Rubeola (Red, Hard, Measles) 8 - 14 days	The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.

Nutrition Services

LUNCH ACCOUNTS

Douglas School District requires that all lunch accounts operate with a positive balance. Funds can be added to your students account electronically under the parent portal and food service, or via check or cash. If your student's account becomes low, an electronic notice will be sent to the email address that is on file. It is the responsibility of the parent/guardian to monitor their student(s) account. You may access your account information through the parent portal. Money in your Campus Lunch account rolls over from year to year.

The federal application for free or reduced lunch is available at any time during the school year by contacting the school office, filling the application out electronically through the parent portal, under more and meal benefits, or downloading the printable version on the Food Service home page. Please contact the food service office with any questions (605) 923-0055.

LUNCH AND BREAKFAST PROGRAMS

Students may either participate in the hot lunch program or bring a sack lunch for lunchtime. The cost for school meals are as follows:

Breakfast All Grades – \$2.10	Milk – \$0.50
Lunch K-5 – \$2.60	Adult Breakfast – \$2.85
Lunch 6-12 – \$2.85	Adult Lunch – \$5.00

Reduced Price Meals are as follows:

Breakfast – \$0.30	Lunch – \$0.40
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FOOD SUBSTITUTION REQUIREMENTS

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Annually, parents are required to complete the Special Diet Form, if a food substitution is needed. This form is available through the building nurse's office or through the Food Service Office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided annually. Please contact the food service office with any questions (605) 923-0055.

SERVICES TIMES BY SCHOOL

Breakfast	All Buildings 7:30 AM
Lunch	Based on building schedule

ATTENDANCE

SCHOOL ATTENDANCE

The Douglas School District recognizes that students, parents/guardians, teachers, and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Douglas School District must attend classes regularly every day school is in session until the completion of the school year. The following information has been taken from SDCL: 13-27-1. This defines the responsibility of a person controlling a child under 18 for school attendance.

TRUANCY DEFINITION

"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

EXCUSED ABSENCES

The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:

1. Personal and family illness.
2. Emergencies.
3. Leaves of educational value.
4. Family leave (e.g. family weddings, funerals and preapproved vacations [limited]).

A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. If a call or note has not been received within 24 hours of the absence, the absence will be considered unexcused. School work missed must be made up.

Students needing to be excused for appointments must have a written note or phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the Attendance Office when leaving and upon returning. If a student has excessive absences doctor notes may be requested to avoid truancy procedures.

IMPORTANT: After a student is in attendance for the day, he/she may not leave the school grounds without being signed out by a parent or authorized person. A student who leaves the school grounds without being signed out will be considered truant. *Authorized person must show ID before the student is called to the Office.

Students in grades K-8 who have in excess of 20 days absent for the school year, excused or unexcused, may be retained unless the attendance requirement is waived by administration or the student may be required to complete a summer school program. The attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.

It is normal policy/procedure for parents/guardians to receive notification by mail of current attendance. Habitual truancy problems will be referred to the States Attorney's office.

Excessive absences (excused or unexcused) will be reviewed by the principal and counselor. Excessive absences (excused or unexcused) may be reported to Juvenile Court Services for truancy and the student may possibly repeat the entire school year.

STUDENT RESPONSIBILITY

Students are required to be in school every day.

In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.

A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.

If a child is tardy 2 hours or more, they will be marked absent for one half day. This will include excused tardies for medical appointments.

PARENT/GUARDIAN RESPONSIBILITY

Parents/guardians are required to send students to school every day.

Because of the concerns with the safety of each student, parents/guardians are to contact the school as soon as possible, but no later than 10 a.m. of the day the student is absent.

When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification of the reason for the absence on the day or within one (1) full school day of the student's return to class. An unverified absence will be considered an unexcused absence/truancy.

In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

LEAVING SCHOOL FOR THE DAY

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

TEACHER RESPONSIBILITY

At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment of lack of attendance, though class participation may be a part of the grading criteria.

Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.

Teachers are expected to emphasize the importance of good attendance in order to experience success in class.

Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.

ADMINISTRATOR RESPONSIBILITY

The district will be responsible for establishing attendance procedures and for informing students and

parents/guardians of these requirements at the beginning of each school year.

It is the responsibility of school officials to have accurate records of student schedules.

The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.

ELEMENTARY SCHOOL TRUANCY PROTOCOL

“Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.

HOMEBOUND PROGRAM / SECTION 504

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

DISTRICT POLICY NOTIFICATIONS

Policy Text Disclaimer

In some cases, an incomplete copy of a policy is included in this handbook due to district policy review and revision timelines. In some instances, portions of policies relevant to students may be referenced. Complete versions of all Douglas School District policies are available in the school office, Douglas School District Administrative Offices, or online at www.DSDk12.net. Policies may be revised after this handbook has been printed. Douglas School District adheres to Federal, State and Local Regulations. Please see South Dakota Codified Law, <https://sdlegislature.gov>.

Policy	Title	Brief Description
ACAA	Sexual Harassment	The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner.
AEA	Tobacco-Free Schools	The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities.
EBCA	Bomb Threats	The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property.
ECAC	Video Surveillance	The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Videotaped recordings are considered security data and are property of the Douglas School District. Any viewing requests need to go through the superintendent's office.
JFA	Student Due Process Rights	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFA-R	Student Due Process Regulation	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFC	Student Conduct	The Board expects students in the District schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.
JFCD-R	Bullying - Regulation	Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
JFCE	Terroristic Threats	The Douglas School Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

JFCG	Smoking and Tobacco Use by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare and safety of all students who attend the district's schools. The School Board believes that student smoking and the use of tobacco is wrong and harmful.
JFCG-R	Smoking and Tobacco Use by Students Regulations	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCH	Alcohol and Other Drugs by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the District's schools. Alcohol and other drug use can interfere with a student's ability to learn and function responsibly in the school setting and in the community.
JFCH-R	Alcohol and Other Drugs by Students Regulation	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCL	Student Registered Sex Offenders	The State of South Dakota maintains a registry of registered sex offenders for public information. Any interested person is encouraged to contact a local law enforcement agency or the South Dakota Attorney General's Office for further information or to access the registry. Persons using the registry are reminded to obey all laws concerning misuse of the information obtained. This policy does not impose any duty upon any District employee to review the sex offender registry for individuals who may come upon District Property.
JHCDB	Epinephrine Auto-Injectors	The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. Parent/legal guardian of a student with a known severe allergic reaction causing anaphylaxis needs to provide the school with an epinephrine auto-injector prescribed by a licensed physician.
JOA	Student Directory Information	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.
JOA-E	Student Directory Information Notice	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.
JOB	Student Surveys	No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
KO	Non-Student Registered Sex Offenders	No person, other than a student who is enrolled in the Douglas School District #51-1 ("District") who is registered as a sex offender under SDCL Chapter 22-24B, may knowingly be present on the facilities or grounds owned, leased or controlled by the District (the "Property") except for the limited circumstances stated in this policy. A student enrolled in the District who is registered as a sex offender under SDCL Chapter 22-24B shall be subject to Board Policy JECBC.

FEDERAL AND STATE POLICY NOTIFICATION

Title	Brief Description
FERPA - Family Educational Rights and Privacy Act DSD Policy JO-E	<p>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."</p>
FEDERAL PROGRAM COMPLAINTS DSD Policy AC-R	
Notice of Nondiscrimination	<p>The Douglas School District prohibits harassment and discrimination on the basis of race, color, citizenship, creed, religion, national origin, sex, veteran status, disability, age, or any other protected characteristic under applicable federal or state law, in its program and activities, in employment, and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding District policies and procedures regarding non-discrimination and harassment, contact:</p> <p>Executive Director of Operations 400 Patriot Drive Box Elder, SD 57719</p> <p>For more information about non-discrimination laws and regulations, or to file a complaint, contact the Office for Civil Rights (OCR); 1-800-421-3481; ocr@ed.gov.</p>
The Every Student Succeed Act (ESSA)	<p>The Every Student Succeeds Act (ESSA) is the federal K–12 education law. ESSA was signed into law in 2015, replaced No Child Left Behind, and reauthorized the Elementary and Secondary Education Act (ESEA). ESSA requires every state to measure performance in reading, math, and science. Every school must inform parents about their standards and their results. ESSA requires every state to provide parents important information on test performance in reading, math, and science. The report cards must also provide data on graduation rates, suspensions, absenteeism, teacher qualifications, and many other areas. South Dakota parents may find this information on TXschools.gov and in data reports on the Performance Reporting pages.</p>
The Every Student Succeed Act (ESSA) – Parents Right to Know	<p>Parents of students in Title I schools (schools that receive federal assistance due to their high poverty level) have a “right to know” about the qualifications of their child’s classroom teachers and paraprofessionals [ESSA Title 1 Part A, SEC. 1112(e)(1)(A)].</p>
Title I Parent and Family Engagement DSD Policy ABAA	<p>The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.</p>
Title VI/Indian Education	<p>Title VI is designed to ensure that American Indian, Native Hawaiian and Alaska Native students meet challenging state academic content and student academic achievement standards, as well as meet the unique culturally related needs</p>
Child Abuse and Neglect	<p>SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the</p>

	following: the building principal, superintendent or designee, the State’s Attorney.
Disturbance of School	<i>SDCL 13-32-6. Disturbance of School.</i> “A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.” The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.
Weapons in School	The legislature, under SDCL 13-32-7, states “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.” Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.” If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.
Disorderly Conduct	<i>SDCL 22-18-35. Disorderly Conduct.</i> “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by: <ol style="list-style-type: none"> 1. Engaging in fighting or violent or (threatening) behavior; 2. Making unreasonable noise; 3. Disturbing any lawful assembly or meeting of persons without lawful authority; or 4. Obstructing vehicular or pedestrian traffic; Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”

DOUGLAS SCHOOL DISTRICT CONTACT INFORMATION

Douglas Elementary Schools	Phone
Carrousel (Special Services birth - 3 yrs)	605-923-0090
Badger Clark (grades K-3)	605-923-0080
Francis Case(grades K-3)	605-923-0070
Vandenberg (grades 4-5)	605-923-0060
Douglas Secondary Schools	Phone
Douglas Middle School	605-923-0050
Douglas High School	605-923-0030
Douglas High Athletics Dept.	605-923-0040
Douglas School District Administrative Offices	Phone
DSD Central Office Main Line	605-923-0000
Superintendent of Schools	605-923-1001
Educational Services	
Elementary	605-923-1002
Secondary	605-923-1018
Title VI/Indian Education	605-923-1018
Federal Programs	605-923-1002
Special Education & Student Related Services	605-923-0090
Human Resources	605-923-1015
Finance, Budget & Community Development	605-923-1009
Support Services	
Buildings & Grounds	605-923-0005
Nutrition Services	605-923-0056
Technology Services	605-923-0032
Transportation_ & Special Education Transportation Coordinator	605-923-0022
Communications Coordinator	605-923-0058
Registration Services	605-923-1036

BOARD OF EDUCATION

Mrs. Tanya Gray
Mrs. Amy McGovern
Mr. Benjamin Freirichs
Mrs. Tonya Amaral
Mr. Chris Misselt

Associate Member, Col. Patrice Holmes
Associate Member, CMSgt. Keelan Rasmusson
Associate Member Alternate, Frances Apland

Douglas School Board Policies

This handbook will be administered so as to be consistent with Douglas School District Policies, Administrative Regulations, State of South Dakota Laws, and Federal statutes. All Douglas School District Policies are available for review at dsdk12.net.

Douglas School District MIDDLE SCHOOL Student Handbook



SY 2023-2024

DOUGLAS MISSION STATEMENT

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

DISTRICT EDUCATIONAL PHILOSOPHY

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

DSDk12.net

Table of Contents

Building Contact Information / Hours	2
School Calendar	3
Welcome Letter	4
School Business	
Academic Information.....	5
Extracurricular Information.....	6
Parent Information.....	6
Student Information.....	7
Student Conduct/Discipline Matrix.....	8
Transportation.....	12
Technology.....	12
District Business	
Safety Protocol.....	13
Health/Nurse Services.....	15
Nutrition Services.....	18
Attendance	19
Required Notifications	
District Policy Notification.....	22
State and Federal Notification.....	24
District Contact List	26
Board of Education	26

DSD MIDDLE SCHOOL BUILDING CONTACT INFORMATION

<u>Principal</u>	<u>Assistant Principal</u>	<u>Dean of Students/ AD</u>
691 Tower Road Box Elder, SD 57719 (605) 923.0050 Principal: Courtney Crosswait courtney.crosswait@k12.sd.us	691 Tower Road Box Elder, SD 57719 (605) 923.0050 Assistant Principal: Stacey Cowen stacey.cowen@k12.sd.us	691 Tower Road Box Elder, SD 57719 (605) 923.0050 Dean of Students/ AD: Nathan Batteen nathan.batteen@k12.sd.us

A complete staff list can be found on the district website DSDk12.net.

BUILDING HOURS

Starting and Dismissal Time:

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

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

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

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

Breakfast:

All Schools: 7:30 am

Lunch:

Dependent upon grade level and schedule. See teacher for exact times.

SCHOOL CALENDAR

DOUGLAS SCHOOL DISTRICT 2023- 2024 SCHOOL CALENDAR



**HOME OF
THE PATRIOTS**

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

Days: Student (9) Teacher (14)
 Aug. 9 - 11 New Teacher Orientation
 Aug. 14 - 18 District PD Days
 Aug. 21 First Day of School

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

Days: Student (17) Teacher (19)
 Jan. 1 - 3 Winter Break
 Jan. 4 - 5 District PD Day
 Jan. 15 MLK Jr. Day

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

Days: Student (20) Teacher (20)
 Sept. 4 Labor Day

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

Days: Student (20) Teacher (20)
 Feb. 13 & 15 Conferences 3:30 - 7:00
 Feb. 16 Conference Comp. Day
 Feb. 19 President's Day

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

Days: Student (20) Teacher (21)
 Oct. 3 & 5 Conferences 3:30 - 7:00
 Oct. 6 Conference Comp. Day
 Oct. 9 Native American Day
 Oct. 19 End of 1st Quarter
 Oct. 20 District PD Day

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

Days: Student (20) Teacher (21)
 Mar. 14 End of 3rd Quarter
 Mar. 15 District PD Day

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

Days: Student (16) Teacher (18)
 Nov. 10 Veteran's Day
 Nov. 20 - 21 District PD Day
 Nov. 22 - 24 Thanksgiving Break

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

Days: Student (17) Teacher (17)
 Apr. 1 - 5 Spring Break

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

Days: Student (15) Teacher (15)
 Dec. 21 End of 2nd Quarter
 Dec. 22 - 29 Winter Break

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

Days: Student (16) Teacher (17)
 May 19 Senior Graduation
 May 22 Last Day for Students
 (2 hr. Early Release Students)
 End of 4th Quarter
 May 23 District PD Day

	No School - Holiday	170 student days (includes conference days)	Quarter Dates
	No School - Conference Comp.	12 certified staff district days	End of 1st Qtr. Oct. 19
	No School Students - District PD Day	182 Total Certified Staff Days	End of 2nd Qtr. Dec. 21
	Early Release Students: 2 hrs		End of 3rd Qtr. Mar. 14
	First/Last Day of School		End of 4th Qtr. May 22
	Conferences- Evenings 3:30 - 7:00		
	End of Quarter		

DSD Board Approval 1.24.2022

WELCOME LETTER

Dear Parents:

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

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

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

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

- Keep in close touch with your child's progress by visiting the school.
- Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.
- Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.
- Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.
- Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.
- Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

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

SCHOOL BUSINESS

Academic Information

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

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

Promotions/Retentions:

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

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

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

Library Procedures for Materials Check Out:

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

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

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

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

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

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

Qualifications to Enroll in 8th Grade Algebra: The following areas on their 7th grade SBAC test: math computation, math problem solving, total math.

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

Extracurricular Information

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

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

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

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

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

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

Activity Participation Guidelines:

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

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

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

Parent Information

Classroom Treats: In order to provide a safe and healthy learning environment for all children, any food items prepared at home will not be served in classrooms. Any homemade food items received at school for distribution will be placed in a Ziploc bag with a note for return to the parent. Only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms

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

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

Student Insurance: The school district does not carry medical liability insurance that covers injuries received or accidents that occur at school or at school sponsored activities. The school district recommends that if the family does not carry medical insurance that covers accidents or injuries that the family purchase the student accident/liability plan that is available for purchase through a private insurance company. Information and applications for this insurance have been distributed to students and are available from the school office.

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

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

Student Information

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

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

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

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

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

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

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

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

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

Dance Rules:

1. **Guests are not allowed.** Attendance will be limited to students in grades sixth, seventh and eighth who are enrolled in Douglas Middle School.
2. Students may not attend a dance if they:
 - a. are absent from school the day of the dance
 - b. are assigned in-school suspension or a detention on the day of the dance,

- c. receive a Behavior or Time Out Referral on the day of the dance
- 3. If a student leaves the dance prior to its conclusion, they may not re-enter and must leave school grounds.

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

Student Conduct/Discipline Matrix

STUDENT CONDUCT / DISCIPLINE



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

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

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

more intensive intervention that brings a larger team outside of the classroom teacher team. This would include counselors.

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

Discipline:

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

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

Every individual needs to feel cared for and accepted as a person. In criticizing a student for his or her conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show the student that it is his or her behavior that is objectionable, not the student.

The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity.

Within the above guidelines and specific policies regulating conduct and disciplinary action, the Superintendent will have set procedures for dealing with disciplinary problems.

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

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

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

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

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

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

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

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

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

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

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

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

Major/Minor Behavior Grid

Definition	Expected Behavior P- Prepared A- Adaptable C- Caring E- Engaged	Minor Staff handled, staff assigns own consequences. Documented by teacher in SWIS	Major Referral form completed in SWIS. Administrator immediately informed by SWIS.
Academic Integrity	Does their own work using their own words. Honesty when doing class/school work and during tests.	Repeated pattern of not being honest when doing class/school work or during tests.	Repeated refusal to be honest when doing class/school work or during tests.
Alcohol In possession of or using alcohol.	Remain alcohol free.		Student caught with alcohol, distributing alcohol, or caught drinking alcohol on school property. Automatic referral to law enforcement.
Bullying/Harassment The delivery of direct or technology -based messages that involve intimidation, teasing, taunting, threats, or name calling.	Being kind to others. Report any acts of bullying.	Repeated pattern of being unkind to others and bullying.	Any extreme harassment goes straight to admin. Refusal to stop bullying after repeated requests to refrain from this behavior.
Disrespect Student delivers low-intensity, socially rude, or dismissive messages to adults or students.	Acting in a cooperative manner respectful of school and classroom expectations. Responding appropriately when addressed.	Ignoring reasonable requests to stop using rude or dismissive messages to adults or students.	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.
Disruption of Learning Environment Noise making; outside talk; attention getting behaviors. (Silly answers, class clowning, etc.); bugging others.	Cooperative behaviors. Turn taking. Contributing appropriately to class discussions and activities.	Repeated pattern of any disruptive behaviors.	Repeated behavior that stops the learning in class; defiant repetition of behavior following correction.
Drugs In possession of or using illegal drugs/substances, imitations or paraphernalia.	Remain drug free.		Student caught possessing/using/distributing illegal drugs, substances or paraphernalia. Automatic referral to law enforcement.
Fighting Rough play	Respect for others' personal space. Walking away and reporting possible conflicts.	Pre-fight aggressive posturing, wrestling, bumping into other	Hitting, Kicking; retaliating Possible involvement by law enforcement
Inappropriate Language/Behavior Offensive remarks or gestures in a casual manner; putdowns to a particular subgroup.	Language that is socially appropriate and respectful.	Repeated pattern of any inappropriate language	Words used to harass, intimidate, show defiance, and create an unsafe climate.

<p>Insubordination</p> <p>Student engages in refusal to follow directions or talks back.</p>	<p>Follows directions when asked. Talk appropriately to adults.</p>	<p>Pattern of refusing to follow directions or talking back.</p>	<p>Continuing to refuse to follow directions and/or continues to talk back.</p>
<p>Instigating</p> <p>Student urges or provokes a quarrel or fight between other students.</p>	<p>Student encourages others to resolve issues.</p>	<p>Repeated pattern of urging or provoking other students into a quarrel or fight.</p>	<p>Repeated refusal to stop urging quarrels or fights between other students.</p>
<p>Property Misuse/Abuse</p>	<p>Using property the way it was intended to be used.</p>	<p>Repeat pattern of misusing or abusing property.</p>	<p>Repeated refusal to stop misusing or abusing property.</p>
<p>Skiping Class</p> <p>Student leaves the class without permission or stays out of class without permission.</p>	<p>Stay in class. Leave only when given permission.</p>		<p>Repeated refusal to follow the rules and stay in class.</p>
<p>Tardy</p> <p>Student arrives to class after the bell rings.</p>	<p>Arrive to class on time and prepared and ready to work.</p>	<p>Repeated pattern of being tardy</p>	<p>Refusal to arrive to class on time after repeated requests to arrive on time.</p>
<p>Technology Use Violation</p>	<p>Use Only school appropriate websites approved by staff.</p>	<p>A pattern of going to inappropriate websites or websites not approved by staff.</p>	<p>Refusal to follow directions and use only school appropriate websites approved by staff.</p>
<p>Theft</p> <p>Student has possession of, having passed on, or is responsible for removing someone's property.</p>	<p>Only possess one's own property.</p>	<p>Repeated pattern of taking other peoples' possessions, passing it on to others or removing others' possessions.</p>	<p>Possession of someone else's property. Possible involvement of law enforcement.</p>
<p>Threat/ Intimidation</p> <p>Student delivers a warning that causes fear and shows intent to cause punishment or injury.</p>	<p>Get along with other students. Help others feel safe.</p>	<p>Low level warning causing fear and showing intent to cause punishment or injury.</p>	<p>Continual or major threats towards others.</p>
<p>Tobacco/Vape</p> <p>Student is in possession of or using tobacco or a vaping device.</p>	<p>Staying tobacco and vaping free.</p>		<p>Use of, possession of, or distributing of tobacco or a vaping device, or possession of paraphernalia. Automatic referral to law enforcement.</p>
<p>Weapons (Firearms)</p> <p>Student in possession of a gun real or look alike).</p>	<p>Keeping guns away from school and out of school buildings.</p>		<p>Student in possession of a gun on school property. Automatic referral to law enforcement.</p>
<p>Weapons (Other)</p> <p>Student in possession of a knife, or other objects readily capable of causing bodily harm.</p>	<p>Keep knives and other weapons away from school and out of school buildings.</p>		<p>Student in possession of a knife, or other objects capable of causing bodily harm. Law enforcement may become involved.</p>

Transportation

Bus Conduct

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

Children will be picked up and delivered each day to the stop(s) designated by the parents at enrollment time unless other arrangements are made with the school on a permanent basis. Only in the event of a bona fide emergency will we deviate from this policy. Questions or concerns regarding bus transportation should be directed to the Transportation Coordinator: 923-0022.

Technology

Internet/Tech Use

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

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

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

SAFETY PROTOCOL

BUILDING SECURITY

All entrances and exits to the school are safety-locked. All building visitors and late arrivals need to use the main entrance and report to the school office.

INCLIMATE WEATHER

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

Prior to and during a bout of winter weather, we monitor up-to-date reports on road conditions, current weather conditions, transportation capability, the status of our buildings and the weather forecast from the National Weather Service. We will keep schools open if these reports indicate we can safely transport children, have students walk to school, and open and operate our buildings.

If reports show substantial challenges, we may decide to implement a late start or close school. Parents and guardians will be notified as soon as possible if it is determined that a late start or a full closure is necessary. The local news outlets and the district's website and social media accounts will also post emergency closure information.

In making this decision to close school, district officials rely on the National Weather Service's warning system and wind chill charts. If the National Weather Service issues a "windchill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will likely decide to close or call a late start depending on the forecast. If a wind chill advisory is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite.

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

Parents will be notified via the following channels:

- Infinite Campus Mass Notification through text, phone and email
- Social Media (Douglas School District Facebook)
- District Website -- dsdk12.net
- News Media (TV and radio)

LATE START

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

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

EARLY DISMISSAL

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home safely. Please cover this plan with your child periodically to assure he/she can verbalize the operation correctly. It is the parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

SAFETY RESPONSE PROTOCOL

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

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

Important things for you to know: 1) student safety is our primary objective and will be our focus; 2) in the event of an emergency situation, the district will do all it can to provide you with as much information as possible—keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent; 3) calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for communications with emergency responders; 4) we have rally points should evacuations occur, DO NOT come to the schools—traffic clogging streets will prevent responders from getting to where they need to be.

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

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

HEALTH AND NURSING SERVICES

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

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

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

ILLNESS

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

- Temperature at or above 100.4 degrees and not feeling well. Students should stay home for 24 hours after the temperature is normal.
- Diarrhea (more than one episode). Students should stay home for 24 hours after the last episode.
- Nausea or vomiting. Students should stay home for 24 hours after the last vomiting episode.
- Unidentified rashes accompanied by fever or other illness
- Red, itchy eye(s) accompanied by matting or drainage
- Active head lice
- Contagious Disease
- The child is unable to participate in his/her daily school activities.
- Any situation requiring, in the judgment of staff, further medical evaluation or higher level of care.

These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise. When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

MEDICATIONS

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

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

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

PEANUT FREE TABLE

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

COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years	Determination should be made by the team process as outlined by the Communicable Disease Policy. The State Department of Health’s School Children with Aids policy shall be used as reference.
Chicken Pox 14 - 21 days	The student may attend school after all pox are dry and scabbed.
COVID-19	Attendance will be based on current CDC and SD Department of Health Guidance.
Enteric Infection (Diarrhea) (Giardia, Salmonella, Shigella, Campylobacter, Rotovirus, E-Coli, Pin-Worms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Hepatitis A 15 - 40 days	The student may attend school with physician’s written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B 45 - 160 days	Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Students may attend school.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and the area is dried.
Influenza 3 - 7 days	The student may attend school if no fever. Good washing should eliminate the risk of transfer of infection.
Lice, Crabs	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child is allowed to return to the classroom.
Meningococcal Disease	Students may attend 24 hours after initiating antibiotic treatment.
Infectious Mononucleosis (Glandular Infection) 2 - 6 weeks	The student may attend school as directed by the physician. The student may need adjusted school days and activities.

Pertussis (Whooping Cough)	Students may attend after completion of 5 days of appropriate antibiotic treatment.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
RingWorm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Rubeola (Red, Hard, Measles) 8 - 14 days	The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.

Nutrition Services

LUNCH ACCOUNTS

Douglas School District requires that all lunch accounts operate with a positive balance. Funds can be added to your students account electronically under the parent portal and food service, or via check or cash. If your student's account becomes low, an electronic notice will be sent to the email address that is on file. It is the responsibility of the parent/guardian to monitor their student(s) account. You may access your account information through the parent portal. Money in your Campus Lunch account rolls over from year to year.

The federal application for free or reduced lunch is available at any time during the school year by contacting the school office, filling the application out electronically through the parent portal, under more and meal benefits, or downloading the printable version on the Food Service home page. Please contact the food service office with any questions (605) 923-0055.

LUNCH AND BREAKFAST PROGRAMS

Students may either participate in the hot lunch program or bring a sack lunch for lunchtime. The cost for school meals are as follows:

Breakfast All Grades – \$2.10	Milk – \$0.50
Lunch K-5 – \$2.60	Adult Breakfast – \$2.85
Lunch 6-12 – \$2.85	Adult Lunch – \$5.00

Reduced Price Meals are as follows:

Breakfast – \$0.30	Lunch – \$0.40
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FOOD SUBSTITUTION REQUIREMENTS

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Annually, parents are required to complete the Special Diet Form, if a food substitution is needed. This form is available through the building nurse's office or through the Food Service Office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided annually. Please contact the food service office with any questions (605) 923-0055.

SERVICES TIMES BY SCHOOL

Breakfast	All Buildings 7:30 AM
Lunch	Based on building schedule

ATTENDANCE

SCHOOL ATTENDANCE

The Douglas School District recognizes that students, parents/guardians, teachers, and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Douglas School District must attend classes regularly every day school is in session until the completion of the school year. The following information has been taken from SDCL: 13-27-1. This defines the responsibility of a person controlling a child under 18 for school attendance.

TRUANCY DEFINITION

"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

EXCUSED ABSENCES

The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:

1. Personal and family illness.
2. Emergencies.
3. Leaves of educational value.
4. Family leave (e.g. family weddings, funerals and preapproved vacations [limited]).

A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. If a call or note has not been received within 24 hours of the absence, the absence will be considered unexcused. School work missed must be made up.

Students needing to be excused for appointments must have a written note or phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the Attendance Office when leaving and upon returning. If a student has excessive absences doctor notes may be requested to avoid truancy procedures.

IMPORTANT: After a student is in attendance for the day, he/she may not leave the school grounds without being signed out by a parent or authorized person. A student who leaves the school grounds without being signed out will be considered truant. *Authorized person must show ID before the student is called to the Office.

Students in grades K-8 who have in excess of 20 days absent for the school year, excused or unexcused, may be retained unless the attendance requirement is waived by administration or the student may be required to complete a summer school program. The attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.

It is normal policy/procedure for parents/guardians to receive notification by mail of current attendance. Habitual truancy problems will be referred to the States Attorney's office.

Excessive absences (excused or unexcused) will be reviewed by the principal and counselor. Excessive absences (excused or unexcused) may be reported to Juvenile Court Services for truancy and the student may possibly repeat the entire school year.

STUDENT RESPONSIBILITY

Students are required to be in school every day.

In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.

A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.

If a child is tardy 2 hours or more, they will be marked absent for one half day. This will include excused tardies for medical appointments.

PARENT/GUARDIAN RESPONSIBILITY

Parents/guardians are required to send students to school every day.

Because of the concerns with the safety of each student, parents/guardians are to contact the school as soon as possible, but no later than 10 a.m. of the day the student is absent.

When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification of the reason for the absence on the day or within one (1) full school day of the student's return to class. An unverified absence will be considered an unexcused absence/truancy.

In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

LEAVING SCHOOL FOR THE DAY

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

TEACHER RESPONSIBILITY

At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment of lack of attendance, though class participation may be a part of the grading criteria.

Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.

Teachers are expected to emphasize the importance of good attendance in order to experience success in class.

Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.

ADMINISTRATOR RESPONSIBILITY

The district will be responsible for establishing attendance procedures and for informing students and

parents/guardians of these requirements at the beginning of each school year.

It is the responsibility of school officials to have accurate records of student schedules.

The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.

MIDDLE SCHOOL TRUANCY PROTOCOL

“Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.

HOMEBOUND PROGRAM / SECTION 504

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

DISTRICT POLICY NOTIFICATIONS

Policy Text Disclaimer

In some cases, an incomplete copy of a policy is included in this handbook due to district policy review and revision timelines. In some instances, portions of policies relevant to students may be referenced. Complete versions of all Douglas School District policies are available in the school office, Douglas School District Administrative Offices, or online at www.DSDk12.net. Policies may be revised after this handbook has been printed. Douglas School District adheres to Federal, State and Local Regulations. Please see South Dakota Codified Law, <https://sdlegislature.gov>.

Policy	Title	Brief Description
ACAA	Sexual Harassment	The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner.
AEA	Tobacco-Free Schools	The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities.
EBCA	Bomb Threats	The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property.
ECAC	Video Surveillance	The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Videotaped recordings are considered security data and are property of the Douglas School District. Any viewing requests need to go through the superintendent's office.
JFA	Student Due Process Rights	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFA-R	Student Due Process Regulation	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFC	Student Conduct	The Board expects students in the District schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.
JFCD-R	Bullying - Regulation	Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
JFCE	Terroristic Threats	The Douglas School Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

JFCG	Smoking and Tobacco Use by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare and safety of all students who attend the district's schools. The School Board believes that student smoking and the use of tobacco is wrong and harmful.
JFCG-R	Smoking and Tobacco Use by Students Regulations	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCH	Alcohol and Other Drugs by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the District's schools. Alcohol and other drug use can interfere with a student's ability to learn and function responsibly in the school setting and in the community.
JFCH-R	Alcohol and Other Drugs by Students Regulation	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCL	Student Registered Sex Offenders	The State of South Dakota maintains a registry of registered sex offenders for public information. Any interested person is encouraged to contact a local law enforcement agency or the South Dakota Attorney General's Office for further information or to access the registry. Persons using the registry are reminded to obey all laws concerning misuse of the information obtained. This policy does not impose any duty upon any District employee to review the sex offender registry for individuals who may come upon District Property.
JHCDB	Epinephrine Auto-Injectors	The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. Parent/legal guardian of a student with a known severe allergic reaction causing anaphylaxis needs to provide the school with an epinephrine auto-injector prescribed by a licensed physician.
JOA	Student Directory Information	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.
JOA-E	Student Directory Information Notice	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.
JOB	Student Surveys	No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
KO	Non-Student Registered Sex Offenders	No person, other than a student who is enrolled in the Douglas School District #51-1 ("District") who is registered as a sex offender under SDCL Chapter 22-24B, may knowingly be present on the facilities or grounds owned, leased or controlled by the District (the "Property") except for the limited circumstances stated in this policy. A student enrolled in the District who is registered as a sex offender under SDCL Chapter 22-24B shall be subject to Board Policy JECBC.

FEDERAL AND STATE POLICY NOTIFICATION

Title	Brief Description
FERPA - Family Educational Rights and Privacy Act DSD Policy JO-E	<p>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."</p>
FEDERAL PROGRAM COMPLAINTS DSD Policy AC-R	
Notice of Nondiscrimination	<p>The Douglas School District prohibits harassment and discrimination on the basis of race, color, citizenship, creed, religion, national origin, sex, veteran status, disability, age, or any other protected characteristic under applicable federal or state law, in its program and activities, in employment, and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding District policies and procedures regarding non-discrimination and harassment, contact:</p> <p>Executive Director of Operations 400 Patriot Drive Box Elder, SD 57719</p> <p>For more information about non-discrimination laws and regulations, or to file a complaint, contact the Office for Civil Rights (OCR); 1-800-421-3481; ocr@ed.gov.</p>
The Every Student Succeed Act (ESSA)	<p>The Every Student Succeeds Act (ESSA) is the federal K–12 education law. ESSA was signed into law in 2015, replaced No Child Left Behind, and reauthorized the Elementary and Secondary Education Act (ESEA). ESSA requires every state to measure performance in reading, math, and science. Every school must inform parents about their standards and their results. ESSA requires every state to provide parents important information on test performance in reading, math, and science. The report cards must also provide data on graduation rates, suspensions, absenteeism, teacher qualifications, and many other areas. South Dakota parents may find this information on TXschools.gov and in data reports on the Performance Reporting pages.</p>
The Every Student Succeed Act (ESSA) – Parents Right to Know	<p>Parents of students in Title I schools (schools that receive federal assistance due to their high poverty level) have a “right to know” about the qualifications of their child’s classroom teachers and paraprofessionals [ESSA Title 1 Part A, SEC. 1112(e)(1)(A)].</p>
Title I Parent and Family Engagement DSD Policy ABAA	<p>The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.</p>
Title VI/Indian Education	<p>Title VI is designed to ensure that American Indian, Native Hawaiian and Alaska Native students meet challenging state academic content and student academic achievement standards, as well as meet the unique culturally related needs</p>
Child Abuse and Neglect	<p>SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the</p>

	following: the building principal, superintendent or designee, the State’s Attorney.
Disturbance of School	<i>SDCL 13-32-6. Disturbance of School.</i> “A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.” The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.
Weapons in School	The legislature, under SDCL 13-32-7, states “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.” Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.” If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.
Disorderly Conduct	<i>SDCL 22-18-35. Disorderly Conduct.</i> “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by: <ol style="list-style-type: none"> 1. Engaging in fighting or violent or (threatening) behavior; 2. Making unreasonable noise; 3. Disturbing any lawful assembly or meeting of persons without lawful authority; or 4. Obstructing vehicular or pedestrian traffic; Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”

DOUGLAS SCHOOL DISTRICT CONTACT INFORMATION

Douglas Elementary Schools	Phone
Carrousel (Special Services birth - 3 yrs)	605-923-0090
Badger Clark (grades K-3)	605-923-0080
Francis Case(grades K-3)	605-923-0070
Vandenberg (grades 4-5)	605-923-0060
Douglas Secondary Schools	Phone
Douglas Middle School	605-923-0050
Douglas High School	605-923-0030
Douglas High Athletics Dept.	605-923-0040
Douglas School District Administrative Offices	Phone
DSD Central Office Main Line	605-923-0000
Superintendent of Schools	605-923-1001
Educational Services	
Elementary	605-923-1002
Secondary	605-923-1018
Title VI/Indian Education	605-923-1018
Federal Programs	605-923-1002
Special Education & Student Related Services	605-923-0090
Human Resources	605-923-1015
Finance, Budget & Community Development	605-923-1009
Support Services	
Buildings & Grounds	605-923-0005
Nutrition Services	605-923-0056
Technology Services	605-923-0032
Transportation_ & Special Education Transportation Coordinator	605-923-0022
Communications Coordinator	605-923-0058
Registration Services	605-923-1036

BOARD OF EDUCATION

Mrs. Tanya Gray
Mrs. Amy McGovern
Mr. Benjamin Freirichs
Mrs. Tonya Amaral
Mr. Chris Misselt

Associate Member, Col. Patrice Holmes
Associate Member, CMSgt. Keelan Rasmusson
Associate Member Alternate, Frances Apland

Douglas School Board Policies

This handbook will be administered so as to be consistent with Douglas School District Policies, Administrative Regulations, State of South Dakota Laws, and Federal statutes. All Douglas School District Policies are available for review at dsdk12.net.

Douglas School District HIGH SCHOOL Student Handbook



SY 2023-2024

DOUGLAS MISSION STATEMENT

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

DISTRICT EDUCATIONAL PHILOSOPHY

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

DSDk12.net

TABLE OF CONTENTS

Building Contact Information / Hours	2
School Calendar	3
Welcome Letter	4
School Business	
Academic Information.....	5
Academics Information.....	6
Extracurricular Information.....	6
Parent Information.....	8
Student Information.....	9
Student Conduct/Discipline Matrix.....	11
Transportation.....	16
Technology.....	17
District Business	
Safety Protocol.....	18
Health/Nurse Services.....	20
Nutrition Services.....	23
Attendance	24
Required Notifications	
District Policy Notification.....	27
State and Federal Notification.....	29
District Contact List	31
Board of Education	31

DSD HIGH SCHOOL BUILDING CONTACT INFORMATION

<u>Principal</u>	<u>Assistant Principal</u>	<u>Activities Director</u>
420 Patriot Drive Box Elder, SD 57719 (605) 923.0050 Principal: Beau Voegeli beau.voegeli@k12.sd.us	420 Patriot Drive Box Elder, SD 57719 (605) 923.0050 Assistant Principal: Sean Gholson sean.gholson@k12.sd.us	420 Patriot Drive Box Elder, SD 57719 (605) 923.0050 Activities Director: Josh Haaland josh.haaland@k12.sd.us

A complete staff list can be found on the district website DSDk12.net.

BUILDING HOURS

Starting and Dismissal Time:

Starting: 7:55 a.m.
 Dismissal: 3:10 p.m.

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

Breakfast:

All Schools: 7:30 am

Lunch:

Dependent upon grade level and schedule. See teacher for exact times.

SCHOOL CALENDAR

DOUGLAS SCHOOL DISTRICT 2023- 2024 SCHOOL CALENDAR



**HOME OF
THE PATRIOTS**

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

Days: Student (9) Teacher (14)
 Aug. 9 - 11 New Teacher Orientation
 Aug. 14 - 18 District PD Days
 Aug. 21 First Day of School

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

Days: Student (17) Teacher (19)
 Jan. 1 - 3 Winter Break
 Jan. 4 - 5 District PD Day
 Jan. 15 MLK Jr. Day

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

Days: Student (20) Teacher (20)
 Sept. 4 Labor Day

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

Days: Student (20) Teacher (20)
 Feb. 13 & 15 Conferences 3:30 - 7:00
 Feb. 16 Conference Comp. Day
 Feb. 19 President's Day

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

Days: Student (20) Teacher (21)
 Oct. 3 & 5 Conferences 3:30 - 7:00
 Oct. 6 Conference Comp. Day
 Oct. 9 Native American Day
 Oct. 19 End of 1st Quarter
 Oct. 20 District PD Day

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

Days: Student (20) Teacher (21)
 Mar. 14 End of 3rd Quarter
 Mar. 15 District PD Day

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

Days: Student (16) Teacher (18)
 Nov. 10 Veteran's Day
 Nov. 20 - 21 District PD Day
 Nov. 22 - 24 Thanksgiving Break

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

Days: Student (17) Teacher (17)
 Apr. 1 - 5 Spring Break

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

Days: Student (15) Teacher (15)
 Dec. 21 End of 2nd Quarter
 Dec. 22 - 29 Winter Break

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

Days: Student (16) Teacher (17)
 May 19 Senior Graduation
 May 22 Last Day for Students
 (2 hr. Early Release Students)
 End of 4th Quarter
 May 23 District PD Day

■	No School - Holiday	170 student days (includes conference days)	Quarter Dates
■	No School - Conference Comp.	12 certified staff district days	End of 1st Qtr. Oct. 19
■	No School Students - District PD Day	182 Total Certified Staff Days	End of 2nd Qtr. Dec. 21
■	Early Release Students: 2 hrs		End of 3rd Qtr. Mar. 14
■	First/Last Day of School		End of 4th Qtr. May 22
■	Conferences- Evenings 3:30 - 7:00		
■	End of Quarter		

DSD Board Approval 1.24.2022

WELCOME LETTER

Dear Parents:

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

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

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

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

- Keep in close touch with your child's progress by visiting the school.
- Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.
- Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.
- Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.
- Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.
- Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

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

SCHOOL BUSINESS

Academic Information

DOUGLAS HIGH SCHOOL DAILY SCHEDULE

REGULAR SCHEDULE

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

ASSEMBLY SCHEDULE

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

EARLY RELEASE SCHEDULE

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

LATE START SCHEDULE

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

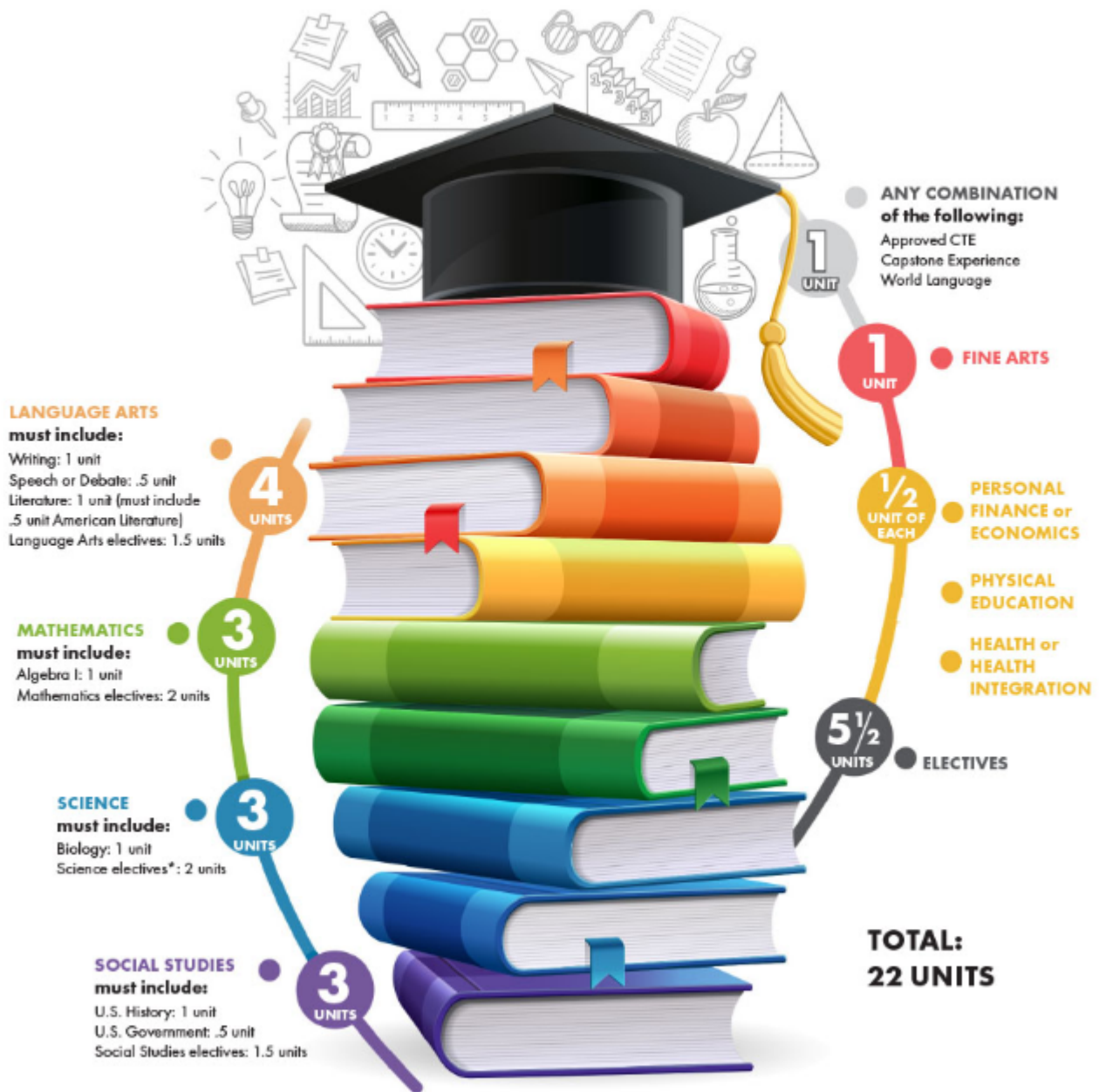
(4th period students will eat the same lunch as their 4th period teacher)

DIPLOMA REQUIREMENTS

Douglas High School adheres to SD DOE Graduation Requirements found at the following website: <https://doe.sd.gov/gradrequirements/>

South Dakota High School Graduation Requirements

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



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

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

ACADEMICS

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

GPA

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

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

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

Grades and Grading Procedures

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

Credit Award

Students who complete ALL semester course objectives to at least the minimal standards and maintain acceptable attendance earn credits. A grade will be given to the student each quarter as a progress report. If both quarter grades are passing, all objectives and participation requirements are met, the two-quarter grades will be averaged to yield a semester grade. If a student receives a failing grade for the semester, even though they have passed one quarter, they will not receive credit in that course. Students in violation of the school's attendance policy may receive a "no credit" (NC) designation for the class on their transcript. An "F" will be placed on the transcript if the student fails the class at the conclusion of the semester in which the attendance policy violation occurred. Students must earn a minimum of 2 credits each semester and be enrolled in at least 4 classes per semester to be eligible for athletics and fine arts activities.

Honor Roll

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

Grade Classification and Promotion

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

Participation in Graduation Ceremonies

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

Extracurricular Information

ATHLETICS AND ACTIVITIES

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

Activities Attendance

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

Activities Conduct

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

DOUGLAS HIGH SCHOOL ACTIVITIES/CLUBS

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

Parent Information

Fines/Fees

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

Money and Valuables

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

Parent Portal/Student Portal

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

Student Information

CLOSED CAMPUS

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

SCHEDULING

Schedule Changes

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

Assemblies

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

Dress Code

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

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

Student Dress Code

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

- 1) Clothing or apparel that advertises or promotes drugs, alcohol, tobacco or weapons or other illegal substances or activities.
- 2) Clothing displaying vulgar writing or symbols, or sexual-references.
- 3) Hats, caps, hoods on sweatshirts/hoodies or other head covering.
- 4) Clothing that is excessively revealing such as short mini-skirts, short shorts, tank tops, loosely fitting and low cut tops, or shirts exposing the midriff or back.

- 5) No visible undergarments.
- 6) Any other apparel which the Administration may determine to be unacceptable in light of community standards.
- 7) Any apparel which causes a substantial disruption or could be reasonably assumed to create a disruption to school.

Evacuations

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

Library

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

Lockers

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

Lunch Periods

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

Passing Time/Hall Passes

Passing time between classes is four (4) minutes.

Study Hall

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

Sign Out Failure

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

Tardy Policy

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

4 tardies = 1 day of ISS (In School Suspension)

8 tardies = 1 day of ISS

12 tardies = 2 Days of ISS

16 tardies = 3 Days of ISS

20 tardies = 4 Days of ISS

Unexcused Absences

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

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

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

Student Conduct/Discipline Matrix

Douglas School District Board Policy - Section J, File JG

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

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


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

APPROPRIATE BEHAVIOR EXPECTATIONS

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

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

Douglas High School



I will:

PATRIOT PLEDGE

P
A
T
S

SHOW:

PRIDE IN MY SCHOOL

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

BE:

ACADEMICALLY PRESENT AND ENGAGED

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

BE:


TRUSTWORTHY AND RESPECTFUL

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

MAKE:

SAFE AND HEALTHY CHOICES

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



DOUGLAS HIGH SCHOOL DISCIPLINARY PROCEDURES

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

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

DISCIPLINE DESCRIPTORS

Minor Problem Behavior

Academic Insubordination	Failure or refusal to complete and/or submit assigned work or work/participate in class.
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity but inappropriate disruption.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. (Refer to Dress Code guidelines)
Inappropriate Language	Student engages in low-intensity instances of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the minor behavior categories. (Notes required in SWIS.)
Physical Contact/ Physical Aggression	Student engages in non-serious but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.

Tardy	Student arrives at class after the bell (or signal that class has started). Refer to the Tardy Policy.
Technology Violation (Cell phone only)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone.
Technology Violation (Electronic devices)	Student engages in non-serious but inappropriate (as defined by school) use of music/video player, camera, gaming device, and/or computer.

Major Problem Behavior

Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation: This is used by ADMIN for students that fail to correct their dress after being warned previously.	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. (Refer to Dress Code guidelines)
Fighting	Student is involved in mutual participation in an incident involving physical violence. According to South Dakota Codified Laws 22-18-35 and 13-32-6, fighting or assault on school property is cause for arrest. All fights and assaults result in an out-of-school suspension.
Theft	Student is in possession of having passed on, or being responsible for removing someone else's property.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Gross Insubordination	Gross insubordination toward staff may include but is not limited to directing vulgar or profane language at a teacher, harassment, name-calling, defiance, or hostility. The penalty will be out-of-school suspension.

Harassment	<p>Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This also includes the following:</p> <ol style="list-style-type: none"> 1) Verbal, nonverbal, physical or written harassment, hazing or other victimization that has the purpose of causing injury, discomfort, fear or suffering to the victim; 2) Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; 3) Implied or explicit threats concerning grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; 4) Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; 5) Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment; or 6) Sexting, including the possessing, taking, disseminating, transferring or sharing of sexually explicit digital images, message, or other data, including photographs or texts by electronic data source of any kind. <p>*Disrespectful messages include negative comments based on gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i></p>
Inappropriate Display of Affection	Student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (outside of the building unless 11/12th grader at lunch). This also includes students letting other students into the building from any other exit/entrance.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior	Student engages in problem behavior not listed. (Notes required in SWIS.)
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). This is for one sided aggression, not fighting.
Plagiarism	Student claims someone else's work as their own.
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Tardy	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school as determined by Administration).
Technology Violation (Cell phone only)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone (and Violation is not considered a minor problem behavior in the school as determined by Administration).
Technology Violation (Electronic devices)	Student engages in non-serious but inappropriate (as defined by school) use of music/video player, camera, gaming device, and/or computer (and

	Violation is not considered a minor problem behavior in the school as determined by Administration).
Theft	Student is in possession of having passed on, or being responsible for removing someone else's property.
Truancy	Student receives an 'unexcused absence' for ½ day or more. Refer to the Unexcused Absence Policy.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations. See board policy JFCI-R.
Use/Possession of Tobacco/Nicotine	Student is in possession of or is using tobacco, nicotine, or vape.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

Physical Assault on Faculty or Staff Member

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

Threatening a Staff Member or Student

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

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

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

BEHAVIOR CONSEQUENCES

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

Detention

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

In-School Suspension (ISS)

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

Out of School Suspension (OSS)

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

Long-term Suspension

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

Expulsion

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

Transportation

Student Transportation

Parking and Driving

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

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



Bicycles and Skateboards

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

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

SAFETY PROTOCOL

BUILDING SECURITY

All entrances and exits to the school are safety-locked. All building visitors and late arrivals need to use the main entrance and report to the school office.

INCLIMATE WEATHER

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

Prior to and during a bout of winter weather, we monitor up-to-date reports on road conditions, current weather conditions, transportation capability, the status of our buildings and the weather forecast from the National Weather Service. We will keep schools open if these reports indicate we can safely transport children, have students walk to school, and open and operate our buildings.

If reports show substantial challenges, we may decide to implement a late start or close school. Parents and guardians will be notified as soon as possible if it is determined that a late start or a full closure is necessary. The local news outlets and the district's website and social media accounts will also post emergency closure information.

In making this decision to close school, district officials rely on the National Weather Service's warning system and wind chill charts. If the National Weather Service issues a "windchill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will likely decide to close or call a late start depending on the forecast. If a wind chill advisory is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite.

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

Parents will be notified via the following channels:

- Infinite Campus Mass Notification through text, phone and email
- Social Media (Douglas School District Facebook)
- District Website -- dsdk12.net
- News Media (TV and radio)

LATE START

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

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

EARLY DISMISSAL

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home safely. Please cover this plan with your child periodically to assure he/she can verbalize the operation correctly. It is the parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

SAFETY RESPONSE PROTOCOL

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

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

Important things for you to know: 1) student safety is our primary objective and will be our focus; 2) in the event of an emergency situation, the district will do all it can to provide you with as much information as possible—keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent; 3) calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for communications with emergency responders; 4) we have rally points should evacuations occur, DO NOT come to the schools—traffic clogging streets will prevent responders from getting to where they need to be.

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

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

HEALTH AND NURSING SERVICES

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

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

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

ILLNESS

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

- Temperature at or above 100.4 degrees and not feeling well. Students should stay home for 24 hours after the temperature is normal.
- Diarrhea (more than one episode). Students should stay home for 24 hours after the last episode.
- Nausea or vomiting. Students should stay home for 24 hours after the last vomiting episode.
- Unidentified rashes accompanied by fever or other illness
- Red, itchy eye(s) accompanied by matting or drainage
- Active head lice
- Contagious Disease
- The child is unable to participate in his/her daily school activities.
- Any situation requiring, in the judgment of staff, further medical evaluation or higher level of care.

These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise. When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

MEDICATIONS

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

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

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

PEANUT FREE TABLE

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

COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years	Determination should be made by the team process as outlined by the Communicable Disease Policy. The State Department of Health’s School Children with Aids policy shall be used as reference.
Chicken Pox 14 - 21 days	The student may attend school after all pox are dry and scabbed.
COVID-19	Attendance will be based on current CDC and SD Department of Health Guidance.
Enteric Infection (Diarrhea) (Giardia, Salmonella, Shigella, Campylobacter, Rotavirus, E-Coli, Pin-Worms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Hepatitis A 15 - 40 days	The student may attend school with physician’s written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B 45 - 160 days	Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Students may attend school.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and the area is dried.
Influenza 3 - 7 days	The student may attend school if no fever. Good washing should eliminate the risk of transfer of infection.
Lice, Crabs	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child is allowed to return to the classroom.
Meningococcal Disease	Students may attend 24 hours after initiating antibiotic treatment.
Infectious Mononucleosis (Glandular Infection) 2 - 6 weeks	The student may attend school as directed by the physician. The student may need adjusted school days and activities.

Pertussis (Whooping Cough)	Students may attend after completion of 5 days of appropriate antibiotic treatment.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
RingWorm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Rubeola (Red, Hard, Measles) 8 - 14 days	The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.

Nutrition Services

LUNCH ACCOUNTS

Douglas School District requires that all lunch accounts operate with a positive balance. Funds can be added to your students account electronically under the parent portal and food service, or via check or cash. If your student's account becomes low, an electronic notice will be sent to the email address that is on file. It is the responsibility of the parent/guardian to monitor their student(s) account. You may access your account information through the parent portal. Money in your Campus Lunch account rolls over from year to year.

The federal application for free or reduced lunch is available at any time during the school year by contacting the school office, filling the application out electronically through the parent portal, under more and meal benefits, or downloading the printable version on the Food Service home page. Please contact the food service office with any questions (605) 923-0055.

LUNCH AND BREAKFAST PROGRAMS

Students may either participate in the hot lunch program or bring a sack lunch for lunchtime. The cost for school meals are as follows:

Breakfast All Grades – \$2.10	Milk – \$0.50
Lunch K-5 – \$2.60	Adult Breakfast – \$2.85
Lunch 6-12 – \$2.85	Adult Lunch – \$5.00

Reduced Price Meals are as follows:

Breakfast – \$0.30	Lunch – \$0.40
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FOOD SUBSTITUTION REQUIREMENTS

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Annually, parents are required to complete the Special Diet Form, if a food substitution is needed. This form is available through the building nurse's office or through the Food Service Office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided annually. Please contact the food service office with any questions (605) 923-0055.

SERVICES TIMES BY SCHOOL

Breakfast	All Buildings 7:30 AM
Lunch	Based on building schedule

ATTENDANCE

SCHOOL ATTENDANCE

The Douglas School District recognizes that students, parents/guardians, teachers, and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Douglas School District must attend classes regularly every day school is in session until the completion of the school year. The following information has been taken from SDCL: 13-27-1. This defines the responsibility of a person controlling a child under 18 for school attendance.

TRUANCY DEFINITION

"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

EXCUSED ABSENCES

The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:

1. Personal and family illness.
2. Emergencies.
3. Leaves of educational value.
4. Family leave (e.g. family weddings, funerals and preapproved vacations [limited]).

A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. If a call or note has not been received within 24 hours of the absence, the absence will be considered unexcused. School work missed must be made up.

Students needing to be excused for appointments must have a written note or phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the Attendance Office when leaving and upon returning. If a student has excessive absences doctor notes may be requested to avoid truancy procedures.

IMPORTANT: After a student is in attendance for the day, he/she may not leave the school grounds without being signed out by a parent or authorized person. A student who leaves the school grounds without being signed out will be considered truant. *Authorized person must show ID before the student is called to the Office.

Students in grades K-8 who have in excess of 20 days absent for the school year, excused or unexcused, may be retained unless the attendance requirement is waived by administration or the student may be required to complete a summer school program. The attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.

It is normal policy/procedure for parents/guardians to receive notification by mail of current attendance. Habitual truancy problems will be referred to the States Attorney's office.

Excessive absences (excused or unexcused) will be reviewed by the principal and counselor. Excessive absences (excused or unexcused) may be reported to Juvenile Court Services for truancy and the student may possibly repeat the entire school year.

STUDENT RESPONSIBILITY

Students are required to be in school every day.

In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.

A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.

If a child is tardy 2 hours or more, they will be marked absent for one half day. This will include excused tardies for medical appointments.

PARENT/GUARDIAN RESPONSIBILITY

Parents/guardians are required to send students to school every day.

Because of the concerns with the safety of each student, parents/guardians are to contact the school as soon as possible, but no later than 10 a.m. of the day the student is absent.

When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification of the reason for the absence on the day or within one (1) full school day of the student's return to class. An unverified absence will be considered an unexcused absence/truancy.

In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

LEAVING SCHOOL FOR THE DAY

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

TEACHER RESPONSIBILITY

At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment of lack of attendance, though class participation may be a part of the grading criteria.

Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.

Teachers are expected to emphasize the importance of good attendance in order to experience success in class.

Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.

ADMINISTRATOR RESPONSIBILITY

The district will be responsible for establishing attendance procedures and for informing students and

parents/guardians of these requirements at the beginning of each school year.

It is the responsibility of school officials to have accurate records of student schedules.

The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.

MIDDLE SCHOOL TRUANCY PROTOCOL

“Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.

HOMEBOUND PROGRAM / SECTION 504

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

DISTRICT POLICY NOTIFICATIONS

Policy Text Disclaimer

In some cases, an incomplete copy of a policy is included in this handbook due to district policy review and revision timelines. In some instances, portions of policies relevant to students may be referenced. Complete versions of all Douglas School District policies are available in the school office, Douglas School District Administrative Offices, or online at www.DSDk12.net. Policies may be revised after this handbook has been printed. Douglas School District adheres to Federal, State and Local Regulations. Please see South Dakota Codified Law, <https://sdlegislature.gov>.

Policy	Title	Brief Description
ACAA	Sexual Harassment	The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner.
AEA	Tobacco-Free Schools	The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities.
EBCA	Bomb Threats	The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property.
ECAC	Video Surveillance	The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Videotaped recordings are considered security data and are property of the Douglas School District. Any viewing requests need to go through the superintendent's office.
JFA	Student Due Process Rights	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFA-R	Student Due Process Regulation	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
JFC	Student Conduct	The Board expects students in the District schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.
JFCD-R	Bullying - Regulation	Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
JFCE	Terroristic Threats	The Douglas School Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

JFCG	Smoking and Tobacco Use by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare and safety of all students who attend the district's schools. The School Board believes that student smoking and the use of tobacco is wrong and harmful.
JFCG-R	Smoking and Tobacco Use by Students Regulations	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCH	Alcohol and Other Drugs by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the District's schools. Alcohol and other drug use can interfere with a student's ability to learn and function responsibly in the school setting and in the community.
JFCH-R	Alcohol and Other Drugs by Students Regulation	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
JFCL	Student Registered Sex Offenders	The State of South Dakota maintains a registry of registered sex offenders for public information. Any interested person is encouraged to contact a local law enforcement agency or the South Dakota Attorney General's Office for further information or to access the registry. Persons using the registry are reminded to obey all laws concerning misuse of the information obtained. This policy does not impose any duty upon any District employee to review the sex offender registry for individuals who may come upon District Property.
JHCDB	Epinephrine Auto-Injectors	The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. Parent/legal guardian of a student with a known severe allergic reaction causing anaphylaxis needs to provide the school with an epinephrine auto-injector prescribed by a licensed physician.
JOA	Student Directory Information	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.
JOA-E	Student Directory Information Notice	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.
JOB	Student Surveys	No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
KO	Non-Student Registered Sex Offenders	No person, other than a student who is enrolled in the Douglas School District #51-1 ("District") who is registered as a sex offender under SDCL Chapter 22-24B, may knowingly be present on the facilities or grounds owned, leased or controlled by the District (the "Property") except for the limited circumstances stated in this policy. A student enrolled in the District who is registered as a sex offender under SDCL Chapter 22-24B shall be subject to Board Policy JECBC.

FEDERAL AND STATE POLICY NOTIFICATION

Title	Brief Description
FERPA - Family Educational Rights and Privacy Act DSD Policy JO-E	<p>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."</p>
FEDERAL PROGRAM COMPLAINTS DSD Policy AC-R	
Notice of Nondiscrimination	<p>The Douglas School District prohibits harassment and discrimination on the basis of race, color, citizenship, creed, religion, national origin, sex, veteran status, disability, age, or any other protected characteristic under applicable federal or state law, in its program and activities, in employment, and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding District policies and procedures regarding non-discrimination and harassment, contact:</p> <p>Executive Director of Operations 400 Patriot Drive Box Elder, SD 57719</p> <p>For more information about non-discrimination laws and regulations, or to file a complaint, contact the Office for Civil Rights (OCR); 1-800-421-3481; ocr@ed.gov.</p>
The Every Student Succeed Act (ESSA)	<p>The Every Student Succeeds Act (ESSA) is the federal K–12 education law. ESSA was signed into law in 2015, replaced No Child Left Behind, and reauthorized the Elementary and Secondary Education Act (ESEA). ESSA requires every state to measure performance in reading, math, and science. Every school must inform parents about their standards and their results. ESSA requires every state to provide parents important information on test performance in reading, math, and science. The report cards must also provide data on graduation rates, suspensions, absenteeism, teacher qualifications, and many other areas. South Dakota parents may find this information on TXschools.gov and in data reports on the Performance Reporting pages.</p>
The Every Student Succeed Act (ESSA) – Parents Right to Know	<p>Parents of students in Title I schools (schools that receive federal assistance due to their high poverty level) have a “right to know” about the qualifications of their child’s classroom teachers and paraprofessionals [ESSA Title 1 Part A, SEC. 1112(e)(1)(A)].</p>
Title I Parent and Family Engagement DSD Policy ABAA	<p>The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.</p>
Title VI/Indian Education	<p>Title VI is designed to ensure that American Indian, Native Hawaiian and Alaska Native students meet challenging state academic content and student academic achievement standards, as well as meet the unique culturally related needs</p>
Child Abuse and Neglect	<p>SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the</p>

	following: the building principal, superintendent or designee, the State’s Attorney.
Disturbance of School	<i>SDCL 13-32-6. Disturbance of School.</i> “A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.” The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.
Weapons in School	The legislature, under SDCL 13-32-7, states “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.” Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.” If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.
Disorderly Conduct	<i>SDCL 22-18-35. Disorderly Conduct.</i> “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by: <ol style="list-style-type: none"> 1. Engaging in fighting or violent or (threatening) behavior; 2. Making unreasonable noise; 3. Disturbing any lawful assembly or meeting of persons without lawful authority; or 4. Obstructing vehicular or pedestrian traffic; Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”

DOUGLAS SCHOOL DISTRICT CONTACT INFORMATION

Douglas Elementary Schools	Phone
Carrousel (Special Services birth - 3 yrs)	605-923-0090
Badger Clark (grades K-3)	605-923-0080
Francis Case(grades K-3)	605-923-0070
Vandenberg (grades 4-5)	605-923-0060
Douglas Secondary Schools	Phone
Douglas Middle School	605-923-0050
Douglas High School	605-923-0030
Douglas High Athletics Dept.	605-923-0040
Douglas School District Administrative Offices	Phone
DSD Central Office Main Line	605-923-0000
Superintendent of Schools	605-923-1001
Educational Services	
Elementary	605-923-1002
Secondary	605-923-1018
Title VI/Indian Education	605-923-1018
Federal Programs	605-923-1002
Special Education & Student Related Services	605-923-0090
Human Resources	605-923-1015
Finance, Budget & Community Development	605-923-1009
Support Services	
Buildings & Grounds	605-923-0005
Nutrition Services	605-923-0056
Technology Services	605-923-0032
Transportation_ & Special Education Transportation Coordinator	605-923-0022
Communications Coordinator	605-923-0058
Registration Services	605-923-1036

BOARD OF EDUCATION

Mrs. Tanya Gray
 Mrs. Amy McGovern
 Mr. Benjamin Freirichs
 Mrs. Tonya Amaral
 Mr. Chris Misselt

Associate Member, Col. Patrice Holmes
 Associate Member, CMSgt. Keelan Rasmusson
 Associate Member Alternate, Frances Apland

Douglas School Board Policies

This handbook will be administered so as to be consistent with Douglas School District Policies, Administrative Regulations, State of South Dakota Laws, and Federal statutes. All Douglas School District Policies are available for review at dsdk12.net.



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
GREAT PLAINS TRIBAL LEADERS HEALTH BOARD
AND THE
DOUGLAS SCHOOL DISTRICT
July 1, 2023, to June 30, 2024**

I. PURPOSE

The purpose of this document is to establish a Memorandum of Understanding (MOU) between the Great Plains Tribal Leaders Health Board (GPTLHB) and Douglas School District (DSD) regarding the Connecting With Our Youth (CWOY) and CWOY Extension.

This agreement sets forth the conditions for CWOY/CWOY Extension and DSD to engage in a collaborative partnership to provide support to the behavioral health and wellbeing of students enrolled in the CWOY/CWOY Extension program and offer training opportunities to DSD staff. It sets forth the understanding between parties regarding referrals made by DSD staff and services provided and/or offered through CWOY/CWOY Extension.

Participation in any program, services, or training offered through this memorandum will be voluntary and must be approved by the parent/guardian of each youth.

Nothing in this agreement is intended to create an employee/employer relationship between CWOY and DSD.

II. PROGRAM GOAL AND OBJECTIVES

The goal of the CWOY/CWOY Extension program is to cultivate community-initiated prevention and intervention strategy that draws on the strength of the Lakota cultural values of generosity, courage, respect, and wisdom. CWOY/CWOY Extension will work to reduce the incidence of suicides and suicide attempts through community education and interventions appropriate for the American Indian/Alaska Native (AI/AN) youth and adults of all ages in the Box Elder area of DSD.

CWOY/CWOY Extension will increase the delivery of the early intervention and follow-up care for AI/AN youth/adults of all ages and family members following critical suicide-related events (i.e., suicide-related hospitalization and sentinel events in school or at home).

In the educational context, CWOY/CWOY Extension's goal is to increase the capacity of K-12 and postsecondary schools in the area to reduce the risk for suicidal factors, reduce the rate of suicide attempts, and reduce deaths by suicide among AI youth.

- Cheyenne River
Sioux Tribe
- Crow Creek
Sioux Tribe
- Flandreau Santee
Sioux Tribe
- Lower Brule
Sioux Tribe
- Mandan, Hidatsa &
Arikara Nation
(Three Affiliated Tribes)
- Oglala Sioux Tribe
- Omaha Tribe
of Nebraska
- Ponca Tribe
of Nebraska
- Rosebud Sioux Tribe
- Sac & Fox Tribe of the
Mississippi Indians in
Iowa/Meskwaki Nation
- Santee Sioux Tribe of
Nebraska
- Sisseton-Wahpeton
Oyate of the Lake
Traverse Reservation
- Spirit Lake Tribe
- Standing Rock
Sioux Tribe
- Trenton Indian
Service Area
- Turtle Mountain Band
of Chippewa Indians
- Winnebago Tribe
of Nebraska
- Yankton Sioux Tribe



III. ORGANIZATIONAL RESPONSIBILITY

The GPTLHB CWOY/CWOY Extension program is responsible for:

- 1) Providing administrative oversight for the program.
- 2) Monitoring program performance.
- 3) Ensuring fiscal management and accountability of CWOY/CWOY Extension program expenditures.
- 4) Maintain the following insurance coverages for CWOY/CWOY Extension and GPTLHB staff through the duration of this MOU: Automobile Liability and Workers' Compensation.
- 5) Ensure that all CWOY&CWOY Extension/GPTLHB employees who perform work under this MOU meet the requirements of the GPTLHB Personnel Policies & Procedures, Section 4.7, Background Checks.
- 6) Provide oversight of CWOY/CWOY Extension program staff.
- 7) Coordinating schedules alongside DSD to support the behavioral health and well-being of DSD students participating in CWOY/CWOY Extension programs.
- 8) Provide qualified staff to perform mental/behavioral health educational opportunities and behavioral health support to students who are enrolled in the CWOY/CWOY Extension program.
- 9) Obtain necessary consent for services from a student's parent or legal guardian.
- 10) Conduct services in accordance with CWOY/CWOY Extension program and GPTLHB standards and that of such licensing board as staff may be licensed under.
- 11) Maintain the security and confidentiality of any participant information which may be learned or witnessed as part of this agreement, in accordance with all applicable laws including FERPA and HIPAA.
- 12) DSD counselors, social workers, and psychologists will be provided information annually on the availability of CWOY/CWOY Extension program services. Designated staff partnering with CWOY/CWOY Extension will provide training to staff about the referral process and CWOY/CWOY Extension support navigator services.
- 13) Points of contact (POC), school counselors, social workers, and psychologists will be offered the opportunity to complete Lakota Mental Health training offered by GPTLHB.

DSD shall be responsible for:

- 1) Assign a point of contact (POC) at each DSD school with students and, parents/guardians to work with CWOY on the referral of students who meet at least one of the following criteria:
 - a. Experience with ongoing suicidal ideations.
 - b. Confirmation of a suicide plan, regardless of how specific or likely.
 - c. Self-harming or cutting behavior.
 - d. Severe substance abuse characterized by self-medicating behaviors as opposed to experimental or reputational behaviors.
 - e. Isolationist behavior is characterized by internal social avoidance or external exclusion.
 - f. Recent experience with high-level trauma such as exposure to suicidal behavior among close friends or family, violent victimization, domestic violence victim or witness.



- 2) The referral process through DSD POCs is as follows:
 - a. When a DSD school counselor or social worker believes a student meets one or more of the criteria for participation in the CWOY/CWOY Extension Support Navigator Program, they will consult with the POC at their school to begin the referral process. The DSD POC will assist in acquiring parental/guardian consent, or work with the parents/guardians or young adults who have reached the age of consent to complete the CWOY/CWOY Extension program informed consent, the release of information, and intake forms.
 - b. After the completion of referral forms, the DSD POC will fax or email notification of the completed referral to the CWOY Program Manager.
- 3) DSD POC shall provide verbal updates to CWOY/CWOY Extension support navigators on student progress toward short and long-term goals set by students in consultation with their support navigators. The DSD POC will work with the support navigators with the intent of facilitating and strengthening student recovery and success.
- 4) Allow CWOY Support Navigators to enter DSD to meet with CWOY/CWOY Extension program participants.
- 5) Provide CWOY/CWOY Extension program staff opportunities to participate in district and school-based professional learning that were deemed appropriate.

IV. CONFIDENTIALITY

This program's nature requires information obtained from the program participants and anyone identified through this program shall remain confidential. Both CWOY & CWOY Extension Program/GPTLHB and DSD staff agree to keep all participant information confidential and secure in compliance with all applicable laws, including FERPA and HIPAA, and not to divulge any protected and confidential information to any third parties, in any way.

V. MEETINGS

To ensure all parties' responsibilities are meeting fulfillment, both CWOY/CWOY Extension Program and DSD shall communicate (i.e., conference calls, emails, correspondence, telephone calls, etc.) on a frequent and regular basis. Meetings shall occur no less than once every 3 three (3) months to review the activities, share information, provide progress reports, and explore new opportunities for collaboration.

VI. LENGTH OF MEMORANDUM OF UNDERSTANDING

The provisions of this memorandum of understanding shall remain in effect from October 13, 2022, to June 30, 2023. Each fiscal grant year of the program, a new MOU shall be signed and updated, as the scope of work may change. Three (3) weeks prior to the date for renewal of this agreement, the respective parties shall each review the MOU and then make recommendations to the other party(s) if changes are going to be recommended. Modifications may only be made with the mutual agreement of both parties. This MOU may be terminated by either party. This MOU may be terminated by the Great Plains Tribal Leaders Health Board if the collaborating organization violates applicable federal, state or local laws, or the Policies of the GPTLHB, or in the event of a loss of funding for this project.



VII. OTHER TERMS AND CONDITIONS

Nothing in this MOU is intended to change the immunities or the legal or sovereign status of either party to the MOU, and all other rights and responsibilities outside of this MOU are reserved to the respective parties to this MOU.

VIII. ACCEPTANCE

Approved and accepted by the Douglas School District:

Kevin E. Case
Superintendent

Date

Approved and accepted by the Great Plains Tribal Leaders Health Board:

Sunny Colombe
Acting Chief Executive Officer

Date



Hecel Oyate Kin Nipi Kte – So That The People May Live



2023-24



AGREEMENT BETWEEN
DOUGLAS SCHOOL DISTRICT 51-1
and
DOUGLAS EDUCATION ASSOCIATION

Discrimination Prohibited

Equal Opportunity Employment

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

Title IX Policy Notification Statement

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

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

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to ~~Ms. Monica Waltman, Director of Special Education Services~~, **Executive Director of Secondary Academics**, Douglas School District 51-1, ~~421 Don Williams~~ **400 Patriot** Drive, Box Elder, SD 57719 ~~(605) 923-0013~~. **(605) 923-0000**.

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

TABLE OF CONTENTS

ASSIGNMENT AND TRANSFER	12
ASSOCIATION RIGHTS	4
COMPLAINTS/REQUEST FOR REVIEW	10
CONTRACT RENEWAL AND CONTINUING CONTRACTS	11
DISMISSAL AND SUSPENSION	14
DISTRICT RIGHTS	4
EDUCATION COUNCIL	5
EFFECTIVE DATE; DURATION OF AGREEMENT; AND NEGOTIATION PROCEDURES	42
EXTRA-DUTY AND OTHER ALLOWANCES (Appendix B)	44
GRIEVANCE PROCEDURE	6
INDIVIDUAL TEACHER'S CONTRACTS	11
INSURANCE PROGRAM	32
LEAVES OF ABSENCE	22
A. Extended Leave of Absence	22
B. Short Leave Without Pay	22
C. Professional Leave	23
D. Association Leave	23
E. Sick Leave	24
F. Family and Medical Leave	25
G. Worker's Compensation	25
H. Additional Use of Sick Leave (Court Appearance)	25
I. Personal Leave	27
J. Court Witness and Jury Duty Leave.	27
K. Military Leave	27
L. Parental Leave	27
M. Sabbatical Leave	29
LENGTH OF SCHOOL TERM	16
MATTERS NOT COVERED	41
MEDICAL EXAMINATION	10
MILEAGE	39
MISCELLANEOUS PROVISIONS	41
PROFESSIONAL DUES AND PAYROLL DEDUCTIONS	39
RECOGNITION	3
REDUCTION IN PROFESSIONAL STAFF WORKFORCE	14
SALARY AND TEACHER CLASSIFICATION	35
A. Salary Schedule - General Provisions	35
B. Experience Increments	36
C. Master's Degree Requirements	36
D. Masters Plus Thirty / Master's Plus Forty-Five Requirements	37
F. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)	37
G. Payment of Salary	38
H. Extra- Duty Contract Payments	38

2023-24 APPROVED SALARY SCHEDULE (Appendix A)	43
SEPARATION PROGRAM	33
SICK LEAVE BANK	30
STUDENT DISCIPLINE AND TEACHER PROTECTION	40
TEACHING DAY	16
TEACHER EVALUATION	18

NEGOTIATIONS AGREEMENT

This Agreement made and entered into at Box Elder, South Dakota, pursuant to the provisions of SDCL 3-18-8, by and between the Douglas School District 51-1, hereinafter called District, and Douglas Education Association, hereinafter referred to as Association.

WITNESSETH:

WHEREAS, both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to the employer-employee relationship which exists between the District and the employees covered by this Agreement and to enter into a complete Agreement covering wages, rates of pay, hours of employment or other conditions of employment, and,

WHEREAS, the parties recognize that all the provisions of this Agreement must meet the requirements and procedures required by law and the provisions of the statutes of the State of South Dakota, and,

WHEREAS, the parties do hereby acknowledge that this Agreement is the result of the unlimited right and opportunity afforded each of the parties to make any and all demands and proposals with respect to the wages, rates of pay, hours of employment or other conditions of employment with respect to the unit of employees covered hereby,

NOW, THEREFORE, in consideration of the execution of this Agreement and the covenants and Agreements mutually expressed herein and arrived at by the parties hereto, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

Pursuant to the provisions of SDCL 3-18, the Douglas School District 51-1 recognizes the Douglas Education Association as the exclusive formal representative for purposes of negotiations under SDCL 3-18 for all certified teachers who are regularly employed by the Board of Education, excluding those persons designated as administrative personnel. Notwithstanding this recognition, the parties hereto understand and agree that any individual teacher, or group of teachers, shall have the right at any time to present grievances to the District and to have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement, and provided the Association has been given the opportunity to be present at such adjustment. Where used herein, the terms "teacher" or "employee" shall mean those individuals identified above unless otherwise indicated.

ARTICLE II

DISTRICT RIGHTS

- A. In recognizing the Association as the exclusive formal representative as hereinbefore provided, the Board of Education retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities imposed upon and vested in it by the laws and the Constitution of the State of South Dakota and of the United States, including, but without limiting the generality of the foregoing, the rights and responsibilities set forth in SDCL 13-8-1, 13-8-39 and 13-10-2.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by such expressions of limitation relating to the unit as are contained in this Agreement and then only to the extent such expressed limitations are in conformance with the Constitution and the laws of the State of South Dakota and the Constitution and laws of the United States.

ARTICLE III

ASSOCIATION RIGHTS

- A. The Association shall be furnished on request regularly and routinely prepared information concerning the financial condition of the School District, including the annual financial statement and adopted budget. Nothing herein contained, however, shall require the Central Administrative Staff to research and assemble information requested by the Association.
- B. When the agenda of an official meeting of the Board of Education has been prepared and finalized, a copy of such agenda shall be given to the Association. Within a reasonable time after official meetings of the Board of Education, the Board shall provide the Association with a copy of the minutes of such Board meetings.
- C. Any authorized representative of the Association and its affiliates shall be free to visit the various places of employment of all of the employees covered by this Agreement at reasonable hours and for reasonable periods of time for the purpose of carrying on his/her duties relating to the administration of this Agreement, provided that:
 - 1. He/she shall first notify the building principal or other appropriate supervisor of such building who will provide a meeting place for meetings with teachers;

2. There shall be no interference with the conduct of the operations in such buildings; and
3. No teacher shall be consulted when such teacher has direct classroom or other supervisory responsibilities.

Neither the Association, its members nor its representatives shall visit such places of employment for the purpose of collecting Association dues or conducting Association business unrelated to the administration of this Agreement during working hours.

- D. Representatives of the Association will be permitted to hold meetings in school buildings at times outside the school day, provided (1) such requests for meetings do not conflict with previously scheduled staff meetings, and (2) such requests have been submitted on the proper building use form and have been approved by the building principal.
- E. The Board shall provide a bulletin board in the faculty lounge of each school building, which may be used by the Association for displaying Association notices and circulars.

ARTICLE IV

EDUCATION COUNCIL

- A. An Education Council shall be composed of teachers who shall be appointed annually by the Association: two (2) teachers from each of the elementary administrative units/schools, the middle school, and the senior high school, the Superintendent of schools or designee, and five (5) persons designated by him/her annually.
- B. Unless the members of the Council otherwise agree, the Council shall meet at least once per month during the school year to discuss items not covered in the Negotiated Agreement. The first meeting shall be held in September. Meeting dates and protocol for the remainder of the year will be set at that time.
- C. The clerical expenses of the Council and its subcommittees shall be paid by the Board of Education.
- D. Association representatives on the Council shall be released from school duties for monthly meetings of the Council without loss of salary whenever it is jointly decided to hold such meetings during the school day.

ARTICLE V

GRIEVANCE PROCEDURE

(Board Policy Regulation GBM-R)

A. Definitions

1. A "grievance" shall mean a complaint by a teacher, or teachers, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of any of the terms of this Agreement, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.
2. An "aggrieved person" is a teacher or teachers asserting a grievance in writing.
3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.
4. The term "days", except where otherwise provided in the Negotiated Agreement, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

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

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts

should be made to expedite the process. The time limit specified may, however, be extended by mutual Agreement.

2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.
3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the superintendent's office within at least forty-five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

1. If a teacher has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.

E. Formal Procedures

1. Level 1: Principal
 - a. If the teacher is not satisfied with the disposition of the complaint through informal procedures, the teacher may submit the problem as a formal written grievance to his/her principal. (Board Policy Exhibit GBM-E, Form S-423)
 - b. The aggrieved person shall discuss the grievance personally, and may request that a representative of the Douglas Education Association accompany him/her.
 - c. The principal shall within ten (10) days render a decision in writing to the aggrieved person.
 - d. A teacher who is not directly responsible to a building principal may submit the formal written grievance to the administrator to whom he/she is directly responsible.

2. Level 2: Superintendent

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within ten (10) days after the presentation of the grievance, he/she may file the grievance in writing with the superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.
- b. If requested by the teacher, the Douglas Education Association may file such grievance on behalf of the teacher within the time limit set forth above.
- c. The superintendent, or his/her designee or designees, will represent the administration at Level 2 of the grievance procedure.
- d. The superintendent, or his/her designee or designees, shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the superintendent, or his/her designee or designees. The superintendent, or his/her designee(s) shall render his/her decision in writing to the aggrieved person.

3. Level 3: Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance at the next regular Board meeting or within twenty (20) days, whichever is sooner. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party and to the Association.

4. Level 4: Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board has heard the grievance, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor, which shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of SDCL 3-18-15.2.

- b. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.
- c. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided by SDCL 1-26.

F. Rights to Representation

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

G. Miscellaneous Provisions

1. If a grievance affects a group of teachers from more than one building, such grievance may be submitted in writing directly to the superintendent's office, and the processing of such grievance may be commenced at Level 2.
2. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent or designee and the Douglas Education Association.
3. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. The Board and the aggrieved person shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.
5. When it is necessary for a representative or representatives of the Association, the aggrieved person or party in interest to attend a grievance hearing called during the school day, the superintendent's office shall notify the principal of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

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

ARTICLE VI

COMPLAINTS/REQUEST FOR REVIEW

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

ARTICLE VII

MEDICAL EXAMINATION

- A. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.

- B. An employee of the Board of Education who is not able to return to duty on the day following ten (10) days of illness or injury may be required to present a certificate of ableness to the principal upon his return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
- C. An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the employee may be required to provide a medical report secured from the School District's designated physician at the expense of the School District.

ARTICLE VIII

INDIVIDUAL TEACHER'S CONTRACTS

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

ARTICLE IX

CONTRACT RENEWAL AND CONTINUING CONTRACTS

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

ARTICLE X

ASSIGNMENT AND TRANSFER

Per Board Policy GCI PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS, The assignment and transfer of teachers to positions in other schools of the District or within the teacher's assigned school will be made by the Superintendent or administrative designee giving consideration, but not limited to the following criteria:

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

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

A. Assignments:

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

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

Assignments may be at the initiative of the Superintendent or designee for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the teacher involved, and the teacher's immediate supervisor, at which time the teacher will be notified of the reason therefore.

B. Transfers-

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

Teachers may request a transfer however, a new teacher must have spent at least one (1) year in a position before requesting a transfer.. In the determination of requests for transfer, the convenience and wishes of the individual teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one teacher has applied for the same position, the teacher determined to best serve the needs of the school district shall be appointed.

During the school year, the superintendent or designee shall post on the district website a notice of any vacancy which occurs during the year or will occur during the following year. Each such notice shall be posted as soon as any such vacancy becomes available. Any teacher who desires to be considered for any such vacancy may do so by submitting a Transfer Request Form to Human Resources within the period of time stated on the vacancy notice.

Any teacher desiring a transfer shall submit a Transfer Request Form between January 1 and February 1 to Human Resources. Such a request shall include the grade or subject to which he/she desires to be transferred, in order of preference. **Transfer Request Forms may be submitted to Human Resources after February 1 if there is a specific vacancy for which he/she wishes to be considered.**

Teachers having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

Upon written request, teachers shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition.

Before assignments of new teachers in the School District are made, consideration shall first be given to pending requests for transfer or assignment to available vacancies.

ARTICLE XI

DISMISSAL AND SUSPENSION

- A. The Board of Education may dismiss any teacher at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. The Board of Education may non-renew a teacher who is in or beyond the fourth consecutive term of employment as a teacher for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct insubordination, neglect of duty, or the violation of any policy or regulation of the school district as stated in SDCL 13-43-6.1. If a teacher is terminated for cause, they are no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a teacher such teacher shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held within seven (7) days thereafter. At such hearing, the teacher shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his/her own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the hearing, the Board shall render its final decision and notify the teacher of its decision in writing. The teacher shall have the right of appeal as provided in the final step of the grievance procedure.
- C. No teacher shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to the grievance procedure.

ARTICLE XII

REDUCTION IN PROFESSIONAL STAFF WORKFORCE

It is within the discretion of the Board of Education to reduce the educational program, curriculum, and staff whenever economic necessity or enrollment dictates. A staff reduction occurs when the Board eliminates all or part of an existing position held by a staff member to whom continuing contract rights apply. In the event that the Board of Education determines that staff reduction is appropriate, the following guidelines may be considered:

- A. An effort will be made to effect reduction through normal attrition. The Douglas Education Association (DEA) will be notified of the proposed reduction in force and recommendations considered from the DEA in the event that such information is received by administration within twenty (20) days of issuance of the proposed reduction in force.
- B. It is anticipated that professional staff to whom continuing contract rights have not yet accrued will have the first eliminated positions.
- C. It is anticipated that part time professional staff to whom continuing contract rights have accrued will be eliminated next.
- D. In the event the position of a continuing contract teacher is eliminated due to a reduction in force, the Board of Education will determine which continuing contract teacher or teachers will be released, considering the following criteria, as applicable. These criteria are not in rank or order of importance.
 - 1. Seniority;
 - 2. Student and curriculum needs;
 - 3. Teacher evaluations;
 - 4. Competency;
 - 5. Qualifications;
 - 6. Certification;
 - 7. Experience in the area to be taught;
 - 8. Educational background;
 - 9. State and federal mandates;
 - 10. Administrative recommendations.
- E. For purposes of consideration of seniority as a factor in the Board's determination for a reduction in force, seniority is determined by the length of service (including approved leaves of absence) with the District and computed in years, months, and days from the date of beginning of the individual's last continued employment. Where two or more continuing contract teachers have the same credited service with the District, seniority between those two shall be determined by total number of years in teaching for which credit was allowed on the District's salary schedule. Where two or more teachers have the same total net credited service, seniority between them shall be determined by lot.

- F. Any reduction in force by the District shall comply with the dictates of SDCL 13-43.
- G. For purposes of this reduction in force article only, continuing contract staff professionals who are laid off pursuant to a reduction in force, shall have reemployment preference for a period of two years following the date of layoff. The effective day for layoff pursuant to this article shall be June 30. Any such continuing contract teacher who seeks reemployment under this agreement must notify the District annually in writing such a desire to be considered for reemployment. An annual request for reemployment consideration must be filed in the District administrative office no later than February 1 of each year preceding the year in which reemployment is sought. Such notification shall include documentation of any additional qualifications obtained by the teacher following layoff.
- H. Recall privileges cease when a teacher resigns. Recall privileges will also cease in the event the individual, upon being recalled, fails to report within twenty (20) days after mailing of the written notice of the reemployment. Reemployment privileges will not apply to teachers under contract with another school district unless the reemployment is for anticipated positions in the following school year.
- I. If more than one staff member is qualified for the position subject to reemployment, the Board shall consider, among other things, the matters identified in Reduction in Professional Staff Workforce, Article 12 (section D), for reemployment purposes.

ARTICLE XIII

LENGTH OF SCHOOL TERM

The school term shall be as set forth in the 2023-24 School Calendar approved by the Douglas School Board. ~~on January 24, 2022.~~

ARTICLE XIV

TEACHING DAY

- A. The normal school day shall be seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length. Normal duty hours are from 7:30 a.m. until 3:30 p.m. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor and shall be adjusted to meet the needs of the department, division or level (elementary, middle or high school) to

which the teacher has been assigned. Reference Board Policy GBN—Staff Flex Time for any adjustments to meet the needs of the individual teacher.

- B. When an administrator calls a building meeting that exceeds the normal duty hours, the teachers of that building will be able to adjust the same amount of time **on a day mutually agreed upon with the teacher's direct supervisor at the end of that teaching day or the next teaching day.** This adjustment shall be handled at the building level through the principal's office and will involve only that time outside the regularly scheduled classroom day.
- C. All teachers shall be entitled to a minimum of a one-half (1/2) hour duty-free uninterrupted lunch period. However, this minimum may be waived upon a majority vote of the teachers in a particular building in order to obtain a more flexible or workable schedule.
- D. Teachers are expected to be in their assigned area or building during their established duty hours unless extra-duty or other assigned duties conflict, or unless necessary school business or an emergency personal need requires their absence for which approval of the building principal has been obtained. On the last scheduled teaching day prior to a holiday and on local, state and national election days, teachers may leave the building fifteen (15) minutes prior to the end of the normal teacher day. **On such days, compensation and all leave deductions will be according to Section A above, seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length.**
- E. Teachers are expected to attend parent-teacher conferences and open houses as well as meetings called by the building principal and general meetings called by the superintendent. In case of general meetings, a dismissal time shall be designated by the Superintendent or designee. **Teachers may be excused from meetings scheduled outside of the seven and one-half (7 1/2) hour day to accommodate an emergency personal need.** Teachers are expected to attend faculty meetings, which are held in each building, unless they are excused, for valid reason, by the principal. ~~Board Policy GCK.~~
- F. Teachers are expected to serve on committees as necessary. As much as possible, such meetings will be held within the seven and one-half (7 1/2) hour day and volunteers for such committee work will first be sought. Committee assignments will be made with consideration as to the work involved in each particular assignment, and committee assignments will be distributed among the various members of the teaching staff insofar as possible.
- G. All activities under the direction and supervision of the School District are considered to be an integral part of the curriculum. Instructional personnel shall accept an equitable share of responsibilities designed to provide a balanced program for the students of the School District. In an effort to achieve equality in the distribution of such responsibilities, assigned duties, such as described below, shall be

distributed equitably among suitably qualified staff members. Assigned duties will be made by the building principal.

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

- H. No teacher will be required to substitute for an absent teacher except under emergency conditions where a substitute teacher cannot reasonably be obtained. Administration will make an effort to preserve planning time for teachers and to ensure that such assignments shall be made equitably. If a teacher is required to substitute for an absent teacher for any amount of time, then that teacher will be paid ~~\$20.00.~~ ~~\$15.00.~~

ARTICLE XV

TEACHER EVALUATION

A. Purpose

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

To the degree possible, the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience. (Board Policy GCN)

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

B. Procedures

1. During the first fifteen (15) days of the school year, the building administrators will schedule meetings for the purpose of reviewing teacher evaluation procedures and forms to be used in the evaluation.
2. Probationary teachers (teachers in their first, second and third years teaching) shall be evaluated formally using the DSD process, including a state mandated Summative Effectiveness Rating (see above) each year for three (3) years. The schedule for the formal evaluation will be set by the evaluator and teacher. Walkthroughs with feedback will occur throughout the year. The Professional Practice Rating (PPR) will be completed prior to the third Monday in March. Final Summative ratings will be completed by the end of the school year.

Experienced teachers (those with more than 3 years of teaching experience), who are new to the Douglas School District, will be evaluated formally during their first year in the District. At the end of the first year, the evaluator will determine whether or not the teacher will require formal evaluation the second year of employment, or if s/he is to be placed on the continuing contract schedule of evaluation.
3. Continuing contract teachers (teachers who have completed three (3) consecutive years of service in the Douglas School District) shall be formally evaluated every other year as required by the state, or more frequently as determined by their supervising principal. If a teacher is on a Plan of Assistance, the Professional Practice Rating will be completed before the third Monday in March.
4. If the teacher and principal include a formal observation in the evaluation process, the teacher shall be notified at least five (5) days in advance if a formal observation is to be scheduled. The five (5) day timeline may be waived by the teacher.
5. All required documentation (as determined by the evaluator and teacher) shall be completed by the teacher, and discussed with the evaluator prior to all formal observations.

6. Teachers will receive feedback within five (5) days of a walkthrough, and, if a formal observation is done, a post-observation conference will be held within ten (10) days after the formal observation.
7. A final evaluation conference shall be conducted following the appropriate timelines. The final evaluation shall be based on a variety of performance, behavior and conduct factors, including but not limited to, classroom observations, SLO's, goals and conferences with the evaluator. Signing of the written evaluation by the teacher shall not imply agreement with the evaluation; it merely indicates that the evaluation was discussed. A copy of the final evaluation shall be given to the teacher.
8. A teacher or administrator may request another person to accompany them at any step within the evaluation procedure.
9. When "unsatisfactory" is noted on the professional practices rubric and/or student growth is "low" (based on the SLO), the evaluator shall work with the teacher to develop a mutually agreed upon a Plan of Assistance. An evaluator may also place a teacher on a Plan of Assistance if the overall Summative Effectiveness rating is "below expectation." The Superintendent or designee shall assist in the development of the Plan of Assistance. A Plan of Assistance may extend into the following year. It is very important for the teacher to successfully complete the Plan of Assistance as failure to do so may result in dismissal.
10. Professional Practice Ratings (PPR) are to be completed before the third Monday in March. The recommendation portion of the PPR need only be completed for the final evaluation and shall be checked in one of three categories:
 - . . . Recommended for Employment
 - . . . Recommended with Qualifications
 - . . . Not Recommended for Employment

When the evaluation "Recommended with Qualifications" is contemplated, the teacher involved shall be apprised of the evaluation in a conference to be held before the third Monday in March. The teacher shall be advised in writing relative to areas in which improvement is necessary. Before a teacher is given the evaluation "Not Recommended", the principal and/or supervisor conducting the evaluation shall have a minimum of two conferences with the teacher relative to the areas of weakness. The first of these conferences shall be held by the end of the first semester of employment. The basis and reason for the evaluation shall be discussed and a Plan of Assistance developed. If a teacher receives the evaluation "Recommended with Qualifications" or "Not Recommended",

he/she may file a request with the Superintendent or designee for a conference regarding the evaluation. Within seven (7) days after receiving such a request, the Superintendent or his designee shall meet with the teacher to discuss the evaluation.

All provisional teachers will be subject only to SDCL 13-43-6.1 through 13-24-6.6 as it relates to contract renewal.

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

C. Personnel Files

1. While employed by the Douglas School District, a teacher shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. ~~At least once every three (3) years~~ **Once per school year**, a teacher shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the teacher and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
2. No material which is derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has received a copy. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the teacher and discussed.) A teacher also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.
3. The personnel file in the central office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

ARTICLE XVI

LEAVES OF ABSENCE

A. Extended Leave of Absence

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

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

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

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

B. Short Leave Without Pay

The Superintendent of schools or designee may grant leaves of absence without pay to certified teachers for personal reasons. Requests for leave without pay must be approved by the building administrator and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; i.e. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

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

- a. The leave is in the best interest of the Douglas School District and relates to the teacher's professional interests or leadership position in local, state or national educational organizations.
- b. The request for leave must be directly associated with educational activities.
- c. Applications must be submitted a minimum of seven (7) days in advance and must be approved by the building principal and the Superintendent or designee.
- d. Approval for professional leave will be contingent on the availability of sufficient funds. Priority will be given to professional leave applications of faculty members who:
 - (1) Submit them first;
 - (2) Hold local, state, and/or national offices in educational professional organizations;
 - (3) Have not been granted professional leave in excess of five (5) days during the preceding three years.

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

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

D. Association Leave

The Douglas Education Association will be granted five (5) days of association leave for each school year to allow its members to attend South Dakota Education Association or National Education Association conferences and workshops.

- a. Members attending conferences and workshops will be chosen by the local association.
- b. The leave is in the best interest of the teacher's professional interests or leadership position in local, state or national education.

- c. The request for leave is directly associated with educational activities.
- d. Applications must be submitted a minimum of seven (7) days in advance of the conference or workshop.
- e. Days will not accrue from year to year.
- f. Board sponsored professional leave for association members will not subtract from association leave days.
- g. There will be no expense to the District, except for the cost of the substitute, if needed.

E. Sick Leave

Sick leave is provided to all full-time and half-time certified teachers of the Douglas School District. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness or death in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

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

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

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

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

If a teacher is released or leaves before the termination of the school year, the teacher shall be credited with only that portion of the twelve days determined by the fractional portion of completed

service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

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

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

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

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

F. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference Board Policy GCBDE—Family and Medical Leave and Administrative Regulation GCBDE-R - Family and Medical Leave Procedures (FMLA)

G. Worker's Compensation

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

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

H. Additional Use of Sick Leave (Court Appearance)

Each employee, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance

in a court of law, involving no moral turpitude on the part of the employee, in a case in which the employee is a party.

I. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year, except to extend a scheduled school holiday, if approved in advance (preferably two days in advance) by the Superintendent of schools or his/her designee. ~~One (1) Two (2)~~ additional days of personal leave shall be granted each year to an employee ~~in their 4th, 5th, 6th and 7th year of employment. who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year.~~ No more than seven (7) personal leave days may be used in any one year with the exception of an employee taking an oral or written comprehensive examination to complete a degree.

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

- a. ~~Leave may not be used to extend Winter Holiday or the beginning/end of the student school calendar. One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.~~
- b. ~~Leave cannot be requested more than 180 days in advance. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.~~
- c. ~~One day of personal leave can be used one time in a school calendar year based upon availability. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Days.~~
- d. ~~Personal leave may not be granted during Parent/Teacher conference Days. Use of personal leave is strongly discouraged during In-service Days.~~
- e. ~~Leave is subject to approval by the Superintendent of Schools. Leave may not be requested more than 180 days in advance.~~

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

One (1) additional day of personal leave shall be granted to an employee who is on a professional growth plan with the District to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

J. Court Witness and Jury Duty Leave - Reference Board Policy GCBDC

K. Military Leave - Reference Board Policy GCBDD

L. Parental Leave

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

- a. The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed shall be verified in writing by a doctor. Certification of physical disability shall not in any way be associated with the care of the child, but only with the teacher's inability to perform her contractual duties.
 - b. Within the forty-five (45) day period, teachers qualifying for sick leave may also apply to use the Sick Leave Bank under the conditions described in Article XVII.
6. A male teacher shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of his ~~his~~ their child and one year thereafter. Additional days taken will be parental leave without pay. Except in case of emergency, a teacher desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
7. A teacher adopting a child shall be entitled to use up to thirty (30) days sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of said child. Additional days taken will be parental leave without pay. Except in an emergency or where the length of notification of receipt of custody does not permit, a teacher desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
8. The total number of sick days used for any teacher shall not exceed thirty (30) total days per occurrence.
9. A teacher who is granted a parental leave of absence shall have the following re-employment rights:
 - a. If a parental leave does not extend beyond ninety (90) days, such teacher shall be reassigned to his or her original position, or to a position of like status and pay, upon giving forty-five (45) days advance written notice to the Superintendent or designee.
 - b. If a parental leave extends beyond ninety (90) days, upon giving ninety (90) days advance written notice to the Superintendent or designee of his or her desire to return to active employment, such teacher shall be assigned to the first available vacant position for which he or she is qualified, provided that if more than one teacher has given such notice, the teacher giving notice at the earliest date shall be assigned to such vacant position. If no such position becomes vacant during that current year, such teacher shall be reassigned to his or her original position or to a position of like status and pay at the commencement of the next school year.

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

M. Sabbatical Leave

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

paying the entire amount which would have been otherwise paid by such teacher and the School District.

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

ARTICLE XVII

SICK LEAVE BANK

~~A voluntary sick leave bank is available for~~ **Eligible** certified personnel (including administrators and directors) employed in a certified position working a minimum of half time and at least 6 months a year who are in their second consecutive ~~term~~ **contracted year** of employment by the District **will be given the opportunity to enroll in a voluntary sick leave bank** under the following conditions and provisions:

- A. Each participating certified employee shall contribute one day of his/her sick leave per year for the first three years of participation and one-half day per year for each successive year to the bank. The

deadline for sick leave bank enrollment shall be on September 15 of ~~each year~~ **the employee's year of eligibility**. Eligible certified employees declining to become participants in the bank ~~in any given year,~~ shall be ineligible for participation later. Once ~~you have~~ enrolled in the sick leave bank, ~~you~~ **the employee** will remain an active member with automatic deductions made from ~~your~~ **their** sick leave account each year unless ~~you~~ **requested** in writing to the Personnel Office to be dropped from the bank.

- B. When the total balance of days in the bank exceeds 600 days, members will not be deducted the one-half day per year after the first three years.
- C. This pool is for the protection of individual participating certified employees whose **personal** long-term extended illness or disability causes an absence from regularly assigned duties. The absence must extend more than five (5) duty days beyond the number of sick leave days, which an individual participating certified employee has accumulated. There shall be only one five (5) day waiting period per illness or disability. (The five (5) days need not be consecutive.) Use of this pool will begin on the sixth duty day after an individual's accumulated sick leave days have been exhausted, at which time the participating certified employees may draw up to 30 days of sick leave from the bank. Use of pool days by participants shall not be limited to the school year in which the long-term extended illness or disability began.
- D. The dates of **personal** physical disability as defined in Article XVI, Section E, for which payment under the sick leave bank is claimed shall be verified by a doctor.
- E. Administration of the bank will be handled by the District Personnel Office. All requests for use of the sick leave bank must be submitted in writing to the Personnel Manager and must be approved by the Superintendent of Schools or designee. The request must be supported by a written statement from the certified employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
- F. Employees withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An employee resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
- G. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.

- H. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year as computed under Article VIII, Section C of this Agreement.
- I. Upon requests of the Association (not more often than quarterly), the Personnel Office shall report the status of the bank, including the balance of days in the bank. The Business Manager shall conduct an annual audit of the sick leave bank.
- J. A classified employee who is a qualified member of the classified employee sick leave bank and moves to a certified position, may join the certified sick leave bank at the same standing as when he/she left the classified sick leave bank.

ARTICLE XVIII

INSURANCE PROGRAM

A. **Health and Life Insurance** ~~Hospitalization and Surgical~~

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

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

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

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time employee (single coverage). Individual employees shall have the option of adding

dependent coverage at their own expense, by completing in writing an authorization for payroll deduction.

The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

ARTICLE XIX

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

VOLUNTARY SEPARATION PLAN

- A. Full-time certified employees, upon written application and approval by the Superintendent of schools or designee, may participate in a voluntary separation program. In case of death, where the individual qualifies and has been approved by the Board for voluntary separation, all benefits will be paid according to Board Policy and/or Negotiated Agreement in one lump sum.
 - 1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 2% of the budget for certified instructional salaries in that year.

2. In the event applications exceed funds available under the 2% limitations, consideration for voluntary separation benefits will be based upon (1) years of service at Douglas School District, (2) Authorization to Hire date, (3) highest level of education, and finally (4) the date the application is received by the board secretary or his/her designee.
3. **Should there be undistributed funds available, but not in excess of 2% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below. The teacher may accept these remaining funds or may apply for consideration the next school year.**
4. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.

B. Program Eligibility and Provisions

1. Eligible employees must have at least thirty (30) years of service in the District. The calendar year applicable to this policy shall be from July 1 through June 30.
2. Applications must be submitted in writing by September 1 of the elected school year of separation and the Board will approve voluntary separation applications at the next Board meeting. Approval of an employee's application for the voluntary separation program will be considered a voluntary resignation and termination of the employee's continuing contract. If an applicant is not approved for voluntary separation, they may, in writing to the Board, recall the application, no later than January 1.
3. Program benefits will be paid as follows:

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

- a. If deemed eligible for the SDRS Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
- b. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the

elected year of separation. Any remaining funds (greater than the amount deposited into a. and b. above) will be paid in a single payment included in the final payment of the elected year of separation; OR

- c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the school year following the elected year of separation; OR
- d. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the three (3) school years following the elected year of separation.

- 4. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
- 5. Only certified staff reimbursed on the salary schedule contained in this Agreement (Appendix "A") are eligible.
- 6. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
- 7. Employees must notify the Business Office of choice b, c, or d by April 1.

C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the District. "Current Salary" shall be defined as the annual salary for certified full-time positions as defined by the salary schedule (Appendix "A"). "Current Salary" does not include extra-duty pay, contract extensions, or other payments above the amounts specified by the salary schedule. The maximum amount of payment eligible in this program is limited to \$60,000 per employee.

ARTICLE XX

SALARY AND TEACHER CLASSIFICATION

A. Salary Schedule - General Provisions

- 1. The salary schedule shall be in accordance with the attached Appendix A. All teachers shall be paid in accordance with the provisions of Appendix A. New base is \$51,375.

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

B. Experience Increments

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

C. Master's Degree Requirements

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

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

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent of schools or designee in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the Superintendent or designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.
4. Credit earned after July 1, 2001, for MA+45 employees in the Ed. Spec Degree or Masters +45 column will be reimbursed up to MA+60 hours as per Article XX, Section F.

F. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)

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

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

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

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

G. Payment of Salary

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

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

H. Extra- Duty Contract Payments

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

ARTICLE XXI

MILEAGE

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

ARTICLE XXII

PROFESSIONAL DUES AND PAYROLL DEDUCTIONS

- A. The District shall deduct dues from the salaries of teachers for continuing membership in the United Teaching Profession Association, South Dakota Education Association, and the National Education Association, provided that at the time of such deduction the District has in its possession a current, unrevoked written assignment executed by the teacher in the form and according to the terms of the authorization form. Such authorizations may be revoked by the teacher at any time by giving written notice to the District and the Association by letter. In the event of a revocation submitted after October 1 of any year, the remainder of that year's dues and contributions shall be deducted from the teacher's next paycheck and transmitted to the Association.
- B. At least forty-five (45) days prior to the beginning of the school year, the Association shall certify to the Board, in writing, the current rate of membership dues of each UTP organization named above. If an organization changes the amount of its membership dues, the Association will give the Board forty-five (45) days written notice prior to the effective date of such change, and such change shall be effective only upon written assurance by the Association to the District that such additional amounts are regular dues duly approved in accordance with the constitution and bylaws of the appropriate organization.
- C. Semi-monthly deductions will be made in twenty (20) equal consecutive installments commencing with the first payroll period in October so that all dues will have been deducted by the end of the twentieth semi-monthly pay period thereafter. As for authorizations which are received by the District's Payroll Office after the first payroll period in October, deductions will be prorated over the remaining deduction period referred to above. The Board shall not be required to honor for a current semi-monthly deduction, any authorizations that are delivered to the District's Payroll Office later than the last working day prior to the distribution of the payroll for which the deductions are to be made. Such deductions shall commence with the next following payroll disbursement.

- D. In accordance with the provisions of the Dues Authorization form and provided that such authorization is unrevoked at the time, all remaining unpaid dues shall be deducted from the final paycheck of a teacher leaving the employment of the District before the end of the school year.
- E. Authorized deductions shall be remitted to the Association no later than the first day of each month following such deductions.
- F. Previously signed and unrevoked written authorizations shall continue to be effective as to teachers reinstated following an unpaid absence not exceeding ninety (90) days. Previous authorizations of other teachers reinstated shall not be considered to be effective.
- G. The District shall not be liable for the remittance of any sums other than those constituting actual deductions made; and if for any reason it fails to make a deduction for any teacher as above provided, it shall make that deduction from the teacher's next pay period in which Association dues are normally deducted after written notification to the District of the error. If the District makes an overpayment to the Association, the District will deduct that amount from the next remittance to the Association. The Association agrees to indemnify and hold the District harmless against any and all claims, suits, orders or judgments brought or issued against the District as a result of any action taken or not taken by the District under the provisions of this article.

ARTICLE XXIII

STUDENT DISCIPLINE AND TEACHER PROTECTION

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

B. Disruptive Students

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

ARTICLE XXIV

MATTERS NOT COVERED

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

ARTICLE XXV

MISCELLANEOUS PROVISIONS

A. Copies and Posting of Agreement

On or before the commencement of the 2023-24 school year, each teacher will be provided with an electronic copy of this Agreement via the District website.

B. Savings Clause

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In that event the parties to this Agreement shall meet immediately and negotiate a substitute provision.

ARTICLE XXVI

EFFECTIVE DATE; DURATION OF AGREEMENT; AND NEGOTIATION PROCEDURES

This Agreement shall be effective as of the 14th day of August, 2023, and shall continue in full force and effect until the beginning of the school term in 2024, and shall continue in effect from year to year thereafter, provided, however, that if either party desires to amend or terminate this Agreement, such party shall give written notice to the other party of such desire, which notice shall be served by either the Board or the Association upon the other no sooner than February 1, 2024, and no later than February 15, 2024. In the event such notice is given, ~~the party giving such notice, if amendments to the Agreement are requested, shall submit the proposed amendments in writing to the other party within fifteen calendar days thereafter, and the other party shall submit whatever amendments it wishes to submit within fifteen days thereafter~~ **all amendments to the Negotiated Agreement proposed by either party will be brought forward through the negotiations procedure and timelines as agreed upon by both parties.** All other provisions of this Agreement shall automatically continue in full force and effect for the next succeeding year, subject, however, to the provisions of Article XXV B, hereof. Negotiations shall then commence and proceed as mutually agreed to by the parties. Negotiations shall be governed by the provisions of SDCL 3-18 as they now exist or as they may be amended from time to time by legislative process.

Dated at Box Elder, South Dakota, this 14th day of August 2023.

DOUGLAS EDUCATION ASSOCIATION

DOUGLAS SCHOOL DISTRICT 51-1

BY: _____
Co-President: Deborah Smith

BY: _____
President, Board of Education
Tanya Gray

Co-President: Amy Rowe

APPENDIX A

DOUGLAS SCHOOL DISTRICT
2023-24 APPROVED CERTIFIED SALARY SCHEDULE

<u>Experience Step</u>	<u>Bachelors Degree</u>	<u>Masters Degree</u>	<u>Masters Plus 30</u>	<u>Ed Spec Degree or Masters +45</u>
0	\$51,375	\$56,375	\$61,375	\$66,375
1	\$52,125	\$57,125	\$62,125	\$67,125
2	\$52,875	\$57,875	\$62,875	\$67,875
3	\$53,625	\$58,625	\$63,625	\$68,625
4	\$54,375	\$59,375	\$64,375	\$69,375
5	\$55,125	\$60,125	\$65,125	\$70,125
6	\$55,875	\$60,875	\$65,875	\$70,875
7	\$56,625	\$61,625	\$66,625	\$71,625
8	\$57,375	\$62,375	\$67,375	\$72,375
9	\$58,125	\$63,125	\$68,125	\$73,125
10	\$58,875	\$63,875	\$68,875	\$73,875
11	\$59,625	\$64,625	\$69,625	\$74,625
12	\$60,375	\$65,375	\$70,375	\$75,375

EXTRA-DUTY AND OTHER ALLOWANCES

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

1. Extra-duty allowance shall be considered negotiated through the ~~2022-23~~ 2023-24 school year.
2. A maximum of seven (7) years out-of-district experience may be granted to new employees for comparable experience. Verification of experience is the responsibility of the employee.
3. All supervising personnel are expected to properly identify and distribute materials and equipment to student participants and to keep an accurate accounting of who has such materials and equipment. At the termination of that activity, the supervising personnel are to collect materials and equipment within two (2) weeks after the termination of the activity. At that time, they shall also submit an inventory of materials and equipment with a purchase order request for additional or replacement materials for the ensuing year.
4. Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.
5. *Competitive Dance and *Competitive Cheer contracts will stipulate they have separate practices or a different coach than Football and Basketball Cheer.

COMPENSATION FOR ATHLETIC/ACTIVITY FUNCTIONS

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

Middle School - \$15.00 per hour

High School - \$15.00 per hour

Intramurals - Moved to Category 8 (minimum of 35 hours)

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

CATEGORY 8 – INTRAMURALS

The following are considered “Intramurals” and will be reimbursed on Appendix B – Category 8:

1. Elementary Basketball (Girls)
2. Elementary Basketball (Boys)
3. Elementary Volleyball (Girls)
4. 6th Grade Basketball (Girls)
5. 6th Grade Basketball (Boys)
6. 6th Grade Volleyball (Girls)

To be reimbursed as an intramural coach, the coach must spend at least 35 hours with students during the “season”.

APPENDIX "B"
2023-24

High School, Middle School, Elementary

Exp		CAT 0	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
		13.20%	11.40%	8.20%	6.40%	5.95%	4.55%	3.65%	3.20%	2.30%
0	\$51,375	\$6,782	\$5,857	\$4,213	\$3,288	\$3,057	\$2,338	\$1,875	\$1,644	\$1,182
1	\$52,125	\$6,881	\$5,942	\$4,274	\$3,336	\$3,101	\$2,372	\$1,903	\$1,668	\$1,199
2	\$52,875	\$6,980	\$6,028	\$4,336	\$3,384	\$3,146	\$2,406	\$1,930	\$1,692	\$1,216
3	\$53,625	\$7,079	\$6,113	\$4,397	\$3,432	\$3,191	\$2,440	\$1,957	\$1,716	\$1,233
4	\$54,375	\$7,178	\$6,199	\$4,459	\$3,480	\$3,235	\$2,474	\$1,985	\$1,740	\$1,251
5	\$55,125	\$7,277	\$6,284	\$4,520	\$3,528	\$3,280	\$2,508	\$2,012	\$1,764	\$1,268
6	\$55,875	\$7,376	\$6,370	\$4,582	\$3,576	\$3,325	\$2,542	\$2,039	\$1,788	\$1,285
7	\$56,625	\$7,475	\$6,455	\$4,643	\$3,624	\$3,369	\$2,576	\$2,067	\$1,812	\$1,302
8	\$57,375	\$7,574	\$6,541	\$4,705	\$3,672	\$3,414	\$2,611	\$2,094	\$1,836	\$1,320
9	\$58,125	\$7,673	\$6,626	\$4,766	\$3,720	\$3,458	\$2,645	\$2,122	\$1,860	\$1,337
10	\$58,875	\$7,772	\$6,712	\$4,828	\$3,768	\$3,503	\$2,679	\$2,149	\$1,884	\$1,354
11	\$59,625	\$7,871	\$6,797	\$4,889	\$3,816	\$3,548	\$2,713	\$2,176	\$1,908	\$1,371
12	\$60,375	\$7,970	\$6,883	\$4,951	\$3,864	\$3,592	\$2,747	\$2,204	\$1,932	\$1,389

Extra-duty salary will be based on the same step of the Bachelor column of the adopted salary schedule as years of experience in coaching, i.e.

If a teacher has no experience in that activity he/she will be placed on Step 0; one year of experience will be placed on Step 1; etc.

Category 0

- A - HS Hd Football
- B - HS Head Track
- C - HS Head Wrestling
- D - HS Head Basketball
- E - HS Head Volleyball

Category 4

- A - MS Drill Team
- B - HS Chorus
- C - HS Hd FB Cheerleading
- D - HS Hd BB Cheerleading
- E - Oral Interpretation
- F - HS Student Council
- G - MS Drama Fall Play
- H - MS Drama Spring Play
- I - HS Asst Drama Fall Play
- J - HS Asst Drama Spring Play
- K - Asst One Act Play
- L - HS Asst Debate

Category 1

- A - HS Hd Golf Fall
- B - HS Hd Golf Spring
- C - HS Band
- D - HS Hd Cross Country
- E - Competitive Dance
- F - Competitive Cheer
- G - HS Head Soccer
- H - AFJROTC
- I - HS Drama Fall Play
- J - HS Drama Spring Play
- K - One Act Play
- L - HS Hd Debate

Category 5

- A - MS Asst Football
- B - MS Asst Wrestling
- C - MS Asst Track
- D - HS Newspaper
- E - MS Asst Volleyball
- F - MS Asst Basketball
- G - MS Asst Cross Country

Category 2

- A - HS Asst Football
- B - HS Asst Basketball
- C - HS Asst Cross Country
- D - HS Asst Wrestling
- E - HS Asst Track
- F - HS Asst Volleyball
- G - HS Asst Soccer

Category 6

- A - ES Chorus
- B - MS Chorus
- C - MS Band
- D - MS Asst Drama Fall Play
- E - MS Asst Drama Spring Play
- F - HS Asst Fall Cheerleading
- G - HS Asst BB Cheerleading
- H - MS Asst Cheerleading
- I - HS Asst Dance

Category 8

- A - ES Asst Chorus
- B - MS Asst Chorus
- C - Intramurals (35 Hrs Min.)

Category 3

- A - MS Hd Football
- B - MS Hd Basketball
- C - MS Hd Wrestling
- D - MS Hd Track
- E - MS Hd Volleyball
- F - MS Hd Cross Country
- G - HS Hd Drill Team
- H - HS Annual Advisor

Category 7

- A - HS Knowledge Bowl
- B - MS Knowledge Bowl
- C - MS Student Council
- D - MS Newspaper
- E - MS Annual
- F - National Honor Society
- G - Youth 2 Youth
- H - HS/MS Robotics Advisor
- I - HS Asst Student Council
- J - MS Math Counts

Douglas School District 51-1

**Speech-Language Pathologist
Handbook**



2023-24

Discrimination Prohibited

Equal Opportunity Employment

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

Title IX Policy Notification Statement

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

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

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 may be referred to **Executive Director of Secondary Academics**, Douglas School District 51-1, **400 Patriot Drive, Box Elder, SD 57719, (605)923-0000**. Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to ~~Ms. Monica Waltman~~, Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder SD 57719, (605) 923-0013.

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

Table of Contents

Assignment and Transfer	8
Complaints	6
Contract	7
Court Witness and Jury Duty Leave	21
Dismissal & Suspension	10
Duty Day	12
Evaluation of SLPs	14
Family and Medical Leave	20
Grievance Procedures	3
Insurance Program	27
Leaves of Absence	17
Medical Examination	6
Miscellaneous	33
Parental Leave	22
Personal Leave	16
Personnel File	21
Professional Leave	18
Reduction in Professional Staff Workforce	10
Salary and Classification	29
Separation Program	27
Short Leave without Pay	18
Sick Leave	18
Sick Leave Bank	25
Student Discipline	32
Voluntary Separation	27
Worker's Compensation	20
APPENDIX A - SALARY SCHEDULE	34
APPENDIX B – EXTRA-DUTY	35

INTRODUCTION

The Speech-Language Pathologist Handbook contains general working benefits for the Speech-Language Pathologists in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the Speech-Language Pathologist's individual contract. This handbook is effective for the 2023-24 school year only.

Definition of a Speech-Language Pathologist

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

ARTICLE I

GRIEVANCE PROCEDURE

(Board Policy Regulation GBM-R)

A. Definitions

1. A "grievance" shall mean a complaint by a Speech-Language Pathologist, or Speech-Language Pathologists, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of any of the terms of this Agreement, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.
2. An "aggrieved person" is a Speech-Language Pathologist or Speech-Language Pathologists asserting a grievance in writing.
3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.
4. The term "days", except where otherwise provided in the Speech-Language Pathologist Handbook, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems.
2. The proceedings under this procedure will be kept informal, and confidentiality shall be maintained.
3. Nothing contained herein will be construed as limiting the right of any Speech-Language Pathologist having a grievance to discuss the matter informally, at a mutually agreeable time, with the Speech-Language Pathologist's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement.
4. A Speech-Language Pathologist chosen advocate shall have the opportunity to be present and to state its views at any level of the grievance procedures.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.
2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.
3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the

grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the Superintendent's office within at least forty-five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

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

E. Formal Procedures

1. Level 1: Principal

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

2. Level 2: Superintendent

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within ten (10) days after the presentation of the grievance, he/she may file the grievance in writing with the Superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.
- b. If requested by the Speech-Language Pathologist, a Speech-Language Pathologist chosen advocate may file such grievance on behalf of the Speech-Language Pathologist within the time limit set forth above.
- c. The Superintendent, or his/her designee or designees, will represent the administration at Level 2 of the grievance procedure.
- d. The Superintendent, or his/her designee or designees, shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the Superintendent, or his/her designee or designees. The Superintendent, or his/her designee(s) shall render his/her decision in writing to the aggrieved person.

3. Level 3: Board of Education

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

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

4. Level 4: Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board has heard the grievance, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor, which shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of SDCL 3-18-15.2.
- b. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.
- c. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided by SDCL 1-26.

F. Rights to Representation

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

G. Miscellaneous Provisions

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

office shall notify the principal of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

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

ARTICLE II

COMPLAINTS/REQUEST FOR REVIEW

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

ARTICLE III

MEDICAL EXAMINATION

- A. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.

- B. An employee of the Board of Education who is not able to return to duty on the day following two weeks of illness or injury may be required to present a certificate of ableness to the principal upon his return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
- C. An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the employee may be required to provide a medical report secured from the School District's designated physician at the expense of the School District.

ARTICLE IV

INDIVIDUAL SPEECH-LANGUAGE PATHOLOGIST'S CONTRACTS

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

ARTICLE V

CONTRACT RENEWAL AND CONTINUING CONTRACTS

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

ARTICLE VI
ASSIGNMENT AND TRANSFER

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

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

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

A. Assignments:

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

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

Assignments may be at the initiative of the Superintendent or designee for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the Speech-Language Pathologist involved, and the Speech-Language Pathologist's immediate supervisor, at which time the Speech-Language Pathologist will be notified of the reason therefore.

B. Transfers:

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

Speech-Language Pathologists may request a transfer; however, a new Speech- Language Pathologist must have spent at least one (1) year in a position before requesting a transfer. In the determination of requests for transfer, the convenience and wishes of the individual Speech-Language Pathologist will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one Speech-Language Pathologist has applied for the same position, the Speech-Language Pathologist determined to best serve the needs of the school district shall be appointed.

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

Any Speech-Language Pathologist desiring a transfer shall submit a Transfer Request Form between January 1 and February 1 to Human Resources. Such request shall include the grade or subject to which he/she desires to be transferred, in order of preference.

Transfer Request Forms may be submitted to Human Resources after February 1 if there is a specific vacancy for which he/she wishes to be considered.

Speech-Language Pathologists having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

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

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

ARTICLE VII

DISMISSAL AND SUSPENSION

- A. The Board of Education may dismiss any Speech-Language Pathologist at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. The Board of Education may non-renew a Speech-Language Pathologist who is in or beyond the fourth consecutive term of employment as a Speech-Language Pathologist for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district as stated in SDCL 13-43-6.1. If a Speech-Language Pathologist is terminated for cause, they are no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a Speech-Language Pathologist such Speech-Language Pathologist shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held within seven (7) days thereafter. At such hearing, the Speech-Language Pathologist shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the hearing, the Board shall render its final decision and notify the Speech-Language Pathologist of its decision in writing. The Speech-Language Pathologist shall have the right of appeal as provided in the final step of the grievance procedure.
- C. No Speech-Language Pathologist shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to the grievance procedure.

ARTICLE VIII

REDUCTION IN PROFESSIONAL STAFF WORKFORCE

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

- A. In the event that staff reductions by the district become necessary, decisions as to which positions to delete will be made at the discretion of the administration. Seniority of employees will be given first

consideration for remaining positions in the event two or more employees have equal ability, skill level, and job performance. Determinations as to ability and skill level will be made at the discretion of the supervisor of the position under review. An informal conference with employees directly involved in changes due to reduction in force may precede the final determination.

- B. It is anticipated that professional staff to whom continuing contract rights have not yet accrued will have the first eliminated positions.
- C. It is anticipated that part time professional staff to whom continuing contract rights have accrued will be eliminated next.
- D. In the event the position of a continuing contract Speech-Language Pathologist is eliminated due to a reduction in force, the Board of Education will determine which continuing contract Speech-Language Pathologist or Speech-Language Pathologists will be released, considering the following criteria, as applicable. These criteria are not in rank or order of importance.
 - 1. Seniority;
 - 2. Student and curriculum needs;
 - 3. Speech-Language Pathologist evaluations;
 - 4. Competency;
 - 5. Qualifications;
 - 6. Certification;
 - 7. Experience in the area to be taught;
 - 8. Educational background;
 - 9. State and federal mandates;
 - 10. Administrative recommendations.
- E. For purposes of consideration of seniority as a factor in the Board's determination for a reduction in force, seniority is determined by the length of service (including approved leaves of absence) with the District and computed in years, months, and days from the date of beginning of the individual's last continued employment. Where two or more continuing contract Speech-Language Pathologists have the same credited service with the District, seniority between those two shall be determined by total number of years in teaching of service for which credit was allowed on the District's salary schedule. Where two or more Speech-Language Pathologists have the same total net credited service, seniority between them shall be determined by lot.
- F. Any reduction in force by the District shall comply with the dictates of SDCL Ch. 13-43.
- G. For purposes of this reduction in force article only, continuing contract staff professionals who are laid off pursuant to a reduction in force, shall have reemployment preference for a period of two years following the date of lay off. The effective day for layoff pursuant to this article shall be June 30. Any such continuing contract Speech-Language Pathologist who seeks reemployment under this agreement must notify the District annually in writing such a desire to be considered for reemployment. An annual request for reemployment consideration must be filed in the District administrative office no later than

February 1 of each year preceding the year in which reemployment is sought. Such notification shall include documentation of any additional qualifications obtained by the Speech-Language Pathologist following layoff.

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

ARTICLE IX

LENGTH OF SCHOOL TERM

The school term shall be as set forth in the 2023-24 School Calendar approved by the Douglas School Board on January 24, 2022.

ARTICLE X

DUTY DAY

- A. The normal school day shall be seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor and shall be adjusted to meet the needs of the department, division or level (elementary, middle or high school) to which the Speech-Language Pathologist has been assigned. Reference Board Policy GBN—Staff Flex Time for any adjustments to meet the needs of the individual Speech-Language Pathologist.
- B. When an administrator calls a building meeting that exceeds the normal duty hours, Speech Language Therapist of that building will be able to adjust the same amount of time **on a day mutually agreed upon with the principal** ~~at the end of that duty day or the next duty day.~~ **This adjustment shall be handled at the building level through the principal's office and will involve only that time outside the regularly scheduled classroom day.**

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

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

professional responsibilities, duties of a general nature assumed for school parties limited to students in the schools, banquets, baccalaureate, commencement, and community-sponsored clubs.

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

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

ARTICLE XI

SPEECH-LANGUAGE PATHOLOGIST EVALUATION

- A. Purpose

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

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

- B. Procedures

1. During the first fifteen (15) days of the school year, the building administrators will schedule meetings for the purpose of reviewing Speech-Language Pathologist evaluation procedures and forms to be used in the evaluation.

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

very important for the SLP to successfully complete the Plan of Assistance as failure to do so may result in dismissal.

10. Professional Practice Ratings (PPR) are to be completed before the third Monday in March. The recommendation portion of the PPR need only be completed for the final evaluation and shall be checked in one of three categories:

. . . Recommended for Employment

. . . Recommended with Qualifications for Employment

. . . Not Recommended for Employment

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

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

C. Personnel Files

1. While employed by the Douglas School District, a Speech-Language Pathologist shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A Speech-Language Pathologist shall be entitled to have a representative of a Speech-Language Pathologist chosen advocate to accompany him/her during such review. ~~At least once every three (3) years,~~ **Once per school year,** a Speech-Language Pathologist shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the Speech-Language Pathologist and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

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

ARTICLE XII

LEAVES OF ABSENCE

A. Extended Leave of Absence

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

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

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

notice is given, he/she shall be restored to his/her former position or to another vacant position for which the employee is qualified.

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

B. Short Leave Without Pay

The Superintendent of schools or designee may grant leaves of absence without pay to Speech-Language Pathologists for personal reasons. Requests for leave without pay must be approved by the building administrator and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; i.e. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

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

- a. The leave is in the best interest of the Douglas School District and relates to the Speech-Language Pathologist's professional interests or leadership position in local, state or national educational organizations.
- b. The request for leave must be directly associated with educational activities.
- c. Applications must be submitted a minimum of seven (7) days in advance and must be approved by the building principal and the Superintendent of schools or designee.
- d. Approval for professional leave will be contingent on the availability of sufficient funds.

Priority will be given to professional leave applications of faculty members who:

- (1) Submit them first.
- (2) Hold local, state, and/or national offices in educational professional organizations.
- (3) Have not been granted professional leave in excess of five (5) days during the preceding three years.

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

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

D. Sick Leave

Sick leave is provided all full-time and half-time certified Speech-Language Pathologists of the Douglas School District. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness or death in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great aunts, uncles, great uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

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

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

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

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

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

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

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

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

Upon approval of the Superintendent or designee, Speech-Language Pathologists may use a day of sick leave to attend the funeral of someone close.

E. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference Board Policy GCBDE—Family and Medical Leave and Administrative Regulation GCBDE-R –Family and Medical Leave Procedures (FMLA)

F. Worker's Compensation

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

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

G. Additional Use of Sick Leave (Court Appearance)

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

H. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year, except to extend a scheduled school holiday, listed in Appendix "D", if approved in advance (preferably two days in advance) by the Superintendent of schools or his/her designee. **One (1)** ~~Two (2)~~ additional days of personal leave shall

be granted each year to an employee **in their 4th, 5th, 6th and 7th year of employment** who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional day of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year. No more than seven (7) personal leave days may be used in any one year with the exception of an employee taking an oral or written comprehensive examination to complete a degree.

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

- a. Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.
 - b. Leave cannot be requested more than 180 days in advance.
 - c. One day of personal leave can be used one time in a school calendar year based upon availability.
 - d. Personal leave may not be granted during Parent/Teacher conference days. Use of personal leave is strongly discouraged during In-service Days.
 - e. Leave is subject to approval by the Superintendent.
-
- a. **One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.**
 - b. **A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.**
 - c. **Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Days.**
 - d. **Use of personal leave is strongly discouraged during Inservice Days.**
 - e. **Leave may not be requested more than 180 days in advance.**

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

One (1) additional day of personal leave shall be granted to an employee who is on a professional growth plan with the District to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

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

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

K. Parental Leave

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

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

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

6. A ~~male~~ Speech-Language Pathologist shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of ~~his~~ **their** child and one year thereafter. Additional days taken will be parental leave without pay. Except in case of emergency, a Speech-Language Pathologist desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five days prior to the date on which such leave is to begin.
7. A Speech-Language Pathologist adopting a child shall be entitled to use up to thirty (30) days sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of said child. Additional days taken will be parental leave without pay. Except in an emergency or where the length of notification of receipt of custody does not permit, a Speech-Language Pathologist desiring such leave shall make written application for such leave to the Superintendent or designee at least forty-five (45) days prior to the date on which such leave is to begin.
- 8. The total number of sick days used for any teacher shall not exceed thirty (30) total days per occurrence.**
9. . A Speech-Language Pathologist who is granted a parental leave of absence shall have the following reemployment rights:
 - a. If a parental leave does not extend beyond ninety (90) days, such Speech-Language Pathologist shall be reassigned to his or her original position, or to a position of like status and pay, upon giving forty-five (45) days advance written notice to the Superintendent or designee.
 - b. If a parental leave extends beyond ninety (90) days, upon giving ninety (90) days advance written notice to the Superintendent or designee of his or her desire to return to active employment, such Speech-Language Pathologist shall be assigned to the first available vacant position for which he or she is qualified, provided that if more than one Speech-Language Pathologist has given such notice, the Speech-Language Pathologist giving notice at the earliest date shall be assigned to such vacant position. If no such position becomes vacant during that current year, such Speech-Language Pathologist shall be reassigned to his or her original position or to a position of like status and pay at the commencement of the next school year.
10. Prior to return to employment from a parental leave, the Board may require that Speech-Language Pathologist's personal physician to certify that the Speech-Language Pathologist is both physically and mentally ready to resume her regular duties. The Board may request an additional physical examination at its expense by a physician of its own choosing.
11. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave a Speech-Language Pathologist shall have the option to remain an active participant in: (a) the state Speech-Language Pathologist retirement system by paying the entire amount which would have been otherwise paid

by such Speech-Language Pathologist and the School District; (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with the provisions of the Family and Medical Leave Act.

12. A Speech-Language Pathologist on parental leave of absence shall not be denied the opportunity to substitute in the School District by reason of the fact that she or he is on such leave of absence.

L. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent or designee, may grant a sabbatical leave to qualified personnel for the purposes of study, travel, and for such other purposes as may be approved by the Board of Education.
2. Upon the recommendation of the Superintendent or designee, the Board of Education may grant a sabbatical leave to a contract employee who has been employed at least six (6) consecutive years, and who has not had a sabbatical leave during the six (6) years immediately preceding. The leave granted shall not exceed two semesters.
3. An employee on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his/her regular scheduled salary, not to exceed one-half (1/2) of the master's degree maximum.
4. Compensation shall be paid at the same time as the other employees of his/her professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary the same as he/she would have received were he/she occupying his/her regular assignment.
5. While on leave a Speech-Language Pathologist shall have the option to remain an active participant of the state retirement system, and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such Speech-Language Pathologist and the School District.
6. The number of persons given sabbatical leave in any year shall not exceed two percent of the total number of the teaching staff; provided, however, that the actual number of persons given such leave in any year shall depend upon the financial condition of the School District and the amount of funds available to finance the program. The number of leaves granted shall be distributed throughout the District. If the number requesting sabbatical leave exceeds the number of leaves available as determined by the Board, the selection shall be based upon:
 - (a) The estimated value of the plan to the individual and to the District.
 - (b) The amount of seniority.
 - (c) The length of time since the last sabbatical leave.
7. An employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The employee who fails to return to the District upon completion of his /her sabbatical leave shall refund compensation paid to him/her during the leave.

8. The employee, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the Superintendent or designee.

ARTICLE XIII

SICK LEAVE BANK

A voluntary sick leave bank is available for **Eligible** Speech-Language Pathologists (including administrators and directors) employed in a Speech-Language Pathologist position working a minimum of half time and at least 6 months a year who are in their second consecutive **term** **contracted year** of employment by the District **will be given the opportunity to enroll in a voluntary sick leave bank** under the following conditions and provisions:

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

illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.

- F. Employees withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An employee resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
- G. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- H. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year as computed under Article VIII, Section C of this Agreement.
- I. The Business Manager shall conduct an annual audit of the sick leave bank.
- J. A classified employee who is a qualified member of the classified employee sick leave bank and moves to a certified position, may join the certified sick leave bank at the same standing as when he/she left the classified sick leave bank.

ARTICLE XIV

INSURANCE PROGRAM

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

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

The contribution of the Board to such insurance plan shall be \$599 per month for a family (employee and qualified dependents) plan, \$599 per month for a single (employee only) plan, \$599 for an employee + dependent(s) plan, and \$599 for an employee + spouse plan. If any plan costs less than the \$599 the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution

to an eligible HSA that is greater than \$599 per month. All employees shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, the single plan, or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time employee (single coverage). Individual employees shall have the option of adding dependent coverage at their own expense, by completing in writing an authorization for payroll deduction.

The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

ARTICLE XV
SEPARATION PROGRAM

SEVERANCE PLAN

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

VOLUNTARY SEPARATION PLAN

- A. Full-time Speech-Language Pathologists, upon written application and approval by the Superintendent or designee, may participate in a voluntary separation program. In case of death, where the individual qualifies and has been approved for voluntary separation, all benefits will be paid according to Board Policy and/or Negotiated Agreement in one lump sum.

1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 2% of the budget for certified instructional salaries in that year.
2. In the event applications exceed funds available under the 2% limitations, consideration for voluntary separation benefits will be based upon 1) years of service at Douglas School District, 2) Authorization to Hire date, 3) highest level of education, and finally 4) the date the application is received by the board secretary or his/her designee.
- 3. Should there be undistributed funds available, but not in excess of the 2% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below.**
4. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.

B. Program Eligibility and Provisions

1. Eligible employees must have at least thirty (30) years of service in the District. The calendar year applicable to this policy shall be from July 1 through June 30.
2. Applications must be submitted in writing by September 1 of the elected school year of separation and the Board will approve voluntary separation applications at the next Board Meeting. Approval of an employee's application for the voluntary separation program will be considered a voluntary resignation and termination of the employee's continuing contract. If an applicant is not approved for voluntary separation, they may, in writing to the Board, recall the application no later than January 1.
3. Program benefits will be paid as follows:
After applying a, one of the following options (b, c, or d) is to be selected by the employee:
 - a. If deemed eligible for the SDRS Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
 - b. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid in a single payment included in the final payment of the elected year of separation; OR
 - c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the school year following the elected year of separation; OR
 - d. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the three (3) school years following the elected year of separation;

4. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
5. Only Speech-Language Pathologists reimbursed on the salary schedule contained in this agreement (Appendix "A") are eligible.
6. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
7. Employees must notify the Business Office of choice b, c, or d by April 1.

C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the District. "Current Salary" shall be defined as the annual salary for Speech-Language Pathologist full-time positions as defined by the salary schedule (Appendix "A"). "Current Salary" does not include extra-duty pay, contract extensions, or other payments above the amounts specified by the salary schedule. The maximum amount of payment eligible for this program is limited to \$60,000 per employee.

ARTICLE XVI

SALARY AND SPEECH-LANGUAGE PATHOLOGIST CLASSIFICATION

A. Salary Schedule - General Provisions

1. The salary schedule shall be in accordance with the attached Appendix A. All Speech-Language Pathologists shall be paid in accordance with the provisions of Appendix A. **New base is \$63,875.**
2. Individuals will be placed on the schedule at the levels warranted by their training, experience, position, and classification, which may include area of specialization pay. Changes in assignment during the school year shall result in corresponding salary adjustments appropriate to the new position.
3. With respect to the annual automatic incremental increases as set forth in the salary schedule, a Speech-Language Pathologist must work for at least eighty-five (85) work days in the Douglas Schools to be entitled to the incremental increase for the following year.
4. The deadline for submitting transcripts for lane changes is June 30 effective the following school year. The documents must be in the Personnel Office by June 30th so that payroll adjustments can be made.
5. Speech-Language Pathologists possessing a bachelors or higher degree who do not qualify for a regular South Dakota Speech-Language Pathologist's License and are issued a "limited" license, will receive two hundred (\$200) less than the amount specified on the basic schedule.

B. Experience Increments

1. Speech-Language Pathologists new to Douglas School District may receive up to seven (7) years of credit on the salary schedule for approved experience outside the school district. Partial years of

experience may be combined to qualify for a full year of experience. In addition a single partial year, consisting of at least eighty-five (85) worked days may be counted as a full year of experience. Additional credit will be granted for any previous experience acquired in the Douglas School District not to exceed a total of seven (7) years experience credit. Retire/rehire Speech-Language Pathologists begin at Step 0.

2. Previous experience for which credit is given from districts other than Douglas must be verified by the Speech-Language Pathologist.
3. New employees receiving extra-duty allowances identified in Appendix B may be granted a maximum of 7 years credit on the schedule for comparable prior experience. Verification of experience is the responsibility of the employee.

C. Master's Degree Requirements

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

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

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent or designee in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the Superintendent or his designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.
4. Credit earned after July 1, 2001, for MA+45 employees in the Ed. Spec Degree or Masters +45 column will be reimbursed up to MA+60 hours as per Article XVI, Section F.
5. For Speech-Language Pathologists, 1 CEU equals 10 contact hours and 15 contact hours equal 1 credit hour; therefore 1.5 CEUs will equal 1 credit hour for advance placement on the salary schedule.

F. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)

1. To receive any area of specialization pay, an employee must have a previously approved Professional Growth Plan. This plan should be submitted on Form S-196 and include:
 - a. The overall objectives.
 - b. How the above objectives relate to his or her employment in the Douglas School District.

- c. The courses and credit hours proposed to be taken.
 - d. The majors or minors obtained or affected by the additional credits.
 - e. The institution to be attended to obtain this training and/or the next higher degree.
2. Staff members who have received area of specialization pay in previous years must include all previously approved courses for area of specialization pay in their plan.
 3. In previously approved areas of specialization, professional employees may earn \$50.00 per semester hour. Payment will be made only when ten (10) semester hours have been accumulated beyond the Bachelors or Masters degree. Payment for hours acquired beyond the initial ten (10) will be accumulated and paid annually.

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

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

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

G. Payment of Salary

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

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

H. Extra- Duty Contract Payments

Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum

payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.

ARTICLE XVII

MILEAGE

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

ARTICLE XVIII

STUDENT DISCIPLINE AND SPEECH-LANGUAGE PATHOLOGIST PROTECTION

A. Assault Upon Speech-Language Pathologists

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

B. Disruptive Students

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

ARTICLE XIX

MATTERS NOT COVERED

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

ARTICLE XX

MISCELLANEOUS PROVISIONS

A. **Savings Clause**

If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In that event the parties to this agreement shall meet immediately and negotiate a substitute provision.

**DOUGLAS SCHOOL DISTRICT
SPEECH-LANGUAGE PATHOLOGIST
2023-24 APPROVED SALARY SCHEDULE**

<u>Exp. Step</u>	<u>Masters Degree</u>	<u>Masters Plus 30</u>	Ed Spec Degree <u>or Masters +45</u>
0	\$63,875	\$68,875	\$73,875
1	\$64,625	\$69,625	\$74,625
2	\$65,375	\$70,375	\$75,375
3	\$66,125	\$71,125	\$76,125
4	\$66,875	\$71,875	\$76,875
5	\$67,625	\$72,625	\$77,625
6	\$68,375	\$73,375	\$78,375
7	\$69,125	\$74,125	\$79,125
8	\$69,875	\$74,875	\$79,875
9	\$70,625	\$75,625	\$80,625
10	\$71,375	\$76,375	\$81,375
11	\$72,125	\$77,125	\$82,125
12	\$72,875	\$77,875	\$82,875

EXTRA-DUTY AND OTHER ALLOWANCES

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

1. Extra-duty allowance shall be considered negotiated through the 2023-24 school year.
2. A maximum of seven (7) years out-of-district experience may be granted to new employees for comparable experience. Verification of experience is the responsibility of the employee.
3. All supervising personnel are expected to properly identify and distribute materials and equipment to student participants and to keep an accurate accounting of who has such materials and equipment. At the termination of that activity, the supervising personnel are to collect materials and equipment within two (2) weeks after the termination of the activity. At that time, they shall also submit an inventory of materials and equipment with a purchase order request for additional or replacement materials for the ensuing year.
4. Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.
5. *Competitive Dance and *Competitive Cheer contracts will stipulate they have separate practices or a different coach than Football and Basketball Cheer.

COMPENSATION FOR ATHLETIC/ACTIVITY FUNCTIONS

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

Middle School - \$15.00 per hour

High School - \$15.00 per hour

Intramurals - Moved to Category 8 (minimum of 35 hours)

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

CATEGORY 8 – INTRAMURALS

The following are considered “Intramurals” and will be reimbursed on Appendix B – Category 8:

1. Elementary Basketball (Girls)
2. Elementary Basketball (Boys)
3. Elementary Volleyball (Girls)

4. 6th Grade Basketball (Girls)
5. 6th Grade Basketball (Boys)
6. 6th Grade Volleyball (Girls)

To be reimbursed as an intramural coach, the coach must spend at least 35 hours with students during the “season”.

APPENDIX "B"
2023-24

High School, Middle School, Elementary

Exp		CAT 0	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
		13.20%	11.40%	8.20%	6.40%	5.95%	4.55%	3.65%	3.20%	2.30%
0	\$51,375	\$6,782	\$5,857	\$4,213	\$3,288	\$3,057	\$2,338	\$1,875	\$1,644	\$1,182
1	\$52,125	\$6,881	\$5,942	\$4,274	\$3,336	\$3,101	\$2,372	\$1,903	\$1,668	\$1,199
2	\$52,875	\$6,980	\$6,028	\$4,336	\$3,384	\$3,146	\$2,406	\$1,930	\$1,692	\$1,216
3	\$53,625	\$7,079	\$6,113	\$4,397	\$3,432	\$3,191	\$2,440	\$1,957	\$1,716	\$1,233
4	\$54,375	\$7,178	\$6,199	\$4,459	\$3,480	\$3,235	\$2,474	\$1,985	\$1,740	\$1,251
5	\$55,125	\$7,277	\$6,284	\$4,520	\$3,528	\$3,280	\$2,508	\$2,012	\$1,764	\$1,268
6	\$55,875	\$7,376	\$6,370	\$4,582	\$3,576	\$3,325	\$2,542	\$2,039	\$1,788	\$1,285
7	\$56,625	\$7,475	\$6,455	\$4,643	\$3,624	\$3,369	\$2,576	\$2,067	\$1,812	\$1,302
8	\$57,375	\$7,574	\$6,541	\$4,705	\$3,672	\$3,414	\$2,611	\$2,094	\$1,836	\$1,320
9	\$58,125	\$7,673	\$6,626	\$4,766	\$3,720	\$3,458	\$2,645	\$2,122	\$1,860	\$1,337
10	\$58,875	\$7,772	\$6,712	\$4,828	\$3,768	\$3,503	\$2,679	\$2,149	\$1,884	\$1,354
11	\$59,625	\$7,871	\$6,797	\$4,889	\$3,816	\$3,548	\$2,713	\$2,176	\$1,908	\$1,371
12	\$60,375	\$7,970	\$6,883	\$4,951	\$3,864	\$3,592	\$2,747	\$2,204	\$1,932	\$1,389

Extra-duty salary will be based on the same step of the Bachelor column of the adopted salary schedule as years of experience in coaching, i.e.

If a teacher has no experience in that activity he/she will be placed on Step 0; one year of experience will be placed on Step 1; etc.

Category 0

- A - HS Hd Football
- B - HS Head Track
- C - HS Head Wrestling
- D - HS Head Basketball
- E - HS Head Volleyball

Category 4

- A - MS Drill Team
- B - HS Chorus
- C - HS Hd FB Cheerleading
- D - HS Hd BB Cheerleading
- E - Oral Interpretation
- F - HS Student Council
- G - MS Drama Fall Play
- H - MS Drama Spring Play
- I - HS Asst Drama Fall Play
- J - HS Asst Drama Spring Play
- K - Asst One Act Play
- L - HS Asst Debate

Category 1

- A - HS Hd Golf Fall
- B - HS Hd Golf Spring
- C - HS Band
- D - HS Hd Cross Country
- E - Competitive Dance
- F - Competitive Cheer
- G - HS Head Soccer
- H - AFJROTC
- I - HS Drama Fall Play
- J - HS Drama Spring Play
- K - One Act Play
- L - HS Hd Debate

Category 5

- A - MS Asst Football
- B - MS Asst Wrestling
- C - MS Asst Track
- D - HS Newspaper
- E - MS Asst Volleyball
- F - MS Asst Basketball
- G - MS Asst Cross Country

Category 2

- A - HS Asst Football
- B - HS Asst Basketball
- C - HS Asst Cross Country
- D - HS Asst Wrestling
- E - HS Asst Track
- F - HS Asst Volleyball
- G - HS Asst Soccer

Category 6

- A - ES Chorus
- B - MS Chorus
- C - MS Band
- D - MS Asst Drama Fall Play
- E - MS Asst Drama Spring Play
- F - HS Asst Fall Cheerleading
- G - HS Asst BB Cheerleading
- H - MS Asst Cheerleading
- I - HS Asst Dance

Category 8

- A - ES Asst Chorus
- B - MS Asst Chorus
- C - Intramurals (35 Hrs Min.)

Category 3

- A - MS Hd Football
- B - MS Hd Basketball
- C - MS Hd Wrestling
- D - MS Hd Track
- E - MS Hd Volleyball
- F - MS Hd Cross Country
- G - HS Hd Drill Team
- H - HS Annual Advisor

Category 7

- A - HS Knowledge Bowl
- B - MS Knowledge Bowl
- C - MS Student Council
- D - MS Newspaper
- E - MS Annual
- F - National Honor Society
- G - Youth 2 Youth
- H - HS/MS Robotics Advisor
- I - HS Asst Student Council
- J - MS Math Counts

DOUGLAS SCHOOL DISTRICT 51-1



2023-24

**CLASSIFIED EMPLOYEES
HANDBOOK**

Discrimination Prohibited

Equal Opportunity Employment

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

Title IX Policy Notification Statement

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

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

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to **Executive Director of Secondary Academics, Ms. Monica Waltman, Director of Special Education Services**, Douglas School District 51-1, **400 Patriot 421 Don Williams** Drive, Box Elder, SD 57719 (605) 923- **0000 0013**.

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

TABLE OF CONTENTS

EMPLOYMENT, REEMPLOYMENT AND SALARY SCHEDULE PLACEMENT	2
CHANGE IN EMPLOYMENT STATUS	4
PAYMENT OF SALARY	5
OVERTIME COMPENSATION	6
LUNCH AND COFFEE BREAK SCHEDULE	6
LEAVE POLICIES	7
WORKER'S COMPENSATION	14
RETIREMENT BENEFITS AND SEVERANCE PAY	15
INSURANCE PROGRAM	15
SERVICE FACTOR (LENGTH OF EMPLOYMENT)	16
INSERVICE TRAINING PARTICIPATION	16
INCLEMENT WEATHER	17
STAFF COMPLAINTS AND GRIEVANCE PROCEDURE	18
MILEAGE	20
APPROVED CLASSIFIED SALARY SCHEDULE 2023-24 - APPENDIX A	21

The term “days”, except where otherwise provided in this handbook, shall refer to calendar days.

**I. EMPLOYMENT, REEMPLOYMENT AND SALARY SCHEDULE PLACEMENT -
APPENDIX A**

~~In general, An employee new to the Douglas School District shall be placed on the lowest step (base) step zero of the scale. When necessary, in high need areas, new employees may be hired off step zero. The Superintendent may amend this for “high need” areas. Increases in salary will be effective with the anniversary date of employment July 1.~~

Employees moving to a higher paying scale will move to the step closest to what they were earning previously, but not less. If the step closest to what they were earning previously provides less than a 15 cents per hour increase, the employee will move to the next higher step. Those moving to a higher paying classification in a comparable position will be given experience credits if they worked for nine months or more, 6 1/2 hours or more per day, in a given year.

When experience steps on the Salary Schedule are given, all classified staff will receive their increase on July 1.

A. MEDICAL EXAMINATION

Douglas School District may require each employee to submit a pre-employment certification of health signed by a licensed physician, nurse practitioner, certified nurse midwife, or physician's assistant within ten (10) days after first being employed. The certification shall include a statement that there is no evidence of physical condition that would endanger health, safety or welfare of the pupils in the initial examination.

Warehouse and Buildings & Grounds personnel (new hirees) shall be required to pass a designated examination paid for by the district.

If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. The expense of obtaining additional certifications of health will be borne by the school district.

An employee of the school district who is not able to return to duty on the day following fourteen (14) days of illness or injury may be required to present a certificate of ableness to the supervisor upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.

An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the state. In addition, the employee may be required to provide a medical report secured from the school district's designated physician at the expense of the school district.

B. EVALUATION

Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process (Board Policy GDN) will be used for all classified employees as follows:

1. New employees will be evaluated during or at the end of the first ninety (90) days; and

2. Employees will be evaluated every other year unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.

A copy of the written evaluation will be given to the employee and to the Superintendent's Office. The original will be placed in the supervisor's files.

Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.

The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

C. NOTICE OF INTENT

All classified employees whom the district has chosen to reemploy will be given written notice by July 1 of each year with the reasonable assurance or notice of intent to rehire for the next school year.

D. REEMPLOYMENT

Employees who resign and are rehired for employment within a period of one year will, if reemployed in the same position, be placed on the salary schedule step held at the time of resignation. Former employees who are reemployed after a period of one year may be given credit not to exceed two years on the salary schedule upon recommendation by the hiring supervisor. An employee who resigns/retires and receives a payout for severance pay or any retirement payout will be placed on step 1 if they return.

An employee re-employed three years or less after resigning shall have reinstated any sick leave days, which remained at the time of the resignation.

E. RESIGNATION (APPENDIX B)

An employee resigning for any reason must notify his/her supervisor as far in advance as possible. A minimum of fourteen (14) days notice is required in writing except in those instances where hardship would be imposed on the employee. Upon termination an employee's salary will be calculated based on the last day worked.

F. SUBSTITUTES

Substitutes will receive 95% of the beginning wage scale of the position they are replacing.

Regular employees who substitute will be paid at their regular rate of pay or substitute pay if that rate is higher.

G. STUDENT EMPLOYMENT

Students employed by the district will be paid at least at state minimum wage.

II. CHANGE IN EMPLOYMENT STATUS

A. ASSIGNMENT

“Assignment” is defined as a change of position or responsibility initiated by the Superintendent or designee that may additionally change the employee’s building, classification, or assigned administrator for evaluation.

The Superintendent or designee will make assignments of support staff members to promote efficient operations of the District. (Board Policy GDI)

Each employee shall be assigned to a specific position. The employee's job description shall be subject to the direction and discretion of the Superintendent or designee. The employee may be assigned to any other position as the Superintendent or designee may direct. Assignments may be initiated by the Superintendent or by other administrative officers for any purpose which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the district. An administrative assignment shall be made only after a conference between the employee and the Superintendent or administrator. At that time the employee will be notified of the reason(s) for the assignment. A written record of this meeting will be placed in the employee's personnel file. If the new position is at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

B. TRANSFER

“Transfer” is defined as a requested change of position or responsibility initiated by the employee that may be additionally change the employee’s building, classification, or assigned administrator for evaluation; or is the result of interest in any District vacancy.

In considering requests for transfer, the convenience and wishes of the employee will be honored to the extent that they are consistent with the best interest of the district. This will also be the case when a change in work hours is contemplated and/or requested. If the new position is set at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

Any employee desiring a transfer may make a request in writing to his/her supervisor with a copy to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer:

1. The best interest of the District;
2. The qualifications of the employee;
3. The length of continuous service the employee has with the District;
4. The contribution the employee would make in the new assignment;
5. The opportunity for growth in the position.

C. REDUCTION IN FORCE POLICY

In the event that staff reductions by the district become necessary, decisions as to which positions to delete will be made at the discretion of the administration. Seniority of employees will be given first consideration for remaining positions in the event two or more employees have equal ability, skill level, and job performance. Determinations as to ability and skill level will be made at the discretion of the supervisor of the position under review. An informal conference with employees directly involved in changes due to reduction in force may precede the final determination.

D. SUSPENSION AND DISMISSAL

Employment relationships in South Dakota may be “terminated at will”, which means an employer does not need a specific reason to fire an employee. This is the same concept as an employee not needing a specific reason to quit. Any employee will be immediately discharged for dishonesty, theft, drunkenness and immoral conduct. Upon termination, the employee's final check will be calculated based upon the last day worked.

III. PAYMENT OF SALARY

A. PAYDAYS

Paydays are the 7th and 21st of the month. If payday falls on a Saturday or Sunday, employees will be paid on the Friday before. If payday falls on a holiday, employees will be paid on the day before. Each non-exempt employee will be required to complete a district timesheet for each pay period. These will be due on the 7th and 21st of each month. If these days fall on a weekend or holiday, they will be due the last working day prior to it.

Effective 2008-09 School Year Payment Schedule is as follows:

- a. Full time (8 hrs/day for 12 months) employees will be paid in twenty four (24) payments beginning with July 21 payday and ending with July 7 payday. Employees hired during the 2017-18 school year and after will be paid on time sheets on the basis of hours worked. Existing full time employees have the option to switch to being paid off the timesheet.
- b. Employees who work less than full-time who were employed prior to the 2008-2009 school year have the option of either being paid off the time sheet or over a 12-month period. Once an employee chooses to be paid off the timesheet, they no longer have the option to be paid over 12 months.
- c. All other employees (working 8 or less hours per day and less than 12 months) will be paid on time sheets on the basis of hours worked. Payment will be made the payday following receipt of the timesheet, i.e. timesheet due on 7th will be paid on 21st.

B. PAYROLL DEDUCTIONS

Payroll deductions are authorized for annuities, the group insurance program, the Section 125 benefit plans, Douglas Child Care Center, and Happy Days Preschool. Employees will complete the appropriate forms for payroll deduction.

C. DIRECT DEPOSIT

All payroll distributions will be deposited automatically into the employee's designated account.

IV. OVERTIME COMPENSATION

The Board of Education has authorized pay for employees for work performed in excess of forty (40) hours in a week but subject to the following regulations:

- A. Overtime pay is to be authorized only by the Superintendent or his designee, and cleared through the Personnel Office. All overtime must be approved in advance. Failure to secure pre-approval of overtime will result in disciplinary action, up to and including termination.
- B. Overtime pay will be paid only on the excess of forty (40) hours worked within a given week beginning Sunday and extending through Saturday. However, overtime pay will be paid for all work performed on Sundays at time and one half and double time for employees who work on their paid holidays in addition to holiday pay.
- C. Payroll calculations with regard to overtime will not include holidays and annual, sick or personal leave hours as hours worked, but only as hours paid. **EXAMPLE** - Any given week with one holiday, normal work hours are thirty-two (32), but total paid hours are forty (40). If an employee works additional hours, he must actually work in excess of forty (40) hours in order to receive overtime pay.
- D. An eight (8) hour break must be provided between shifts to the employee working overtime, otherwise overtime compensation will be continued into the next work day.
- E. A minimum of two (2) hours shall be authorized for an employee that is required to report to work for emergency situations outside of normal duty hours. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).
- F. A minimum of one (1) hour shall be authorized for an employee that is required to report to work for scheduled events to assist in the opening and closing of a building/facility for special events or meetings. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).

V. LUNCH AND COFFEE BREAK SCHEDULE

(Excluding Food Service Employees)

15-minute coffee breaks are considered working breaks; and therefore employees are not to leave campus during coffee breaks. Coffee breaks are not to be combined with the 30 minute uninterrupted lunch to extend time off.

- Employee works over 4 hours - one 15-minute coffee break
- over 6 hours - one 15 minute coffee break and
- one 30 minute uninterrupted lunch
- 7 hrs or more - two 15 minute coffee breaks and
- one 30 minute uninterrupted lunch

VI. LEAVE POLICIES

Employees must obtain approval prior to taking leave. Sick leave does not require advance approval; but it is recommended when possible. Employees taking leave without pay and participating in the South Dakota Retirement System and the district group insurance program shall have the option to remain active members by paying the entire amount, which would otherwise have been paid by the employee and the district.

A. ANNUAL LEAVE

Full time (8 hours/day for 12 months) employees earn annual leave. Annual leave will be earned and credited each month employed. Employees who transfer from part time employment to full time employment will receive prorated credit of annual leave for previous months employed. Full time employees are ineligible to use annual leave during the first three months of employment. Annual leave will be credited per the following schedule:

0-5 years service	-	10 days annual leave
6 years service	-	11 days annual leave
7 years service	-	12 days annual leave
8 years service	-	13 days annual leave
9 years service	-	14 days annual leave
10 years service	-	15 days annual leave
12 years service	-	16 days annual leave
14 years service	-	17 days annual leave
16 years service	-	18 days annual leave
18 years service	-	19 days annual leave
20 years service	-	20 days annual leave (maximum)

Annual leave in an employee's account cannot exceed two years accumulation of credits as of June 30. Any additional annual leave will be forfeited effective July 1. If circumstances warrant that it is not convenient to the District for an employee to take annual leave and the balance of his/her annual leave account is such that any additional credits would be forfeited, an extension of the employee's annual leave account can be affected. This is done by a written petition to the Superintendent by the employee's immediate supervisor. Annual leave requests are to be submitted to the supervisor for approval.

Leave requests should be processed a minimum of 5 days prior to the leave commencement. Annual leave should be taken as consecutive duty days of vacation at a time convenient to the District. Holidays occurring during an employee's vacation do not count as days of annual leave.

No more than ten (10) days of annual leave can be used in any single occurrence during a school year (July 1-June 30). The Superintendent may grant the use of additional days of annual leave in exceptional circumstances; and the decision will be non-precedent setting nor grievable under the terms of this agreement.

At the time of retirement, not more than 30 days of annual leave may be used in the days immediately prior to the last day of work.

B. PAID HOLIDAYS

Employees will be paid for holidays as set forth below:

<u>Scheduled Days</u>	<u>Hours Worked</u>	<u>Paid Holidays</u>
240 or more days per year		Labor Day Native American Day Veterans Day Thanksgiving Day and the following Friday Christmas Day and one additional day New Year's Day and one additional day Martin Luther King Day Presidents Day Good Friday or Easter Monday Memorial Day Independence Day and one additional day TOTAL 15
Between 190-239 days per year		Labor Day *Native American Day Veterans Day *Thanksgiving Day *Christmas Day *New Year's Day *Martin Luther King Day Presidents Day Good Friday or Easter Monday Memorial Day TOTAL 10
Between 180-189 days per year		*Native American Day Veterans Day *Thanksgiving Day *Christmas Day *New Year's Day *Martin Luther King Day Presidents Day Good Friday or Easter Monday TOTAL 8
Between 170-179 days per year		*Native American Day *Thanksgiving Day *Christmas Day *New Year's Day *Martin Luther King Day Good Friday or Easter Monday TOTAL 6

If a holiday falls on a Sunday, the following Monday will be a holiday. If a holiday falls on a Saturday, the previous Friday will be a holiday. The day taken off for a holiday may change in order to coincide with the approved school calendar depending on the year.

A classified employee may choose, prior to the start of the school year, to have up to five (5) of their holidays to be paid during Christmas break (marked with *). This will be elected in writing and may not be revoked during the school year. If interested, a new election must be signed each year. Any pay for unearned holidays will be deducted if the employee leaves employment.

C. LEAVE OF ABSENCE

A leave of absence without compensation may be granted to employees for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education at least thirty (30) days prior to the date upon which the leave is requested to begin and must contain the purpose and length of the proposed absence. Requests shall be acted upon within a reasonable time, not exceeding thirty (30) days. A copy of this leave provision shall be given to the employee when a leave is granted.

While on leave an employee shall have the option to remain an active participant in the state retirement system and the health and dental insurance program of the school district by paying the entire amount which would have been otherwise paid by such employee and the school district. However, when the leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks. Thereafter the employee will be required to pay the full amount if he/she wishes to remain an active participant in the programs. Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act.

Scheduled increments, salary adjustments and other credits are not allowed for leaves of absence. Time spent on leave of absence shall not count toward years of service for any benefits and shall be so registered on the employee's record.

If leave is granted for ninety (90) days or less, no written notice to return is required but the employee must return to work on the day specified (regardless of length). The employee will be terminated unless an extension has been approved.

An employee desiring to return from a leave of more than 90 days shall give written notice of a desire to return to employment sixty (60) days prior to the end of the leave and provided such notice is given, such employees shall be restored to his former position or to one of comparable status.

D. LEAVE WITHOUT PAY

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

E. SICK LEAVE

Sick leave is provided to employees with a scheduled work week of 20 hours or more. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility. Upon approval of the Superintendent, employees may use a day of sick leave to attend the funeral of someone close to them.

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

Employees are required to immediately notify their supervisor when sick leave is required. Upon returning from sick leave, the employee shall complete a sick leave application indicating the reason for the absence. The supervisor or Superintendent may require a physician's statement concerning such absence.

If an employee is absent on the last day of the pay period, the appropriate leave form should be forwarded to the Personnel Office with the supervisor's signature.

Sick leave is earned as follows:

Scheduled Months Worked

9 months
10 months
11 months

Sick Leave Earned

8 days equal to daily hours worked
10 days equal to daily hours worked
12 days equal to daily hours worked

Scheduled Months Worked

Full Time 12 months
(8 hours/day for 12 months)

Sick Leave Earned

15 days based on 8 hr day

***Four employees will be grandfathered in at current days earned.*

After one month of employment, employees eligible for sick leave shall have the annual number of sick leave hours credited to their account. All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. An unlimited number of sick leave days may be accumulated. Employees leaving prior to the end of the school year (July 1 through June 30) shall have the annual sick leave prorated.

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

Any physical disability, exceeding thirty (30) duty days, for which payment under the sick leave policy is claimed, shall be verified by a doctor. In the case of childbirth, certification of physical disability should in no way relate to the care of a well child, but only to the period during which the employee is physically unable to perform her contractual duties.

An employee returning to the district within 3 years after resignation, and who has not previously qualified for severance pay, shall have all previously earned and unused sick leave reinstated.

F. SICK LEAVE BANK

~~A voluntary sick leave bank has been established for all~~ eligible employees who are in their second consecutive term of employment by the District **will be given the opportunity to enroll in a voluntary sick leave bank** under the following conditions and provisions:

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

- (2) Each participating employee shall contribute one day (hours equal to the number of hours worked) of sick leave per year to the bank for three (3) years. Eligible employees declining to become participants in the bank within 30 days of their 1st anniversary date shall be ineligible for participation later.
- (3) When the sick leave bank balance reaches 4,000 hours, participating employees will discontinue contributing to the bank. If the balance of the bank drops below 2,400 hours, all members will contribute again until 4,000 hours are reached. New participants in the sick leave bank must contribute for three (3) years regardless of the total number of hours/days in the bank. Current participating employees who have already contributed for more than three (3) years will be grandfathered in and eligible to receive up to seven (7) additional days added to the maximum thirty (30) days available to use based upon the number of years they have contributed in excess of the three (3) years.
- (4) This pool is for the protection of individual participating employees during a long-term extended illness or disability of the employee only (illness or disability of a family member does not qualify) causing an absence from regularly assigned duties which extends more than five (5) duty days beyond the number of sick leave days which an individual participating employee has accumulated (there shall be one five (5) day waiting period per illness or disability. The five days need not be consecutive. Use of this pool will begin on the sixth duty day after an individual's accumulated sick leave days have been exhausted, at which time the participating employees may draw up to 30 days of sick leave from the bank. Use of pool days by participants shall not be limited to the fiscal year in which the illness or disability causing the long-term absence from regularly assigned duties began. Individuals with annual leave will not be required to exhaust their annual leave account before using the sick leave bank. However, annual leave may not be substituted for the five (5) day waiting period.
- (5) Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Office and must be approved by the Superintendent. The request must be supported by the written statement from the employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which the pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
- (6) Persons withdrawing days from the bank are not required to replace these days except as a regular contributing member of the bank. A person resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required, shall not be able to withdraw previously contributed days.
- (7) Days in the bank shall be withdrawn on a first come, first served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- (8) Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable fiscal year.
- (9) The Business Manager shall conduct an annual audit of the Sick Leave Bank.

G. PROFESSIONAL LEAVE

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

- (1) The leave is in the best interest of the district and related to the employee's professional interests or leadership position in local, state or national educational /professional organizations.
- (2) The request for leave must be directly associated with educational/professional activities. Priority will be given to professional leave applications of employees who:
 - (a) Submit them first.
 - (b) Hold local, state, and/or national offices in educational/professional organizations.
- (3) Applications must be submitted a minimum of one (1) week in advance and must be approved by the supervisor and the Superintendent.
- (4) Approval for professional leave will be contingent on the availability of sufficient funds.

Upon request of the Superintendent, the employee shall file a report on the activities of the conference with any recommendations. An employee holding a leadership position in a major state educational/professional organization may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

H. SCHOOL BUSINESS LEAVE

Employees may be granted school business leave upon making an application on the appropriate form. School business leave may be authorized by the Superintendent or designee.

I. PERSONAL LEAVE

Three (3) days sick leave may be taken for personal reasons each year, if approved in advance by the Superintendent or designee. **One (1)** ~~Two (2)~~ additional days of personal leave shall be granted each year to an employee **in their 4th, 5th, 6th and 7th year of employment.** ~~who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year.~~ No more than seven (7) personal leave days may be used in any one year. Personal leave cannot be accumulated.

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

- a. ~~Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.~~
One day of personal leave may be used to extend a scheduled school holiday one time per school year, with approval of the building principal.
- b. ~~Leave cannot be requested more than 180 days in advance.~~ **A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.**
- c. ~~One day of personal leave may be used one time in a school calendar year based upon availability.~~ **Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Days.**

- d. ~~Personal leave may not be granted during Parent/Teacher Conference days.~~ Use of personal leave is strongly discouraged during In-Service Days.
- e. ~~Leave is subject to approval by the Superintendent of School.~~ **Leave may not be requested more than 180 days in advance.**

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

J. COURT WITNESS AND JURY DUTY LEAVE - Reference School Board Policy GCBDC

K. ADDITIONAL USE OF SICK LEAVE (COURT APPEARANCES)

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

L. MILITARY LEAVE - Reference School Board Policy GCBDD

M. PARENTAL LEAVE

Upon written application to the Superintendent, a parental leave of absence without pay shall be granted to employees for the purpose of adoption, child bearing or child rearing. Requests for parental leave must be submitted in writing to the Board of Education at least forty-five (45) days prior to the date upon which the requested leave is requested to begin. A parental leave of absence shall be for a maximum period of one year; however, upon written application made at least 30 days prior to the expiration of such leave, the leave may be extended to the end of the current year of employment.

Within forty-five (45) days after childbirth, an employee shall be entitled to use sick leave not to exceed thirty (30) days. The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified **in writing** by a doctor. Certification of physical disability shall not in any way be associated with the care of **the a well** child, but only to the period, which the employee is physically unable to perform her duties.

A **male** employee shall be entitled upon written request to use up to thirty (30) days sick leave for the purpose of child rearing to begin at any time between the birth of **their his** child and one year thereafter. Additional days taken will be parental leave without pay. Except in case of emergency, an employee desiring such leave shall make written application for such leave to the Superintendent at least forty-five (45) days prior to the date on which the leave is to begin.

An employee adopting a child shall be entitled to use up to thirty (30) days sick leave for the purpose of child rearing (including time necessary to obtain custody of the child) to commence at any time during one year after receiving custody of the child. Additional days taken will be parental leave without pay.

The total number of sick days for any employee shall not exceed thirty (30) total days per occurrence.

Reemployment rights for employees granted parental leave:

- Less than ninety (90) calendar days - Upon giving forty-five (45) days written notice, the employee shall be returned to the original position without loss of ordinary salary increments.
- More than ninety (90) calendar days- Upon giving ninety (90) days written notice, the employee shall be restored to the original position or position of like status and pay. Reassignment shall be without accumulation of ordinary increments.

While on leave an employee shall have the option to remain an active participant in:

- a. the South Dakota retirement system by paying the entire amount, which would have been otherwise paid by such employee and the school district;
- b. the health and dental insurance program by continuing cost sharing the first twelve weeks and thereafter by paying the entire amount.

The administration of parental leaves shall comply with the provisions of the Family and Medical Leave Act.

An employee on parental leave may serve as a substitute in the District while on such leave.

N. FLEX TIME

For classified personnel, up to one hour can be flexed. Flex time is before and after school, not during hours students are present. Exceptions to the one-hour limit on flex time may be granted by the Superintendent for emergencies or extenuating circumstances (special projects, etc.). (Reference Board Policy GBN—Staff Flex Time)

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

VII. WORKER'S COMPENSATION

- A. An employee injured in an accident during duty hours, or his/her representative, shall immediately upon the occurrence of an injury, or as soon thereafter as practicable, give to the immediate supervisor written notice of the injury. Failure to give such notice shall result in all penalties applicable under the Worker's Compensation Act of South Dakota.
- B. All worker's compensation payments shall be retained by the employee. An employee who has elected to use sick leave and has sufficient leave to cover the time absent from work, shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the employee up to, but not in excess of the amount of the compensation payment.

VIII. RETIREMENT BENEFITS AND SEVERANCE PAY

Participation in the South Dakota State Retirement System is mandatory for employees with a scheduled work week of twenty (20) hours or more and at least six (6) months a year. A 6% deduction of gross salary will be made for this purpose and will be matched by the District.

Benefits consist of, but are not limited to:

1. Normal Retirement
2. Early Retirement
3. Disability Benefit
4. Separation Benefit with Interest
5. Vested Benefit
6. Spouse Survivor and Family Benefits

SEVERANCE PAY:

Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment) an employee will be paid one half of their accumulated sick leave.

Any employee as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years, upon resigning his or her employment with the Douglas Schools shall be paid one-half of his or her accumulated sick leave.

The amount of sick leave pay under this policy will be determined by the average of the employee's hourly rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if you are age 55 or older and your payout is \$600 or more up to the maximum allowed by SDRS.

If a full-time (8 hours/day for 12 months) employee retires and will be completing their contract as of June 30, their remaining contract payment will be included in the final June 21st payroll.

IX. INSURANCE PROGRAM

The School Board shall provide a group hospitalization and surgical insurance plan for all employees who work on a continuing basis. The coverage and terms of such an insurance plan is determined by the School Board. Health, life and dependent dental insurance must be carried on a 12-month basis.

A. ~~HOSPITAL, SURGICAL AND LIFE~~ HEALTH INSURANCE

For those employees with a scheduled work week of twenty (20) hours or more for six (6) months or more, the contribution by the school district is \$599 per month for a family (employee and qualified dependents) plan, \$599 per month for an employee + dependent(s) plan, \$599 for an employee + spouse plan, and \$599 per month for a single (employee only) plan. If any plan costs less than the \$599 the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than

\$599 per month. ~~This insurance will include a life and accidental death benefit of \$10,000 term insurance for the employee and \$6,000 for spousal and \$2,000 child coverage. Employees shall elect the family plan, the employee + dependent(s) plan, the employee + spouse plan, the single plan, or to have no coverage. Participating employees, at employee expense, may add an additional \$20,000 of employee life insurance coverage.~~ Where a husband and wife are both employees of the district and eligible for the group insurance program, if they elect the employee + spouse plan or the family plan, only one employee will be enrolled in the program and the district will contribute \$599 monthly for each employee towards the insurance program and/or the eligible HSA.

B. DENTAL INSURANCE AND LIFE INSURANCE

The School District provides a group Dental Insurance **and Life Insurance** for each employee with a scheduled work week of twenty (20) hours or more for six (6) months or more (single coverage). Individual employees have the option of additional dependent coverage at his/her own expense during the first thirty (30) days of employment or during open enrollment periods only.

X. SERVICE FACTOR (LENGTH OF EMPLOYMENT)

The service factor is calculated for all classified employees after an employee works 5 years, after 10 years, and after each 5 year increment thereafter by multiplying the total number of scheduled hours worked as follows: after 5 years, .036; after 10 and 15 years, .045; after 20 and 25 years, .054; after 30, 35, and after each 5 year increment thereafter, .06. That calculated total is then given in addition to the salary in a lump sum the first pay period following the anniversary date.

If an employee is subject to a reduction in force (as that phrase is defined elsewhere in the Classified Employees Handbook), within twelve months of qualifying for the service factor bonus described in Section X, page 12, of the Classified Employees Handbook, the employee will be treated as if he or she has satisfied the requirements for earning the service factor bonus, and the bonus will be paid in a lump sum at the time of the reduction in force.

Service factor bonus applies to classified employees only who are paid in accordance with the classified salary schedule.

If an employee separates from the system and returns within a period of one year, previous district service will be credited.

XI. INSERVICE TRAINING PARTICIPATION

Employees may be required to participate in specific inservice training programs when the immediate supervisor or Superintendent indicates a need exists for improvement or orientation.

XII. INCLEMENT WEATHER
(includes heat, snow/icy roads, fog, power outage or any other unscheduled event)

A. UNSCHEDULED LATE START

When there is a late start, employees are not to report to work until the time directed by their supervisor/Superintendent.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to report early by their supervisor/Superintendent will be paid double time pay for hours worked. Note: Bus drivers ~~will always be~~ required to run their routes ~~and~~ will receive double time pay for hours worked during **unscheduled late starts**. ~~winter weather.~~

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time.

B. UNSCHEDULED EARLY DISMISSAL

When there is an early dismissal for winter weather, employees are to go home unless specifically directed by their supervisor/Superintendent to remain on duty. All staff will be released according to the high school release time, i.e. the high school buses normally leave by 3:20 p.m., so an one-hour early dismissal would mean all staff would be allowed to leave at 2:20 p.m. once all students have left the district. For any other contingencies including heat or a power outage, staff dismissal time will be announced.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to remain on duty by their supervisor/Superintendent **or designee** will be paid double time pay for hours worked. Note: Bus drivers will always be required to run their routes and will receive double time pay for hours worked during winter weather.

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time during winter weather. When the early dismissal is due to heat, those working other shifts will report to work late equal to the amount of time the day shift left early from their regularly scheduled time. Employees who work shifts that end prior to the early dismissal time will work their regular shift and leave at their regularly scheduled time. Employees will be directed when to report to work during a power outage.

C. SCHOOL CANCELLATION

The following procedures will be used on those occasions when school is canceled due to inclement weather for all employees who work full time (8 hours/day for 12 months). Duty hours lost as a result of days canceled will be compensated by the individual -

1. Making up the time lost as a result of not working.
2. Applying for personal or annual leave or leave without pay.

Days missed because of inclement weather or other emergencies will be made up at a time established by the supervisor/Superintendent. Hours worked beyond 40 hours in one week as the result of weather conditions will be considered overtime.

Other categories of employees make-up the day at the end of the school year.

XIII. STAFF COMPLAINTS AND GRIEVANCE PROCEDURE (Board Policy Regulation GBM-R)

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

A. DEFINITIONS

A "grievance" shall mean a complaint by an employee, or employees of the district, that there has been a violation, misinterpretation or inequitable application of any of the terms of this handbook, except that the term

"grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.

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

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

B. PURPOSE

Purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. Proceedings under the procedure will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this handbook.

C. PROCEDURE

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

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

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

A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor. (Board Policy Exhibit GBM-E, Form S-423)

Informal Procedures:

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

Level 1:

A grievant not satisfied with the disposition of his/her problem through informal procedures shall submit the grievance in writing on an Employee Grievance form (GBM-E, S-423).

Signed copies of the written Employee Grievance form shall be delivered by the employee to each of the following: supervisor, principal or other administrator, Superintendent and the president of the Board of Education.

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

Level 2:

A grievant not satisfied with the disposition of the grievance at Level 1, or if no decision is rendered within ten (10) days after the presentation of the grievance, may file the grievance in writing with the Superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.

The Superintendent, or designee or designees, will represent the administration at Level 2 of the grievance procedure. The Superintendent, or designee or designees, shall meet with the grievant and parties in interest in an effort to resolve the grievance. Within ten (10) days after said meeting the Superintendent, or designee or designees, shall render a decision in writing to the grievant.

Level 3:

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance within twenty (20) days. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

Level 4:

The grievant, if not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board of Education has heard the grievance, may within ten (10) days thereafter initiate an appeal to the Department of Labor. Said Secretary shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education. The investigation and hearing conducted by said Secretary shall be conducted in accordance with the rules and regulations of said Secretary.

It is specifically and expressly understood and agreed that taking an appeal to said Secretary constitutes an election of remedies and a waiver of all rights by the appealing party or parties and/or representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided in 1-26.

Rights of Employee to Representation

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

Miscellaneous Provisions

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

XIV. MILEAGE

Employees assigned to more than one building or employees on approved professional leave who are required to use their own vehicles for such travel shall be paid mileage at the rate established in Board of Education Policy GCLA.

APPROVED CLASSIFIED SALARY SCHEDULE 2023-24 - APPENDIX A

PROPOSED CLASSIFIED PAY SCHEDULE 2023-2024

	1	2	3	4	5	6	7
A	\$14.20	\$14.95	\$15.70	\$16.45	\$17.20	\$17.95	\$18.70
B	\$14.70	\$15.45	\$16.20	\$16.95	\$17.70	\$18.45	\$19.20
C	\$15.45	\$16.20	\$16.95	\$17.70	\$18.45	\$19.20	\$19.95
D	\$15.95	\$16.70	\$17.45	\$18.20	\$18.95	\$19.70	\$20.45
E	\$16.20	\$16.95	\$17.70	\$18.45	\$19.20	\$19.95	\$20.70
F	\$16.70	\$17.45	\$18.20	\$18.95	\$19.70	\$20.45	\$21.20
G	\$16.95	\$17.70	\$18.45	\$19.20	\$19.95	\$20.70	\$21.45
H	\$17.45	\$18.20	\$18.95	\$19.70	\$20.45	\$21.20	\$21.95
I	\$18.45	\$19.20	\$19.95	\$20.70	\$21.45	\$22.20	\$22.95
J	\$19.70	\$20.45	\$21.20	\$21.95	\$22.70	\$23.45	\$24.20
K	\$20.20	\$20.95	\$21.70	\$22.45	\$23.20	\$23.95	\$24.70
L	\$20.70	\$21.45	\$22.20	\$22.95	\$23.70	\$24.45	\$25.20
M	\$21.70	\$22.45	\$23.20	\$23.95	\$24.70	\$25.45	\$26.20
N	\$24.70	\$25.45	\$26.20	\$26.95	\$27.70	\$28.45	\$29.20
O	\$27.95	\$28.70	\$29.45	\$30.20	\$30.95	\$31.70	\$32.45
P	\$32.95	\$33.70	\$34.45	\$35.20	\$35.95	\$36.70	\$37.45

ACCOUNTING

- I - Bookkeeper 2
- J - Bookkeeper 1
- N - Executive Bookkeeper

CUSTODIAL/MAINTENANCE

- G - Apprentice
- G - Custodian
- K - Groundskeeper/Carpenter
- M - Electrician/Plumber

INSTRUCTIONAL AIDE

- E - Instructional Aide/Tutor
- E - Library Aide/Title 1 Tutor*
- E - Speech Aide

SECRETARIAL

- E - Secretary
- G - Principal's Secretary
- J - Administrative Secretary
- L - Executive Secretary
- N - Administrative Assistant

CHILD CARE

- D - Aide
- F - Supervisor

DELIVERY

- C - Delivery

NURSE

- O - LPN
- P - Registered Nurse

SUPPORT AIDE

- B - Lunchroom Aide
- B - Bus Aide

COMPUTER

- J - Tech. Help Desk Support
- M - Tech. Technician/Support
- O - Tech. Data Base/Support
- O - Tech. Network Administrator

FOOD SERVICE

- B - Food Service Worker
- C - Cook

PERSONNEL

- K - Personnel Manager
- N - Executive Personnel Manager

TRANSPORTATION

- H - Maintenance/Driver**
- I - Mechanic/Driver
- L - Head Mechanic
- N - Executive Head Mechanic

ASSISTANT

- N - SLP Assistant

-Custodial night differential \$0.50 per hour worked on the night shift
 -Bus Aide with CDL and floater differential \$0.50 per hour worked
 -Lead Library Aide \$0.50 per hour differential per hour worked
 * 48 credit minimum
 ** Route Bonus calculated on a 1.1:1 Ratio

Douglas School District

Administrators Handbook



2023-24

Discrimination Prohibited

Equal Opportunity Employment

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

Title IX Policy Notification Statement

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

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

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to ~~Ms. Monica Waltman, Director of Special Education Services,~~ **Executive Director of Secondary Academics**, Douglas School District 51-1, ~~421 Don Williams~~ **400 Patriot Drive**, Box Elder, SD 57719 ~~(605) 923-0013.~~ **(605) 923-0000.**

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

TABLE OF CONTENTS

INTRODUCTION	3
ADMINISTRATOR DRESS CODE	4
MEDICAL EXAMINATION	6
LEAVES OF ABSENCE	7
Short Leave without Pay	8
Professional Leave	8
Sick Leave	9
Family and Medical Leave	11
Worker's Compensation	11
Additional Use of Sick Leave (Court Appearance)	11
Personal Leave	12
Court Witness and Jury Duty Leave.	13
Parental Leave	13
Sabbatical Leave	17
SICK LEAVE BANK	18
INSURANCE PROGRAM	20
EVALUATION OF ADMINISTRATORS & DIRECTORS	21
GRIEVANCE PROCEDURES	23
REQUEST FOR REVIEW	28
PUBLIC COMPLAINT ABOUT AN ADMINISTRATOR	29
INDIVIDUAL ADMINISTRATOR'S CONTRACTS	29
LENGTH OF ADMINISTRATIVE CONTRACTS	30
CONTRACT IMPLEMENTATION	30
ASSIGNMENT AND TRANSFER	34
DISMISSAL AND SUSPENSION	34
PERSONNEL FILES	35
VOLUNTARY SEPARATION PLAN	36
STUDENT DISCIPLINE AND ADMINISTRATOR PROTECTION	40
MISCELLANEOUS PROVISION	40
ADMINISTRATORS SALARY SCHEDULE	42

INTRODUCTION

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

Definition of an Administrator:

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

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

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

Experience:

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

Definition:

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

ADMINISTRATOR DRESS CODE

Reference District Board Policy Regulation GBCB-R

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

- A positive impression from the community;
- Provide appropriate role modeling for students
- Promote a working and learning environment that is free from unnecessary disruption;
- And be conducive to high student and staff performance.

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

Professional Dress Standards for Men

Acceptable Attire/Grooming

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

Non-Acceptable Attire/Grooming

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

Professional Dress Standards for Women

Acceptable Attire/Grooming

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

Unacceptable Attire/Grooming

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

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

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

MEDICAL EXAMINATION

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

LEAVES OF ABSENCE

A. Extended Leave of Absence

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

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

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

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

B. Short Leave without Pay

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

C. Professional Leave

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

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

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

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

D. Sick Leave

Sick leave is provided to all full-time and half-time administrators of the Douglas School District. All administrators under contract **over 200 days** shall receive 15 days of sick leave **(200 and under receive 12)** on the first day of service each year unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These 15/**12** days shall represent all the administrator's sick leave for that year, subject to the accumulation provisions hereof. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the administrator's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

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

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

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

If an administrator is released or leaves before the termination of the school year, the administrator shall be credited with only that portion of the 15 (or 12) days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

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

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

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

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

E. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference Board Policy GCBDE—Family and Medical Leave and Administrative Regulation GCBDE-R - Family and Medical Leave Procedures (FMLA).

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

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

F. Worker's Compensation

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

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

G. Additional Use of Sick Leave (Court Appearance)

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

H. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year except to extend a scheduled school holiday, listed in the School Calendar, if approved in advance (preferably two days in advance) by the Superintendent of schools or his/her designee. **One (1)** ~~Two (2)~~ additional days of personal leave shall be granted each year to an administrator **in their 4th, 5th, 6th and 7th year of employment.** ~~who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year.~~ No more than seven (7) personal leave days may be used in any one year with the exception of an administrator taking an oral or written comprehensive examination to complete a degree.

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

- ~~a. Leave may not be used to extend Winter Holiday or the beginning/end of the school ~~student~~ calendar.~~
 - ~~b. Leave cannot be requested more than 180 days in advance.~~
 - ~~e. One day of personal leave can be used one time in a school calendar year based upon ~~approval of the Superintendent or designee.~~ availability ..~~
 - ~~d. Personal leave may not be granted during Parent/Teacher Conference Days. Use of personal leave is strongly discouraged during In-service Days.~~
 - ~~e. Leave is subject to approval by the Superintendent of Schools ~~or designee.~~~~
- a. One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.
 - b. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.
 - c. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Days.
 - d. Use of personal leave is strongly discouraged during Inservice Days.
 - e. Leave may not be requested more than 180 days in advance.

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

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

Personal leave cannot be accumulated.

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

J. Parental Leave

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

written notification (1) whether she wishes to apply for a parental leave of absence prior to the birth of the child or continue working until she is no longer able to do so, (2) the requested commencement day (may be approximated) of a leave request, and (3) the desired length of any requested leave.

2. A parental leave of absence shall be for a maximum period of one year. However, on written application made at least 45 days prior to the expiration of such leave, it shall be extended to the end of the current year.
3. An administrator shall be entitled to take a parental leave beginning at any time after the commencement of pregnancy, provided such administrator makes written application for such leave to the Superintendent or designee, specifying the date such leave is requested to begin. Except in cases of emergency, the written application must be made at least thirty (30) days prior to the date on which her leave is requested to begin. Unless the written notification of pregnancy provided for in part 1 hereof has been given, such application shall contain the information required in part 1 hereof.
4. A pregnant administrator may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her required functions and duties. Physicians' statements may be required from time to time if the ability of the administrator to properly perform her required functions and duties becomes questionable.
5. Within forty-five (45) days after childbirth, an administrator shall be entitled to use her sick leave not to exceed thirty (30) days.

The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified in writing by a doctor.

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

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

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

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

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

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

K. Sabbatical Leave

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

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

SICK LEAVE BANK

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

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

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

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

INSURANCE PROGRAM

- A. Health and Life Insurance Hospitalization and Surgical

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

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

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

B. Dental Insurance

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

EVALUATION OF ADMINISTRATORS & DIRECTORS

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

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

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

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

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

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

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

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

and shall be checked in one of three categories:

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

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

GRIEVANCE PROCEDURES (Board Policy Regulation GBM-R)

A. Definition

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

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

B. Principles

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

C. Time Limits

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

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

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

D. Informal Procedures

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

E. Formal Procedures, Level 1 -- Superintendent

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

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

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

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

G. Arbitration

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

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

H. Rights to Representation

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

I. Miscellaneous Provisions

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

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

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

REQUEST FOR REVIEW

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

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

PUBLIC COMPLAINT ABOUT AN ADMINISTRATOR

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

INDIVIDUAL ADMINISTRATOR'S CONTRACTS

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

LENGTH OF ADMINISTRATIVE CONTRACTS

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

200 days	Dean of Students
210 days	Elementary Principals Assistant Principals High School Activities Director
220 days	High School Principal Middle School Principal
231 days	Superintendent
231 days	Executive Directors of Academics / Operational Support
236 days	Business Manager
231 days	Director of Special Education Services

CONTRACT IMPLEMENTATION

A. Contract Term:

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

B. Work Year:

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

C. Switch Days:

1. To Work a Non-Contract Day

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

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

D. Dues:

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

E. Master's Degree Requirements

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

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

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate level courses. All hours must be taken subsequent to receiving the Master's Degree and must be approved by

the Superintendent or designee of schools in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.

2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the superintendent or his designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.

F. Higher Degree During Year

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

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

ASSIGNMENT AND TRANSFER

A. Assignments:

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

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

B. Transfers: Administrative to Administrative Position.

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

DISMISSAL AND SUSPENSION

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

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

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

PERSONNEL FILES

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

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

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

VOLUNTARY SEPARATION PLAN

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

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

SEPARATION PROGRAM

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

VOLUNTARY SEPARATION PLAN

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

1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 1% of the budget for certified instructional salaries in that year.
2. Only one administrator will be allowed to participate each school year unless special consideration is made by the Board.
3. In the event applications exceed funds available under the 1% limitation, consideration for voluntary separation benefits will be based upon years of service in the District. If further consideration is needed, the Authorization to Hire date will be considered as a second factor, and if further consideration is still needed, the date the application is received by the board secretary and his/her designee will be considered.
- 4. Should there be undistributed funds available, but not in excess of the 1% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below.**
5. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.

B. Program Eligibility and Provisions

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

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

- a. If deemed eligible for the South Dakota Retirement System (SDRS) Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
- b. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid at the time of separation, OR
- c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the three (3) school years following the elected year of separation; OR
- d. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the five (5) school years following the elected year of separation.

4. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
5. Only employees designated as an Administrator or Director on their employment contract are eligible for this plan.
6. Employee must notify the Business Office of choice b, c, or d by April 1.
7. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.

C. Payment Formula

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

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

STUDENT DISCIPLINE AND ADMINISTRATOR PROTECTION

Assault Upon Administrators:

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

MISCELLANEOUS PROVISION

Savings Clause

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

Modifications

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

ADMINISTRATORS SALARY SCHEDULE**2023-24**

Salary based on the following FACTORS:

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

FACTOR I – SALARY BASE

Salary Base = **\$89,250**

FACTOR II – EXPERIENCE

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

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

FACTOR III – EDUCATION

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

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

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

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

<u>Assignment</u>	<u>Percentage</u>	<u>\$ Value</u>
Carrousel/BC Principal	.45	7,200
Francis Case Principal	.45	7,200
Vandenberg Principal	.45	7,200
Middle School Principal	.45	7,200
High School Principal	.55	8,800
High School Assistant Principal	.35	5,600
Middle School Assistant Principal	.35	5,600
Middle School Dean of Students	.00	0
Director of Activities	.35	5,600
Director of Special Education Services	.45	7,200

FACTOR V – LENGTH OF CONTRACT

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

DOUGLAS SCHOOL DISTRICT 51-1

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

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

WITNESSETH:

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

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

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

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

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

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

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

SEVENTH: If no mutual consent as to termination exists and if the administrator initiates the termination of this contract prior to its terminal date, the school district shall withhold from any monies due the administrator or collect from the administrator the sum of \$1000 as liquidated damages if such termination occurs after June 1st; \$2,000 if after July 1st; \$3000 if after August 1st; and \$3000 after September 1st. It is further agreed that the assessment of liquidated damages shall preclude the school district's utilization of the provisions of SDCL 13-42-9 on revocation of certificate.

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

NINTH: Provisions for Subsequent Conditions:

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

TENTH: THIS CONTRACT EFFECTIVE ONLY IF ACCEPTED AND EXECUTED BY THE ADMINISTRATOR BY , 2023; AND SHALL NOT BE EFFECTIVE OR BINDING UNTIL OFFICIALLY APPROVED BY THE BOARD OF EDUCATION.

Accepted and Executed by the undersigned this _____ day of _____, 2023

Administrator

Tanya Gray, President, Board of Education

Trista Olney, Business Manager

Degree ADMN Step «DEGREE» «STEP»

Board of Education Action Date _____



Douglas School District

Coordinators Handbook

2023-24

Discrimination Prohibited

Equal Opportunity Employment

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

Title IX Policy Notification Statement

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

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

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to **Executive Director of Secondary Academics** ~~Ms. Monica Waltman, Director of Special Education Services~~, Douglas School District 51-1, **400 Patriot Drive** ~~421 Don Williams Drive~~, Box Elder, SD 57719. **605-923-0000**. ~~(605) 923-0013~~.

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

Table of Contents

INTRODUCTION	2
ADMINISTRATOR DRESS CODE	2
MEDICAL EXAMINATION	5
LEAVES OF ABSENCE	6
A. Extended Leave of Absence	6
B. Short Leave without Pay	6
C. Professional Leave	7
D. Sick Leave	7
E. Family and Medical Leave	9
F. Worker's Compensation	9
G. Additional Use of Sick Leave (Court Appearance)	9
H. Personal Leave	9
I. Court Witness and Jury Duty Leave.	10
J. Military Leave	10
K. Parental Leave	10
SICK LEAVE BANK	13
INSURANCE PROGRAM	15
EVALUATION OF COORDINATORS	16
STAFF COMPLAINTS AND GRIEVANCE PROCEDURES	16
COORDINATOR'S AUTHORIZATION TO HIRE	20
LENGTH OF COORDINATOR CONTRACTS	21
CONTRACT IMPLEMENTATION	21
ASSIGNMENT AND TRANSFER	22
DISMISSAL AND SUSPENSION	23
PERSONNEL FILES	24
SEVERANCE PAY	24
STUDENT DISCIPLINE AND COORDINATOR PROTECTION	25
MISCELLANEOUS PROVISION	26
PROGRAM COORDINATOR'S SALARY SCHEDULE	27

INTRODUCTION

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

Definition of a Coordinator:

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

Experience:

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

Definition:

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

ADMINISTRATOR DRESS CODE

Reference District Board Policy Regulation GBCB-R

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

- ~~• A positive impression from the community;~~

- Provide appropriate role modeling for students
- Promote a working and learning environment that is free from unnecessary disruption;
- And be conducive to high student and staff performance.

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

Professional Dress Standards for Men

Acceptable Attire/Grooming

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

Non-Acceptable Attire/Grooming

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

Professional Dress Standards for Women

Acceptable Attire/Grooming

- Pants, slacks, capris, dresses, or skirts.

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

Unacceptable Attire/Grooming

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

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

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

MEDICAL EXAMINATION

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

LEAVES OF ABSENCE

A. Extended Leave of Absence

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

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

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

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

B. Short Leave without Pay

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

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

C. Professional Leave

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

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

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

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

D. Sick Leave

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

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

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

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

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

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

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

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

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

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

E. Family and Medical Leave

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

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

F. Worker's Compensation

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

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

G. Additional Use of Sick Leave (Court Appearance)

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

H. Personal Leave

Three (3) days sick leave may be taken for personal reasons each year, if approved in advance by the Superintendent or designee. **One (1)** ~~Two (2)~~ additional days of personal leave shall be granted each

year to an employee **in their 4th, 5th, 6th and 7th year of employment.** who has an accumulated sick leave balance of at least 50 days on the last day of service for the previous school year. Two (2) additional days of personal leave shall be granted each year to an employee who has an accumulated sick leave balance of at least 100 days on the last day of service for the previous year. No more than seven (7) personal leave days may be used in any one year. Personal leave cannot be accumulated.

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

- a. ~~Leave may not be used to extend Winter Holiday or the beginning/end of the school calendar.~~ **One day of personal leave may be used to extend a scheduled school holiday one time per school year, with approval of the building principal.**
- b. ~~Leave cannot be requested more than 180 days in advance.~~ **A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.**
- e. ~~One day of personal leave may be used one time in a school calendar year based upon availability.~~ **Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Days.**
- d. ~~Personal leave may not be granted during Parent/Teacher Conference days.~~ Use of personal leave is strongly discouraged during In-Service Days.
- e. ~~Leave is subject to approval by the Superintendent of School.~~ **Leave may not be requested more than 180 days in advance.**

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

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

J. Military Leave - Reference School Board Policy GCBDD

K. Parental Leave

1. Upon written application to the Board, a parental leave of absence without pay shall be granted to a Coordinator for the purpose of childbearing and/or child

rearing. A Coordinator who is pregnant shall notify her supervisor in writing, accompanied by her physician's written statement with the approximate date of expected birth, at least forty-five (45) days prior to date leave is to begin. She shall indicate in the written notification (1) whether she wishes to apply for a parental leave of absence prior to the birth of the child or continue working until she is no longer able to do so, (2) the requested commencement day (may be approximated) of a leave request, and (3) the desired length of any requested leave.

2. A parental leave of absence shall be for a maximum period of one year. However, on a written application made at least 45 days prior to the expiration of such leave, it shall be extended to the end of the current year.
3. A Coordinator shall be entitled to take a parental leave beginning at any time after the commencement of pregnancy, provided such Coordinator makes written application for such leave to the Superintendent or designee, specifying the date such leave is requested to begin. Except in cases of emergency, the written application must be made at least thirty (30) calendar days prior to the date on which her leave is requested to begin. Unless the written notification of pregnancy provided for in part 1 hereof has been given, such application shall contain the information required in part 1 hereof.
4. A pregnant Coordinator may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her required functions and duties. Physicians' statements may be required from time to time if the ability of the Coordinator to properly perform her required functions and duties becomes questionable.
5. Within forty-five (45) days after childbirth, a Coordinator shall be entitled to use her sick leave not to exceed thirty (30) days.
 - a. The dates of such physical disability, exceeding thirty (30) days, for which payment under the sick leave policy is claimed, shall be verified in writing by a doctor. Certification of physical disability shall not in any way be associated with the care of the child, but only with the Coordinator's inability to perform her contractual duties.
 - b. Within the forty-five (45) day period, Coordinators qualifying for sick l

leave may also apply to use the Sick Leave Bank under the conditions described in this Handbook.

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

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

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

SICK LEAVE BANK

SICK LEAVE BANK

~~A voluntary sick leave bank has been established for all~~ Eligible employees who are in their second consecutive **contracted year** ~~terms~~ of employment by the District **will be given the opportunity to enroll in a voluntary sick leave bank** under the following conditions and provisions:

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

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

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

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

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

INSURANCE PROGRAM

A. **Health and Life Insurance** ~~Hospitalization and Surgical~~

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

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

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

B. Dental Insurance

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

EVALUATION OF COORDINATORS

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

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

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

STAFF COMPLAINTS AND GRIEVANCE PROCEDURES

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

A. DEFINITIONS:

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

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

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

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

B. PURPOSE:

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

C. PROCEDURE:

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

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

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

Informal Procedures:

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

Level 1:

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

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

Level 2:

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

Level 3:

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

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

Level 4:

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

Rights of Employee to Representation

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

Miscellaneous Provisions

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

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

COORDINATOR'S AUTHORIZATION TO HIRE

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

LENGTH OF COORDINATOR CONTRACTS

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

226 225 days	Food Service Coordinator
226 225 days	Building & Grounds Coordinator
226 225 days	Information Technology Coordinator
226 225 days	Transportation Coordinator
226 225 days	Communications Coordinator

CONTRACT IMPLEMENTATION

A. Contract Term:

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

B. Work Year:

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

C. Switch Days:

1. To Work a Non-Contract Day

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

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

ASSIGNMENT AND TRANSFER

A. Assignments:

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

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

B. Transfers: Administrative to Administrative Position.

A coordinator may request a transfer; however, a new coordinator must have spent at least one (1) year in a position before requesting a transfer. In the determination of requests for transfer, the convenience and wishes of the individual coordinator will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more

than one coordinator has applied for the same position, the coordinator determined to best serve the needs of the school district shall be appointed.

DISMISSAL AND SUSPENSION

- A. The Board of Education may dismiss any Coordinator at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. If a coordinator is terminated for cause, he/she is no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a Coordinator such Coordinator shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held within seven (7) days thereafter. At such hearing, the Coordinator shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) working days after the hearing, the Board shall render its final decision and notify the Coordinator of its decision in writing. The Coordinator shall have the right of appeal as provided in South Dakota State Statutes.
- C. No Coordinator shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to grievance.

PERSONNEL FILES

- A. While employed by the Douglas School District, a Coordinator shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A Coordinator shall be entitled to have a representative accompany him/her during such review. **Once per school year,** ~~At least once every three (3) years,~~ a Coordinator shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the Coordinator and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
- B. No material which is derogatory to a Coordinator's conduct, service, character or personality shall be placed in his/her personnel file unless the Coordinator has received a copy. The Coordinator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the Coordinator and discussed.) A Coordinator also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.
- C. The personnel file in the Central Office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

SEVERANCE PAY

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such Coordinators will be paid for one-half of their accumulated sick leave.

- B. Any Coordinator as above designated having reached the minimum age of forty- five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one half of his or her accumulated sick leave upon terminating his or her employment in the Douglas Schools. If resignation occurs during the school year, such resignation must be appropriately approved.
- C. The amount of sick leave pay under this policy will be determined by the average of the Coordinator's daily rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by the South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if the Coordinator is age 55 or older and payout is \$600.00 or more up to a maximum allowed by SDRS.
- D. If a full-time Coordinator retires and will be completing his/her contract as of June 30, the remaining contract payment will be included in the final June 21st payroll.

STUDENT DISCIPLINE AND COORDINATOR PROTECTION

Assault Upon Coordinators:

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

MISCELLANEOUS PROVISION

Savings Clause

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

Modifications

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

PROGRAM COORDINATOR'S SALARY SCHEDULE 2023-24

Salary based on the following five FACTORS:

Daily Rate Formula: (Salary Base + Experience + Responsibility) divided by 220
Salary = Daily Rate multiplied by number of contract days

FACTOR I – SALARY BASE

Salary Base = **\$57,500**

FACTOR II – EXPERIENCE

Experience is credited on the basis of a full year of related experience.
Compensation for experience is based on the following schedule:

<u>Experience</u>	<u>\$ Value</u>
0	-0-
1 year	400
2 years	800
3 years	1200
4 years	1600
5 years	2000
6 years	2400

FACTOR III – EDUCATION

A high school diploma or equivalent is a requirement for a coordinator's position.
Compensation for education is determined according to the following schedule:

<u>Education</u>	<u>\$</u>
<u>Value</u>	
High School Diploma	0
Associates Degree	800
Bachelors Degree	1000
Masters Degree	1200
Technical Training	To Be Determined

FACTOR IV – RESPONSIBILITY

This factor is based on the number of full-time employees (FTE) supervised.

<u>Employees Supervised</u>	<u>\$ Value</u>
0 to 5	750

6 to 10	1500
1 to 20	2250
Over 20	3000

FACTOR V – LENGTH OF CONTRACT

1. All FACTORS are based on 220 days of employment.
2. Days of contract beyond 220 days are based on daily rate

**SUPPLEMENTAL BUDGET
FY 23 JUNE 30, 2023**

	<u>AMOUNT</u>	<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>
FUND 10	\$1,010.00	10-2315-001-000-319	LEGAL SERVICES	\$1,010.00	Impact Aid/Reserve
	\$22,701.30	10-2541-005-000-321	B&G UTILITIES	\$22,701.30	Impact Aid/Reserve
	\$26,276.88	10-2542-014-000-140	CUSTODIAL UNUSED SL	\$26,276.88	Impact Aid/Reserve
	\$7,649.86	10-2542-005-000-321	CA UTILITIES	\$7,649.86	Impact Aid/Reserve
	\$628.43	10-2542-010-000-321	BC UTILITIES	\$628.43	Impact Aid/Reserve
	\$7,990.26	10-2542-030-000-321	HS UTILITIES	\$7,990.26	Impact Aid/Reserve
	<u>\$2,060.24</u>	10-2554-050-000-319	TRANS. PROF. SERV.	<u>\$2,060.24</u>	Impact Aid/Reserve
FUND TOTAL	<u>\$68,316.97</u>			<u>\$68,316.97</u>	
FUND 21	\$6,417.72	21-1121-020-000-319	MS PROF. SERVICES	\$6,417.72	COF RESERVE
	\$303.02	21-1131-030-000-360	PRINTING	\$303.02	COF RESERVE
	\$10,000.00	21-2311-001-000-319	BOARD PROF. SERV.	\$10,000.00	COF RESERVE
	\$589.10	21-2521-004-000-360	PRINTING	\$589.10	COF RESERVE
	<u>\$219.68</u>	21-2554-050-000-360	PRINTING	<u>\$219.68</u>	COF RESERVE
FUND TOTAL	<u>\$17,529.52</u>			<u>\$17,529.52</u>	
FUND 22	\$7,878.67	22-1222-034-034-334	TRANSITION TRAVEL	\$7,878.67	SPED RESERVE
	\$7,500.00	22-1223-006-000-371	DAY PROGRAM	\$7,500.00	SPED RESERVE
	\$32,056.29	22-1224-006-000-373	RESIDENTIAL PROGRAM	\$32,056.29	SPED RESERVE
	\$6,462.58	22-2113-006-000-316	SOCIAL WORK	\$6,462.58	SPED RESERVE
	\$1,387.50	22-2152-006-004-319	SPEECH PROF. SERV.	\$1,387.50	SPED RESERVE
	<u>\$1,123.85</u>	22-2710-006-002-479	ADMIN. SUPPLIES	<u>\$1,123.85</u>	SPED RESERVE
FUND TOTAL	<u>\$56,408.89</u>			<u>\$56,408.89</u>	
GRAND TOTAL	<u><u>\$142,255.38</u></u>			<u><u>\$142,255.38</u></u>	

ESSER II				
BUDGET FY 2023				
			Original	Revised
	REVENUE:			
	66.4190.238		\$831,637.70	\$831,637.70
		TOTAL	\$831,637.70	\$831,637.70
	EXPENDITURES:			
	FRANCIS CASE ELEMENTARY			
	66.1111.013.238.520	BUILDINGS	\$450,000.00	\$404,735.25
	DOUGLAS HIGH SCHOOL			
	66.1131.030.238.520	BUILDINGS	\$369,637.70	\$414,902.45
	TECHNOLOGY			
	66.2227.032.238.319	PROFESSIONAL SERVICES	\$12,000.00	\$12,000.00
			\$831,637.70	\$831,637.70

**ESSER III
BUDGET FY 2023**

REVENUE:		Original	Revised
66.4191.338		\$2,927,973.00	\$3,475,253.16
	TOTAL	\$2,927,973.00	\$3,475,253.16
EXPENDITURES:			
BADGER CLARK ELEMENTARY			
66.1111.012.348.130	OVERTIME/STIPENDS	\$5,000.00	\$66,133.13
66.1111.012.348.210	SOCIAL SECURITY	\$382.50	\$5,055.85
66.1111.012.348.220	RETIREMENT	\$300.00	\$3,967.99
66.1111.012.348.319	PROFESSIONAL SERVICES	\$33,813.00	\$33,563.00
66.1111.012.338.473	COMPUTER LICENSING FEE	\$0.00	\$2,450.00
66.1111.012.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$0.00	\$3,495.00
66.1111.012.348.479	OTHER NON-CONSUMABLE SUPPLIES	\$4,250.00	\$3,495.00
66.1111.012.338.541	COMPUTER EQUIPMENT	\$16,210.00	\$14,235.00
66.1111.012.348.541	COMPUTER EQUIPMENT	\$106,296.66	\$145,564.66
FRANCIS CASE ELEMENTARY			
66.1111.013.348.130	OVERTIME/STIPENDS	\$5,000.00	\$58,900.00
66.1111.013.348.210	SOCIAL SECURITY	\$382.50	\$4,503.34
66.1111.013.348.220	RETIREMENT	\$300.00	\$3,533.99
66.1111.013.348.319	PROFESSIONAL SERVICES	\$31,510.00	\$31,260.00
66.1111.013.348.421	PRINTED TEXTBOOKS	\$0.00	\$9,047.65
66.1111.013.338.473	COMPUTER LICENSING FEE	\$0.00	\$2,450.00
66.1111.013.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$4,250.00	\$0.00
66.1111.013.338.520	BUILDINGS	\$393,821.50	\$568,264.75
66.1111.013.338.541	COMPUTER EQUIPMENT	\$16,210.00	\$7,255.00
66.1111.013.348.541	COMPUTER EQUIPMENT	\$106,296.67	\$145,564.67
VANDENBERG ELEMENTARY			
66.1111.014.348.130	OVERTIME/STIPENDS	\$5,000.00	\$51,925.25
66.1111.014.348.210	SOCIAL SECURITY	\$382.50	\$3,967.19
66.1111.014.348.220	RETIREMENT	\$300.00	\$3,115.52
66.1111.014.348.319	PROFESSIONAL SERVICES	\$31,510.00	\$31,260.00
66.1111.014.348.479	OTHER NON-CONSUMABLE SUPPLIES	\$4,000.00	\$0.00
66.1111.014.338.541	COMPUTER EQUIPMENT	\$16,205.00	\$9,427.00
66.1111.014.348.541	COMPUTER EQUIPMENT	\$106,296.67	\$108,264.67
SUMMER TRANSITION (ELEMENTARY)			
66.1112.007.348.130	OVERTIME/STIPENDS	\$60,000.00	\$59,868.38
66.1112.007.348.210	SOCIAL SECURITY	\$4,590.00	\$4,573.07
66.1112.007.348.220	RETIREMENT	\$3,600.00	\$3,591.14
66.1112.007.348.411	NON-TECHNOLOGY SUPPLIES	\$1,500.00	\$82.75

DOUGLAS MIDDLE SCHOOL

66.1121.020.348.130	OVERTIME/STIPENDS	\$6,000.00	\$31,545.88
66.1121.020.348.210	SOCIAL SECURITY	\$459.00	\$2,413.29
66.1121.020.348.220	RETIREMENT	\$360.00	\$1,892.75
66.1121.020.348.315	REGISTRATION FEES	\$0.00	\$3,000.00
66.1121.020.338.319	PROFESSIONAL SERVICES	\$0.00	\$2,250.00
66.1121.020.348.334	TRAVEL	\$0.00	\$7,841.70
66.1121.020.348.411	NON-TECHNOLOGY SUPPLIES	\$34,450.00	\$34,450.00
66.1121.020.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$2,900.00	\$0.00
66.1121.020.338.541	COMPUTER EQUIPMENT	\$88,000.00	\$48,341.75
66.1121.020.348.541	COMPUTER EQUIPMENT	\$0.00	\$128,631.00

SUMMER TRANSITION (MIDDLE SCHOOL)

66.1122.007.348.130	OVERTIME/STIPENDS	\$12,000.00	\$17,760.71
66.1122.007.348.210	SOCIAL SECURITY	\$918.00	\$1,358.73
66.1122.007.348.220	RETIREMENT	\$720.00	\$1,065.66
66.1122.007.348.411	NON-TECHNOLOGY SUPPLIES	\$500.00	\$48.91

DOUGLAS HIGH SCHOOL

66.1131.030.348.130	OVERTIME/STIPENDS	\$6,000.00	\$5,352.01
66.1131.030.348.210	SOCIAL SECURITY	\$459.00	\$409.42
66.1131.030.348.220	RETIREMENT	\$360.00	\$321.11
66.1131.030.348.315	REGISTRATION FEES	\$0.00	\$2,250.00
66.1131.030.338.319	PROFESSIONAL SERVICES	\$0.00	\$2,250.00
66.1131.030.348.334	TRAVEL	\$0.00	\$5,182.28
66.1131.030.348.373	PAYMENTS TO OTHER ED. INST.	\$0.00	\$6,500.00
66.1131.030.338.411	NON-TECHNOLOGY SUPPLIES	\$0.00	\$3,442.35
66.1131.030.348.411	NON-TECHNOLOGY SUPPLIES	\$34,450.00	\$34,450.00
66.1131.030.348.421	PRINTED TEXTBOOKS	\$4,000.00	\$6,471.60
66.1131.030.348.424	WORKBOOKS/SUBSCRIPTIONS	\$47,500.00	\$47,419.89
66.1131.030.348.479	OTHER NON-CONSUMABLE SUPPLIES	\$4,350.00	\$1,998.28
66.1131.030.338.520	BUILDINGS	\$750,000.00	\$565,197.55
66.1131.030.338.541	COMPUTER EQUIPMENT	\$41,450.00	\$86,917.00
66.1131.030.348.541	COMPUTER EQUIPMENT	\$0.00	\$207,308.00

SUMMER TRANSITION (HIGH SCHOOL)

66.1132.007.348.130	OVERTIME/STIPENDS	\$17,000.00	\$4,491.50
66.1132.007.348.210	SOCIAL SECURITY	\$1,300.50	\$343.58
66.1132.007.348.220	RETIREMENT	\$1,020.00	\$269.48
66.1132.007.348.411	NON-TECHNOLOGY SUPPLIES	\$500.00	\$46.73

NURSE

66.2134.030.338.114	CLASSIFIED SALARIES	\$50,000.00	\$25,818.66
66.2134.030.338.210	SOCIAL SECURITY	\$3,825.00	\$1,936.89
66.2134.030.338.220	RETIREMENT	\$3,000.00	\$1,549.12
66.2134.030.338.230	GROUP HEALTH, LIFE, DENTAL INS.	\$7,804.56	\$2,663.52

TECHNOLOGY

66.2227.032.338.114	CLASSIFIED SALARIES	\$56,000.00	\$0.00
66.2227.032.338.121	CLASSIFIED SUBSTITUTES	\$0.00	\$34,688.03
66.2227.032.338.210	SOCIAL SECURITY	\$4,284.00	\$2,653.64
66.2227.032.338.220	RETIREMENT	\$3,360.00	\$51.24
66.2227.032.338.230	GROUP HEALTH, LIFE, DENTAL INS.	\$7,804.56	\$0.00
66.2227.032.338.473	COMPUTER LICENSING FEE	\$0.00	\$980.00
66.2227.032.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$0.00	\$699.00
66.2227.032.338.541	COMPUTER EQUIPMENT	\$7,975.00	\$29,026.00

BOARD OF EDUCATION

66.2311.001.338.319	PROFESSIONAL SERVICES	\$19,200.00	\$25,200.00
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COMMUNICATIONS COORDINATOR

66.2322.000.338.113	ADMINISTRATIVE SALARIES	\$74,375.00	\$74,374.55
66.2322.000.338.210	SOCIAL SECURITY	\$5,689.69	\$5,689.44
66.2322.000.338.220	RETIREMENT	\$4,462.50	\$4,462.56
66.2322.000.338.230	GROUP HEALTH, LIFE, DENTAL INS.	\$616.56	\$1,456.02
66.2322.000.338.315	REGISTRATION FEES	\$750.00	\$1,640.00
66.2322.000.338.319	PROFESSIONAL SERVICES	\$5,500.00	\$9,372.90
66.2322.000.338.334	TRAVEL	\$1,500.00	\$4,676.96
66.2322.000.338.340	COMMUNICATIONS	\$100.00	\$0.00
66.2322.000.338.411	NON-TECHNOLOGY SUPPLIES	\$4,000.00	\$2,949.67
66.2322.000.338.412	TECHNOLOGY SUPPLIES	\$250.00	\$0.00
66.2322.000.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$500.00	\$0.00

EXECUTIVE DIRECTOR(S)

66.2329.002.348.130	OVERTIME/STIPENDS	\$3,750.00	\$12,090.75
66.2329.002.348.210	SOCIAL SECURITY	\$286.88	\$807.64
66.2329.002.348.220	RETIREMENT	\$225.00	\$631.85
66.2329.002.348.315	REGISTRATION FEES	\$2,000.00	\$2,750.00
66.2329.002.338.319	PROFESSIONAL SERVICES	\$595.00	\$30,594.52
66.2329.002.348.319	PROFESSIONAL SERVICES	\$43,500.00	\$38,387.60
66.2329.002.338.334	TRAVEL	\$0.00	\$448.00
66.2329.002.348.334	TRAVEL	\$8,750.00	\$8,538.48
66.2329.002.348.411	NON-TECHNOLOGY SUPPLIES	\$10,000.00	\$624.12
66.2329.002.338.541	COMPUTER EQUIPMENT	\$22,500.00	\$15,511.00

SUMMER TRANSITION (ADMINISTRATION)			
66.2410.007.348.130	OVERTIME/STIPENDS	\$7,500.00	\$7,005.60
66.2410.007.348.210	SOCIAL SECURITY	\$573.75	\$535.93
66.2410.007.348.220	RETIREMENT	\$450.00	\$420.35
BUSINESS OFFICE			
66.2521.004.338.541	COMPUTER EQUIPMENT	\$3,400.00	\$3,387.00
BUILDINGS & GROUNDS			
66.2549.000.338.411	CONSUMABLE SUPPLIES	\$15,000.00	\$0.00
66.2549.000.338.479	OTHER NON-CONSUMABLE SUPPLIES	\$55,000.00	\$1,283.06
SUMMER TRANSITION (TRANSPORTATION)			
66.2552.007.348.130	OVERTIME/STIPENDS	\$23,000.00	\$22,986.75
66.2552.007.348.210	SOCIAL SECURITY	\$1,759.50	\$1,758.54
66.2552.007.348.220	RETIREMENT	\$1,380.00	\$1,366.03
TRANSPORTATION			
66.2554.050.338.319	PROFESSIONAL SERVICES	\$113,502.50	\$113,502.50
66.2554.050.338.550	VEHICLES (LICENSED)	\$300,000.00	\$318,391.00
INSERVICE TRAINING SERVICES			
66.2644.002.338.411	NON-TECHNOLOGY SUPPLIES	\$15,000.00	\$0.00
COMMUNITY			
66.3900.000.348.319	PROFESSIONAL SERVICES	\$15,000.00	\$6,609.08
ACTIVITIES			
66.6900.030.338.541	COMPUTER EQUIPMENT	\$11,700.00	\$11,700.00
		<u>\$2,927,973.00</u>	<u>\$3,475,253.16</u>

TITLE I, 1003				
SCHOOL IMPROVEMENT FUNDS				
BUDGET FY 2023				
	REVENUE:			Original Revised
	66.4158.018			\$35,000.00 \$35,000.00
			TOTAL	\$35,000.00 \$35,000.00
	EXPENDITURES:			
	66.1273.012.018.411	NON-TECHNOLOGY SUPPLIES	\$3,875.00	\$251.88
	66.1273.012.018.411	OTHER NON-CONSUMABLE SUPPLIES	\$0.00	\$895.32
	66.1273.013.018.411	NON-TECHNOLOGY SUPPLIES	\$3,875.00	\$0.00
	66.1273.013.018.411	OTHER NON-CONSUMABLE SUPPLIES	\$0.00	\$550.70
	66.2128.012.018.411	NON-TECHNOLOGY SUPPLIES	\$3,000.00	\$0.00
	66.2128.013.018.411	NON-TECHNOLOGY SUPPLIES	\$3,000.00	\$0.00
	66.2214.012.018.315	REGISTRATION	\$1,000.00	\$16,578.08
	66.2214.013.018.315	REGISTRATION	\$1,000.00	\$16,724.02
	66.2214.012.018.319	PROFESSIONAL SERVICES	\$1,000.00	\$0.00
	66.2214.013.018.319	PROFESSIONAL SERVICES	\$1,000.00	\$0.00
	66.2214.012.018.334	TRAVEL	\$4,375.00	\$0.00
	66.2214.013.018.334	TRAVEL	\$4,375.00	\$0.00
	66.2214.012.018.541	COMPUTER EQUIPMENT	\$4,250.00	\$0.00
	66.2214.013.018.541	COMPUTER EQUIPMENT	\$4,250.00	\$0.00
			\$35,000.00	\$35,000.00

Cash On Hand Summary Information

Cash on Hand Balance:

	30-Jun-23	30-Jun-22	30-Jun-21	30-Jun-20	30-Jun-19
General Fund (10)	(\$566,205.66)	(\$2,462,157.87)	(\$968,001.02)	(\$267,921.68)	\$510,248.72
Pension Fund Transfers	\$0.00	\$0.00	\$0.00	\$90,164.47	\$0.00
Accounts & Contracts Payable	(\$2,302,205.74)	(\$1,923,352.20)	(\$1,696,047.62)	(\$1,938,475.96)	(\$1,937,716.53)
Impact Aid Transfer	\$3,000,000.00	\$4,500,000.00	\$2,750,000.00	\$2,200,000.00	\$1,500,000.00
Ending Cash Balance	\$131,588.60	\$114,489.93	\$85,951.36	\$83,766.83	\$72,532.19
Capital Outlay Fund (21)	\$2,182,162.30	\$179,397.87	\$3,675,853.41	\$2,324,327.84	\$1,691,269.28
8007(a) Construction Funds	(\$466,571.00)	(\$341,620.00)	(\$341,620.00)	(\$341,620.00)	(\$73,742.00)
Accounts Payable	(\$73,035.52)	(\$453,695.90)	\$0.00	\$0.00	\$0.00
Impact Aid Transfer	\$0.00	\$625,000.00	\$0.00	\$0.00	\$0.00
Ending Cash Balance	\$1,642,555.78	\$9,081.97	\$3,334,233.41	\$1,982,707.84	\$1,617,527.28
Special Education Fund (22)	\$1,654,083.83	\$2,085,354.00	\$2,344,908.76	\$2,269,066.06	\$2,260,822.82
Accounts & Contracts Payable	(\$488,731.32)	(\$323,627.31)	(\$280,815.57)	(\$360,399.47)	(\$361,540.03)
Impact Aid Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Cash Balance	\$1,165,352.51	\$1,761,726.69	\$2,064,093.19	\$1,908,666.59	\$1,899,282.79
Food Service Fund (51)	\$336,935.81	\$343,522.69	\$145,433.42	\$87,849.37	\$247,984.13
Accounts & Contracts Payable	(\$23,536.36)	(\$19,173.76)	(\$18,054.63)	(\$36,269.36)	(\$20,292.36)
Impact Aid Loan	\$0.00	\$0.00	(\$150,000.00)	\$0.00	\$0.00
Impact Aid Transfer	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00
Ending Cash Balance	\$313,399.45	\$324,348.93	\$2,378.79	\$51,580.01	\$227,691.77
Enterprise Fund (53)	\$0.00	\$4,714.21	(\$46,282.10)	(\$50,934.04)	(\$8,451.61)
Accounts & Contracts Payable	\$0.00	\$3,801.96	(\$736.01)	(\$9,075.81)	(\$8,512.64)
Impact Aid Transfer	\$0.00	\$0.00	\$47,018.11	\$60,009.85	\$16,964.25
Ending Cash Balance	\$0.00	\$8,516.17	\$0.00	\$0.00	\$0.00

Total Transfer:

Impact Aid to (10) General Fund:	(\$3,000,000.00)
Impact Aid to (21) Capital Outlay Fund:	\$0.00
Impact Aid to (22) Special Education Fund:	\$0.00
Impact Aid to (51) Food Service Fund:	\$0.00
	<u>(\$3,000,000.00)</u>

Impact Aid Balance:	\$27,848,776.54
FY23 Impact Aid Transfers:	(\$3,000,000.00)
Impact Aid Ending Balance (6/30/23):	<u>\$24,848,776.54</u>

Projected Impact Aid Balance:

Beginning Balance (7/01/23):	\$24,848,776.54
Projected 2023-2024 Revenue:	\$5,530,100.00
Projected 2023-2024 Transfers:	(\$5,530,100.00)
Projected Ending Balance (6/30/24):	<u>\$24,848,776.54</u>

Health/Wellness Balance*:

	<u>\$977,603.23</u>
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*Included in the General Fund Balance

SECTION	J	TITLE	STUDENTS	FILE	JHDB
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SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION

I. Purpose

The purpose of the policy is to prepare, inform, and direct Douglas School District employees to respond effectively to suicidal ideation and suicidal behavior within its student population.

II. General Statement of Policy

A. The policy of the school district is to:

1. Train staff members in identifying students at risk for suicide.
2. Train school counselors, school psychologists, and school resource officers in suicide assessment and intervention.
3. Train school counselors and school psychologists in crisis response procedures.
4. Provide suicide prevention activities within appropriate curriculum areas.
5. Collaborate with community agencies to provide support services to students, families, and staff members.
6. The board of education shall require a procedure to address the following issues:
 - a. A student who is identified as at risk for suicide.
 - b. A student death by suicide or suspected death by suicide
 - c. Media guidelines.
 - d. It shall be a violation of this policy to knowingly not intervene when a student is identified as at risk for suicide.

III. Definitions

A. "Suicide" means death from injury, poisoning, or suffocation where there is evidence that a self-inflicted act led to the person's death.

B. "Suicidal ideation" means self-reported thoughts of engaging in suicide-related behavior.

C. "Suicidal Behavior" means a spectrum of activities related to thoughts and behaviors that include suicidal thinking, suicide attempts, and completed suicide.

D. "Intervention" is a strategy or approach that is intended to prevent an outcome or to alter the course of an existing condition.

E. "Suicide risk assessment" is a process of estimating the likelihood for a person to attempt or die

by suicide. The goal of a thorough risk assessment is to learn about the circumstances of an individual person with regard to suicide, including warning signs, risk factors, and protective factors.

F. "Prevention" is a strategy or approach that reduces the likelihood of risk of onset, or delays the onset of adverse health problems or reduces the harm resulting from conditions or behaviors.

G. "Postvention" means an intervention conducted after a suicide, largely taking the form of support for the bereaved (family, friends, professionals, and peers).

H. "Crisis Intervention/Response" is immediate and short-term psychological care aimed at assisting individuals in a crisis situation in order to restore equilibrium to their bio-psycho-social functioning and to minimize the potential of long-term psychological trauma.

IV. Reporting Procedures

- A. A violation of this policy should be reported to the Superintendent

V. Dissemination of Policy and Training

- A. This policy will be referenced in district and building crisis and emergency management plans.
- B. The school district shall develop a method of discussing this policy with school personnel.

REFERENCES

State Reference:

SDCL 13-42-71 (Suicide awareness and prevention training requirements)

SDCL 19-19-508.1 (School counselor, psychologist, and social worker privileges)

Federal Reference:

34 CFR § 99.36 (Family Education Rights and Privacy Act)

45 CFR § 164.512(j) (Health Insurance Portability and Accountability Act of 1996)

Adoption History

First Reading			
Approved			
First Reading-Revision			

Approved			

SECTION	J	TITLE	STUDENTS	FILE	JHDB-R
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SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION PROCEDURE

SUICIDE PREVENTION, INTERVENTION, & POSTVENTION PROCEDURES

Procedure for Students Identified as At Risk for Suicide:

All staff members must report any student suspected to be at risk for suicide to a school counselor, or school psychologist. The school counselor or psychologist will:

- A. Assess the student’s current level of risk for suicide by administering the district adopted severity rating scale (JHDB-E1).
- B. Advise the student regarding the action you plan to take based on level of risk for suicide.
- C. Maintain close supervision of the student.
- D. Notify the parent/guardian.
- E. Advise the parent/guardian of community resources and discuss safety precautions, such as supervision, means restriction, and safety planning.
- F. For students determined to be at moderate/high risk, have the parent/guardian sign the Parent Acknowledgment Form confirming they were notified of their child’s risk and informed of community resource options.
- G. Release the student only to a parent/guardian/law enforcement officer, unless other arrangements are made and approved by the professional completing the assessment.
- H. Complete the Potential Suicide Intervention Report Form including the CSSRS and provide a copy to the building administrator, school counselor, designated district staff, and parent/guardian.
- I. Follow up and document contact with parent/guardian and/or student within one week to determine if the student is receiving assistance.
- J. Work with the student and parent/guardian to create a reentry plan whenever possible if the student left school after the incident and complete/update the Safety Plan. Law enforcement can be contacted under the following circumstances:
 - a. When the student is determined to be at imminent risk of harm to himself/herself or others.
 - b. Consultation to determine if a student presents an imminent threat to himself/herself.
 - c. When the counselor or psychologist is unable to reach the student’s parent/guardian to inform of risk and create a plan for safety.
 - d. If it is unsafe for the school counselor or psychologist to make direct contact with the student.

Procedure for Off-School Grounds Suicide/Suicide Attempt:

Upon learning of a suspected death by suicide, the following actions will occur:

- A. The Communications Coordinator will confirm the suicide.
- B. The building principal/designee will call or visit the family to express support and obtain accurate information.

- C. The Superintendent and Communications Coordinator, in consultation with staff mental health professionals, will determine appropriate action for informing students and staff.
- D. District mental health professionals will coordinate with appropriate staff to plan for follow-up crisis response strategies as recommended in the After a Suicide: A Toolkit for Schools manual.

Procedure for Suicide Attempt on School Grounds:

Staff will follow protocol for ‘Serious Injury/Death of Student’ listed within the Douglas School District ‘CRISIS AND EMERGENCY PLANS’ book if a student attempts suicide on school grounds.

Procedure for Communications with Media:

In the event of media inquiries, the Communications Manager will:

- A. Make every effort to maintain the privacy of the deceased student and respect the grief of his/her family.
- B. Refer the request for official confirmation of the student’s death to the County Coroner’s Office or other legal source, not the school district.
- C. Follow the Family Education Rights and Privacy Act (FERPA), relative to student records when media requests are made for information about the deceased student.
- D. Inform the media that interviews of students and staff are not permitted on school property.
- E. Advise media of district emergency procedures, particularly regarding student and staff counseling.

Adoption History			
First Reading			
Approved			
First Reading-Revision			
Approved			

Potential Suicide Intervention Report

Date/Time: _____ School: _____ Grade: _____

Student First Name: _____ Last Name: _____

Sped? _____ Referred By: _____ Interviewer: _____

Other District Personnel Involved: _____

Reason for Intervention: (Include brief description of precipitating event and referral source)

Protective Factors: (Skills, strengths, or resources that help people deal more effectively with stressful events. A protective factor reduces the likelihood of attempting or completing suicide. Increasing protective factors can decrease suicide risk.)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Stable relationship/s with other youth <input type="checkbox"/> Cultural beliefs discouraging suicide <input type="checkbox"/> Seeks adult help when needed <input type="checkbox"/> School environment supportive of help seeking <input type="checkbox"/> Positive coping skills <input type="checkbox"/> Academic Success <input type="checkbox"/> Sense of personal control <input type="checkbox"/> Access to medical care <input type="checkbox"/> Other: _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Religiosity <input type="checkbox"/> Good social support <input type="checkbox"/> Lack of access to lethal means <input type="checkbox"/> Family cohesion/stability <input type="checkbox"/> Ability to problem solve/history of self-regulation <input type="checkbox"/> Hope for the future <input type="checkbox"/> Access to mental health care <input type="checkbox"/> Sense of purpose |
|--|---|

Columbia-Suicide Severity Rating Scale

Answer Questions 1 and 2	In the past month	
	Yes	No
<p>1) <u>Have you wished you were dead or wished you could go to sleep and not wake up?</u> (Wish to be dead: Person endorses thoughts about a wish to be dead or not be alive anymore, or wish to fall asleep and not wake up.)</p>		
<p>2) <u>Have you actually had thoughts about killing yourself?</u> (Suicidal Thoughts: General non-specific thoughts of wanting to end one's life, "I've thought about killing myself" without general thoughts of ways to kill oneself/associated methods, intent, or plan.)</p>		
If YES to 2, ask questions 3, 4, 5 and 6. If NO to 2, go directly to question 6.		
<p>3) <u>Have you thought about how you might do this?</u> (Suicidal Thoughts with Method (without Specific Plan or Intent to Act): Person endorses thoughts of suicide and has thought of at least one method during the assessment period. This is different than a specific plan with time, place or method details worked out. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it.... and I would never go through with it.")</p>		
<p>4) <u>Have you had any intention of acting on these thoughts of killing yourself, as opposed to you have the thoughts but you definitely would not act on them?</u> Active suicidal thoughts of killing oneself and patient reports having <u>some intent to act on such thoughts</u>, as opposed to "I have the thoughts but I definitely will not do anything about them.")</p>		
<p>5) <u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u> (Suicide intent with Specific Plan: Thoughts of killing oneself with details of plan fully or partially worked out and person has some intent to carry it out.)</p>		
Always Ask Questions #6	Lifetime	
<p>6) <u>Have you done anything, started to do anything, or prepared to do anything to end your life?</u> (Suicide Behavior Question: Examples include: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump, or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc.)</p>		
	In the past 3 Months	
<p>If YES to #6, ask: <u>How long ago did you do any of these?</u> Over a year ago? - Between three months and a year ago? -Within the last three months?</p>		

Low Risk

- ✓ Inform parent/guardian that student was referred to counselor/social worker/psychologist due to concern for risk of suicide
- ✓ Outpatient services referral (counseling, medical provider)
- ✓ Complete Safety Plan if necessary
- ✓ Means restriction discussion with parent/guardian.
- ✓ Release student to parent/guardian.

Moderate Risk

- ✓ Maintain supervision of student, do not leave student alone.
- ✓ Inform parent/guardian
- ✓ Emergency Outpatient services referral (counseling, medical provider, BMS crisis appt)
- ✓ Means restriction discussion with parent/guardian.
- ✓ Complete safety plan if proceeding with outpatient services
- ✓ Have parent sign the Parent Acknowledgement Form.
- ✓ Release student only to parent/guardian/law enforcement
- ✓ Notify administrator
- ✓ When possible, create re-entry plan with student and parent if student left school after incident and complete a Safety Plan.

High Risk

- ✓ Maintain supervision of student, do not leave student alone.
- ✓ Escort to a location where student can be monitored away from other students.
- ✓ Notify administrator/call parent or guardian
- ✓ Initiate local psychiatric admission process by contacting the Emergency Room Social Worker or CRN (755-8222) to inform of risk assessment and need for further assessment at the hospital.
- ✓ Inform parent of need for assessment at the hospital. Have parent sign the Parent Acknowledgement form.
- ✓ Means restriction discussion with parent.
- ✓ Stay with student until released to parent/guardian or law enforcement officer.
- ✓ Work with student and guardian to create a re-entry plan whenever possible and complete/update safety plan when student returns to school.

In cases when student is referred due to concern for suicide and student responds “no” to all CSSRS screening questions:

- ✓ Complete Potential Suicide Intervention Report Form
- ✓ Contact parent/guardian to inform that student was referred to provider for suicide risk assessment.
- ✓ Provide information to parent/guardian of community resources, safety precautions.
- ✓ Give copy of the CSSRS/Potential Suicide Intervention Report Form to building administrator, Assistant Superintendent of Educational Services.

Summary of Intervention: (Include subjective/objective data, assessment, plan and outcome)

This screening tool represents what the student chose to reveal at one moment in time. School counselors/social workers are not qualified to accurately assess suicidality risk, as it takes multiple approaches and means from the mental health and medical field. Please contact your school counselor/social worker/psychologist if you would like assistance with a referral to community resources.

Parent/Guardian Acknowledgement Form

School:	Student:	Date:
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- As the parent/guardian of _____, I have authority to make decisions on behalf of my child and have the authority to sign this document. I acknowledge that I have been advised by school staff member _____ on _____ (date) that my child has expressed suicidal ideation and may be at risk of suicide.

- I agree to provide appropriate information to _____ (name of school staff member) regarding any evaluations and/or treatment received from the mental health provider that will prepare the school to support my child’s reentry into the academic setting.

 _____(name of staff member) will follow up with me and/or my child within one week from the date of this letter as well as other times that the staff member determines.

- I understand the services/supports that have been recommended. I also understand that any referral information provided to me that identifies medical, mental health, or related health providers is meant for my consideration only and not a requirement that I use these providers. I am free to select other providers of my choice.

- The school/district is not responsible for evaluation expenses for any service providers.

Parent/Guardian Information

Name	Date:
Address:	Parent/Guardian Signature:
Phone:	

Copies provided to Parent/Guardian, School Counselor	Date: Staff Signature:
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SAFETY PLAN			
Student:	School:	Staff:	Date:
Step 1: Warning Signs (thoughts, images, mood, situation, behavior) that a suicidal crisis may be developing			
1.			
2.			
3.			
Step 2: The one thing that is most important to me and worth living for is:			
Step 3: Trusted adults at school, at home, or in my community whom I can ask for help			
1. Name:		Phone:	
2. Name:		Phone:	
3. Name:		Phone:	
Step 4: Internal coping strategies- things I can do to take my mind off my problems without contacting another person (relaxation techniques, physical activities)			
1.			
2.			
Step 5: Making the environment safe			
1.			
2.			
Step 6: Professionals or agencies I can contact during a crisis:			
Monument Health Hospital Emergency Room 353 Fairmont Blvd, Rapid City 605-755-1000 Behavior Management Systems 350 Elk Street, Rapid City 605-343-7262 National Crisis Text Line: Text 'CONNECT' to 741741 National Suicide Prevention Lifeline Phone: 1-800-273-TALK (8255) or 988 Wellfully Adolescent Crisis Care Center 22 Waterloo St, Rapid City 605-277-3750 9-1-1			

Student Signature _____ Staff Signature _____

DOUGLAS SCHOOL DISTRICT 51-1

8/14/2023 6/8/2022

POSITION TITLE & DETAILS			
TITLE	DEAN OF STUDENTS		
WORK DAYS	200 492	REPORTS TO	Building Principal
SALARY SCHEDULE	Administrative Salary Schedule Negotiated	SUPERVISES	As Directed Per Building Principal
GROUP	Administrative Certified	EVALUATION	Performance will be evaluated by the building Principal
FUNCTIONS	Works collaboratively with building administration to carry out the daily operations of the school, while promoting and ensuring a positive school climate, supporting and enhancing building initiatives, and upholding the policies and procedures of the school and Douglas School District.		

MINIMUM REQUIREMENTS	
EDUCATION	Master's Degree or higher
CERTIFICATIONS / LICENSE	<ul style="list-style-type: none"> Valid South Dakota teacher certification. Possess or be eligible to receive SD K-12 Administrator Licensure
WORK EXPERIENCE	<ul style="list-style-type: none"> A minimum of three years of successful teaching experience.

DUTIES AND RESPONSIBILITIES	
ADMINISTRATION AND SUPERVISION	<ul style="list-style-type: none"> Serves as the building authority in charge in absence of the Principal and Assistant Principal. Assists building administration with the general operation of the school. Works collaboratively with administration to establish and maintain a positive school climate. Participates and/or leads committees as determined by the building Principal. Assists with supervision and evaluation of performance of designated certified and/or classified personnel as assigned by the Principal.
CURRICULUM, INSTRUCTION AND ASSESSMENT	<ul style="list-style-type: none"> Shares in the planning and direction of the enrollment and scheduling procedures as well as making teaching assignments. Assists staff with the creation and alignment of classroom student behavioral expectations and classroom management strategies

	<ul style="list-style-type: none"> ● Suggests curriculum improvements or needs for evaluation of the current programs to the Principal. ● Provides direction to a variety of faculty, staff, and student programs and services. ● Participates in formal and informal classroom visitations and observations;
STUDENT SERVICES	<ul style="list-style-type: none"> ● Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines. ● Manages student discipline issues and enforces school regulations and policies. ● Manages and enforces school behavioral expectations, including attendance. ● Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts. ● Confers with students, parents, and teachers regarding student related policies and concerns. ● Collaborates with the school counselors and personnel to create and maintain student mental health and wellbeing. ● Collaborates with School Resource Officers and Security personnel to create and maintain a safe environment. ● Ensures proper documentation of student behavior and attendance within the school Student Management Systems. ● Prepares and maintains a variety of district, county, state, and federal records and reports and/or directs preparation of records and reports by staff.

**SPECIAL
ASSIGNMENTS**

- Assists building administration with the implementation of emergency procedures.
- Assists administration with the implementation of on-going school initiatives.
- Annually assists in analyzing student climate data, and participates in developing related school improvement plans.
- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
- Attends appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc).
- Participates in interviewing, selecting, hiring, ~~and~~ supervising, **and evaluating** personnel involved with a variety of student activities.
- **Assists with supervision of** ~~Attends a representative number of~~ student activities and special events.
- Performs duties as assigned by building administration.

DOUGLAS SCHOOL DISTRICT 51-1

8/14/2023 3/22/24

POSITION TITLE & DETAILS			
TITLE	<u>EXECUTIVE DIRECTOR OF SECONDARY ACADEMICS, CURRICULUM / INSTRUCTION</u>		
WORK DAYS	230 230 236	REPORTS TO	Superintendent of Schools
SALARY SCHEDULE	Negotiated	SUPERVISES	Secondary Administrators Special Services Director
GROUP	Administration	EVALUATION	Performance will be evaluated by the Superintendent based on responsibilities and goals.
FUNCTIONS	Under the direction and supervision of the Superintendent, directs the district's instructional programs at the secondary level and facilitates the ongoing development and alignment of the district's secondary programs; facilitates the content of 6-12 multiple assessments. To provide leadership in instruction, curriculum, assessment and technology that plans, implements, maintains and assesses programs to "prepare all students for an ever-changing world".		

MINIMUM REQUIREMENTS	
EDUCATION	Master's Degree or higher
CERTIFICATIONS / LICENSE	South Dakota Administrative Licensure
WORK EXPERIENCE	A minimum of five years of successful teaching and school administration. Experience in secondary education preferred.

KNOWLEDGE, SKILL, & ABILITIES	
	<ul style="list-style-type: none"> Leadership ability in curriculum development, instructional strategies and assessment, professional development, technology, school administration, grant development, program development, evaluation and improvement, and supervision and evaluation. Excellent interpersonal, communication, collaboration/team building and organizational skills. Knowledge of state and federal accountability systems. Establish and maintain project deadlines.

ESSENTIAL RESPONSIBILITIES	
LEADERSHIP & ADMINISTRATION	<ul style="list-style-type: none"> Serves in the absence of the Superintendent as the chief administrative officer of the district and assists the Superintendent in the general operations of the district. Assists in the preparation of Board and Administrative Council agendas and attends all meetings of the Board of Education, Administrative Council and Ed Council. Interprets and administers Board of Education policy related to curriculum, instruction, designated support programs and technology; evaluates existing policies within those functions and prepares drafts of new or revised policies, regulations and exhibits for Superintendent's review and board action.

	<ul style="list-style-type: none"> • Establishes, maintains and supervises effective and efficient implementation of educational and instructional programs in compliance with local, state, and federal regulation. • Completes all reports, records and other paperwork as required by the School Board, the State Department of Education, and Federal Government, or paperwork that may be appropriate to district administration (including the annual District Improvement Plan, individual School Improvement Plans, and the District Accreditation Plan). • Keeps the Superintendent informed and works cooperatively with all other administrators/managers regarding school and district matters. • Participates, facilitates, or leads Leads or participates in appropriate professional and community meetings at the district, local, regional, state and national levels.
<p>CURRICULUM, INSTRUCTION, & ASSESSMENT</p>	<ul style="list-style-type: none"> • Is responsible for leadership in the development, revision, implementation and evaluation of 6 - 12 curriculum. • Visits secondary schools regularly to ensure accountability standards and effective communication. • Works with administrators to develop plans for assessing and monitoring the progress of all students. • Coordinates the process to review, select, implement and monitor curriculum materials including: textbooks, digital resources, library/media acquisitions, and other instructional resources. • Provides leadership in developing plans for 6 - 12 instructional support, pilot studies for curriculum, instruction, and assessment, technology innovation and new courses/programs of study. • Responsible for assessing results of programs and addressing areas in need of improvement. • Seeks and applies for appropriate competitive grants. • Responsible for oversight of Title VII and Perkins Grant. Responsible for Title III (ESL). Serves as the Title IX Coordination team. • Implements the District Accountability Plan in a timely manner and provides mandated and appropriate reports to the Board, administration, staff and community. • Serves as chairperson of the Curriculum Coordinating Council. • Takes an active part in related professional organizations (i.e.: SDDOE Curriculum Directors Meetings, West River Curriculum Directors Meetings, and ASCD).
<p>PERSONNEL</p>	<ul style="list-style-type: none"> • Responsible for the formulation, planning, implementation and evaluation of professional development for all staff (including: School Improvement Team [SIP process]; Administrator Leadership Study, meetings and retreat; and Instructional Teams). • Supervises and evaluates: Secondary Administrators. Evaluates Special Services Director jointly with Exec. Dir. Elementary Academics. • Provides input into programs and building staffing decisions. • Promotes effective communication and cooperation among administrators. provides guidance and mentoring. • Provides guidance and support relating to certified teacher employment by representing the district at Job Fairs. Supports the district in assisting with recruitment and retention of district staff.

BUDGET	<ul style="list-style-type: none">• Assists in the development of the district budget including curriculum, instruction, assessment, and technology needs. Participates in the annual district-wide Capital Outlay process and review.• Provides budget management and oversight in all areas of responsibility.• Monitors the Title VI VII, Title III and Perkins Grant.
OTHER	<ul style="list-style-type: none">• Performs other duties and assumes other responsibilities as assigned by the Superintendent.• Provides for his/her professional growth.