

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, November 13, 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/94066258126?pwd=akluSS9DM3ZzSDdzellRNys3RTEExQT09>
Meeting ID: 940 6625 8126
Passcode: 703048

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:
 - Retirement Recognition for Peter Haugh
 - Early Career School Psychologist Award for Sydney Franck.
 - American Education Week, November 13-17
- 4.
5. 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
- 6.
7. Public Forum:
8. Approval of Agenda:
9. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of October 23, 2023.

- B. Approve Personnel Action for November 13, 2023.
 - C. Approve the Purchases and Issuing of Accounts Payable and Payroll.
 - D. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
10. Items Removed From Consent Agenda
11. Elementary and Secondary Curriculum and Instruction Items:
12. Superintendent Items:
- A. Approve the following resolution:

BE IT RESOLVED THAT the Douglas School Board hereby recognizes and commends the following staff member on the occasion of his retirement. His many years of dedication and service to the Douglas School District have benefited countless staff and students. The Board wishes him success and happiness in the future.

Peter Haugh 16 Years
 - B. Approve Student Assignment Request as recommended to attend Douglas School District for the 2023-24 school year.
13. Fiscal Resources Items:
14. Operational Support Services Items:
- A. Hear Report on 23-24 Delta Dental Van Visit, October 23-27.
 - B. Approve Request of Buildings and Grounds Department to Amend the 23-24 Capital Outlay budget for Purchase of New Sander.
 - C. Approve Revisions to Transportation Coordinator Job Description.
 - D. Hear FIRST READING of Board Policies, JFCH-JGA, EEA, EEA-R.
 - E. Hear INFORMATIONAL READING of Reviewed or Revised Board Policies, Section J, (JGB-JHDA).
15. Reports:
- A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
16. Upcoming Calendar Events:
Nov 17 - ASBSD Delegate Assembly, Pierre

Nov 20-24 - Thanksgiving Break - No School for Students
Nov 20-21 - District Inservice Days
Nov 27 - BOE Meeting, 5:00 pm

17. Executive Session for personnel according to SDCL 1-25-2.1.
18. Action As A Result of Executive Session
19. Board Work Session
20. 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 #
1			
2			
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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, October 23, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, October 23, 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 via Zoom, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Patrice Holmes: Associate Board Member, present.

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

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

Superintendent Kevin Case recognized Sydney Franck who recently was awarded the Early Career School Psychologist Award.

There was nothing for public forum.

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

Motion to approve the consent agenda, Items 7A-7G, removing Item 7H for later consideration. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Approved Regular Board Meeting Minutes of October 10, 2023.

Approved Personnel Action for October 23, 2023. (Attachment)

Approved September Financial Reports. (Attachment)

Approved Accounts Payable Report. (Attachment)

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

Approved the Middle School Washington DC trip request for the summer of 2025.

Approved High School Welding Trip Request to Watertown, SD on December 5-6, 2023.

Elementary and Secondary Curriculum and Instruction Items:

Executive Director of Elementary Academics, Ann Pettit reported on Preschool Programming as an information item. Initial discussions will revolve around assessing the demand for preschool programming in the Douglas Community. Our first step will be to distribute an interest survey to all stakeholders, aimed at pinpointing essential community needs, requirements and components.

Fiscal Resources Items:

Motion to approve the amended Grant Budgets for ARP Homeless, ESSER II, and ESSER III as presented. This motion, made by Tonya Amaral and seconded by Amy McGovern, Carried.

Business Manager Trista Olney presented the South Dakota Teacher compensation Accountability Data. In 2016, the SD Legislature passed a half-cent sales tax increase with the purpose of increasing teacher compensation in South Dakota. Since that date, schools have been required to report compensation data (SDCL 13-13-73.6) in an effort to show that the additional dollars are being used for teacher compensation. Each year is compared to FY2017 for comparison purposes.

Douglas has always made it a priority to compensate our staff with the most competitive salary & benefits package as possible while still being fiscally responsible. The attached report came from the State of South Dakota - we sorted it to show the Districts with the highest average teacher compensation (includes benefits) and the Districts with the highest average teacher salary (does not include benefits). Douglas teachers are the third highest paid in the state.

Operational Support Services Items:

Motion to Approve Second Reading of Revised or Reviewed District Policies Section J - Students (JFC-JFCG). This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

- Revised Board Policy JFC - Student Conduct
- Revised Board Policy JFCA - Student Dress Code
- Revised Board Policy JFCB - Gangs
- Revised Board Policy JFCC - Student Conduct on School Buses
- Reviewed Board Policy Regulation JFCC-R Student Conduct on School Buses
- Reviewed Board Policy JFCD - Bullying
- Reviewed Board Policy Regulation JFCD-R - Bullying Regulation
- Reviewed Board Policy Exhibit JFCD-E(1) - Student Bullying/Harassment Reporting Form
- Reviewed Board Policy Exhibit JFCD-E(2) - Bullying Complaint Appeal to the Superintendent
- Reviewed Board Policy Exhibit JFCD-E(3) - Bullying Complaint Appeal to the School Board
- Reviewed Board Policy JFCE - Terroristic Threats
- Revised Board Policy JFCG - Smoking, Vaping and Tobacco Use by Students

Hear Informational Reading of the following Board Policies:

- Revise Board Policy EEA - Bus Transportation Policy
- Revise Board Policy Regulation EEA-R - Bus Transportation Policy
- Revise Board Policy EEAB - School Bus Scheduling and Routing
- Revise Board Policy JFCH - Alcohol and Other Drug Use by Students
- Revise Board Policy Regulation JFCH-R - Student Abuse of Alcohol and Other Drugs Regulation
- Review Board Policy JFCJ - Dangerous Weapons in the School
- Revise Board Policy JFCK - Cell Phones and Portable Digital Media Devices
- Revise Board Policy JFCL - Student Registered Sex Offenders
- Review Board Policy JFEE - Participation in Work Study Programs
- Revise Board Policy Regulation JFEE-R - Participation in Work Study Programs Regulation
- Revise Board Policy JFG - Student Searches
- Review Board Policy JFH - Student Complaints and Grievances
- Review Board Policy JFHA - Student Nondiscrimination Grievance Procedure
- Review Board Policy Exhibit JFHA-E(1) - Grievance Filing Form

Revise Board Policy JG - Student Discipline
Review Board Policy JGA - Prohibition of Corporal Punishment

Reports:

Committee Reports from Board Members and Comments from Associate Board Members

Tonya Amaral announced the High School Music Department will have Family Fun Night featuring an Alice in Wonderland theme next Monday, October 30. The next Booster Club meeting is scheduled for November 28 at 6:00 p.m. in the high school library.

Amy McGovern attended the Box Elder Chamber of Commerce Meeting.

Tanya Gray attended the ASBSD meeting via zoom last week. They discussed school board standing positions on matters for the upcoming legislative session. Amy McGovern is the Douglas Board rep to the Delegate Assembly in November.

Motion to move into executive session at 5:28 p.m. to discuss personnel matter per SDCL 1-25-2.1. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

President Gray called the Board out of executive session at 5:44 p.m.

Motion to approve applicant's request for Waiver of Liquidated Damages. This motion, made by Chris Misselt and seconded by Amy McGovern, Failed. All voted Nay.

Board members participated in a work session giving them the opportunity to discuss the Board of Education self-evaluation results they completed last month.

Motion to adjourn the meeting at 6:31 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 3/20/23****Certified Teaching Contract Amendments**

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Brandy Perkins		Add \$750 AOS Correction	10/13/2023

Classified Authorization Amendments

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Kristi Brown	E3 \$17.70	G3 \$18.45 (Classification Correction)	2023/2024 Retroactive

Activity Contract Amendments

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Emilee Stukerjurgan	MS Head Cheer \$1930.00	MS Head Cheer \$3146.00	2023/2024
Courtney Tribby	HS Head Track Coach \$6980	HS Head Track Coach \$7475	2023/2024

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Kayla Meverden	Tech Support Spec/ DIST/ 10yrs	\$914.58	10/21/2013 - 10/21/2023
Andrea Murphy	Title 1 Tutor/ BC/ 10 yrs	\$568.71	10/24/2013 - 10/24/2023
Tara Kuenkel	Special Education Aide/ VES/ 10 yrs	\$572.33	10/29/2013 - 10/29/2023
Stacey Biberdorf	Instructional Aide/ CARR/ 10 yrs	\$571.70	10/29/2013 - 10/29/2023

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Hannahlynn Snyder	ELA Teacher	DMS	10/20/2023

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
AnnDee Schmidt	Principal's Secretary	DMS	10/27/2023
Tonia Myers	LRA	BC	11/03/2023
Nicholas Rowlette	Custodian	CO/VES	10/17/2023
Pete Haugh	Transportation Coordinator	Bus Barn	10/28/2023

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Ashley Evrard	MS Counseling Secretary \$16.95/hr	Principal's Secretary \$17.70/hr	10/17/2023

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Susan Waterson	Carr/Early Childhood Special Education	M/0 \$56,375	10/25/2023

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Shelly Torbett	CO/Curriculum Secretary	\$18.45/hr	11/06/2023

Temporary Hires

	Name	Position	Salary	Effective Date
	Logan Phelps	MS Assistant Wrestling Coach	\$2,338.00	2023-2024

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Rebecca Fox	Substitute Teacher	Per Substitute Pay Rate	9/28/2023
	Kimberly Mikkonen	Substitute Teacher	Per Substitute Pay Rate	9/29/2023
	Rachel McCormick	Substitute Teacher	Per Substitute Pay Rate	9/26/2023
	Allison Benton	Substitute Teacher	Per Substitute Pay Rate	9/27/2023
	Christopher Dzunu	Substitute Teacher	Per Substitute Pay Rate	10/5/2023
	Brittany Matheson	Substitute Teacher	Per Substitute Pay Rate	10/18/2023

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

September 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 08/31/23	1,612,071.00	2,127,151.04	1,595,801.45
RECEIPTS:			
TAXES	19,462.17	14,854.45	7,945.28
INTEREST	160.40	0.00	0.00
ADMISSIONS			
LOCAL	3.08	0.00	0.00
COUNTY	10,255.21	0.00	0.00
STATE	1,370,364.00	0.00	361,732.91
FEDERAL	0.00	0.00	8,091.00
OTHER	3,257.00	67.98	0.00
INTERFUND TRAN.	18,613.10	0.00	0.00
TOTAL RECEIPTS:	1,422,114.96	14,922.43	377,769.19
DISBURSEMENTS:			
VERIFIED CLAIMS	516,066.17	378,939.93	354,525.29
SALARIES	1,703,963.90	0.00	374,475.84
TRANSFERS OUT			
BALANCE 09/30/23	814,155.89	1,763,133.54	1,244,569.51
BALANCE 09/30/22	1,964,290.68	(36,393.39)	1,640,904.31

September 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 08/31/23	(4,686,896.59)	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	371,895.40	0.00
SALARIES	86,608.72	0.00
TRANSFERS OUT		
BALANCE 09/30/23	(5,145,400.71)	49,497.51
BALANCE 09/30/22	(2,428,272.73)	50,460.60

September 1, 2023 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 08/31/23	594.65	(1,373.02)	24,848,776.54
RECEIPTS:			
INTEREST	0.00	0.00	18,613.10
FEDERAL	0.00	0.00	574,446.00
LOCAL	1,051.68	2,119.81	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,051.68	2,119.81	593,059.10
DISBURSEMENTS:			
VERIFIED CLAIMS	360.00	3,763.49	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	18,613.10
BALANCE 09/30/23	1,286.33	(3,016.70)	25,423,222.54
BALANCE 09/30/22	1,246.35	1,015.34	22,983,716.54

September 1, 2023 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 08/31/23	346,171.75	225,854.56
RECEIPTS:		
INTEREST		
SALES	59,256.72	0.00
STATE	0.00	0.00
FEDERAL	1,202.85	0.00
LOCAL	1,021.75	55,649.87
OTHER	0.00	
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	61,481.32	55,649.87
DISBURSEMENTS:		
VERIFIED CLAIMS	86,071.62	38,352.87
SALARIES	73,259.74	
BALANCE 09/30/23	248,321.71	243,151.56
BALANCE 09/30/22	364,821.93	209,229.08

Board Report - For School Board 10/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ADOBE SYSTEMS INC	183181		254.75
AMAZON.COM	183183		10,113.96
ARROWWOOD RESORT & CONFERENCE	183184		116.45
BJ'S INSTRUMENT REPAIR	183186		130.00
BLACK HILLS CHEMICAL CO	183187		5.99
BLACK HILLS ENERGY- AUTO PAY	130		34,929.42
BLICK ART MATERIALS	183188		25.28
BORDER STATES ELECTRIC INC	183189		158.02
BOX ELDER HARDWARE	183190		319.33
BRIGHTLY SOFTWARE	183191		1,681.48
CALM STRIPS	183192		59.94
CARQUEST AUTO PARTS	183193		270.15
CASE, KEVIN	183194		1,301.78
CASH - CO	183195		762.00
CENTRAL HIGH SCHOOL ACTIVITIES	183197		75.00
CENTURY BUSINESS	183198		99.00
CHRIS SUPPLY, INC.	183199		117.19
CHURCHILL, MANOLIS, FREEMAN, KLUDT &	183200		160.00
COMBINED BUILDING SPECIALTIES, INC.	183202		320.00
COMMITTEE FOR CHILDREN	183204		878.00
CRESCENT ELECTRIC	183205		642.40
DAKOTA SUPPLY GROUP, INC.	183207		283.63
DOLLAR GENERAL	183181		8.76
DROPBOX	183181		127.31
EVERGREEN OFFICE PRODUCTS	183208		429.68
FIDUCIARY ACCOUNT	183210		5,230.26
FLINN SCIENTIFIC INC	183212		19.68
GRAINGER, INC	183215		419.86
HARVEYS LOCK SHOP, INC.	183216		53.40
HAUFF MID-AMERICA SPORTS INC.	183217		782.90
HILLYARD INC	183218		871.20
HYATT REGENCY	183181		4,787.71
IDVILLE	183181		47.03
JIFFYSHIRTS.COM	183181		112.05
JOLLY LANE	183181		279.45

Board Report - For School Board 10/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
JW PEPPER & SONS, INC.	183220		273.59
KETEL, THORSTENSON, LLP	183221		8,000.00
KULLY SUPPLY	183181		508.22
LEADERSHIP MATTERS LLC	183223		9,393.76
LYNN JACKSON SHULTZ & LEBRUN PC INC	183226		2,106.00
MENARDS	183227		1,048.20
MG OIL COMPANY, INC.	183228		2,213.35
MIDWEST CONNECT	183229		133.00
NEARPOD INC.	183181		159.00
NORTHWEST PIPE FITTINGS, INC.	183230		556.06
NOVUS GLASS REPAIR & REPLACEMENT	183231		70.00
PASE, BRITTANY	183232		120.00
PIZZA HUT - SF	183181		126.24
RAPID CITY CENTRAL	183233		35.00
RAPID CITY JOURNAL	183235		953.06
RIVERSIDE TECHNOLOGIES INC	183237		2,118.00
ROBOTICS EDUCATION & COMPETITION	183238		650.00
RUBY TUESDAY	183181		326.02
SAM'S CLUB	183181		6,325.51
SANFORD HEALTH OCCMED	183239		600.00
SASD	183241		1,286.00
SCHOOL SPECIALTY INC.	183244		3,122.25
SEAT SACK	183246		134.50
SHIRT SPACE	183181		304.48
STARFALL EDUCATION	183247		355.00
STONE, GREG	183248		150.00
TD ART SUPPLY	183181		263.60
THEATRE HOUSE INC	183181		740.41
TYLER TECHNOLOGIES	183251		732.48
UNITED AIR LINES	183181		1,449.80
UPRINTING	183181		396.33
UPTON, ELIJAH	183252		120.00
US BANK	183181		263.87
VANWAY TROPHY & AWARD, INC.	183253		68.90
WAL-MART STORES INC	183181		752.37

Board Report - For School Board 10/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
WAYFAIR	183181		1,269.14
WILD WEST SCREEN PRINTING	183181		87.17
WONDER MEDIA, LLC	183254		125.00
GENERAL FUND			<hr/> 113,209.37
A & B WELDING SUPPLY COMPANY INC.	183182		4,939.99
BEST BUY BUSINESS	183181		6,456.62
CENTURY BUSINESS	183198		11,482.79
DAHLQUIST, SHAD	183206		12.00
FOLLETT CONTENT SOLUTIONS, INC	183213		1,575.20
LEARNING OPPORTUNITIES INC	183224		49.00
CAPITAL OUTLAY			<hr/> 24,515.60
AMAZON.COM	183183		1,199.56
BEST WESTERN PLUS RAMKOTA HOTEL	183185		920.00
CASH - CO	183195		912.00
COMFORT INN & SUITES	183203		152.50
COUNCIL FOR EXCEPTIONAL CHILDREN	183181		538.20
FUN AND FUNCTION	183214		45.94
INSTITUTE MULTI-SENSORY EDUCATION	183219		158.55
LINGUALINX LANGUAGE SOLUTIONS, INC	183225		18.20
SCHOLASTIC NEWS	183243		65.89
SD DEPARTMENT OF HUMAN SERVICES	183245		118.91
SDASP	183181		760.00
SILVER LEGACY RESORT CASINO	183181		234.96
SOUTHPAW ENTERPRISES	183181		27.00
TIMMONS MARKET	183250		17.69
UNITED AIR LINES	183181		660.55
WAL-MART STORES INC	183181		311.92
SPECIAL ED			<hr/> 6,141.87
SAM'S CLUB	183181		485.70
WEBSTAIRANT STORE	183181		3,171.26
FOOD SERVICE			<hr/> 3,656.96
AMAZON.COM	183183		621.49
CASH - CO	183195		232.00
CENGAGE LEARNING	183196		4,620.00
CLIMATE CONTROL SYSTEMS AND SERVICE	183201		323,330.00
COUNCIL FOR EXCEPTIONAL CHILDREN	183181		1,614.60

Board Report - For School Board 10/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
EAFB EXCHANGE	183181		427.50
KLETT WORLD LANGUAGES	183222		4,871.25
REALLY GREAT READING	183236		1,584.00
SCHOLASTIC INC.	183242		1,138.05
SILVER LEGACY RESORT CASINO	183181		78.32
SWIVL	183249		9,976.48
UNITED AIR LINES	183181		1,981.65
GRANTS			<hr/> 350,475.34
			<hr/> 497,999.14
ALSCO	12227		317.06
AMAZON.COM	12228		15.98
CASH-WA DISTRIBUTING COMPANY, INC.	12229		858.08
CASH-WA DISTRIBUTING COMPANY, INC.	12230		3,783.17
COCA-COLA BOTTLING CO HIGH COUNTRY	12231		372.00
GENERAL FUND	12232		50,398.69
HERNANDEZ, DANIEL	12233		26.50
LONG WARRIOR, HEIDI	12234		74.00
PAN-O-GOLD BAKING COMPANY, INC.	12235		877.76
PIZZA HUT- BOX ELDER	12236		817.00
PRAIRIE FARMS	12237		4,609.25
REINHART FOOD SERVICE LLC	12238		13,595.01
SCHERER, PAMILLA	12239		12.25
SDRA/SDRA SERVICES COMBINED	12240		525.00
FOOD SERVICE			<hr/> 76,281.75
			<hr/> 76,281.75
Grand Total:			<hr/> 574,280.89

PERSONNEL ACTION 11/13/2023**Classified Authorization Amendments**

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Eric Elder	MS Asst Cross Country \$2372.00	MS Asst Cross Country \$2508.00	2023/2024 Retroactive
Tori Nielsen	7th Head GBB Coach \$2338.00	7th Head GBB Coach \$3384.00	2023/2024
Danielle Hirvela	8th Asst GBB Coach \$2406.00	8th Asst GBB Coach \$2372.00	2023/2024
Brook Clark	6th Head GBB Coach \$3432.00	6th Head GBB Coach \$1233.00	2023/2024

Certified Resignations/Terminations

Name	Position	Location	Effective Date
Joie Drysdale	Title 6 Teacher	MS	06/30/2024

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Rachel Quimby	8th Asst. Boys BB Coach	MS	10/24/2023
Jon Pierson	Assistant HS FB Coach	HS	2024/2025
Stephanie Smith	Lunchroom Aide	VES	11/17/2023
Brianna Denson	Instructional Aide, Study Hall	FC	11/17/2023
Willam Velez	Head FB Coach	HS	10/27/2023
Loretta Schmidt	Knowledge Bowl	HS	2024/2025
Brianna Marty	Dance Team	HS	2024/2025

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Katilin Heier	PT HS Track & Field Asst Coach	FT HS Track & Field Asst Coach	2023/2024

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Stacia Moon	BC/Lunchroom Aide	\$14.70/hr	10/25/2023
Briana Hernandez	BC/Lunchroom Aide	\$15.45/hr	10/26/2023
Karie Petrovich	Bus Barn	\$20.85/hr	10/30/2023
Brian Rohrback	BC/Lunchroom Aide	\$14.70/hr	10/31/2023

Temporary Hires

Name	Position	Salary	Effective Date
Nick Ferguson	Head Girls Wrestling Coach	\$7,574.00	11/1/2023

	Kristyn LaBine	Library Aide	\$1,300.00	11/01/2023
	Brenda Johnson	Transportation	\$5.69/hr Stipend	10/30/2023
	Lindsay Scott	MS Drama Fall	\$1,903.00	2023/2024
	Lindsay Scott	MS Drama Spring	\$1,903.00	2023/2024
	Kaitlin Heier	7th Boys BB Head Coach	\$3,672.00	2023/2024
	Jace Caldwell	8th Boys BB Head Coach	\$3,384.00	2023/2024
	Robert Rath	7th Boys BB Asst Coach	\$2,372.00	2023/2024
	Cassie Hamer	MS Drama Fall	\$3,101.00	2023/2024
	Cassie Hamer	MS Drama Spring	\$3,101.00	2023/2024

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	McKenzie Staton	Substitute Teacher	Per Substitute Pay Rate	10/24/2023
	Shelby Haney	Substitute Teacher	Per Substitute Pay Rate	10/25/2023
	Hannah Rombough	Substitute Nurse	Per Substitute Pay Rate	10/26/2023
	Ashley Ferguson	Substitute Teacher	Per Substitute Pay Rate	10/30/2023
	Diana Mohr	Substitute Teacher	Per Substitute Pay Rate	10/30/2023
	Kayla Amerena	Substitute Teacher	Per Substitute Pay Rate	11/3/2023
	Nikol Andrews	Substitute Teacher	Per Substitute Pay Rate	11/7/2023
	Kyla Pourier	Substitute Teacher	Per Substitute Pay Rate	11/8/2023

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

Board Report - For School Board 11/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AASA REGISTRATION	183338		755.00
ANCORA PUBLISHING	183338		520.02
ARROWWOOD RESORT & CONFERENCE	183262		328.11
BLACK HILLS ROOFING, INC.	183264		2,157.75
BLACK HILLS SOCCER FEDERATION INC	183265		3,000.00
BLACK HILLS STATE UNIVERSITY	183267		60.00
BLACK HILLS URGENT CARE	183268		500.00
BOEDING, JASON	183269		600.00
BOX ELDER HARDWARE	183270		790.65
BOX ELDER VOLUNTEER FIRE DEPARTMENT	183271		429.00
CAREERSAFE	183272		1,600.00
CARPARTS.COM	183338		112.93
CARQUEST AUTO PARTS	183273		184.43
CASH - CO	183274		1,224.00
CENTURYLINK	183277		439.10
CHRIS SUPPLY, INC.	183278		392.98
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183279		8,414.96
CLUBHOUSE HOTEL & SUITES	183280		162.92
CRESCENT ELECTRIC	183282		980.88
DAKOTA BUS SERVICE, INC.	183283		17,277.25
DAYLIGHT DONUTS	183284		62.50
DAYS INN- MITCHELL	183285		215.00
DELTA DENTAL OF SD FOUNDATION	183286		3,000.00
DEMCO, INC	183287		85.23
DIGICERT	183288		549.10
DOMINOS PIZZA- BOX ELDER	183338		159.78
ELECTRIC TRADING COMPANY	183338		1,201.99
FIDUCIARY ACCOUNT	183290		6,992.19
FOLLETT CONTENT SOLUTIONS, INC	183338		598.00
FOOD SERVICE	183291		33.42
GOODWILL OF THE GREAT PLAINS	183338		45.92
GRAINGER, INC	183293		79.31
GREAT WESTERN TIRE COMPANY	183294		746.80
IASCO	183295		1,249.68
INSTITUTE MULTI-SENSORY EDUCATION	183297		154.95

Board Report - For School Board 11/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
INTERSTATE BATTERIES	183298		1,012.30
JOSTENS INC	183299		1,550.75
JW PEPPER & SONS, INC.	183300		16.99
KIEFFER SANITATION, INC.-AUTO PAY	131		2,606.18
LAKESHORE LEARNING MATERIALS	183301		39.99
LOWE'S BUSINESS ACCOUNT	183338		5.98
MENARDS	183302		1,838.73
MG OIL COMPANY, INC.	183303		11,084.66
MICHAELS STORE 9012	183338		14.99
MIDCONTINENT COMMUNICATIONS- AUTO PAY	132		1,509.29
MIRABELLE MANAGEMENT LLC	183338		625.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	133		1,099.00
MOSER, MICHELLE	183304		100.00
MRAZ, TONY	183305		1,000.00
NASCO	183306		732.35
NILFISK, INC.	183308		924.77
NIMCO, INC.	183309		453.75
OFFICE OF FIRE MARSHAL	183310		480.00
PETTIT, ANN	183311		848.40
PIZZA HUT- BOX ELDER	183338		207.28
PROGRESS PUBLICATIONS	183312		484.00
QUADIENT	183313		182.85
QUALITY INN - HURON	183314		789.40
QUILL CORPORATION	183338		320.00
RAPID CITY JOURNAL	183315		386.71
RIVERSIDE TECHNOLOGIES INC	183316		8,065.35
ROBOTICS EDUCATION & COMPETITION	183317		90.00
SAM'S CLUB	183338		723.44
SANFORD HEALTH OCCMED	183318		800.00
SASD	183319		100.00
SCHOLASTIC INC.	183320		280.17
SCHOOL NURSE SUPPLY	183321		113.42
SCHOOL SPECIALTY INC.	183322		908.95
SCUTA	183323		250.00
SD OFFICE OF WEIGHTS AND MEASURES	183324		56.00

Board Report - For School Board 11/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SPARTAN STORES, LLC.	183325		52.20
STURGIS BROWN HIGH SCHOOL	183326		50.00
THEMES AND VARIATIONS	183327		174.95
TIE	183328		3,600.00
UNITED AIR LINES	183338		764.40
US BANK	183338		47.74
US SPECIALTY COATINGS (USSC)	183331		2,936.24
VANWAY TROPHY & AWARD, INC.	183333		587.80
VERIZON WIRELESS	183334		340.37
VOYAGER FLEET SYSTEMS, INC.	183335		76.72
WAL-MART STORES INC	183338		318.43
WEST RIVER ELECTRIC-AUTOPAY	134		333.18
WESTERN COMMUNICATIONS, INC.	183336		1,056.00
WINNER SCHOOL DISTRICT	183337		30.00
GENERAL FUND			<hr/> 105,172.58
CENTRAL RESTAURANT PRODUCTS	183275		4,977.93
CENTURY BUSINESS	183276		6,543.61
CO-OP ARCHITECTURE	183281		1,980.00
EVERGREEN OFFICE PRODUCTS	183289		650.00
FREED'S FLOORS	183292		6,705.64
INNOVATIVE OFFICE SOLUTIONS	183296		4,855.68
CAPITAL OUTLAY			<hr/> 25,712.86
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	183263		6,125.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	183266		80.00
CASH - CO	183274		168.00
NCS PEARSON, INC.	183307		1,012.52
SILVER LEGACY RESORT CASINO	183338		1,489.98
TIMMONS MARKET	183329		42.25
UNIVERSITY OF SOUTH DAKOTA	183330		2,080.00
US BANK	183338		410.98
USD CENTER FOR DISABILITIES	183332		60.00
WAL-MART STORES INC	183338		125.05
SPECIAL ED			<hr/> 11,593.78
SAM'S CLUB	135		53.25
WEBSTAIRANT STORE	183338		634.59
FOOD SERVICE			<hr/> 687.84

Board Report - For School Board 11/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACTION MECHANICAL INC	183261		51,400.00
CASH - CO	183274		430.00
INSTITUTE MULTI-SENSORY EDUCATION	183297		2,749.30
LOVES TRAVEL STOP	183338		155.04
MICROTEL INN & SUITES	183338		1,074.15
SILVER LEGACY RESORT CASINO	183338		496.66
UNITED AIR LINES	183338		990.80
US BANK	183338		1,232.94
GRANTS			<hr/> 58,528.89
			<hr/> 201,695.95
ALSCO	12242		464.34
CASH-WA DISTRIBUTING COMPANY, INC.	12243		921.33
CASH-WA DISTRIBUTING COMPANY, INC.	12244		11,011.93
CHILD AND ADULT NUTRITION	12245		4,381.24
COCA-COLA BOTTLING CO HIGH COUNTRY	12246		1,308.50
DAKOTA WAREHOUSE	12247		280.00
FIDUCIARY ACCOUNT	12248		125.00
GENERAL FUND	12249		3,683.19
PAN-O-GOLD BAKING COMPANY, INC.	12250		873.06
PIZZA HUT- BOX ELDER	12251		1,463.00
PRAIRIE FARMS	12252		6,747.24
REINHART FOOD SERVICE LLC	12253		22,322.66
SKALA, ASHLEY	12254		76.00
FOOD SERVICE			<hr/> 53,657.49
			<hr/> 53,657.49
Grand Total:			<hr/> 255,353.44

PAYROLL EXPENDITURES

OCTOBER 7 2023



OCTOBER 21 2023



TOTALS

\$1,132,352.58

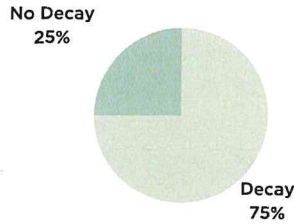
\$1,168,426.62

Mobile Program Truck Visit Summary

 Location: Box Elder
 Date: October 23-27, 2023

 Kids Served: 28
 Value of Dental Care: \$47,759

Percentage Of Kids With Tooth Decay



133 teeth with decay.

The Kids' Oral Health*

- 2 missed school because of dental pain in the last year.
- 7 indicated tooth ache.
- 0 visited an ER/Hospital because of dental pain in the last year.
- 7 had never seen a dentist before.
- 61% drink sweetened beverages daily.
- 0% use tobacco.
- 79% brush daily.

Care Provided

Each child was provided a toothbrush, toothpaste, floss and a lesson on how to use them and better care for their teeth at home.

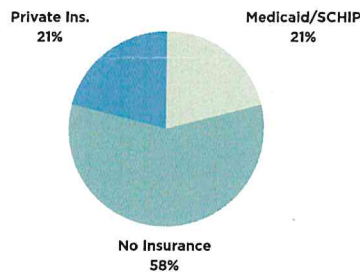
Diagnostic Procedures: 75 \$3,883 <small>Exams, X-Rays</small>	Preventive Procedures: 252 \$13,385 <small>Cleaning, Sealants, Fluoride Varnish</small>
Restorative Procedures: 152 \$30,491 <small>Cavity Fillings, Crowns, Extractions</small>	

Sealants Placed

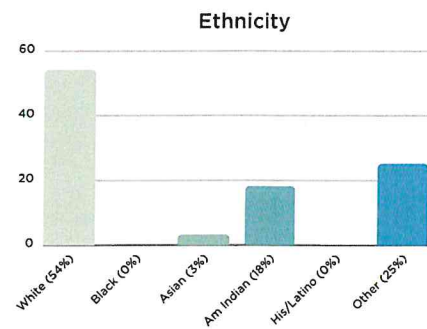
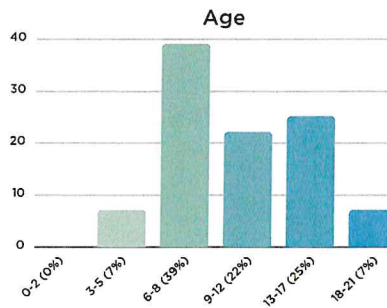


Dental sealants are thin coatings applied to molar (back) teeth to prevent cavities. Generally for kids age 6-13, sealants reduce the risk of tooth decay by up to 80% for several years.

Benefits/Coverage



Patient Demographics*



Household Income/Size*

8% with income less than \$10,000 with an average of 2.0 children
 11% with income between \$10,000-\$20,000 with an average of 3.0 children
 31% with income between \$20,000-\$30,000 with an average of 3.1 children
 50% with income more than \$30,000 with an average of 2.8 children

Gender



All data with * was reported by parent/guardian on the Patient Information form.

DATE
11/01/23
TIME
10:14
SALESMAN
013/013
STORE
1

POWER HOUSE
 2425 W. CHICAGO ST
 RAPID CITY, SD 57702
 605-348-8983

INVOICE
224806
P/O NUMBER
WORK ORDER
PAGE
1 of 1

Terminal: 11

BILL TO ACCOUNT: 9230000
DOUGLAS SCHOOL DIST 51 1 400 PATRIOT DR BOX ELDER, SD 57719

SHIP TO ACCOUNT:
DOUGLAS SCHOOL DIST 51 1 400 PATRIOT DR BOX ELDER, SD 57719

Tax Exempt #

NO RETURNS ON ELECTRICAL, SPECIAL ORD
 OR SERIAL NUMBERED ITEMS 25%RESTOCK
 ON EVERYTHING ELSE THANK YOU

Shipped VIA: CUSTOMER PICKUP

ORD	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1		SXQ	89530	RENEGADE S300C 3.0	12587.00	8810.90	8810.90
				SN- 1.				
1	1		SX	76668-1	VIBRATOR KIT	474.00	450.00	450.00
1	1		FRE	F	FREIGHT, FACTORY		400.00	400.00
10	10		L13	L	15 MINUTES SHOP LABOR		25.00	250.00
FREIGHT IS ESTIMATED WILL CHARGE WHAT IT COSTS WHEN COMES IN LABOR IS FOR INSTALLATION								

DUPLICATE COPY
 QUOTE ONLY

SUB TOTAL	9660.90
MISC	0.00
LABOR	250.00
Tax: 6.200	0.00
DOWN PAYMENT	
INVOICE TOTAL	9910.90

POSITION TITLE & DETAILS			
TITLE	<u>TRANSPORTATION COORDINATOR</u>		
WORK DAYS	226	REPORTS TO	Business Manager Executive Director of Operational Support Services
SALARY SCHEDULE	Salary to be established by the Board	SUPERVISES	Mechanics, Bus Drivers and Bus Aides
GROUP	Classified Coordinators	EVALUATION	By Business Manager Executive Director of Operational Support Services utilizing the adopted district process
FUNCTIONS	Administers and coordinates pupil transportation services in conformity with State statutes and Board of Education policies. <p>The Transportation Coordinator is responsible for overseeing all aspects of the transportation program to ensure the safe and efficient transport of students, staff, and materials. This role involves managing personnel, implementing policies, ensuring compliance with regulations, and fostering community relations.</p>		

MINIMUM REQUIREMENTS	
QUALIFICATIONS	<ul style="list-style-type: none"> • Associate Degree in Business or the equivalency of five years experience in transportation management. • A background in school bus driving and/or mechanics. • Computer experience needed. • Proven experience in transportation program management and personnel supervision. • Knowledge of state and federal transportation regulations and policies. • Excellent communication and interpersonal skills. • Strong organizational and problem-solving abilities. • Proficiency in computer applications and data management. • Valid driver's license required. • Transportation industry certifications and/or CDL preferred.

DUTIES AND RESPONSIBILITIES
<p>Transportation Program Management:</p> <ol style="list-style-type: none"> 1. Maintain, develop and administer a comprehensive transportation program that aligns with the daily instructional program and cocurricular activities. 2. Plan, create, and regularly update bus routes for the district, considering student populations, traffic patterns, and special needs. 3. Collect and analyze data to generate transportation reports that support district planning and decision-making. 4. Collaborate with school principals, activity directors, and other responsible parties to plan and coordinate school-sponsored trips. 5. Assume an active role in resolving discipline issues on school buses, working closely with building administrators to ensure a safe and respectful environment.

6. Review and report road conditions and transportation challenges to the superintendent or designee, especially during inclement weather.

Policy Development and Compliance:

1. Assist in the development, administration, and interpretation of Board of Education policies related to pupil transportation, ensuring alignment with state and federal laws and regulations.

Personnel Management:

1. Recruit, train, and supervise all transportation personnel, providing recommendations on hiring, transfer, promotion, and release.
2. Supervise department staff and create employee work schedules based on project priorities.
3. Collaborate with other district employees to meet additional transportation needs as they arise.
4. Work in collaboration with all transportation, maintenance, buildings and grounds, and building staff to ensure that departments are mutually supportive.

Budget Oversight:

1. Work with the Business Manager to prepare the budget for the pupil transportation function, ensuring that expenditures align with budgetary limitations and district policies.

Community Relations:

1. Communicate planned transportation schedules and any schedule revisions to the public, fostering positive community relations.
2. Maintain an open and cooperative relationship with the community and address community concerns regarding transportation services.

Equipment and Safety:

1. Maintain all district-owned equipment, including buses and vehicles, and develop ongoing fleet service plans.
2. Establish an efficient system for addressing emergency repair problems and ensuring minimal disruptions to transportation services.
3. Maintain safety standards that align with state and insurance regulations, developing and implementing a proactive safety program.

Professional Development:

1. Pursue ongoing professional growth and encourage the development of other transportation personnel through training and education opportunities.

Data Management:

1. Manage and maintain the district's transportation-related data, including student counts, mileage records, DDN Campus activities, and other relevant information.

Additional Duties:

1. Perform other related duties as assigned by the Superintendent that are essential for the efficient and effective operation of the transportation department.

PROFESSIONAL CHARACTERISTICS

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

REVISED

Box Elder

**DOUGLAS SCHOOL DISTRICT
Board Policy**

South Dakota

SECTION	E	TITLE	SUPPORT SERVICES	FILE	EEA
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BUS TRANSPORTATION POLICY (STATE LAW)
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Students in the Douglas District will be transported if they live two and one half (2 1/2) miles from ~~the district bus barn.~~ ~~school.~~ **Additionally, students residing in areas considered high-need due to poor attendance, academic performance or economic need may be eligible for transportation services as space on buses allows.**

Other purposes of school transportation include the provision for academic field trips in direct support of the curriculum, and transportation for support of the co-curricular program (athletics, music, drama, and the like).

District-owned buses will be provided by the Board for the transport of students to and from school. However, as it is impractical to transport certain special education students by regular bus, they may be transported by other conveyance. ~~The transportation supervisor,~~ **Transportation Coordinator** working in conjunction with school principals and under the supervision of the ~~Superintendent~~ **Executive Director of Operational Support Services**, will be responsible for the day-to-day operation of the school transportation system and the scheduling and routing of all buses, bus stops and regulations of the program.

Vehicles owned by the Board will be operated by authorized school employees or officials who are properly licensed. These employees and officials must meet all state requirements for licensing.

Management of the school transportation program will meet the following criteria:

1. Adequacy: Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. Safety: Does the scheduling and operating of the program take into consideration hazards, potential dangers to students, and all appropriate safeguards?
3. Economy: Is the program operated in the most efficient manner possible after considering the constraints imposed by criteria of adequacy and safety?

Evaluation: The school transportation program will be monitored by the administration or their designees, and subject to periodic evaluations by them as necessary.

REFERENCES

State Reference:
SDCL 13-29-1 through 13-29-20
ARSD 23:05:27:07

ARSD 24:06
ARSD 24:05:27:03

Adoption History

Previous Policy No 201	09/11/1968		
First Reading Revised	10/09/2007		
Approved	10/23/2007		
First Reading-Revised	03/26/2015		
Approved-Revised	04/13/2015		

SECTION	E	TITLE	SUPPORT SERVICES	FILE	EEA-R
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BUS TRANSPORTATION POLICY

STATEMENT OF RESPONSIBILITY

~~School buses will operate without monitors unless authorized by the Superintendent.~~ It is the responsibility of parents to instruct their children concerning proper conduct while on school buses. The assigned drivers will not assume the responsibility of acting as monitors. The drivers' duties require undivided attention in order that they may operate the buses in a safe manner. The drivers will, however, be responsible for reporting conduct violations to the transportation coordinator. The South Dakota Incident Report will be used for this purpose.

IMPROPER CONDUCT CAN RESULT IN YOUR CHILD BEING REMOVED FROM THE BUS OR BEING DENIED THE PRIVILEGE OF TRANSPORTATION FOR AN EXTENDED PERIOD OF TIME.

SOUTH DAKOTA MOTOR VEHICLE LAW (Chapter 32-32-6)

Parents are reminded of the South Dakota Motor Vehicle Law which states: "Duty of motorists to slow or stop in obedience to amber or red signal—Exception for specified highways—Violation as misdemeanor. The operator of a motor vehicle on a two-lane highway or a private road meeting or overtaking a school bus on which the amber warning lights are flashing shall reduce the speed of his vehicle to not more than twenty miles per hour and proceed past the school bus with caution. The operator of a motor vehicle when he meets or overtakes a school bus on which the red signal lights are flashing shall bring his vehicle to a complete stop not closer than fifteen feet from the school bus and shall remain stopped until the flashing red signal lights are extinguished.

The operator of a motor vehicle on a highway providing two or more lanes in each direction need not stop when he meets a school bus which is traveling in the opposite direction even though the school bus is stopped and its red signal lights flashing. The operator of a motor vehicle on a highway providing two or more lanes in each direction shall stop when he overtakes a school bus traveling in the same direction when the school bus is stopped and its red signal lights are flashing.

A violation of this section is a Class 2 misdemeanor.

STUDENT RULES OF CONDUCT

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.

The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same basis as that of a teacher in the classroom. Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and compliance with established rules. The safety of the bus passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the transportation coordinator in writing the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to temporarily withhold the privilege of riding on the bus from those students who fail to cooperate accordingly. Misconduct on buses will not be tolerated and will result in forfeiture of the privilege of riding.

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/Vaping 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.

REQUEST FOR ADDITIONAL BUS STOPS IN RURAL AREA

Additional Bus Stops may be proposed or added by district leadership based on priority zone needs (Policy EEA). Parents may request information regarding bus stops by contacting the Transportation Coordinator, ~~additional bus stops or changes by submitting their request in writing to the Superintendent of Schools, Douglas School District. Since bus routes and stops are approved by the Board of Education, all requests will be submitted for Board approval.~~

Adoption History			
First Reading	03/26/2015		
Approved	04/13/2015		

SECTION	E	TITLE	SUPPORT SERVICES	FILE	EEAB
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SCHOOL BUS SCHEDULING AND ROUTING

The school board shall have authority to establish the school bus routes within its own school district. Bus routes will be established annually by the Board of Education.

The ~~Administration~~ **Transportation Coordinator**, with **input from the help of district leadership** and the bus drivers, will conduct **ongoing** studies of bus routes, **and is authorized to make adjustments that to** provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child transportation to school within the prescribed time limits. The District will attempt to keep all rides under 1.25 hours.

Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all students will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

~~Except when necessary on a temporary basis due to weather or road conditions, no official bus route will be extended or changed without Board approval. Before recommendation to the Board, the proposed extension or change will be reported to the transportation office, which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy. When putting routes together, the District will take into consideration the age of students, miles traveled, time spent on the bus and other relevant factors.~~

Buses will not go off the main route to pick up children. Unless prior parental approval has been received by the District, students will not be let off the bus until reaching their destination. The drop-off or pick-up points may be on a road close to the home of the student, but only if there is a safe place to do so. Bus drivers will take precautions in order that students may be safe after getting off the bus during severe weather. Bus drivers may alter their route during severe weather as necessary in order that all students may be safe.

REFERENCES

State Reference:
SDCL13-29-2

Adoption History

First Reading	03/26/2015		
Approved	04/13/2015		
First Reading-Revised	06/27/2019		
Approved	07/22/2019		

SECTION	J	TITLE	STUDENTS	FILE	JFCH
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ALCOHOL AND OTHER DRUG USE 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. The School Board believes that drug use is a serious health problem and 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, treatment and aftercare of alcohol and other drug abuse as related to the school setting.~~

The Douglas School District believes that the illegal use of drugs and the unlawful possession of alcohol is wrong and harmful. No student shall possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/ substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in alcohol and/or other drug use/misuse nor possess paraphernalia specific to the use of alcohol and/or illegal drugs.

This policy is in effect 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. Public areas, including student lockers, restrooms and parking lots, are subject to unannounced searches by staff or specially trained dogs, or through the use of the passive alcohol sensor.

~~Compliance with this policy/regulations is mandatory for all students of the Douglas School District. Students who use prescription drugs authorized by a licensed physician or over the counter medications in the prescribed manner do not violate this policy if the students conform to the stated prescription and appropriate school policies.~~

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Students and parents/legal guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of this policy will be provided to all students and parents.

The Douglas School Board adopts the definitions used in SDCL 22-42-1 through 22-42-22 and SDCL 22-42A-1.

USE OF ALCOHOL SENSORS

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

~~The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.~~

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in ASBSD's Reference Policy JGD: Student Suspension or Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on District students, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and district sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

REFERENCES

State Reference:

SDCL 22-42-1 through SDCL 22-42-22

SDCL 22-42A-1

SDCL 13-32-4

SDCL 13-32-4.2

SDCL 13-32-4.3

SDCL 13-32-9

SDCL 26-11-5.1

Public Law 101-226

Policy Reference:

IGD

JGD

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Adoption History

First Reading 11/08/93 01/10/94
Approved 01/24/94
First Reading - Revisions 02/12/96
Approved - Revisions 02/26/96
First Reading - Revised Regulations 04/22/96
Approved - Revised Regulations 05/13/96
First Reading - Revised Regulations 04/12/99
Approved - Revised Regulations 04/26/99
First Reading – Revisions 11/08/10
Approved – Revisions 11/22/10
First Reading – Revisions 6/11/12
Approved – Revisions 6/28/12
First Reading – Revisions 1/25/16
Approved – Revisions 02/08/16

SECTION	J	TITLE	STUDENTS	FILE	JFCH-R
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STUDENT ABUSE OF ALCOHOL AND OTHER DRUGS REGULATION

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration shall suspend the student for ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addiction counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

Disciplinary Sanctions and Implementation Procedures

- ~~A. The following disciplinary sanctions will be used in dealing with possession of drugs, legal intoxicants, drug paraphernalia, and/or the illegal use of drugs:~~

- ~~1. Procedurally, administrators will not vary from the normal course of action when faced with the question of possible use. All due process precautions will continue to be in place.~~
- ~~2. The student, if able, shall be escorted to the building office. The building principal or designee shall determine if the student is in need of immediate medical attention. If so, the school nurse will be contacted and/or parent and/or an ambulance will be called.~~
- ~~3. Given reasonable suspicion of use or possession, the following steps will occur:
 - ~~a. Reasonable suspicion will initiate administrative contact with said student. The **School Resource Officer** school liaison officer and/or law enforcement will be contacted.~~
 - ~~b. The student will be directed to an office area where he or she will be kept in observation. The building administrator and law enforcement officer will interview the student regarding the use of a drug, i.e., marijuana. The parents will be notified by telephone of the incident. If student use is suspected, the parent will be informed that the school will be administering the cannabis detection test. The parent will be provided the opportunity to be present when the test(s) are administered.~~
 - ~~c. The student and parent/guardian will be informed of the result. The sensor detected marijuana or it did not. If the test is inconclusive, but a concern exists, the parent/guardian may be asked to remove the student from the premises.~~
 - ~~d. If it is determined that the student has used marijuana, the administrator will inform the student and his/her parents and proceed as per items 4-7.~~~~
- ~~4. The school district recommends that students with alcohol or other drug use problems seek professional assessment and treatment from a certified treatment program. The school will provide a list of agencies/professionals who are available for assessment and treatment. Fees for this intake/assessment and treatment are the responsibility of the student and family.~~
- ~~5. Sanctions will be imposed on students who violate this policy, up to and including suspension and expulsion. The principal or designee will take disciplinary sanctions as indicated in each building student handbook and in accordance with board policy, regulations, and state statute. A referral to the school counselor will be made as well.~~
- ~~6. At the discretion of the Superintendent or School Board, the disciplinary action may be amended if the procedure below is followed:
 - ~~a. The student must agree to be evaluated for a possible chemical dependency.~~
 - ~~b. Upon appropriate authorization, the agency or professional designee notifies the school that the student has followed the recommendations of the professional agency. Fees for the intake, professional evaluation, treatment, and aftercare are the responsibility~~~~

of the student and the family.

~~7. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.~~

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

~~1. Procedurally, administrators will not vary from the normal course of action when faced with possible use. All due process precautions will continue to be in place.~~

~~2. A student whose observed behavior indicates possible use of alcohol will be referred to the building administrator. The student, if able, shall be escorted to the building office. The school liaison officer and/or law enforcement will be contacted.~~

~~3. The building principal or designee shall determine if the student is in need of immediate medical attention. If so, the school nurse will be contacted, the parent and/or an ambulance will be called.~~

~~4. Given reasonable suspicion of use or possession of alcohol, the following steps will occur:~~

~~a. The student will be directed to an office area where he or she will be kept in observation. The building administrator and law enforcement officer will interview the student regarding the use of alcohol. The parents will be notified by telephone of the incident. If student use is suspected, the parent will be informed that the school will be administering the Passive Alcohol Sensor test. The parent will be provided the opportunity to be present when the test(s) are administered.~~

~~b. The administrator shall inform the student of the use of the PAS to detect breath alcohol. The PAS can be used with or without the student's direct participation. The student will talk/breathe across the intake port of the PAS III as a passive test.~~

~~e. The student and parent/guardian will be informed of the passive PAS III result. The sensor detected alcohol or it did not.~~

~~d. The student may continue to deny consumption and wish to pursue the issue further. The student will be given the alternative to clear the allegation by taking a breathalyzer through the local police department or through use of the PAS III active test mode. The student may also take a blood test at their own expense at the local hospital. The student will be informed that he/she may face legal consequences as a result of failing the police breathalyzer or blood test.~~

~~e. If it is determined that the student has consumed alcohol, the administrator will inform the student and his/her parents of the suspicions and proceed as per this policy; Items 4-7 of section I.~~

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

- ~~1. The principal or designee may recommend to the Superintendent a 90-day suspension or recommend to the School Board that the student be expelled for up to 12 months, following appropriate due process procedures.~~
- ~~2. A referral for prosecution will be made to the appropriate law enforcement agencies. A report may be filed with the Department of Social Services.~~
- ~~3. A hearing will be held by the School Board pursuant to due process for expulsion.~~

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

~~Board Approved 2/8/16~~

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JFCJ
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DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as board policy, forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. 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 noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor."

The Douglas School Board defines a dangerous and/or deadly weapon as any firearm, knife, air gun, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized supervised school training sessions for the use of firearms and the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

In this regard, all dangerous and illegal weapons shall be confiscated from any person on school property. Incidents involving confiscation of a student's dangerous weapon will be reported to the student's parents and reported to the police for legal action. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

Students who have weapons confiscated will be immediately suspended for a period of up to ten days during which time an investigation will be conducted. During the investigation, the student will be afforded due process in accordance with Board Policies JFA and JFA-R. The report will be sent to the Superintendent's office for review. Appropriate disciplinary or legal action shall be pursued jointly by the Superintendent's office and the building principal. Disciplinary action for a dangerous

weapon other than a firearm shall range from a short term suspension to expulsion. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Possession/use of a firearm shall result in a twelve (12) month expulsion as per SDCL 13-32-4. For the purpose of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

REFERENCES

State Reference:

SDCL 13-32-7

SDCL 13-32-4.2

SDCL 22-1-2

Policy Reference:

First Reading 05/25/93

Approved 06/08/93

First Reading – Revisions 04/22/96

Approved - Revisions 05/13/96

First Reading – Revisions 01/11/16

Approved – Revisions 01/25/16

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JFCK
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CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES

CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES

The School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District.

~~Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are:~~

- ~~1. To remain powered off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel; and~~
- ~~2. To be stored in a student’s locker or car during the regular school day.~~

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

- 1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
- 2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
- 3. Academic dishonesty or cheating;
- 4. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person’s reasonable expectation of privacy;

5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student's cellular phone or portable digital media device by school personnel shall be:

1. Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;
2. Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
3. Conducted in accordance with district policy and with the permission of a student's parent or guardian.

As necessary for the implementation of this policy, the Superintendent **or designee** may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

REFERENCES

State Reference:

ARSD 24:07
SDCL 13-32-4
SDCL 13-32-18
SDCL 49-31-31

Policy Reference:

Adoption History

First Reading 01/11/16
Approved 01/25/16



SECTION	J	TITLE	STUDENTS	FILE	JFCL
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STUDENT REGISTERED SEX OFFENDERS

The District is committed to the safety of students, employees and other persons on school property. In order to effect this commitment, the following policy is adopted.

If a student enrolled in the District is registered as a sex offender under SDCL 22-24B-2, the student, if age 18 or older, or the parent(s)/guardian(s) of a student age 17 or younger, shall inform the Superintendent or Building Principal of the student being registered as a sex offender. The Superintendent or designee will arrange a meeting for the student to include the student, the student's parent(s) or guardian(s) if the student is age 17 or younger, school resource officer, District administrators and guidance counselors, to determine the student's background, conditions of parole, the safety risk posed by the student, and any other relevant factors affecting the student and the safety of other District students. The student's parole or probation/court services officer will be invited to attend the meeting. If the student is age 18 or older, the student may invite, but is not required to invite, the student's parent(s)/guardian(s).

Students who are registered sex offenders shall not be denied the opportunity to receive a free education from the school district solely on the basis of being a registered sex offender. The school district may consider a student's status as a registered sex offender in determining the student's educational placement and program. The Superintendent or designee may establish restrictions for the student registered sex offender, which may include, but is not limited to, the following:

- A. No attendance at a building where there are daycare centers or younger students, and/or which are located near a private daycare, and/or buildings attended by the offender's adjudicated victim or a victim's sibling, and/or any other location that would violate the offender's parole or probation conditions; and/or
- B. A behavior contract with school officials, signed by the student if at least age 18 or by the student and parent(s)/guardian(s) if the student is age 17 or younger, which may include a prohibition on leaving campus during the school day; and/or
- C. Require periodic meetings with the school counselor and/or school resource officer; and/or
- D. Attendance in an alternative educational program or instruction through remote or distance

learning.

If a student subject to this policy is a student with disabilities and/or who is eligible for special education and related services, the student's educational services placement and program will be provided in accordance with federal and state law.

Under no circumstances is any student registered sex offender permitted to loiter on District property in violation of SDCL 22-24B-22(2) and 24.

If the student registered sex offender violates any of the restrictions or conditions established by the District under this policy, or otherwise poses a risk to any student in the opinion of the Superintendent or designee, the Superintendent or designee may take immediate action to address the situation for the safety of other students or District employees.

The student, if at least age 18, or the parent(s)/guardian(s) of a student age 17 or younger, may appeal the placement and program provided to the student pursuant to this policy. If the placement and program was determined by the Superintendent's designee, the appeal shall be to the Superintendent. A decision by the Superintendent may be appealed to the School Board. A written appeal must be submitted within ten (10) school days of the designee's or Superintendent's decision.

~~Part One – Student Registered Sex Offenders~~

- ~~1. If a student enrolled in the Douglas School District #51-1 (the "District") is registered as a sex offender under SDCL Chapter 22-24B, the Superintendent or designee will arrange an intake meeting for the student to include, as deemed necessary by the Superintendent or designee, the student, the student's parents or guardians, parole or court services officer, school resource officer, District administrators and guidance counselors, to determine the student's background, conditions of parole, the safety risk posed by the student, and any other relevant factors affecting the student and the safety of other District students.~~
- ~~2. The Superintendent or designee may establish restrictions for the student registered sex offender, which may include, without limitation, (A) no attendance at a building where there are day care centers or younger students, and/or which are located near a private day care, and/or buildings attended by the offender's adjudicated victim or a victim's sibling, and/or any other location that would violate the offender's parole conditions; and/or (B) a behavior contract with school officials, which includes a prohibition on leaving campus during the school day; and/or (C) periodic meetings with the school resource officer; and/or (D) attendance in alternative school. The District will take appropriate action when dealing with a student registered sex offender who is eligible for special education and related services.~~
- ~~3. Under no circumstances is any student registered sex offender permitted to loiter on District Property in violation of SDCL 22-24B-22(2) and 24.~~
- ~~4. If the student registered sex offender violates any of the restrictions or conditions established by the District under this policy, or otherwise poses a risk to any student in the opinion of the Superintendent or designee, the Superintendent or designee may take immediate action to~~

~~address the situation including disciplinary action against the student registered sex offender as authorized by law, and if necessary for the safety of other students or District employees, requesting assistance from local law enforcement authorities if the student resists District directives.~~

~~Part Two – South Dakota Registered Sex Offender Registry~~

~~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.~~

~~This policy will be referenced in District Student Handbooks~~

REFERENCES

State Reference:

~~SD Constitution Article 8-1
SDCL 13-27-1
SDCL 13-28-53
SDCL 22-24B~~

Policy Reference:

Adoption History

~~First Reading 10/27/08
Approved 11/12/08
First Reading – Revision 04/27/09
Approved 05/11/09
First Reading-Renamed 01/11/16
Approved – Renamed 01/25/16~~

SECTION	J	TITLE	STUDENTS	FILE	JFEE
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PARTICIPATION IN WORK STUDY PROGRAMS

The Board recognizes the value of off-campus work study programs, such as job shadowing and internships, for educational and training purposes. The District will work with students and community entities to create voluntary work study programs for participation of interested secondary education students.

To participate, all parents or legal guardians and students must be fully notified of the work study program requirements and agree to eligibility outlines established by the school District.

The Board instructs the Superintendent or Superintendent's designee to draft corresponding regulations to implement this policy.

REFERENCES

State Reference:

SDCL 25-5-18.1

SDCL 62-1-4.1

Policy Reference:

Adoption History

First Reading 12/14/15

Approved 01/11/16

SECTION	J	TITLE	STUDENTS	FILE	JFEE-R
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PARTICIPATION IN WORK STUDY PROGRAMS REGULATION

I, the undersigned parent/legal guardian, request that my child participate in the following voluntary work study program at the Douglas School District:

Name of student: _____

Name of program: _____

Semester/School year: _____

I understand that this work study program may require my child to attend activities off school campus. I understand that the School District will not provide transportation for my child's participation in any off-campus activities, and that I am therefore responsible for arranging my child's transportation to and from any such activities.

I affirm that any decision I make to allow my student to ride to or from the off-campus activities in a vehicle driven by anyone other than me (including one driven by my child) is a decision to be made solely by me, based upon my discretion as a parent or legal guardian and my own assessment of the safety of allowing such transportation to occur.

If the above-identified student will use his/her personal vehicle for transportation, I affirm that:

1. The student driver has a valid driver's license;
2. The vehicle is insured; and
3. The student will abide by school policy.

In requesting that my student be allowed to participate in this elective work-study program, I agree and affirm that no person shall be considered to be acting as an agent or servant of the District, in any respect or for any purpose, whatsoever, while driving my student to or from this work study course. Should any claim be made against the School District based on the driving conduct of any person transporting my student to or from the off-campus activities involved in this elective course, I hereby agree to hold the District harmless as to such claim.

Furthermore, I hereby release and agree to hold harmless the School District from any claim or injury that may be suffered as a result of participation in the work study program.

Parent/Legal Guardian (date)

Student (date)

Based on the foregoing, the Douglas School District hereby grants permission for the above named student to participate in the work study program.

Superintendent/Designee (title) (date)

10/23/2023

REFERENCES

State Reference:

SDCL 25-5-18.1

SDCL 62-1-4.1

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JFG
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~~INTERROGATIONS AND~~ STUDENT SEARCHES

The District has the responsibility to provide students and staff with a safe and secure learning environment. The District recognizes that there are circumstances that will justify the search of students and their possessions. This policy is designed to balance each student’s right to privacy and the need to maintain an appropriate learning environment. School administrators are authorized to make searches of students, students’ personal property and vehicles and District owned/provided property under the conditions outlined below.

This policy is applicable to students and/or their property while on school district property; traveling in a vehicle controlled by the District; or present at or engaged in a school-sponsored or school-directed activity immediately before, after or during the school day.

SEARCHES BY STAFF

I. Searches of District Property

“District owned/provided property” includes, but is not limited to buildings, parking lots, lockers, desks, instruments, electronic devices, storage containers, storage areas, computer systems and equipment, voice-mail, and vehicles. This property is intended for use for educational purposes and District business only.

Students do not have an expectation of privacy in district owned/provided property. Lockers, desks, technology and other district owned/provided property are temporarily assigned to individual students, but remain the property of the District. The District retains exclusive control over this school property, and student should not expect privacy or confidentiality when using district owned/provided property or regarding items placed in or on district owned/provided property.

The following rules apply to the search of district owned/provided property assigned to a specific student (locker, desk, etc.), and the seizure of items in his/her possession:

1. **Maintenance Searches:** General housekeeping and maintenance inspections of district owned/provided property may be conducted by school staff if instructed by the principal at

any time without notice, without the student's consent and without a search warrant. Any contraband discovered during such searches will be confiscated by the administration and school discipline may apply to any items or information found.

2. **Non-Maintenance Searches:** District owned/provided property and its contents may be searched by a school administrator when reasonable suspicion exists that illegal, unauthorized, or contraband items are contained in the district owned/provided property (such as a locker, desk, or other storage space). Whenever possible the student should be aware of and be involved in a search of such property. Emergency situations may necessitate a search with or without the student's knowledge or consent. Searches should be conducted in the presence of another adult witness.
3. Administration will consider the intrusiveness of the search in light of the age, gender, and the nature of the alleged violation. The scope of any search will be limited to only what is necessary due to the policy/rule violation under investigation. If the search discovers items not related to the policy-rule violation under investigation, but items are found that are in violation of the law or another school policy/rule, the student may be subject to additional discipline for that additional violation.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be confiscated by school authorities at any time.

II. Student and Student Property Searches

Searches of students and/or their personal property, including but not limited to backpacks, book bags, athletic bags, instrument cases and purses, may be conducted by school administrators when there is a reasonable suspicion of the presence of any item(s) that is in violation of law, District policies, or other rules applicable to students, or if the administrator has reasonable suspicion that any item(s) contain materials that otherwise pose a threat to the health, welfare or safety of the student or the school community.

Administrators performing a search may require students to empty pockets or remove jackets, coats, socks, shoes, and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable. Such a search will be conducted in private. Two school employees, one of whom is an administrator, must be present during the search. The employee who conducts the search must be the same gender as the student. A more intrusive search of the student is permissible in emergency situations when there is reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others. Such a search may only be conducted in private by a school administrator of the

same gender, with an adult of the same gender present, unless the immediate health or safety of students will be endangered by the delay caused by following these procedures.

District staff member may take possession of a student's personal cell phone or other personal electronic device brought onto District property when the student is observed using the device in a manner contrary to school rules. The electronic device will be delivered to building administration. An administrator may take possession and conduct a search of a student's device brought onto District property if during the course of an investigation of a student discipline violation, the administration has reasonable suspicion that the electronic device may produce evidence related to the discipline violation or there is reasonable suspicion of a safety threat to the student or the school community. If the student is arrested, the electronic device shall be turned over to law enforcement.

District administrators may contact law enforcement for assistance in performing a search in any case in which a student refuses to allow a search of his/her self or property or in which the search cannot be conducted safely.

The building principal may refer the matter to law enforcement if the suspected violation involves an illegal activity.

Student property may also be searched as a condition of admittance to or participation in any school sponsored public event such as athletic contests, graduation ceremonies or other school programs.

III. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles and interior items within plain view. The interior of a student's vehicle on the school premises may be searched by a school administrator if the administration has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Whenever possible the student should be aware of and given the opportunity to be present during a search of the vehicle. Emergency situations may necessitate a search with or without the student's knowledge or consent. Such searches will always involve two adults when possible.

SEARCHES OF STUDENT PROPERTY BY LAW ENFORCEMENT

Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

Detection devices, such as metal detectors and drug or weapon sniffing dogs, may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school

campus.

INFORMING STUDENTS AND PARENTS

If a personal search or search of a student's property has been conducted, District administrators will notify the parent/guardian by the end of the day. If circumstances do not allow for verbal notification on the same day, a letter will be sent.

The District shall inform students and parents or guardians of this policy regarding searches and provide written copies on request.

SEARCHES BY STAFF

~~The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their property and school property.~~

~~Nevertheless, exercise of that authority by school officials places unusual demands on their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.~~

~~The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his possession:~~

- ~~1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.~~
- ~~2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his or her presence and with his or her knowledge.~~
- ~~3. General housekeeping inspection of school property may be conducted with reasonable notice.~~
- ~~4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.~~

SEARCHES OF STUDENT PROPERTY BY POLICE

~~A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others, searches may be conducted without a previously issued warrant.~~

INTERROGATIONS BY POLICE

~~The school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to~~

~~protect each student's rights with respect to interrogations by law enforcement officials.~~

~~Therefore:~~

- ~~1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the principal's designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.~~
- ~~2. Parents or guardians will not be contacted in child abuse cases if the law enforcement official requests confidentiality.~~
- ~~3. If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.~~

REFERENCES

Federal

New Jersey v. T.L.O.

State Reference:

Policy Reference:

Adoption History

First Reading 12/14/15

Approved 01/11/16

SECTION	J	TITLE	STUDENTS	FILE	JFH
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STUDENT COMPLAINTS AND GRIEVANCES

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parent/guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his/her parent/guardian or the teacher, may bring the matter to the principal's attention for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

REFERENCES

State Reference:

Policy Reference:

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Adoption History
First Reading 01/11/16 Approved 01/25/16

SECTION	J	TITLE	STUDENTS	FILE	JFHA
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STUDENT NONDISCRIMINATION GRIEVANCE PROCEDURE

The Douglas School District is committed to maintaining an environment that is free of discrimination. No person in the United States shall, on the grounds of race, color, national origin, age, or disability be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.

The following procedure is to be followed in the resolution of grievances alleging discrimination. If the grievance alleges sexual harassment, the grievant will be directed to the Title IX Coordinator.

Level I Any student who has a grievance of discrimination prohibited by federal law shall present it orally and informally to his or her teacher.

Level II If the grievance is not resolved at Level I, the grievant may within fifteen (15) school days file the grievance in writing on Form S-423 with the principal of the school. Alternate means of filing complaints such as personal interviews or a tape recording of the complaint will be made available upon request for persons with disabilities. Within fifteen (15) school days after receiving the grievance, the principal shall arrange a meeting to discuss the grievance, evaluate the evidence and render a decision . The principal shall keep a written record of the discussion and provide a copy to the student.

Level III If the grievance is not resolved at Level II, the grievant may, within fifteen (15) school days, file the grievance in writing by certified mail, return receipt requested, with the Superintendent of Schools, and mail a copy to the principal involved. The Superintendent or designee shall arrange a meeting to discuss the grievance within fifteen (15) school days after receiving the written grievance. Subsequent meetings may be scheduled as agreed by both parties. The Superintendent or designee shall give a written answer to the grievant by certified mail, return receipt requested, within fifteen (15) school days after the final meeting regarding the grievance.

Level IV If the grievance is not resolved at Level III, the grievant may, within fifteen (15) school days after receipt of the Superintendent's or designee's answer, file the grievance in writing by certified mail, return receipt requested, to the Secretary of the Board of Education, The Board of Education shall consider the grievance at a regular meeting. The grievant shall have the right to present his or her position to the Board. The Board shall, within thirty (30) calendar days after the meeting, advise the grievant in writing by certified mail, return receipt requested, of the action taken with regard to the grievance.

The Douglas School District will keep the documents, notes, and other material regarding the grievance as a confidential record for at least six years.

REFERENCES

Reference:

Ref: Federal and State Civil Rights Laws, Rules and Regulations: 1964 Civil Rights Act, Title VI, Title VII as amended, Title IX, Age Discrimination Act of 1967 and 1975 as amended, Equal Pay Act of 1963, 1990.

Policy Reference:

Cross Ref: AC - Nondiscrimination

Adoption History

Previous Policy No. 609 08/12/76
Revised 03/27/90
First Reading - Revisions 06/14/99
Approved - Revisions 06/28/99
First Reading - Revisions 03/12/01
Approved - Revisions 03/29/01

**DOUGLAS SCHOOL DISTRICT 51-1
GRIEVANCE FILING FORM**

Date: _____

Name of Grievant: _____

Title: _____

School: _____

Place where you may be reached: _____

Address: _____

Phone: _____

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

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

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

Signature of Grievant _____

Date _____

Signature of Person Receiving Grievance _____

Date _____

SECTION	J	TITLE	STUDENTS	FILE	JG
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STUDENT DISCIPLINE

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

The following principles will be observed by the school staff in maintaining student control and discipline in the schools:

1. It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct, and striving to meet his or her social, emotional, and academic needs.
2. Every individual needs to feel worthy and accepted as a person. In criticizing a student for his or her conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show the student that it is his or her behavior that is objectionable, not the student.
3. The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity.

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

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

REFERENCES

State Reference:

SDCL 13-32-2

SDCL 22-18-5

Policy Reference:

JFCD

Adoption History

Replaces JGA - Corporal Punishment

First Reading 03/27/90

Approved 04/09/90

First Reading Revision 01/11/16

Approved Revision 01/25/16

SECTION	J	TITLE	STUDENTS	FILE	JGA
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PROHIBITION OF CORPORAL PUNISHMENT

The use of corporal punishment, defined as any act of physical force on a student for the purpose of punishing that child, is not acceptable in this District and will not be tolerated as a disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations.

1. For self-defense;
2. To protect other persons from physical injury;
3. To protect property of the school or others;
4. To remove a student who has refused to comply with requests to refrain from disruptive behavior; and
5. To restrain or control a student that is out of control.

By law, physical force may be used by the Superintendent, principal, supervisor, and teachers and their aides and assistants. This authority extends to any person delegated to supervise children who are authorized to attend a school function away from school premises and to school bus drivers.

Any employee using physical force to control a student will document the incident in writing, with copies given to the principal and Superintendent by the close of the following school day. The Superintendent will keep the Board apprised of unusual or extreme incidents of the use of physical force.

In-service training for teachers and staff in the use of alternative, positive measures of discipline will be provided; and the Superintendent will report to the Board annually regarding training programs provided to staff.

REFERENCES

State Reference:
SDCL 13-32-2

Policy Reference:

Adoption History	
First Reading	12/14/15
Approved	01/11/16

SECTION	J	TITLE	STUDENTS	FILE	JGB
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RESTRAINT AND SECLUSION

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. The use of a school-wide systematic approach, using evidence-based practices and data driven decision-making, improves school climate and culture and increases the learning for all students.

A wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors and teach appropriate behavior to students should be used with all students, should the need arise. In the event that an individual’s behavior presents a threat of imminent harm to self or others, the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

Physical Restraint is defined as the use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:

1. To break up a fight;
2. To knock a weapon away from a student's possession;
3. To calm or comfort;
4. To assist a student in completing a task/response if the student does not resist the contact;
5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

Seclusion is defined as the involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout. A timeout is defined as a behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Requirements for the use of Physical Restraint

Physical restraint may be used only when there is an **immediate** risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied, the

staff member must:

- a. implement in a manner that is age and developmentally appropriate;
- b. ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (nonphysical interventions are always preferred) that will diminish the need for physical intervention in the future;
- c. use the least amount of force necessary, for the least amount of time necessary;
- d. be appropriately-trained;
- e. continually observe the student in restraint for indications of physical or mental distress;
- f. contact administration who will determine if the intervention is insufficient to maintain safety of all involved, and if appropriate emergency entities should be contacted;
- g. remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated;
- h. following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

Prohibited Practices for Use of Restraints

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

- a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree;
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
- d. Uses pressure point, pain compliance, or joint manipulation techniques;
- e. Corporal punishment;
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
- g. Deprivation of basic needs;
- h. Chemical restraint;
- i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
- j. Using other students or untrained staff to assist with the hold or restraint;
- k. Securing a student to another student or fixed object, (does not apply to school bus restraint systems);
- l. Aversive behavioral interventions; or
- m. Seclusion in a locked room or area.

Requirement for Use of Seclusion:

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

- a. A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and not be locked.
- b. Staff must:
 - i. implement in a manner that is age and developmentally appropriate;
 - ii. ensure safety of other students and protect the dignity and respect of the student involved;
 - iii. the least amount of time necessary;
 - iv. be appropriately-trained;
- c. Staff must continually observe the student for the duration of the seclusion;
- d. If at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, the administration will be contacted to determine if emergency personnel will be contacted;
- e. Seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
- f. Upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

Prohibited for Use of Seclusion

Staff members are not to use any form of seclusion for which they have not been trained by the district. Staff members are not to use any unauthorized form of seclusion. This includes but is not limited to:

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Deprivation of basic needs;
- c. Seclusion shall not be used;
 - i. as a form of discipline/punishment;
 - ii. as a means to coerce, retaliate or in a manner that endangers a student;
 - iii. for the convenience of staff;
 - iv. as a substitute for an educational program;
 - v. as a substitute for less restrictive alternatives;
 - vi. as a substitute for inadequate staff; and/or
 - vii. as a substitute for positive behavior supports or other crisis prevention.

Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion

A staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student. This includes but is not limited to:

- a. As soon as possible, under the circumstances, the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.
- b. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
- c. Completion of the form and submission of the Incident Report to the appropriate administrator must be done within 24 hours of when the staff member(s) used physical

- restraint or seclusion.
- d. An administrator or designee shall attempt to contact the parent/guardian within 24 hours of the incident to review the incident.
 - e. A copy of the Incident Report must be made available to parent/guardian by the administrator or designee within 36 hours after receipt of the Incident Report.
 - f. The administration shall conduct a debriefing with all involved staff
 - g. Debrief utilizing the District's Debriefing Form.
 - i. Evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
 - ii. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan shall be initiated following the district's process.

Training and Professional Development

The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques. The school district will maintain written or electronic documentation on training provided and lists of participants in each training on an annual basis.

District Monitoring

The school board and superintendent **and/or designee** shall monitor the implementation of this policy. This policy shall be accessible on the district's website. The district shall notify all parents annually on the school's website of its policy on seclusion and restraint.

*Nothing in this policy would prohibit a School Resource Officer from performing his/her duties as specified by law.

Complaint

A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to Policy KL—Complaint Against School Employee.

If the student is a student with a disability, the parent/guardian of the student with a disability may file a complaint with the South Dakota Department of Education, Office of Special Education instead of filing a complaint pursuant to Policy KL—Complaint Against School Employee.

REFERENCES

State Reference:

Policy Reference:

Adoption History	
First Reading	08/13/18
Approved	08/27/18

DOUGLAS SCHOOL DISTRICT 51-1
**RESTRAINT AND SECLUSION
INCIDENT REPORT FORM**

_____ Student Name _____ Date of Incident

Does this student have a disability? _____ Yes _____ No

If yes, what is the disability? _____

Student Ethnicity: _____ Student Gender: _____

Teacher/Class/Grade _____

Staff person(s) initiating restraint; others present/involved:

Staff person(s) initiating seclusion; others present/involved:

Describe the behavior that led to restraint/seclusion, including time, location, activity, others present, other contributing factors:

Procedures used to attempt to de-escalate the student prior to using restraining/seclusion:

Describe the restraint/seclusion:

Duration of time of restraint/seclusion

Staff member submitting report

Submitted to Superintendent at _____ time _____ date

**DOUGLAS SCHOOL DISTRICT 51-1
RESTRAINT AND SECLUSION
DEBRIEFING FORM**

_____ Student Name

_____ Date of Incident

Date of Debriefing: _____

Present:

NAME	POSITION	SIGNATURE	HAS THE STAFF COMPLETED RESTRAINT TRAINING?

1. Give a brief description of the circumstances (antecedent) leading up to this incident?

2. Give a summary of the incident.

3. What was the intervention used?

4. What was the outcome?

5. From information gained, what changes (if any) should be made?

6. Has a support plan been initiated? Yes No
 If yes, who was contacted?

7. If applicable, how will the support plan affect any of the following:

- Behavior Plan (BIP)
- 504 Plan
- Individualized Education Plan (IEP)
- Does the team need to reconvene?

If yes, name of person responsible for notifying the team

BIP Yes Date N/A

504 Yes Date N/A

IEP Yes Date N/A

8. Is this a repeated instance of restraint or seclusion, if so, A Functional Behavioral Assessment (FBA) Should be considered. Has an FBA been initiated? Yes No / Completed? Yes No

NOTE: Process for requesting additional help. (District should insert their specific process to direct teams in next steps for additional help)

9. Additional comments (if any)

SECTION	J	TITLE	STUDENTS	FILE	JH
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WELLNESS POLICY

The Goal of the Douglas School District is to provide a healthy school program that reaches beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition, and appropriate amounts of physical activity. All foods made available in the District offer children nutritious choices. Nutrition education and physical activity are incorporated into the school day as often as possible.

Nutrition Education:

- Nutrition education teaches consistent scientifically based nutrition messages throughout the schools, classrooms, cafeterias, homes, community, and media.
- Nutrition education is part of health education instruction.
- The school cafeteria serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom.
- Nutrition education uses the South Dakota Health Education Standards and addresses nutrition concepts progressively in grades K through 12.
- Nutrition education will offer information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.
- Students in grades K through 12 are to receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education will provide enjoyable, developmentally appropriate, culturally relevant and participatory activities that may involve parents, students and the community.

Nutritional Standards:

The K-12 nutrition standards will include, but not be limited to promoting healthy nutritional choices while impressing upon the students the importance of good nutritional decisions throughout their lives. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products are available wherever and whenever food is sold or otherwise offered at school during the normal school day.

School Meal Program:

- The District food service program operates in accordance with applicable laws and regulations of the state of South Dakota. All schools comply with USDA regulations and state policies.

- Food pricing strategies will follow the Healthy Hungry Free Kids Act 2010.
- Food Service provides information to families, upon request, about the ingredients and nutritional values of the foods served.
- Food and beverages sold or served on school grounds or at school-sponsored events during the normal school day will meet the Dietary Guidelines for Americans and the Standards for Food and Beverages.
- Students with special dietary needs (e.g. diabetes, celiac sprue, allergies,) are accommodated as required by USDA regulation.

Food Service A La Carte Offerings:

- A la carte items available during the school day will meet the Standards for Food and Beverages set forth in this document.
- Food Service will neither sell nor give extra portions of dessert or french fries.

Snacks:

- Healthy snacks include fresh, dried, or canned fruits (in 100% juice only); vegetables; 1% or skim milk; and grains meeting the Standards for Food and Beverages set forth in this document.
- School staff will encourage healthy/nutritious snacks and beverages at parties and other celebrations. A list of easy, healthy, affordable snacks and beverages will be disseminated to parents and teachers.
- Vending machines with food and beverages will not be available to elementary (K-5) students, and will not be available to any students during meal service.
- Food and beverages sold in such machines accessible to students before school and during the normal school day will meet the Standards for Foods and Beverages and guidelines for vending machines as attached.

Physical Activity:

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

Physical Education Classes K-12:

- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- The physical education curriculum demonstrates a progression and sequence consistent with South Dakota and/or National Physical Education standards for K through grade 12 and is taught by highly qualified physical education teachers.
- Student-teacher ratios in physical education classes should match those for other subject areas.
- Participation in other activities involving physical activity will not be substituted for meeting the physical education requirements.

Recess:

- All elementary school students will have at least 20 minutes a day of supervised recess,

preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.

Physical Activity Opportunities Before and After School:

- The District provides high school and middle school interscholastic sports programs.
- The District strives to offer activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- The District encourages participation in community or club activities.
- After-school childcare and enrichment programs provide and encourage (verbally and through the provision of space, equipment, and activities) daily periods of moderate to vigorous physical activity for all participants.

Other School-Based Activities Designed to Promote Student Wellness:

Schools will create an environment that provides consistent wellness messages, conducive to healthy eating and physical activity; and contributes to forming healthy life long habits for students, staff and community.

Professional Development:

- The District will provide ongoing professional development and education for foodservice professionals, educators, administrators and other staff.
- The District will promote nutrition and physical educational opportunities for students, staff, parents, and when appropriate, community members.

Eating Environment:

- Students will be provided with a safe, clean and enjoyable eating environment with adequate time, ample space and appropriate facilities to ensure health and wellness.

Use of School Facilities Outside of School Hours:

- Community (when supervised), staff and student access to the District's physical activity facilities outside the normal school day will be provided to promote recreational/physical activity.

Fundraising:

- School fundraising efforts are to be supportive of a healthy lifestyle. Fundraisers that include physical activity, school support and academic achievement will be encouraged.
- All food and beverages sold in concession stands outside of school hours will include at least a 35% mix of items that meet the Standards for Food and Beverages.
- Organizations are encouraged to sell non-food items and healthy foods as fundraisers. The District will make available a list of ideas for acceptable fundraising activities.
- The sale of food or beverages as fundraisers that do not meet the Standards for Food and Beverages will take place after the end of the normal school day.

Rewards, Incentives, and Consequences:

- Rewards and incentives will be given careful consideration as to the messages they send to the students

- Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.
- Teachers and other school personnel will give careful consideration before limiting student participation in physical activity as consequences or for instructional makeup time. Mandatory 20-minute recess per this policy is not to be denied as consequence for behavior or for instructional makeup time.

School Wellness Council:

- A Wellness Council (to include teachers, parents, administrators, food service personnel, students, and other interested parties) will be developed to plan, implement, and improve the nutrition and physical activity within the school environment.
- The Wellness Council will meet annually and will review this policy and suggest possible revisions, coordinate the implementation of this policy, and promote healthy eating and physical activity.

Program Evaluation:

- The district administrators, through the evaluation of all staff responsible for nutrition education, nutrition standards, physical education/activity, and other school-based activities, will assure that the requirements of this policy are met.
- Parent evaluation through district survey.

Legal References:

Healthy Hunger Free Kids Act of 2010

- Child Nutrition and WIC Reauthorization Act of 2004
- PL 1056-268
- Federal Guidelines for reimbursable school meals
- Regulations and guidance issued by the Secretary of Agriculture Pursuant to Subsections (a) and (b) of Section 10 of the Child Nutrition Act (42 U.S.C. 1779) and Section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42U.S.C. 1758(f)(1), 1766(a)0, as those guidance apply to schools.

Appendices available upon request:

- A. USDA Dietary Guidelines - www.dietaryguidelines.gov
- B. South Dakota Department of Education Standards for Food and Beverages
- C. South Dakota Department of Education Content of Vending Machines guidelines

REFERENCES

State Reference:

Listed Above

Policy Reference:

Adoption History

First Reading	05/08/06
Approved	05/22/06
First Reading	02/11/13
Approved	03/11/13
First Reading Revision	06/30/16
Approved	07/14/16
First Reading Revision	06/12/17
Approved	06/29/17

SECTION	J	TITLE	STUDENTS	FILE	JHC
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STUDENT HEALTH

The Board realizes its responsibility to help protect and improve the health of students. The Board, therefore, will utilize the services of a nurse to coordinate school health services. Student health services will include the following:

1. Help in preventing and controlling disease.
2. Emergency service for injury and sudden illness.
3. Consultation with parents and appropriate staff on the health of.
4. Maintenance of health records for all students.
5. Assessment and implementation of services for students with special needs, administration of medications and performance of specialized health care procedures.
6. Conducting routine health screenings.

The services shall include assessment and implementation of services for students with special needs, administration of medications and performance of specialized health care procedures as per individual health care plan.

Of necessity, the health services provided will be limited largely to the detection and prevention of health problems, referral of problems through parents to the family physician, and emergency care.

Liability insurance will be provided employees to cover actions authorized by law.

REFERENCES

State Reference:
 ARSD 20:48:04.01:09
 SDCL 13-33A
 SDCL 13-33A-6

Policy Reference:
 JHCD
 JHCDA
 JHCDB

Adoption History	
First Reading	04/11/16
Approved	04/25/16

SECTION	J	TITLE	STUDENTS	FILE	JHCA
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STUDENT IMMUNIZATIONS AND PHYSICAL EXAMS

Inasmuch as student health and safety is a paramount need in any educational setting, the Douglas Board of Education hereby authorizes the Superintendent to implement the South Dakota state law which specifies those immunizations which are required of students prior to their admission to school. It is required in the law that appropriate school authorities receive, for each student, certification from a licensed physician stating that the student is free from certain contagious diseases and received or is in the process of receiving adequate immunizations that meet current state requirements.

Any child entering school or an early childhood program in the District, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations.

As an alternative to the requirement for a physician’s certification, the student may present: certification from a licensed physician stating the physical condition of the child would be such that immunizations would endanger the child’s life or health or a written statement signed by one parents or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunizations.

Any child entering an early childhood program, kindergarten, sixth grade, and any student transferring in the District, shall present such certification as required by the South Dakota Department of Health regulations unless a medical or religious exemption authorized by the Department of Health regulations applies.

Physical examinations may also be required for all students who participate in interscholastic athletics and other school activities. The examination must be administered by a licensed physician and provided annually.

Periodically students will also be subject to routine health screenings for hearing and visual acuity.

Pursuant to state law, the school board or Superintendent may, with the concurrence of the county health officer, exclude from school attendance, a student who is determined to be a risk or nuisance to the health of other students or school employees due to the presence of infectious disease or

communicable parasite. A student may be readmitted when the school board or school superintendent, with the concurrence of the county health officer, determines that the state of communicability or infectiousness no longer exists.

REFERENCES

State Reference:

SDCL 13-28-7.1

SDCL 13-28-7.2

SDCL 13-28-7.3

ARSD 44:81

Policy Reference:

JEC

Adoption History

First Reading 6/8/78

Approved 7/13/78

First Reading – Revised 8/25/08

Approved 9/8/08

First Reading – Renamed/Revised 04/11/16

Approved 04/25/16

First Reading – Revision 08/15/16

Approved 08/29/16

SECTION	J	TITLE	STUDENTS	FILE	JHCA-R
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SCHOOL IMMUNIZATION PROGRAM

1. At the time of registration of a student in school, the appropriate certification or one of the alternative statements will be required from the parent.
 2. Students who attempt to enroll without any of the certification forms or alternate forms will be denied enrollment until such forms are submitted.
 3. In cases where the certification indicates that immunizations have begun but are not complete, students will be allowed temporary admittance for a period not to exceed 45 days. If the proper certification is not presented by that time, indicating that the immunizations have been completed, the student will be excluded until such time as the immunizations are complete.
 4. In those cases where parents fail to see that their child is properly immunized and thus eligible for admission to school, child neglect and/or truancy proceedings will be initiated by the building principal.
- Renamed April 25, 2016

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JHCDA
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STUDENT SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA AND ANAPHYLAXIS MEDICATION

Self-administration of prescription medication means a student’s discretionary use of prescription asthma or anaphylaxis medication, or both.

In accordance with South Dakota Law SDCL 13-32-11, any student with asthma or the potential for anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medication while on school property or at a school related event or activity provided the following conditions and authorizations are obtained.

The requirements for self-administrations are:

1. The prescription asthma or anaphylaxis medication has been prescribed by a physician or other licensed health care provider for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; and
3. The parent/guardian of the student provides to the school, on a form provided by the school:
 - a. Written authorization, signed by the parent/guardian/student if age 18 or older, for the student to self-administer prescription asthma or anaphylaxis medication while on school property or at a school-related event or activity;
 - b. A written statement, signed by the parent/guardian/student if age 18 or older, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student’s self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - c. A written statement from the student’s physician or other licensed health care provider, is signed by the physician or provider and which shall be kept on file in the office of the school nurse that states:
 - i. The student has asthma, potential for anaphylaxis, or both, and is capable of self-administering the prescription asthma or anaphylaxis medication.
 - ii. The name and purpose of the medication.
 - iii. The prescribed dosage for the medication.
 - iv. The times at which or circumstances under which the medication may be administered; and
 - v. The period for which the medication is prescribed.

4. Upon using the prescribed medication, the student shall notify a teacher, school nurse or the office of the usage.
5. If any student uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school. The disciplinary action may not limit or restrict the student's immediate access to the medication.
6. The parent/guardian (or student, if 18 years old or older), authorizes the school nurse to inform appropriate school employees (i.e., teachers, aides, school administrators, activity supervisors, bus drivers who would have a need to know) that the student may self administer medication.
7. The parent/guardian gives permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.

The physician or provider's order must be renewed annually.

REFERENCES

State Reference:

SDCL 13-32-10
SDCL 13-32-11
SDCL 13-32-12
SDCL 13-32-13
SDCL 13-33A
SDCL Ad-33A-6

Policy Reference:

JHC
JHCD
JHCDB
JHCDC

Adoption History

First Reading 08/23/10
Approved 09/13/10
First Reading – Revision 04/11/16
Approved 04/25/16

Douglas School District 51-1
School Health Services

Annual Authorization For
Self-Administration of Prescription Asthma / Anaphylaxis Medication/Insulin by Student

Medical Authorization

Student _____ Grade _____

School _____ Teacher _____

Medical Diagnosis _____

Medication _____

Purpose for medication _____

Dosage _____ Route _____ Frequency _____

I authorize that this student is capable of self-administering this medication.

Authorization Start Date: _____ Authorization End Date: _____

Signature of Physician/Licensed Health Care Provider

Address and/or Phone Number of Physician/Licensed Health Care Provider

Parental Authorization

1. I am the parent/legal guardian of _____ and I authorize my child to self-administer the prescription medication identified above while on school property or at a school-related event or activity.
2. I hereby release the District and its employees and agents from liability for injury arising from the student's self-administration of the prescription medication while on school property or at a school-related event unless in cases of wanton or willful misconduct.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I understand that that this Authorization to self-medicate can be revoked if the student knowingly and willfully abuses the privilege.
5. I authorize the school nurse to inform appropriate school employees, i.e. instructors, teachers aides, school administrators, activity supervisors, bus drivers who would have a need to know that the student may self-administer medication.
6. I give permission for the student to have the prescription medication with the student while on school property or at a school-related activity or event.
7. I authorize the principal or his/her designee of my student's school to administer the above prescription medication to my student if my student is unable to self-administer.
8. Additional Provisions: _____

Parent/Legal guardian signature

Date

**Douglas School District 51-1
School Health Services**

**Policy
Self-Administration of Prescription
Asthma / Anaphylaxis Medication / Insulin by Students**

In accordance with South Dakota Law SDCL 13-32-11, any student with asthma, the potential for anaphylaxis, or diabetes may possess and self-administer prescription medication while on school property or at a school related event or activity provided the following conditions and authorizations are obtained and kept on file in the school office by the school nurse or principal. The Annual Authorization must be completed and submitted to the school each school year.

The requirements for self-administrations are:

1. The prescription medication has been prescribed for that student as indicated by the prescription label on the medications.
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
3. Written authorization for the student to self-administer prescription medication is signed by the parent.
4. Written statement for release of liability for the school district and employees is signed by parent.
5. Written statement from the physician or other licensed health care provider is signed by the physician that states:
 - i. The student has asthma, potential for anaphylaxis, or both, or diabetes and is capable of self-administering the prescription medication.
 - ii. The name and purpose of the medication
 - iii. The prescribed dosage for the medication
 - iv. The times and circumstances under which the medication may be administered.
 - v. The period for which the medication is prescribed.

SECTION	J	TITLE	STUDENTS	FILE	JHCDB
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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 autoinjector prescribed by a licensed physician.

All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of epinephrine auto-injector or administration of medication. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.

Any school nurse, or other designated school personnel trained by a licensed health care professional for the purpose of being trained in the administration of epinephrine auto-injectors, and authorized by the School Board, may:

1. administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school;
2. administer an epinephrine auto-injector to any student during school hours if the school nurse or designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.
3. prior to administering an epinephrine auto-injector made available by the school, each designated school personnel shall be trained by a licensed health care professional:
 - a. to recognize the symptoms of a severe allergy or anaphylactic reaction;
 - b. to know the procedure for the administration of an epinephrine auto-injector;
 - c. to know the procedure for storage of an epinephrine auto-injector; and
 - d. to know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

Pursuant to state law, no administrator, school nurse, or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute

ordinary negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

REFERENCES

State Reference:

ARSD 20:48:04.01:09

SDCL 13-33A

SDCL 13-33A-6

Policy Reference:

JHC

JHCD

JHCDA

Adoption History

First Reading 4/11/16

Approved 4/25/16

SECTION	J	TITLE	STUDENTS	FILE	JHCDC
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DIABETES HEALTH CARE AND INSULIN ADMINISTRATION

The purpose of this policy is to establish procedures in the District for the administration of health care services for each student with diabetes as prescribed by that student's personal physician. The goal of this care is to maintain blood glucose levels within a student's target range and to enable a student with diabetes to safely and fully participate in the educational program.

Douglas School Board Policy JHCD: Administering Medications to Students, shall also apply to the administration of health care services for students with diabetes to the extent Policy JHCD is consistent with and not contradictory to this policy.

CARE TO BE PROVIDED

- A. Diabetes care may be provided by a school nurse.
- B. If a student becomes unconscious or unresponsive due to severe hypoglycemia, school employees shall take actions as specified in the student's Diabetes Medical Management Plan (DMMP) and contact 911. No student experiencing hypoglycemia shall be left unattended or shall be sent alone to another location to receive care.
- C. All school employees who have primary responsibility for a student with diabetes at any time during the school day or during school-sponsored activities may receive training. The training will include basic information about diabetes and its management, how to recognize symptoms of hypoglycemia and hyperglycemia, and which school employees should be contacted for assistance in providing diabetes care.
- D. Notwithstanding the other provisions in this section, a parent or guardian may elect to perform diabetes care for his/her child at school or during school-sponsored activities. The election should be made in writing and shall specify the circumstances under which the parent or guardian will provide care and the circumstances, if any, under which school personnel will provide care.

DIABETES MEDICAL MANAGEMENT PLAN (DMMP)

- A. The parent of a student with diabetes who requests services from the school must provide written physician's orders (Diabetes Medical Management Plan, or "DMMP"), signed by the student's physician. The DMMP identifies the health care needs of, and services to be provided to, a student with diabetes. If the DMMP changes, the parents/guardians shall provide a copy of the changed DMMP, signed by the student's physician, to the principal or principal's designee. The parents/guardians shall authorize the principal or the principal's designee authorization to speak directly with the student's physician related to the DMMP.

The DMMP must contain:

1. A list of the equipment and supplies, if any, that the student is permitted to carry during the school day;
 2. A statement that the student has been trained on the proper and safe use of medication and supplies needed at school, such as syringes and needles, if the child is to carry such supplies at school;
 3. A statement as to which, if any, diabetes care tasks the student is capable of performing without assistance, which of these tasks require assistance from school personnel, and which of these tasks the student is unable to perform;
 4. If the student requires assistance from the school nurse with blood glucose or ketone monitoring;
 5. If the student requires assistance from the school nurse with insulin, glucagon or other medication administration at school, the medication to be taken, the timing of medication administration, and instructions for calculating the proper dose;
 6. Instructions regarding activity monitoring and exercise plan;
 7. A chart with hypoglycemic recognition and treatment;
 8. A chart with hyperglycemic recognition and treatment; and
 9. Instructions for emergency Glucagon administration.
- B. Once the school receives a copy of the DMMP, the school shall develop and implement a Student Health Plan (SHP) for the student with diabetes that incorporates the provisions of the DMMP. The school may use an individualized Student Health Plan, or include the DMMP in a student's Rehabilitation Act Section 504 Plan (504 Plan), or include the DMMP in a student's Individualized Education Program (IEP).
- C. All supplies and equipment needed by the school to provide diabetes care, including insulin, glucagon, blood glucose meters, and test strips, shall be provided by the student's parent or guardian.
- D. The school may consult with a physician of its own choosing related to any DMMP.

SELF-MONITORING AND TREATMENT

Where a student's DMMP indicates that the student is able to perform specific diabetes care tasks independently, the student shall be permitted to perform these tasks independently while in school and while participating in school-sponsored activities. If specified in the student's DMMP, the student shall be permitted to possess on his or her person all supplies and equipment needed to perform diabetes care.

REFERENCES

State Reference:

SDCL 13-33A-1

Policy Reference:

JHCD

JHCDA

Adoption History
First Reading 04/11/16 Approved 04/25/16

SECTION	J	TITLE	STUDENTS	FILE	JHDA
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STUDENT WELFARE CRISIS INTERVENTION

The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm. A crisis impacts all members of a school community. The District believes that the school should provide support of the school community while ensuring accurate and sensitive communication.

The District may develop a reporting mechanism and may designate at least one person to act as a liaison officer in the District for the purposes of identifying students in need of early mental health intervention or suicide prevention

When the Administration receives a report about a student, it shall determine if the student’s parent or guardian should be notified. If so notified, the administration will also provide information about available counseling options.

District policy and procedures are not intended to interfere with the rights of parents or guardians and the decision-making regarding the best interest of the child. District policy and procedures are intended to notify a parent or guardian of a need for mental health intervention so that a parent or guardian may take appropriate action. School districts do not have the authority to prescribe medications. Any and all medical decisions are to be made by a parent or guardian of a student.

REFERENCES

State Reference:

Policy Reference:

JHDB

Adoption History

First Reading 04/11/16

Approved 04/25/16