

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, September 25, 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/94730025008?pwd=MkMvRy9ZaHE3VGZra2R0ejd6bHJFQT09>
Meeting ID: 947 3002 5008
Passcode: 692705

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: ASBSD ALL Award to Douglas School Board
4. Review of Board Working Agreements:
 - Student Success is our Center
 - Be Respectful: Presume Positive Intent; Embrace Cognitive Conflict; Practice Suspension
 - Listen to Learn and Understand; Speak to Clarify
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of September 11, 2023.
 - B. Approve Personnel Action
 - C. Approve Financial Reports

- D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
 - F. Approve high school out-of-state and overnight travel requests for Debate and Robotics teams.
 - G. Approve Cooperative Agreement between Youth and Family Services and Douglas School District for the 2023-24 School Year.
 - H. Approve the Addition of One (1) Classified FTE for the Purpose of Adding a Curriculum Secretary.
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
11. Superintendent Items:
- A. Approve Student Assignment Request as recommended to attend Douglas School District for the 2023-24 school year.
 - B. Approve appointment of board member as the delegate to the annual ASBSD Delegate Assembly scheduled for November 17 in Pierre.
12. Fiscal Resources Items:
13. Operational Support Services Items.
- A. Approve REVISION to Personnel and Curriculum Job Descriptions.
 - B. Approve REVISION to Communications Coordinator Job Description.
 - C. INFORMATIONAL READING of Revised, Reviewed District Policies Section J (JFC-JFCG)
14. Reports:
- A. Superintendent:
 - 1. NAFIS Conference Update.
 - B. Committee Reports From Board Members and Comments from Associate Board Members
15. Upcoming Calendar Events:
- Oct 2-5 - Parent-Teacher Conferences per schedule
 - Oct 6 - Conference Comp Day, No School
 - Oct 9 - Native American Day, Holiday
 - Oct 10 - BOE Meeting, 5:00

16. Board Work Session.

17. 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, September 11, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, September 11, 2023 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. First Vice-President Amy McGovern presided. Those present were:

Tonya Amaral: Present, Ben Frerichs: Present, Tanya Gray: Present via Zoom, Amy McGovern: Present, Chris Misselt: Present. Patrice Holmes, Associate Member, present.

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

1st Vice President Amy McGovern called the meeting to order at 5:00 p.m.

There was nothing for public forum.

Motion to approve the agenda. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Motion to approve the consent agenda. This motion, made by Ben Frerichs and seconded by Tonya Amaral, Carried. Abstaining (With Conflict): Tanya Gray

Approved Regular Board Meeting Minutes of August 28, 2023.

Approved Personnel Action for September 11, 2023. (Attachment)

Approved Accounts Payable Report and August Payroll Expenditures. (Attachments)

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

Approved accepting Donor's Choose furniture donation (VES staff member)

Superintendent Items:

Superintendent Kevin Case introduced Rob Schwarz of RSP & Associates who is conducting a demographics study for the school district. Mr. Schwarz met with the City and toured the community. He stated being able to see the areas of community growth and the construction projects in progress are helpful as they make future projections for the district.

Fiscal Resources Items:

BE IT RESOLVED the Douglas School District 51-1 Board of Education, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2, hereby approves and adopts its proposed budget and changes thereto, to be its

annual budget for fiscal year July 1, 2023 through June 30, 2024. The adopted annual budget totals are as follows:

General Fund \$25,350,000; Capital Outlay Fund \$1,861,350; Special Education Fund \$5,825,000; Impact Aid Fund \$5,736,600; and Food Service Fund \$1,545,000.

Motion to approve the FY24 Budget as presented. This motion, made by Ben Frerichs and seconded by Tonya Amaral, Carried.

Motion to Approve Tax Levies as presented. Tax Levies Certified to the County Auditor, General Fund: AG \$1.320/\$1,000; OO \$2.954/\$1,000; Other \$6.113/\$1,000; Special Education Fund \$1.574/\$1,000; and Capital Outlay Fund \$4,500,000.00. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Operational Support Services Items:

Motion to Approve School Resource Officer Program Memorandum of Understanding Between Douglas School District and Pennington County Sheriff's Office for 2023-2024 School Year. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Motion to approve Second Reading of Revised Board Policy EFB, Free and Reduced-Price Food Services. This motion, made by Chris Misselt and seconded by Tonya Amaral, Carried.

Motion to approve Voluntary Separation Requests for Rosalie Moore, Deanne Mulvehill, Kathleen Doerr and E. Orange Johnson as per terms of the 2023-2024 Negotiated Agreement. The Voluntary Separations are effective at the end of the 2023-24 school year pending completion of the employee's 2023-24 contract. This motion, made by Ben Frerichs and seconded by Tanya Gray, Carried.

Motion to approve separate Personnel Secretary and Curriculum Secretary Job Descriptions. This motion, made by Ben Frerichs and seconded by Tonya Amaral, Carried.

Reports:

Superintendent Kevin Case and Business Manager Trista Olney will be attending the Fall NAFIS (National Association of Federally Impacted Schools) Conference in Washington DC next week. NAFIS is celebrating its 50th Anniversary and South Dakota Senator Thune will be recognized for his contributions to impact aid.

Committee Reports from Board Members and Comments from Associate Board Members

Tonya Amaral reported the next Booster Club meeting will be Monday, September 18 at 6:00 p.m. in the high school library. Booster Club and other school activities will be participating in the Box Elder Patriot Day Parade on Saturday.

Amy McGovern stated the next Box Elder Chamber of Commerce meeting is next week.

Motion to move into executive session at 5:18 p.m. for Assignment of Students according to SDCL 1-25-2.2. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

1st Vice President Amy McGovern called the Board out of executive session at 6:45 p.m.

Motion to approve Student Assignment Request as recommended to attend Douglas School District for the 2023-24 school year. This motion, made by Ben Frerichs and seconded by Tonya Amaral, Failed. Voting Nay: Tonya Amaral, Ben Frerichs, Tanya Gray, Amy McGovern, and Chris Misselt.

Motion to move into executive session at 6:51 p.m. for negotiations according to SDCL 1-25-2.4. This motion, made by Tanya Gray and seconded by Chris Misselt, Carried.

1st Vice President Amy McGovern called the Board out of executive session at 7:00 p.m.

No action taken.

Motion to adjourn the meeting at 7:00 p.m. This motion, made by Chris Misselt 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 09/11/2023****Employee Leave of Absence Requests**

Name	Building	Position	Effective Date
Brianna Marty	BC	Teacher	1/9/2024

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Shawn Connor	5 years	\$353.95	3/27/2018-3/27/2023
AnnDee Schmidt	10 years	\$797.31	4/17/15-9/17/2023 +20 mo
Tammy Nelson	10 years	\$323.37	9/12/2013-9/12/2023

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Samantha Jackson	Sped Aide	BC	9/29/2023
Stephanie Smith	Bus Aide	Bus Barn	8/31/2023
Emma Hosley	Sped Aide	VES	9/6/2023

Classified Transfers and Assignments

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Monica Knapp	MS/Sped Aide/\$19.95	MS/ISS Aide/\$19.95	9/11/2023

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Andrew Galvan	VES/Custodian	\$18.20/hr	8/29/2023
Lisa Olson	Carr/Sped Aid	\$20.70/hr	9/5/2023
Jessica Kremer	Attendance/Activies Secretary	\$17.70/hr	9/12/2023

Temporary Hires

Name	Position	Salary	Effective Date
Cathy Baragar	6th Grade VolleyBall Coach	\$3,864.00	2023/2024
Brook Clark	6th Grade GBB Coach		2023/2024
Kaitlin Heier	HS Math Dept Head	\$1,500	8/14/2023
Nick Ferguson	MS 8th Asst. FB	\$2,405	8/14/2023
Bridget Koehler	HS Summer Hours	\$21.45/hr	7/1/2023
Donna Curry	MS 6th Asst. VB	\$2,508	2023/2024
Lori Ashley	Activity Worker	\$15.00/hr	2023/2024

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
Kendall Patrick	Substitute Teacher/Classified	Per Substitute Pay Rate	2023/2024

	Kendall Matthias	Substitute Teacher/Classified	Per Substitute Pay Rate	2023/2024
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

Board Report - For School Board 09/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	182894		1,090.00
ACE STEEL & RECYCLING, INC.	182895		1,219.57
ACTE REGISTRATION	182896		1,280.00
AMAZING BEANS	182981		29.70
AMERICAN FINE ARTS SUPPLIES	182981		(11.62)
ASBSD	182899		1,271.80
AUGUSTANA UNIVERSITY	182900		300.00
BELLE FOURCHE HIGH SCHOOL	182901		100.00
BLACK HILLS DOOR SYSTEMS, INC.	182902		592.00
BLACK HILLS POWERSPORTS, INC	182903		4,306.92
BLACK HILLS SPECIAL SERVICES COOPERATIVE	182905		38,148.36
BLACK HILLS URGENT CARE	182906		400.00
BLICK ART MATERIALS	182907		1,869.12
BOX ELDER HARDWARE	182908		1,041.10
BRANDON VALLEY SCHOOL DISTRICT 49-2	182910		2,068.45
CALM STRIPS	182912		107.89
CAROLINA BIOLOGICAL SUPPLY COMPANY	182913		1,910.69
CARQUEST AUTO PARTS	182914		330.85
CCASD	182915		55.00
CENGAGE LEARNING	182916		1,128.75
CENTRAL HIGH SCHOOL ACTIVITIES	182917		250.00
CENTURY BUSINESS	182918		51.67
CENTURYLINK	182919		450.45
CITY OF BOX ELDER/PUBLIC WORKS DEPT	182920		5,864.00
CLIMATE CONTROL SYSTEMS AND SERVICE	182921		333.22
CUSTER SCHOOL DISTRICT	182923		50.00
DAKOTA BUS SERVICE, INC.	182924		2,883.45
DAYLIGHT DONUTS	182981		80.00
DOMINO'S PIZZA	182981		188.73
DOMINOS PIZZA- BOX ELDER	182981		214.16
DRAMATIC PUBLISHING	182981		383.75
EVERGREEN OFFICE PRODUCTS	182925		920.12
FIDUCIARY ACCOUNT	182926		2,265.89
FOLLETT CONTENT SOLUTIONS, INC	182927		6,368.50
FOOD SERVICE	182928		66.84

Board Report - For School Board 09/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
GRAINGER, INC	182929		373.33
GRAMMARLY INC	182930		3,230.00
HILLYARD INC	182931		767.98
IMAGE MATTERS	182932		648.00
INTERSTATE BATTERIES	182933		259.90
JW PEPPER & SONS, INC.	182934		425.99
KIEFFER SANITATION, INC.-AUTO PAY	119		2,456.18
LEAD/DEADWOOD SCHOOL DISTRICT	182935		40.00
LEADERSHIP MATTERS LLC	182936		9,083.55
LIFETOUCH PUBLISHING, INC.	182937		1,819.73
MARTIN PIANOS	182938		30.00
MCDONALDS	182981		169.50
MENARDS	182939		1,155.32
MG OIL COMPANY, INC.	182940		2,211.78
MIDWEST BUS PARTS, INC.	182941		365.21
MILITARY IMPACTED SCHOOLS ASSOCIATION	182942		6,000.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	120		833.88
NEWELL SCHOOL DISTRICT	182945		40.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182946		1,617.91
NORTHWEST PIPE FITTINGS, INC.	182948		95.94
PANERA BREAD - CREDIT CARD	182981		494.64
PLAY SCRIPTS, INC.	182981		583.17
PLUMBERS STOCK	182981		102.21
POMP'S TIRE	182949		360.00
POPPLER'S MUSIC INC	182950		492.65
QUILL CORPORATION	182981		560.00
RAMADA HOTEL & SUITES	182981		707.56
REGION IV ADMINISTRATORS	182951		270.00
RISE VISION INC.	182953		630.00
RISK ADMINISTRATION SERVICES INC	182954		19,160.32
RIVERSIDE TECHNOLOGIES INC	182956		5,500.00
ROBERT BROOKE AND ASSOCIATES	182957		35.08
ROWE, AMY	182958		16.77
RUSHMORE REGION	182959		161.00
SAM'S CLUB	182981		325.27

Board Report - For School Board 09/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SANFORD HEALTH OCCMED	182960		35.00
SASD	182961		200.00
SCHOOL NURSE SUPPLY	182963		896.79
SEAT SACK	182965		453.25
SHERATON HOTEL AND CONVENTION CENTER	182981		1,584.70
SIT SPOTS	182981		69.99
SOAR LEARNING, INC.	182966		1,677.06
SOUTH DAKOTA LIBRARY ASSOCIATION	182968		195.00
SPARTAN STORES, LLC.	182981		487.97
TACO JOHNS RAPID CITY	182981		750.00
TEACHER INNOVATIONS INC	182971		324.00
TEMPERATURE TECHNOLOGY INC	182972		3,678.28
TRENDY TEACHERS	182981		247.69
UNITY SCHOOL BUS PARTS, INC.	182974		60.11
UNIVERSITY OF OREGON	182975		350.00
US BANK	182981		2,232.88
VERIZON WIRELESS	182976		339.77
VOYAGER FLEET SYSTEMS, INC.	182977		194.54
WAL-MART STORES INC	182981		252.12
WEST RIVER ELECTRIC-AUTOPAY	121		1,612.87
WESTERN COMMUNICATIONS, INC.	182978		992.45
WHISLER BEARING COMPANY	182979		132.30
WOODWIND & BRASSWIND	182980		544.89
GENERAL FUND			<hr/> 155,943.89
AMERICAN TIME & SIGNAL COMPANY, INC.	182897		3,272.31
BLACK HILLS ROOFING, INC.	182904		176,080.35
BSN SPORTS, LLC	182911		8,200.00
CENTURY BUSINESS	182918		8,523.24
HIGH NOON BOOKS	182981		1,575.00
NORTHERN TRUCK EQUIPMENT CORP.	182947		10,895.00
SUMMIT SIGNS SUPPLY, INC.	182970		3,588.25
TEMPERATURE TECHNOLOGY INC	182972		37,000.00
CAPITAL OUTLAY			<hr/> 249,134.15
AMERICAN AIRLINES	182981		701.41
ASBSD	182899		205.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	182905		338,233.03

Board Report - For School Board 09/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
COUNCIL OF ADMINISTRATORS OF SPECIAL	182981		453.46
CPI	182922		1,245.72
N2Y LLC	182943		464.97
NCS PEARSON, INC.	182944		1,915.32
RAMADA HOTEL & SUITES	182981		353.78
RISK ADMINISTRATION SERVICES INC	182954		3,238.53
RIVERSIDE INSIGHTS	182955		944.79
SD DEPARTMENT OF HUMAN SERVICES	182964		220.78
SONOVA USA INC	182967		881.83
TIMMONS MARKET	182973		36.76
WAL-MART STORES INC	182981		317.17
SPECIAL ED			<hr/> 349,212.55
WEBSTAIRANT STORE	182981		1,254.00
FOOD SERVICE			<hr/> 1,254.00
APPLE EDUCATION	182898		76,638.00
ASBSD	182899		100.00
BRAINSRING	182909		580.64
CENGAGE LEARNING	182916		167,895.00
RENCOUNTRE, JESSIE	182952		300.00
SAVVAS LEARNING COMPANY LLC	182962		7,260.00
TEMPERATURE TECHNOLOGY INC	182972		66,800.00
GRANTS			<hr/> 319,573.64
			<hr/> 1,075,118.23
ALSCO	12174		324.23
CASH-WA DISTRIBUTING COMPANY, INC.	12175		1,403.48
CASH-WA DISTRIBUTING COMPANY, INC.	12176		4,910.28
CLIMATE CONTROL SYSTEMS AND SERVICE	12177		3,813.66
COCA-COLA BOTTLING CO HIGH COUNTRY	12178		507.00
DAKOTA WAREHOUSE	12179		158.00
DIGI INTERNATIONAL INC	12180		400.00
PAN-O-GOLD BAKING COMPANY, INC.	12181		632.24
PIZZA HUT- BOX ELDER	12182		950.00
PRAIRIE FARMS	12183		4,260.52
PROGUARD SERVICE & SOLUTIONS	12184		2,826.62
REINHART FOOD SERVICE LLC	12185		16,654.73
RISK ADMINISTRATION SERVICES INC	12186		664.15

Board Report - For School Board 09/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FOOD SERVICE			37,504.91
			37,504.91
Grand Total:			1,112,623.14

PAYROLL EXPENDITURES

AUGUST 7 2023

AUGUST 21 2023

TOTALS

\$875,052.46

\$882,937.27

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 3/20/23****Employee Leave of Absence Requests**

	Name	Building	Position	Effective Date
	Nick Ferguson	HS	CTE Teacher	11/5/23-12-23-23

Certified Professional Growth Plans

	Name	Building	Position	
	Feiler, Jennifer	FC	2nd Grade	8/25/2023

Classified Service Factor Bonus

	Name	Position/Years	Amount	Dates of Service
	Susan Manning	Warehouse/ 10 Years	\$502.72	9/25/13-9/25/23
	Barbara Warren	LRA/ 25 Years	\$682.34	9/30/98-9/30/23

Classified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Bernita Peterson	LRS	BC	9/21/2023
	Andrew Galvan	Custodian	Vandenberg	9/22/2023

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Alen Barber	Night Custodian/MS	\$17.45	9/22/2023
	Nathan Udell	Groundskeeper	\$20.20	9/25/2023
	Tabitha Finney	Title Aide/VES	\$16.20	9/21/2023
	** Jade Temple	Communications Coordinator	\$50,806.08, 156 Days/ Prorated	10/16/2023 (TBD)

Temporary Hires

	Name	Position	Salary	Effective Date
	Duncan Stoebner	MS Head Wrestling Coach	\$3,336.00	2023/2024
	Danielle Hirvela	8th Girls BB Asst Coach	\$2,406.00	2023/2024
	Amanda Awe	MS Newspaper	\$1,644.00	2023/2024
	Tori Nielsen	MS 7th Girls VB Asst Coach	\$2,338.00	2023/2024
	Lee Kruse	8th Boys BBHead Coach	\$3,384.00	2023/2024
	Emilee Stukerjurgan	MS Cheer Head Coach	\$1,930.00	2023/2024
	Tina Lee	Activity Worker	\$15.00/hr	9/15/2023

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Teresa Doulder	Substitute Teacher	Per Substitute Pay Rate	8/28/2023
	David Weiss	Substitute Teacher	Per Substitute Pay Rate	09/12/2023
	Mackenna Hanson	Substitute Teacher	Per Substitute Pay Rate	09/08/2023
	Ashley Feller	Substitute Teacher	Per Substitute Pay Rate	09/20/2023
	Scott Buchtel	Substitute Teacher	Per Substitute Pay Rate	9/20/2023

	Karina Brown	Substitute Teacher	Per Substitute Pay Rate	9/21/2023
	Vincent Amerena	Substitute Teacher	Per Substitute Pay Rate	9/22/2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

August 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 07/ 31/ 23	1,991,525.13	1,942,764.88	1,686,911.88
RECEIPTS:			
TAXES	13,542.43	8,852.02	4,812.18
INTEREST	87.39	0.00	0.00
ADMISSIONS			
LOCAL	9.24	0.00	0.00
COUNTY	12,215.70	0.00	0.00
STATE	1,370,364.00	0.00	223,664.00
FEDERAL	0.00	335,126.97	0.00
OTHER	51,217.63	0.00	0.00
INTERFUND TRAN.	19,057.33	0.00	0.00
TOTAL RECEIPTS:	1,466,493.72	343,978.99	228,476.18
DISBURSEMENTS:			
VERIFIED CLAIMS	441,698.19	159,592.83	34,671.70
SALARIES	1,404,249.66	0.00	284,914.91
TRANSFERS OUT			
BALANCE 08/31/23	1,612,071.00	2,127,151.04	1,595,801.45
BALANCE 08/ 31/ 22	2,645,690.68	(25,522.41)	2,083,886.44

August 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 07/ 31/ 23	(3,400,239.29)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	0.00	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	1,207,607.55	0.00
SALARIES	79,049.75	0.00
TRANSFERS OUT		
BALANCE 08/31/23	(4,686,896.59)	49,497.51
BALANCE 08/ 31/ 22	(2,140,346.43)	50,460.60

August 1, 2023	DEP CARE	MEDICAL REIMB	IMPACT AID
FINANCIAL			
BALANCE 07/ 31/ 23	402.97	658.75	27,848,776.54
RECEIPTS:			
INTEREST	0.00	0.00	19,057.33
FEDERAL	0.00	0.00	0.00
LOCAL	551.68	1,731.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	551.68	1,731.72	19,057.33
DISBURSEMENTS:			
VERIFIED CLAIMS	360.00	3,763.49	0.00
EXPENDITURES/ TRANSFERS OU	0.00	0.00	19,057.33
BALANCE 08/31/23	594.65	(1,373.02)	27,848,776.54
BALANCE 08/ 31/ 22	372.59	1,143.87	436.54

August 1, 2023	FOOD	FIDUCIARY
FINANCIAL	SERVICE	FUNDS
BALANCE 07/ 31/ 23	336,912.85	223,704.61
RECEIPTS:		
INTEREST		
SALES	57,903.38	0.00
STATE	0.00	0.00
FEDERAL	1,673.10	0.00
LOCAL	77.52	38,090.21
OTHER	169.00	
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	59,823.00	38,090.21
DISBURSEMENTS:		
VERIFIED CLAIMS	38,804.24	35,940.26
SALARIES	11,759.86	0.00
BALANCE 07/31/23	346,171.75	225,854.56
BALANCE 08/ 31/ 22	364,417.92	250,117.28

Board Report - For School Board 09/29/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	182994		549.69
A TO Z SHREDDING	182995		352.30
AMAZON.COM	182997		9,565.33
AMERICAN SOLUTIONS FOR BUSINESS	182998		369.74
AVI SYSTEMS INC	183000		1,559.25
BLACK HILLS CHEMICAL CO	183001		206.69
BLACK HILLS ENERGY- AUTO PAY	122		32,831.87
BLACK HILLS ROOFING, INC.	183002		253.00
BOX ELDER HARDWARE	183003		286.85
CARQUEST AUTO PARTS	183004		488.01
CCASD	183005		55.00
CENTRAL HIGH SCHOOL ACTIVITIES	183006		75.00
CENTURY BUSINESS	183008		204.80
CHARACTER COUNTS	183009		64.49
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183010		50,869.68
COATE, DANIEL	183011		52.00
DAKOTA BUS SERVICE, INC.	183014		7,929.60
DAVIS, JENNIFER	183015		30.00
EVERGREEN OFFICE PRODUCTS	183016		229.98
FASTENAL COMPANY, THE	183017		110.00
FIDUCIARY ACCOUNT	183018		5,529.57
FLETCHER, BRIAN	183019		40.00
FLINN SCIENTIFIC INC	183020		972.56
FORSTER, TIFFANY	183022		52.00
GRAINGER, INC	183023		24.30
GUENON, BRANDI	183024		40.00
HAUFF MID-AMERICA SPORTS INC.	183025		1,924.80
HURON SCHOOL DISTRICT	183026		75.00
IMAGINE LEARNING INC	183027		420.00
INNOVATIVE OFFICE SOLUTIONS	183028		2,528.67
INTERSTATE BATTERIES	183029		960.00
KIEFFER SANITATION, INC.-AUTO PAY	123		172.50
KIMBALL MIDWEST	183030		150.23
KOCH FILTER	183031		11,296.17
KOSKI, TIFFANY	183032		30.00

Board Report - For School Board 09/29/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LAKEVIEW GOLF COURSE	183033		30.00
LEAD/DEADWOOD SCHOOL DISTRICT	183035		50.00
LEARNING WITHOUT TEARS	183036		3,108.89
LECLERC, CANDICE	183037		40.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	183038		2,874.00
MAGAZINE LINE	183039		315.56
MEISMAN, SHAWNA	183040		52.00
MENARDS	183041		971.10
MIDWEST BUS PARTS, INC.	183042		118.03
MIDWEST CONCRETE COATINGS-BLACK HILLS	183043		5,102.05
MIDWEST TECHNOLOGY PRODUCTS	183044		797.91
MITCHELL SCHOOL DISTRICT	183045		50.00
MONUMENT HEALTH RAPID CITY HOSPITAL, INC	183046		4,170.00
MORGAN, STEPHANIE	183047		52.00
NASCO	183048		286.40
NATIONAL RESTURANT ASSOCIATION	183049		1,417.80
NAVIGATE 360, LLC	183051		1,498.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183052		573.88
QUALITY INN - HURON	183054		1,247.78
RAPID CITY JOURNAL	183055		358.15
SAPPHIRE BACKGROUND CHECK	183057		2,775.00
SASD	183058		1,391.18
SCENARIO LEARNING, LLC	183059		4,560.00
SCHOOL NURSE SUPPLY	183060		117.60
SCHOOL SPECIALTY INC.	183061		42.23
SCOBLE, MARJORI	183062		52.00
SDACCC	183063		325.00
SHERWIN WILLIAMS	183065		1,756.98
SPEICHER, ALICE	183066		40.00
STARKE, KRYSTINE	183067		60.00
STUDIES WEEKLY	183068		1,279.94
STURDEVANTS AUTO PARTS	183069		16.98
VOLLEYBALLUSA.COM	183073		1,154.10
WEST MUSIC CO	183074		329.70
GENERAL FUND			<hr/> 167,313.34

Board Report - For School Board 09/29/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
APPLE EDUCATION	182999		14,760.00
CENTRAL RESTAURANT PRODUCTS	183007		22,429.49
CRESCENT ELECTRIC	183013		116.80
FOLLETT CONTENT SOLUTIONS, INC	183021		2,460.57
RIVERSIDE TECHNOLOGIES INC	183056		17,472.00
SHEPPARD'S BUSINESS INTERIORS	183064		72,566.92
CAPITAL OUTLAY			<hr/> 129,805.78
AMAZON.COM	182997		492.42
CPI	183012		200.00
FIDUCIARY ACCOUNT	183018		3,964.48
PRO-ED, INC.	183053		136.40
TIMMONS MARKET	183070		34.88
UNIVERSITY OF SOUTH DAKOTA	183072		270.00
SPECIAL ED			<hr/> 5,098.18
ACTION MECHANICAL INC	182996		51,400.00
AMAZON.COM	182997		826.76
LAKOTA TIMES	183034		95.00
GRANTS			<hr/> 52,321.76
			<hr/> 354,539.06
ALSCO	12192		210.99
AMAZON.COM	12193		511.22
CASH-WA DISTRIBUTING COMPANY, INC.	12194		1,842.26
CASH-WA DISTRIBUTING COMPANY, INC.	12195		2,633.43
COCA-COLA BOTTLING CO HIGH COUNTRY	12196		852.00
DOMINOS PIZZA- BOX ELDER	12197		466.22
FIDUCIARY ACCOUNT	12199		21,893.00
GENERAL FUND	12200		45,189.52
PAN-O-GOLD BAKING COMPANY, INC.	12201		530.44
PIZZA HUT- BOX ELDER	12202		874.00
PRAIRIE FARMS	12203		4,724.77
REINHART FOOD SERVICE LLC	12204		14,586.26
VEIT, KIT	12205		38.90
FOOD SERVICE			<hr/> 94,353.01
			<hr/> 94,353.01
Grand Total:			<hr/> 448,892.07

2023-24 Out of State / Overnight Trip Requests #2

	Date of Trip	Trip Request	Activity	Destination	Type of Transportation	BOE Approval Date
1	11/3 - 11/4/2023	2302	Robotics	Mitchell	School Bus/Van	
2	11/3 - 11/4/2023	2301	Debate	Casper, WY	Charter	
3	11/17 - 11/18/2023	2303	Robotics	Harrisburg	School Bus/Van	
4	11/17 - 11/18/2023	2304	Debate	Mitchell	Charter	
5	12/1 - 12/2/2023	2305	Debate	Sheridan, WY	Charter	
6	12/15 - 12/16/2023	2306	Debate	Cheyenne, WY	Charter	
7	1/12 - 1/13/2024	2307	Debate	Gillette, WY	School Bus/Charter	
8	1/26 - 1/27/24	2308	Debate	Casper, WY	Charter	
9	1/27/2024	2309	Robotics	Gillette, WY	School Bus/Van	
10	2/9 - 2/10/2024	2310	Debate	Harrisburg	Charter	
11	2/22 - 2/24/2024	2324	Debate	Cheyenne, WY	Charter	
12	4/11 - 4/12/2024	2311	Robotics	Mitchell	School Bus/Van	

Please approve these dates and locations with the understanding that dates may be changed due to circumstances outside of DHS control, such as inclement weather.

**A COOPERATIVE AGREEMENT
BETWEEN
YOUTH AND FAMILY SERVICES
AND
DOUGLAS SCHOOL DISTRICT #51-1
2023-2024**

Purpose

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

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

Facilities

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

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

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

Staffing

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

Custodian

Douglas School District will provide custodial services for 173 days for a total cost of **\$5200.00**. Costs for more or less days will be provided on a pro-rata basis. Overtime rate will be \$29.70 per hour. Douglas School District will bill Youth and Family Services during the months of February and May.

Communications

Douglas School District will provide and maintain phone service.

Utilities

Youth and Family Services will reimburse the district for cost of electricity, natural gas, water and sewer in the amount of **\$4,650.00** for the school year ending in June, 2023. Douglas School District will bill Youth and Family Services during the months of February and May.

Nursing Services

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

Transportation

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

Animals

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

Insurance

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

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

Calendar

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

Administration

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

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

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

Duration

The Agreement is effective for the 2023-24 school year.

Youth and Family Services
Executive Director

Douglas School District
Business Manager

Date

Date

Youth and Family Services
Chairperson, Board of Directors

Douglas School District
President, Board of Education

Date

Date

**HEAD START - DOUGLAS
2023-24**

Youth & Family Services

Custodial Services	
173 Student and staff days	\$5,200.00
Utilities	
Electricity, natural gas, water & sewer	<u>\$4,650.00</u>
	\$9,850.00

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

POSITION TITLE & DETAILS			
TITLE	<u>CURRICULUM SECRETARY</u>		
WORK DAYS	260	REPORTS TO	Executive Director of Elementary/Secondary Academics
SALARY SCHEDULE	Secretary 1 CATE CAT G	SUPERVISES	None
GROUP	Classified	EVALUATION	Executive Director of Elementary/Secondary Academics utilizing the adopted district process
FUNCTIONS	The Curriculum Secretary plays a pivotal role in supporting the Office of Elementary/Secondary Academics within our school district. This position is responsible for providing administrative assistance to the Executive Director of Elementary/Secondary Academics, assisting with curriculum-related tasks, and ensuring the efficient operation of the department..		

MINIMUM REQUIREMENTS	
EDUCATION	High School Diploma Education
QUALIFICATIONS	<ul style="list-style-type: none"> • Above average skills in typing and record keeping • Excellent computer skills • Excellent communication skills • Maintain confidentiality • Ability to assume responsibility without direct supervision

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provide comprehensive administrative support to the Executive Director of Elementary/Secondary Academics in various curriculum-related tasks. 2. Maintain, organize, and update curriculum documents, materials, and records. Ensure the accuracy and accessibility of curriculum resources. 3. Facilitate effective communication within the department, with other district personnel, and external partners as necessary. 4. Manage the Executive Director's calendar, schedule meetings, appointments, and coordinate travel arrangements when needed. 5. Assist in the organization of curriculum-related meetings, workshops, and events. Prepare agendas, take minutes, and ensure that materials are readily available. 6. Accurately enter and update curriculum data, compile reports, and maintain databases as required. 7. Ensure compliance with district curriculum policies, procedures, and regulatory requirements. Assist in developing and updating curriculum documents as needed. 8. Cultivate and maintain a professional and welcoming office environment. 9. Establish and maintain positive working relationships with district employees, educational partners, and external agencies involved in curriculum initiatives.

10. Represent the curriculum department and the school district in a positive manner when interacting with internal and external stakeholders.
11. Monitor inventory levels of supplies and materials related to curriculum activities. Recommend purchases and maintain inventory records.
12. Pursue opportunities for professional growth and skill development to enhance job performance.
13. Handle sensitive and confidential information with discretion and maintain a high level of confidentiality at all times.
14. Perform additional tasks and projects as assigned by the Executive Director of Elementary/Secondary Academics.

PROFESSIONAL CHARACTERISTICS

- Strong work ethic
- Positive Attitude
- Empathetic
- Self-Motivated
- Team Oriented
- Professional
- Flexible

SECRETARY 1 = 260 day position, District Level Responsibility, District Level Requisitioning, Eligible for Executive advancement after 5 years, upon recommendation.

POSITION TITLE & DETAILS			
TITLE	<u>PERSONNEL SECRETARY</u>		
WORK DAYS	260	REPORTS TO	Executive Director of Operational Support Services
SALARY SCHEDULE	*Secretary 1 CATE CAT G	SUPERVISES	
GROUP	Classified	EVALUATION	Executive Director of Operational Support Services utilizing the adopted district process
FUNCTIONS	The Personnel Secretary is a crucial member of the Human Resources team in our school district. This position plays a key role in providing administrative support to both the Personnel Manager and the Executive Director of Operational Support Services. The Personnel Secretary is responsible for managing inquiries, maintaining personnel records, assisting with budgeting, and ensuring the smooth functioning of the department.		

MINIMUM REQUIREMENTS	
EDUCATION	High School Diploma Education
QUALIFICATIONS	<ul style="list-style-type: none"> • Above average skills in typing and record keeping • Excellent computer skills • Excellent communication skills • Maintain confidentiality • Ability to assume responsibility without direct supervision

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Effectively handle incoming inquiries regarding district job vacancies, personnel matters, and related information, providing courteous and accurate responses as needed. 2. Maintain organized and up-to-date application files, including letters, transcripts, credentials, and references of potential employees. 3. Collaborate with the Personnel Manager to conduct substitute calling services for classified and certified personnel as required. 4. Manage and update current and archived personnel files for substitute employees. Maintain permanent leave records for district employees. 5. Assist in the development and preparation of the district's personnel budget, including data collection, analysis, and reporting. 6. Collaborate with the Executive Director of Operational Support Services in administrative tasks as assigned, providing support in areas such as procurement and operations. 7. Comply with, interpret, and implement district personnel policies and procedures. 8. Create and maintain a professional and organized office atmosphere conducive to efficient operations. 9. Establish and nurture professional working relationships with district administrative units, employees, and external vendors serving the district. 10. Promote a positive image of the personnel department and the school district in all interactions with stakeholders.

11. Recommend purchases of supplies and equipment necessary for the department's functioning and maintain an adequate inventory.
12. Take proactive steps to enhance professional growth and skill development, staying informed about industry best practices.
13. Perform other duties as directed by the Personnel Manager and Executive Director of Operational Support Services to support departmental goals and initiatives.

PROFESSIONAL CHARACTERISTICS

- Strong work ethic
- Positive Attitude
- Empathetic
- Self-Motivated
- Team Oriented
- Professional
- Flexible

*SECRETARY 1 = 260 day position, District Level Responsibility, District Level Requisitioning, Eligible for Executive advancement after 5 years, upon recommendation.

POSITION TITLE & DETAILS			
TITLE	Communications Coordinator		
WORK DAYS	231	REPORTS TO	Superintendent
SALARY SCHEDULE	Per Coordinators Handbook	SUPERVISES	None
GROUP	Coordinators	EVALUATION	Performance will be evaluated by the Superintendent
FUNCTIONS	The Communications Coordinator is responsible for leading the district's communication, marketing, and branding efforts. This role includes overseeing crisis communication, developing and maintaining communication calendars, managing digital platforms, and ensuring consistent messaging across various channels. The Communications Coordinator will collaborate with district administrators, external stakeholders, and local media outlets to promote the Douglas School District and align communication with strategic goals.		

MINIMUM REQUIREMENTS	
EDUCATION	Bachelor's Degree in Public Relations, Marketing, Communications, or equivalent preferred.
QUALIFICATIONS/ CERTIFICATIONS / LICENSE	<ul style="list-style-type: none"> • Proven skills in written and oral communications. • Ability to use current technology to produce written, visual and web-based materials. • Such alternatives to the above qualifications as the board may find appropriate and acceptable.
WORK EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in communications, media, or public relations is desirable.

DUTIES AND RESPONSIBILITIES
<p>1. Communication Strategies:</p> <ul style="list-style-type: none"> • Create comprehensive communication plans to effectively convey the school district's goals, initiatives, and achievements to internal and external stakeholders. • Collaborate with district leadership to align communication strategies with the district's vision and objectives. • Serve as a champion for the Douglas School District, advocating for its mission and values. <p>2. Content Creation:</p> <ul style="list-style-type: none"> • Produce well-written, engaging content for various platforms, including websites, social media, newsletters, press releases, and more.

- Generate multimedia content, such as videos, infographics, and presentations, to convey complex information in an easily understandable manner.

3. Media Relations:

- Cultivate and maintain positive relationships with local media outlets, responding promptly to inquiries and pitching newsworthy stories about the district's activities and events.
- Prepare staff members for media interviews and public appearances, ensuring consistent messaging.

4. Crisis Communication:

- Develop and maintain crisis communication plans, including protocols for addressing emergencies and sensitive situations while minimizing misinformation.
- Ensure timely and accurate communication of crisis response plans to relevant stakeholders.

5. Social Media Management:

- Manage and curate the district's social media profiles, creating engaging content, responding to comments, and fostering a positive online community.
- Collect, analyze, and evaluate social media analytics to measure the effectiveness of communication efforts.

6. Event Promotion:

- Promote district events, meetings, and activities to maximize attendance and participation among students, parents, and community members.
- Coordinate with relevant stakeholders to improve the timeliness of event information.

7. Internal Communication:

- Facilitate communication among district staff, ensuring they are informed about important updates, policies, and events.
- Assist in creating and distributing documents, handbooks, newsletters, emails, and voice messages for all patrons.

8. Data Analysis:

- Monitor and analyze the effectiveness of communication strategies through metrics such as website traffic, social media engagement, and survey feedback.

9. Brand Management:

- Maintain consistent branding across all communication materials, ensuring a professional and cohesive image for the school district.
- Work on aligning programming with the district's strategic direction and goals.

10. Miscellaneous:

- Perform other related duties as assigned by the Superintendent

PROFESSIONAL CHARACTERISTICS

- Strong work ethic
- Positive Attitude
- Empathetic
- Self-Motivated
- Team Oriented
- Professional
- Flexible

SECTION	J	TITLE	STUDENTS	FILE	JFC
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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.

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school-owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.

~~To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.~~

~~Any of the following actions or similar behaviors will subject a student to suspension, expulsion or other school disciplinary measure:~~

All students have individual responsibilities and obligations in their conduct toward other people and with respect to property. Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

- ~~1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property;~~
- ~~2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property;~~
- ~~3. Intentionally causing or attempting to cause physical injury to another person except in self-defense;~~
- ~~4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object, except as allowed by law;~~
- ~~5. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;~~
- ~~6. Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution;~~
- ~~7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or~~

- ~~administrators, and/or causing interruption of the school program;~~
~~8. Using a substance or device to communicate a terroristic threat;~~
~~9. Using a hoax substance or device to cause fear of a terroristic act;~~
~~10. Falsely reporting a threat.~~
~~11. Rumor spreading or agitation of a conflict situation which can result in a fight by other people.~~
~~12. Making threat or acts which cause emergency procedures to be implemented in the building.~~

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Assault or threatening a student or staff member with bodily harm.
5. Possession of any firearm, knife, explosive or other weapon or dangerous object.
6. Possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.
7. Possession, use or under the influence of alcohol or illegal drug or substance.
8. Possession or use of any tobacco product or vaping product.
9. Making false fire alarms or bomb threats or similar threats.
10. Cheating (including plagiarism) with respect to school work or tests.
11. Inappropriate use of computers, networks, Internet, Distance Learning, etc.
12. Using lewd, profane or obscene language, displaying lewd, profane or obscene language or pictures, or lewd or indecent exposure.
13. Sexually harassing any other person.
14. Defying the valid authority of school employees.
15. Conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
16. Harassment (including hazing) of any other student or staff member of the School District or any other person who is on the property of the School District.
17. Bullying
18. Racial or ethnic slurs.

~~In addition to school disciplinary measures, some of the above actions are subject to punishment through civil and criminal authorities.~~

The above-prohibited actions will be printed in a handbook or other publication and made available to students and parents.

~~School building administrators will not recommend a student for suspension or expulsion, except when the student has engaged in one of the prohibited actions mentioned above or other acts of misconduct while on school property or taking part in a school activity off school grounds.~~

REFERENCES

State Reference:

SDCL 13-32-5
SDCL 13-32-6
SDCL 13-32-7
SDCL 22-14A-24
SDCL 22-14A-25
SDCL 25-5-15

Policy Reference:

ILB
JFCD
JGD

Adoption History

First Reading 11/23/15
Approved 12/14/15
First Reading – Revision 06/27/19
Approved 7/22/19

DOUGLAS SCHOOL DISTRICT
Board Policy
REVIEW

SECTION	J	TITLE	STUDENTS	FILE	JFCA
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The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading 11/23/15
 Approved 12/14/15

SECTION	J	TITLE	STUDENTS	FILE	JFCB
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GANGS

The Board desires to keep District schools and students free from threats or harmful influence of any groups or gangs, which advocate drug use, violence, or disruptive behavior. ~~The Superintendent~~ **Douglas School District staff** shall maintain continual, visible supervision of District premises so as to deter gang intimidation of students and confrontations between members of different gangs.

~~The Superintendent~~ **District Administration** shall:

1. Establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort;
2. Provide **periodic** in-service training to help staff identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior; and
3. Keep the staff informed about conflict management techniques and alerted to intervention measures and community resources, which helps students.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior

REFERENCES

State Reference:
SDCL 13-32

Policy Reference:

Adoption History

First Reading 11/23/15
Approved 12/14/15

SECTION	J	TITLE	STUDENTS	FILE	JFCC
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STUDENT CONDUCT ON SCHOOL BUSES

~~When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.~~

~~In view of the fact that a bus is an extension of the classroom, the Board will require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.~~

~~In cases when a child does not conduct himself/herself properly on a bus, such instances will be brought to the attention of the transportation supervisor by the bus driver. The transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.~~

~~Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the transportation supervisor. This policy shall be implemented in a manner consistent with IDEA and Section 504. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.~~

When a student is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student. Because the bus is an extension of the classroom, the Board requires students to conduct themselves while on the bus in accordance with Student Conduct policy JFC.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Transportation Coordinator and/or principal. In such cases, the parents of the student involved will be responsible for their child's transportation to and from school.

The Transportation Coordinator and Principals have the right to suspend students for up to ten (10) days from riding the school bus for inappropriate conduct. The suspension must be reported to the Superintendent or designee who may revoke the suspension at any time. The Superintendent may suspend a student from riding the school bus for not more than 90 days. In case of a suspension by the Superintendent for more than 10 school days, the pupil or his parents or others having his custodial care may appeal the decision of the Superintendent to the School Board. The Superintendent may also recommend to the School Board that the student be prohibited from riding the school bus for the balance of the school year, and upon receiving such a recommendation the School Board shall conduct a hearing

on the Superintendent's recommendation.

REFERENCES

State Reference:

SDCL 13-32-2

Policy Reference:

EEA
JFCD

Adoption History

First Reading 01/25/16

Approved 2/8/16

SECTION	J	TITLE	STUDENTS	FILE	JFCC-R
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STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school (Board Policy EEA) or health make this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to comply with the instruction of the bus driver. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses.

1. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. A time schedule will be posted in the bus and must be followed.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students should not move to board a bus until it is completely stopped and the door is open.
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion. Students must occupy the seat assigned to them, if seats are assigned.
5. Students must not move about inside the bus or try to get on or off while the bus is in motion.
6. Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
7. Students will not open or close the windows without the permission of the bus driver. Students must not at any time put hands, arms or heads out of the windows.
8. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted.
 - a. Loud and vulgar language is not permitted.
 - b. No wrestling, scuffling or fights will be allowed.
 - c. Illegal weapons or knives are not allowed on the bus.
 - d. Students are not to tamper with the emergency door.
 - e. Tobacco products as defined in Board Policy JFCG are not allowed on the bus.
 - f. No drinking or eating is permitted on the bus.
 - g. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. Students will assist the driver in keeping the interior of the bus clean and in orderly

condition. Students must not throw waste paper or rubbish on the floor or out of the windows of the bus.

10. Students will immediately report to the driver any damage occurring to the bus. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
11. Students shall be courteous and obey all instructions from the school bus driver at all times.
12. Students must refrain from unnecessary conversation with the driver. Driving requires his/her full attention.
13. Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission from their parents.
14. Students will be courteous to the driver, fellow students and the general public. Any conduct which disturbs the driver or other passengers will be considered improper.
15. Only those students who are granted bus privileges by South Dakota Law will be allowed to ride buses to and from school. Parents are asked not to request additional services such as babysitter, Boy Scout, or visiting friends. These requests require double checking of permission from parents, extra records to be maintained and the bus capacity is limited.

Parents and students will be informed of these regulations at the beginning of each school year; and parents will be asked to return signed forms indicating that the regulations have been received and read.

Board Approved

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JFCD
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BULLYING

The Douglas School District is committed to maintaining a constructive, safe, and bully-free school climate that is conducive to all students learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student’s ability to learn and may have lasting negative effects on a student’s life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicles, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

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

It shall be the responsibility of the superintendent to develop procedures, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Procedures accompanying this policy may include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district's bullying prevention policies

and efforts.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

REFERENCES

State Reference:

Policy Reference:

ACAA

EEA/EEA-R

JFA/JFA-R

JG

Adoption History

First Reading 05/26/09

Approved 06/08/09

First Reading-Revision/Name 02/22/16

Approved 03/17/16

SECTION	J	TITLE	STUDENTS	FILE	JFCD-R
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BULLYING REGULATION

A. DEFINITIONS

Bullying: For the purposes of this policy, “bullying” means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive school environment, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance, which deprives the student access to educational opportunities, and/or
3. places a person in reasonable fear of harm to his/her person or damage to his/her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

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.

Bullying may include, but is not limited to the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
3. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
4. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
5. Unreasonable interference with a student’s performance or creation of an intimidating, offensive or hostile learning environment.
6. Under this policy, Douglas School District prohibits the use of electronic communications for

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

Electronic: For the purposes of this policy, “electronic” means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Third Parties: For the purposes of this policy, “third parties” includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.

Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.

Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his/her control for any of the following purposes:

1. to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
2. to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
3. to contact another person with intent to extort money or other things of value,
4. to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

B. REPORTING

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office—Student Bullying/Harassment Report Form (JFCD-E(1)). The report may be made anonymously. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

Designated Personnel. The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. If the signed written complaint is given to a teacher, or if the Bullying Report form is completed by a teacher, the teacher shall forward the complaint or Bullying Report form to the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly investigate the report. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.

District wide. The school board hereby designates the superintendent to receive reports of bullying outside of any specific school building. The superintendent shall designate an individual to receive these reports. If a report is filed involving the superintendent, the report shall be filed with the Board President.

Confidentiality. The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.

Procedure. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The report may be made anonymously although formal disciplinary action may not be based solely on an anonymous report. The form shall include, but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.

Required Reporting. Notwithstanding District policy, the superintendent shall comply with all mandatory state, criminal or other reporting requirements.

C. INVESTIGATION

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. If a written report has been filed at the first instance with the superintendent or Board President, he/she shall assign an investigator to investigate the report. After completion of the investigation, the investigating party shall provide written

conclusions and the findings to the superintendent.

D. PROHIBITION AGAINST RETALIATION

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student or person, who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the reporting procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent with district policy.

E. CONSEQUENCES

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, supervision or other appropriate sanction determined and imposed by the administration or the Board.

F. NOTIFICATION

The district's bullying prevention efforts may be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks and available online.

Revised 1/11/21

REFERENCES

State Reference:

Policy Reference:

Adoption History



Douglas School District Student Bullying / Harassment Reporting Form

This form should be used to report a possible incident of bullying or harassment as defined in the Douglas School District Board Policy JFCD & JFCD-R.

Any student/parent/staff member/stakeholder can report bullying or harassment by completing this form and return it to an Assistant Principal, Principal or Liaison Officer. **This form may be submitted anonymously; or you may include your name:**_____.

Date of Incident(s): _____ Time: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____
 _____ Grade: _____

Student(s) Affected:

_____ Grade: _____
 _____ Grade: _____

Type of Harassment alleged: Racial___ Sexual___ Religious___ Other_____

Tell **what happened**. Check all spaces below that apply. Identify inappropriate behaviors as:

- | | | |
|--|---|---|
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Taunting/ridiculing | <input type="checkbox"/> Shoving/pushing |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Inappropriate touching | <input type="checkbox"/> Hitting/kicking |
| <input type="checkbox"/> Inappropriate gesturing | <input type="checkbox"/> Spitting | <input type="checkbox"/> Flashing a weapon |
| <input type="checkbox"/> Staring/leering | <input type="checkbox"/> Demeaning comments | <input type="checkbox"/> Intimidation/extortion |
| <input type="checkbox"/> Writing/graffiti | <input type="checkbox"/> Stealing | <input type="checkbox"/> Cell phone / texting |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Damaging property | <input type="checkbox"/> Other_____ |

Describe the incident: _____

Tell **how many times** the bullying/harassment has happened:

1 time 2 times 3-5 times More than 5 times

Tell **where it happened**:

- | | | |
|---|--|---|
| <input type="checkbox"/> In the classroom | <input type="checkbox"/> On a school bus | <input type="checkbox"/> After school event |
| <input type="checkbox"/> In the hall | <input type="checkbox"/> In the restroom | <input type="checkbox"/> Other: Not on school property |
| <input type="checkbox"/> At recess | <input type="checkbox"/> During Physical Education | <input type="checkbox"/> Other: Not during school hours |
| <input type="checkbox"/> In the lunchroom | <input type="checkbox"/> In the locker room | <input type="checkbox"/> Other:_____ |

Witnesses present:_____

To be completed by School Administration:

Physical Evidence: Graffiti Notes E-mail Text message Web sites
 Video/audio tape Other_____

Staff Signature_____ Date:_____

Parent of Initiated Student contacted: Name:_____ Date/Time: _____

Parent of Student Affected contacted: Name:_____ Date/Time: _____

Administrative response taken: _____

(Continue on back of sheet or attach additional sheet)

SECTION	J	TITLE	STUDENTS	FILE	JFCE
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TERRORISTIC THREATS

The Douglas School Board recognizes the danger that terroristic threats by students presents 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.

Definition:

Terroristic threat shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Disciplinary Action:

A student who violates this policy will be subject to the following disciplinary actions, depending on the nature of the violation:

- Parent notification;
- Referred for School Threat Assessment Response;
- Referred to authorities;
- Out-of-School Suspension for a period of 1-10 days
- Referred for long-term suspension or expulsion.
-

The School Board prohibits any District student from communicating terroristic threats directed at any student, employee, Board member, community member or school building.

In the case of a student with disabilities, the District shall take all steps required to comply with the Individuals with Disabilities Education Act and Board policy.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Staff members and student shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic

threat. The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

The Superintendent shall annually by July 31 report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law and regulation.

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JFCG
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SMOKING, **VAPING 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. The Board believes that education has a central role in establishing patterns of behavior related to a healthy, drug-free lifestyle. The Board recognizes the need for identification, prevention, intervention and aftercare of tobacco use as related to the school setting.

No student shall use, possess, transfer, conceal, sell, or attempt to sell products which include, but are not limited to, cigarettes, chewing tobacco, cigars and pipes, **e-cigarettes and/or vaping products**. Possession of paraphernalia specific to the use of tobacco/smoking products is also prohibited. Smoking of any substance is prohibited. The policy is in effect 24 hours a day, seven days a week on property owned, leased or maintained by the Douglas School District, at all school sanctioned activities on and off campus, all school vehicles and in vehicles parked on school property.

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

Compliance with this policy is mandatory for all students of the Douglas School District. This policy is relayed to students in the student handbook.

REFERENCES

- State Reference:**
SDCL 12-8 39
SDCL 34-46-1
SDCL 34-46-14
SDCL 34-46-20

- Policy Reference:**
JFCH
AEA

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