

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, January 8, 2024

**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/96120174382?pwd=T0RwRlRlSL01uVHRaTjk4SFQ4Q3YrZz09>
Meeting ID: 961 2017 4382
Passcode: 079328

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

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Review of Board Working Agreements:
 - Student Success is our Center
 - Be Respectful: Presume Positive Intent; Embrace Cognitive Conflict; Practice Suspension
 - Listen to Learn and Understand; Speak to Clarify
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of December 11, 2023.
 - B. Approve Financial Reports
 - C. Approve the Purchases and Issuing of Accounts Payable and Payroll
 - D. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3

9. Items Removed From Consent Agenda
 - A. Approve Personnel Action
10. Elementary and Secondary Curriculum and Instruction Items:
11. Superintendent Items:
 - A. 2024 Board Negotiating Team:
12. Fiscal Resources Items:
 - A. BE IT RESOLVED that the Douglas Board of Education, in accordance with Board Policy BBB, hereby sets the Douglas School District Board Election for June 4, 2024. Polls will be open from 7:00 am until 7:00 pm.
 - B. Approve appointment of Election workers and counters for the June 4, 2024 School Board Election as follows:

Election Workers: Shannon Bonner, Dawn Beltran & Rene Emme
Election Counters: Connie Mogensen, Monica Knapp & Julie Kopp
13. Operational Support Services Items:
 - A. Approve FIRST READING of Board Policies Section J, JGD-JOB(E).
 - B. Hear INFORMATIONAL READING of REVISED Policies Section J, JHCC-JHCD-E.
 - C. Approve NEW Job Description, Director of Human Resources.
 - D. Approve REVISIONS to Social Worker Job Description.
14. Reports:
 - A. Superintendent:
 - Executive Director of Secondary Education
 - Classified Listening Sessions
 - Welcome New School Liaison Program Manager, Jo Anne Mulholland (AKA - New Fran)
 - B.
 - C. Committee Reports From Board Members and Comments from Associate Board Members
15. Upcoming Calendar Events:

January 15 - Holiday - No School
January 22 - BOE Meeting, 5:00 pm

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

17. Action As A Result of Executive Session

18. Adjournment

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

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

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

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, December 11, 2023

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

Tonya Amaral: Present, Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Absent, Present (5:11), Chris Misselt: Present, Patrice Holmes, Associate Member: Present

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

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

There was nothing for public forum.

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

Motion to approve the consent agenda, Items 7A-7F. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Approved regular Board Meeting Minutes of November 27, 2023.

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

Approved Accounts Payable Report for December 15 and November Payroll Report. (Attachments)

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

Approved four (4) high school students for early graduation (graduating in fewer than eight semesters), pending successful completion of all required classes and credits.

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

Elementary and Secondary Curriculum and Instruction Items:

Motion to approve 2024-25 academic calendar as presented and recommended by Ed Council. The calendar includes six inclement weather days forgiven by the Board and two inclement make up days in May, if needed. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Fiscal Resources Items:

Motion to acknowledge receipt of FY2023 Audit Report as presented by Traci Hanson of Ketel Thorstensen, LLP. This motion, made by Chris Misselt and seconded by Tonya Amaral, Carried.

Operational Support Services Items:

Motion to approve the Douglas School District 2023-24 Back-To-School Plan without any revisions. This motion, made by Ben Frerichs and seconded by Tonya Amaral, Carried.

Motion to approve Second Reading of Reviewed or Revised Board Policies, Section J, (JGB-JHDA). This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

- Revised Board Policy JGB - Restraint and Seclusion
- Reviewed Board Policy Exhibit JGB-E(1) - Incident Report Form
- Reviewed Board Policy Exhibit JGB-E(2) - Debriefing Form
- Reviewed Board Policy JH - Wellness Policy
- Reviewed Board Policy JHC - Student Health
- Reviewed Board Policy JHCA - Student Immunizations and Physical Exams
- Reviewed Board Policy JHCA-R - School Immunization Program
- Reviewed Board Policy JHCDA - Student Self-Administration of Prescription Asthma & Anaphylaxis Medication
- Reviewed Board Policy Exhibit JFCDA-E/JHCDC-E - Annual Authorization for Self-Administration
- Reviewed Board Policy JHCDB - Epinephrine Auto-Injectors
- Reviewed Board Policy JHCDC - Diabetes Health Care and Insulin Administration
- Revised Board Policy JHDA - Student Welfare Crisis Intervention

Hear informational reading of the following school board policies:

- Review Board Policy JGD - Student Suspension and Expulsion
- Review Board Policy Exhibit JGD-E(1) - Notice of Hearing
- Review Board Policy Exhibit JGD-E(2) - Hearing Waiver
- Review Board Policy Exhibit JGD-E(3) - Findings of Fact
- Review Board Policy Exhibit JGD-E(4) - Notice to Parent of Special Education Student
- Review Board Policy Regulation JGD-R - Student Suspension and Expulsion Procedures
- Review Board Policy JHCDD - Opioid Antagonist Policy
- Review Board Policy Regulation JHCDD-R - Narcan Administration Protocol
- Review Board Policy Exhibit JHCDD-E - Report of Opioid Antagonist Administration
- Review Board Policy JHD - Student Psychological Services
- Revise Board Policy JHFA - Supervision of Students
- Review Board Policy JHFAA - Field Trips
- Review Board Policy Exhibit JHFAA-E - Trip Request
- Review Board Policy JHG - Reporting Child Abuse and Neglect
- Review Board Policy Regulation JHG-R - Reporting Child Abuse & Neglect
- Review Board Policy JL - Student Gifts and Solicitations
- Review Board Policy JN - Student Fees, Fines, and Charges
- Review of Board Policy JNA - Loaning of Textbooks

Review of Board Policy JNB - Delinquent Student Fees, Fees, and Charges
Review of Board Policy Regulation JNB-R - Delinquent Student Fees, Fines, and Charges
Small Claims Court Information
Review of Board Policy JO - Student Records
Review of Board Policy Exhibit JO-E - Student Records Notice of Rights
Review of Board Policy Regulation JO-R - FERPA Notice for Directory Information
Review of Board Policy JOA - Student Directory Information
Review of Board Policy Exhibit JOA-E - Student Directory Information Notice &
Information Opt-Out
Review of Board Policy JOB - Student Surveys
Review of Board Policy Exhibit JOB-E - Student Surveys Notice of Rights and Consent
Form

Reports:

Superintendent Kevin Case outlined the plan for advertising and hiring the two Central Office Administrator openings for 2024-25. The Executive Director of Secondary Academics and Executive Director of Operational Support positions will be advertised tomorrow with a plan to hire in early February. They will also advertise for a Director of Human Resources, not for an additional position but as an option. Will discuss in more detail with proposed job description at January 8 meeting. He also added that the high school is having some conversations on changing the location of the high school graduation.

Committee Reports from Board Members and Comments from Associate Board Members

Chris Misselt stated he had attended several committee meetings recently: Ed Council, Covid Recovery Committee and Audit Committee. There are reports from each of the meetings available.

Amy McGovern added she responded to the Covid Recovery Committee survey and email. The Box Elder Area Chamber of Commerce will meet next week.

Patrice Holmes reported the Patriot School gate will be closed from December 22 through January 5. It will open again on January 8.

Tonya Amaral encouraged everyone to vote on the Booster Club Parade of Trees at the Box Elder Event Center. The Booster Club has designated the American Legion Post #315 as the recipient if the Douglas tree wins. She attended the Curriculum Coordinating Committee meeting today, as well as the Audit Committee.

Tanya Gray invited BOE members to attend next Sunday's ASBSD session. She is leading one of the sessions. One of the questions posed is how does your board recognize student success? Yesterday's sessions hosted some great dialogue.

During the board work session, Business Manager Trista Olney presented overall budget information to the board members.

Motion to adjourn meeting at 6:16 pm. This motion, made by Ben Frerichs 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****Certified Teaching Contract Amendments**

	Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
	MSgt Chester Stewart	HS/ROTC Instructor/\$29,294.70/10 month Contract	HS/ROTC Instructor/\$32,224.17/11 month Contract	11/21/2023
	Lt. Col Michael Morrow	HS/ROTC Instructor/\$40,341.90/10 month Contract	HS/ROTC Instructor/\$44,376.09/11 month Contract	11/21/2023
	Susan Waterson	Carr/Early Childhood/ \$56375.00	Carr/Early Childhood/ \$40877.00	10/26/2023

Activity Contract Amendments

	Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
	Katlin Heier	HS Asst Track Coach / \$4643.00	HS Asst Track Coach / \$4705.00	2023/2024

Employee Leave of Absence Requests

	Name	Building	Position	Effective Date
	MSgt Chester Stewart	HS	HS/ROTC Instructor	FMLA

Certified Professional Growth Plans

	Name	Building	Position	Effective Date
	Jace Caldwell	DMS	Physical Education	12/11/2023

Classified Service Factor Bonus

	Name	Position/Years	Amount	Dates of Service
	George Bradstream	Tech Support	\$918.70	(10 years) 1/6/2014 - 1/6/2024

Certified Resignations/Terminations

	Name	Position	Location	Effective Date
	Susan Waterson	Early Childhood	Carr	06/30/2024
	Duncan Stoebner	Science Teacher	DMS	12/21/2023 assess \$4000 penalty per contract terms.
**	Rebecca Nelson	Computer Teacher	VES	05/29/2024

Certified Retirements

**	Janice Hemen	3rd Grade Teacher	BC	05/23/2024
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Classified Resignations/Terminations

	Name	Position	Location	Effective Date
	Kristen Goff	Food Service Worker	HS	11/15/2023

	Shelli Walker	Bus Driver	Bus Barn	12/15/2023
	MSgt Chester Stewart	Lunchroom Supervisor	HS	12/22/2023
	Stacia Moon	Lunchroom Aide	BC	12/06/2023

Temporary Hires

	Name	Position	Salary	Effective Date
	Angie Stanford	Teacher/BLT	\$53.06	11/14/2023
	Rachel Quimby	Teacher/BLT	\$53.06	11/14/2023
	Nick Knutson	Teacher/BLT	\$53.06	11/14/2023
	Cathy Baragar	Teacher/BLT	\$53.06	11/14/2023
	Tori Nielsen	Teacher/BLT	\$53.06	11/14/2023
	Rosalie Moore	Teacher/BLT	\$35.37	11/14/2023
	David Carroll	Teacher/LETTRS Prep	\$1,697.76	Aug 2023-Dec 2023
	David Carroll	Teacher/LETTRS Training	\$1,000.00	Aug 2023-Dec 2023
	Shawna Delaney	Teacher/LETTRS Prep	\$1,697.76	Aug 2023-Dec 2023
	Shawna Delaney	Teacher/LETTRS Training	\$1,000.00	Aug 2023-Dec 2023
	Jeff Wilson	HS Asst. Wrestling Coach	\$4,336.00	2023/2024
	Adam Pilgrim	Lunchroom Supervisor DMS	\$2500 Stipend/ Prorated	12/11/2023
	Jessica Gaudino	Nurse/Training/ Dental Bus Coord	\$1,500	2023-2024

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Meghan Kvernum	DMS Library	95% of Step 1	12/13/2023

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

Board Report - For School Board 12/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE STEEL & RECYCLING, INC.	183394		868.76
ACT	183395		468.00
AMERICAN LEGION	183396		600.00
AQUA CHEM	183397		675.00
BADEN SPORTS	183459		119.98
BEEFTINK, HERMAN	183459		27.99
BLACK HILLS BAGELS	183459		76.50
BOX ELDER HARDWARE	183400		389.86
BOX EVENT CENTER	183401		600.00
BSN SPORTS, LLC	183402		69.03
CARQUEST AUTO PARTS	183403		103.16
CENTURY BUSINESS	183405		66.42
CENTURYLINK	183406		439.10
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183407		6,535.82
CLARK PRINTING, INC.	183408		995.15
CRESCENT ELECTRIC	183410		241.82
CROSSWAIT, COURTNEY	183411		331.46
CUSTER SCHOOL DISTRICT	183412		150.00
DAKOTA BUS SERVICE, INC.	183413		6,885.45
DAYS INN SIOUX FALLS	183415		240.00
DAYS INN- MITCHELL	183414		356.03
DREAMSCAPE	183459		29.00
ECONO LODGE	183417		520.95
EPACKAGE SUPPLY	183459		188.99
FIDUCIARY ACCOUNT	183419		2,373.25
GOODWILL OF THE GREAT PLAINS	183459		51.93
HAUGH, PETER	183421		59.96
HERDER, LEON	183422		66.52
HILLYARD INC	183423		11,840.34
HOT SPRINGS SCHOOL DISTRICT	183424		150.00
HOWARD, MATTHEW	183425		19.98
INNOVATIVE OFFICE SOLUTIONS	183426		485.47
JOSTENS INC	183427		1,190.30
KIEFFER SANITATION, INC.-AUTO PAY	138		2,456.18
KNIGHTS QUALITY WELDING	183428		325.00

Board Report - For School Board 12/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
KNODEL WELDING LLC	183429		350.00
LEAD/DEADWOOD SCHOOL DISTRICT	183430		100.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	183432		2,146.00
MCKIE FORD, INC.	183459		286.61
MENARDS	183433		1,007.07
MG OIL COMPANY, INC.	183434		10,371.91
MONTANA DAKOTA UTILITIES COMPANY, INC.	140		5,180.75
NIKON INC. CALIFORNIA	183459		209.60
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183435		192.07
PANERA BREAD - CREDIT CARD	183459		66.14
PETTIT, ANN	183437		63.46
PLAY SCRIPTS, INC.	183438		944.89
POWER HOUSE HONDA	183439		21.95
RADIO ENGINEERING INDUSTRIES	183440		584.14
RAPID CITY AREA SCHOOL DISTRICT	183441		150.00
ROWE, AMY	183443		14.86
SAM'S CLUB	183459		92.71
SANFORD HEALTH OCCMED	183444		35.00
SASD	183445		50.00
SAVERSMART LLC	183459		8.48
SPARTAN STORES, LLC.	183446		25.22
STREET IMAGE	183447		1,210.60
STURGIS BROWN HIGH SCHOOL	183448		125.00
TEACHERS SYNERGY, LLC	183459		289.93
TEMPLE, JADE	183449		97.96
TIE	183450		3,950.00
TIMMONS MARKET	183459		462.08
US BANK	183459		267.31
USES KNIFE, MARGIE	183453		100.00
VALLEY SWEEPING, INC.	183454		7,856.12
VERIZON WIRELESS	183455		340.37
VOYAGER FLEET SYSTEMS, INC.	183456		202.21
WAL-MART STORES INC	183459		446.53
WARNE CHEMICAL & EQUIPMENT, INC.	183457		449.03
WEST RIVER ELECTRIC-AUTOPAY	139		1,705.15

Board Report - For School Board 12/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
WORLAND HIGH SCHOOL	183458		400.00
GENERAL FUND			<hr/> 79,800.55
BSN SPORTS, LLC	183402		7,011.90
CENTURY BUSINESS	183405		8,590.78
FOLLETT CONTENT SOLUTIONS, INC	183420		3,569.96
GUARDIAN SPORTS	183459		1,700.32
TITAN MACHINERY	183452		14,256.48
CAPITAL OUTLAY			<hr/> 35,129.44
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	183398		1,925.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	183399		3,035.00
CASH - PUPIL PERSONNEL	183404		30.99
ELSTON, KRISTI	183418		292.64
LEWIS, SARAH	183431		62.20
PD MONSTER	183436		95.00
RATWIK, ROSZAK & MALONEY, P.A	183442		371.00
TIMMONS MARKET	183451		44.73
WAL-MART STORES INC	183459		20.87
WESTIN PITTSBURGH, THE	183459		680.58
SPECIAL ED			<hr/> 6,558.01
WEBSTAIRANT STORE	183459		152.59
FOOD SERVICE			<hr/> 152.59
CLIMATE CONTROL SYSTEMS AND SERVICE	183409		75,458.61
DRYSDALE, JOIE	183416		59.96
GRANDSTAY HOTEL & SUITES- TEA/SF	183459		1,009.60
LOVES TRAVEL STOP	183459		248.06
MICROTEL INN & SUITES	183459		2,378.23
SAM'S CLUB	183459		325.45
UNITED AIR LINES	183459		5,616.25
US BANK	183459		81.99
GRANTS			<hr/> 85,178.15
			<hr/> 206,818.74
ALSCO	12274		448.44
CASH-WA DISTRIBUTING COMPANY, INC.	12275		821.80
CASH-WA DISTRIBUTING COMPANY, INC.	12276		6,173.51
CHILD AND ADULT NUTRITION	12277		3,303.25
CLIMATE CONTROL SYSTEMS AND SERVICE	12278		5,633.00

Board Report - For School Board 12/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
COCA-COLA BOTTLING CO HIGH COUNTRY	12279		502.00
DAKOTA WAREHOUSE	12280		120.00
FIDUCIARY ACCOUNT	12281		155.00
GENERAL FUND	12282		51,409.29
PAN-O-GOLD BAKING COMPANY, INC.	12283		1,262.92
PIZZA HUT- BOX ELDER	12284		893.00
PRAIRIE FARMS	12285		4,696.78
REINHART FOOD SERVICE LLC	12286		14,400.51
FOOD SERVICE			<hr/> 89,819.50
			<hr/> 89,819.50
Grand Total:			<hr/> 296,638.24

PAYROLL EXPENDITURES

NOVEMBER 7 2023

NOVEMBER 21 2023

TOTALS

\$1,161,959.82

\$1,255,972.38

November 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 10/31/23	365,268.46	1,354,249.39	1,200,615.90
RECEIPTS:			
TAXES	1,266,746.96	1,044,099.43	558,245.35
INTEREST	312.07	0.00	0.00
ADMISSIONS	906.00	0.00	0.00
LOCAL	19.13	0.00	0.00
1	17,014.67	0.00	0.00
STATE	1,251,716.00	0.00	330,396.00
FEDERAL	535.68	0.00	457,017.00
OTHER	9,919.27	58.08	0.00
INTERFUND TRAN.	18,720.24	0.00	0.00
TOTAL RECEIPTS:	2,565,890.02	1,044,157.51	1,345,658.35
DISBURSEMENTS:			
VERIFIED CLAIMS	211,019.21	1,369,562.55	13,571.09
SALARIES	1,848,471.47	0.00	417,038.31
TRANSFERS OUT			
BALANCE 11/30/23	871,667.80	1,028,844.35	2,115,664.85
BALANCE 11/30/22	1,982,254.38	195,326.02	1,839,925.89

November 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 10/31/23	(5,924,575.25)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		0.00
REIMBURSEMENTS	173,191.90	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	173,191.90	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	(1,172,827.20)	0.00
SALARIES	97,561.12	0.00
TRANSFERS OUT		
BALANCE 11/30/23	(4,676,117.27)	49,497.51
BALANCE 11/30/22	(2,762,735.27)	50,460.60

November 1, 2023 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 10/31/23	1,566.29	(3,840.41)	25,423,222.54
RECEIPTS:			
INTEREST	0.00	0.00	18,720.24
FEDERAL	0.00	0.00	1,125,111.00
LOCAL	1,051.68	2,093.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,051.68	2,093.72	1,143,831.24
DISBURSEMENTS:			
VERIFIED CLAIMS	1,138.45	1,192.34	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	18,720.24
BALANCE 11/30/23	1,479.52	(2,939.03)	26,548,333.54
BALANCE 11/30/22	1,183.87	(1,438.86)	22,983,716.54

November 1, 2023 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 10/31/23	265,225.47	261,449.61
RECEIPTS:		
INTEREST		
SALES	56,788.05	0.00
STATE	0.00	0.00
FEDERAL	70,059.34	0.00
LOCAL	253.05	54,150.07
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	127,100.44	54,150.07
DISBURSEMENTS:		
VERIFIED CLAIMS	69,985.85	49,304.51
SALARIES	30,551.75	114.76
BALANCE 11/30/23	291,788.31	266,180.41
BALANCE 11/30/22	315,539.66	243,141.97

Board Report - For School Board 01/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACTION MECHANICAL INC	183479		875.00
ADMINPARTNERS	183480		100.00
AMAZON.COM	183481		5,928.50
AMICK SOUND INC	183482		110.55
BJ'S INSTRUMENT REPAIR	183483		80.00
BLACK HILLS ENERGY- AUTO PAY	141		33,133.45
BLICK ART MATERIALS	183484		160.44
BOX ELDER HARDWARE	183485		211.19
CAROLINA BIOLOGICAL SUPPLY COMPANY	183486		972.88
CENTURYLINK	183488		474.10
CHEYENNE EAST HS	183489		305.00
CHURCHILL, MANOLIS, FREEMAN, KLUDT &	183490		1,750.42
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183491		4,523.86
CLARK PRINTING, INC.	183492		160.50
CRUM ELECTRIC SUPPLY CO INC	183494		217.28
DAKOTA BUS SERVICE, INC.	183495		8,220.00
DAKOTA SUPPLY GROUP, INC.	183496		290.91
DAYS INN- CHEYENNE	183497		758.28
DEMCO, INC	183498		314.09
DENNIS SUPPLY-RC	183499		2,200.49
ELEVATE RAPID CITY	183500		500.00
EVERGREEN OFFICE PRODUCTS	183501		707.19
FASTENAL COMPANY, THE	183502		531.70
FIDUCIARY ACCOUNT	183504		6,659.78
GRAINGER, INC	183506		1,057.16
HAGGERTYS MUSICWORKS	183507		120.00
HARVEYS LOCK SHOP, INC.	183508		10.68
HAUFF MID-AMERICA SPORTS INC.	183509		852.16
HIGH POINT NETWORKS, LLC	183510		507.80
HILLYARD INC	183511		972.82
INNOVATIVE OFFICE SOLUTIONS	183512		595.76
JOHNSON CONTROLS INC	183514		419.42
KETEL, THORSTENSON, LLP	183515		8,017.69
KIEFFER SANITATION, INC.-AUTO PAY	142		2,456.18
LEADERSHIP MATTERS LLC	183516		8,996.60

Board Report - For School Board 01/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MENARDS	183518		919.59
MIDCONTINENT COMMUNICATIONS- AUTO PAY	143		1,503.44
MONTANA DAKOTA UTILITIES COMPANY, INC.	144		8,146.79
MOSYLE CORPORATION	183520		473.43
MRAZ, TONY	183522		2,368.00
NEWELL SCHOOL DISTRICT	183524		30.00
NORTHERN TRUCK EQUIPMENT CORP.	183525		3,770.00
NORTHWEST PIPE FITTINGS, INC.	183526		1,119.29
OVERDRIVE	183527		1,000.00
OVERHEAD DOOR, INC.	183528		930.51
PENNINGTON COUNTY SHERIFF	183529		34,011.00
POWER HOUSE HONDA	183530		190.46
RAPID CITY JOURNAL	183531		666.03
RAPID CITY WINDOW & GLASS, INC.	183532		1,214.22
RIVERSIDE TECHNOLOGIES INC	183533		9,400.00
SCHOOL NURSE SUPPLY	183534		1,247.80
SDTEA	183535		100.00
SOUTH DAKOTA ONE CALL	183536		54.60
STURGIS BROWN HIGH SCHOOL	183537		312.00
SUPER 8	183538		1,619.80
TEMPERATURE TECHNOLOGY INC	183540		396.01
TIE	183541		3,850.00
TIMMONS MARKET	183542		127.63
TRAVELODGE	183543		1,258.88
USES KNIFE, MARGIE	183545		120.00
VERIZON WIRELESS	183546		340.37
VOYAGER FLEET SYSTEMS, INC.	183547		284.07
WALCRO, LLC	183548		205.82
WEST RIVER ELECTRIC-AUTOPAY	145		2,064.00
WESTERN COMMUNICATIONS, INC.	183549		133.40
GENERAL FUND			<hr/> 171,049.02
A&J SCREENING	183478		10,277.50
AMAZON.COM	183481		468.57
CENTURY BUSINESS	183487		6,927.94
CLIMATE CONTROL SYSTEMS AND SERVICE	183493		67,445.35

Board Report - For School Board 01/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
JENNER EQUIPMENT COMPANY, INC.	183513		9,939.50
POWER HOUSE HONDA	183530		10,160.90
RIVERSIDE TECHNOLOGIES INC	183533		1,528.00
ULINE SHIPPING SUPPLY SPEC.	183544		4,645.62
CAPITAL OUTLAY			<hr/> 111,393.38
AMAZON.COM	183481		126.30
FIDUCIARY ACCOUNT	183503		6,893.24
LOVING GUIDANCE LLC dba CONSCIOUS	183517		103.00
MHS INC	183519		225.00
NCS PEARSON, INC.	183523		780.82
SPECIAL ED			<hr/> 8,128.36
AMAZON.COM	183481		37.60
TEA AREA SCHOOL DISTRICT	183539		750.00
GRANTS			<hr/> 787.60
			<hr/> 291,358.36
ALSCO	12294		298.96
AMAZON.COM	12295		100.00
CASH-WA DISTRIBUTING COMPANY, INC.	12296		3,579.61
CHILD AND ADULT NUTRITION	12297		4,903.44
COCA-COLA BOTTLING CO HIGH COUNTRY	12298		980.50
PAN-O-GOLD BAKING COMPANY, INC.	12299		487.47
PIZZA HUT- BOX ELDER	12300		807.50
PRAIRIE FARMS	12301		4,999.76
REINHART FOOD SERVICE LLC	12302		15,255.90
TAYLOR, AMANDA	12303		37.75
FOOD SERVICE			<hr/> 31,450.89
			<hr/> 31,450.89
Grand Total:			<hr/> 322,809.25

PAYROLL EXPENDITURES

DECEMBER 7 2023

DECEMBER 21 2023

TOTALS

\$1,124,289.93

\$1,152,563.75

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION****Activity Contract Amendments**

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
LuAnn Stukerjurgan	HS Head Competitive Cheer Coach/ \$5942.00	HS Head Competitive Cheer Coach/ \$6028.00	2023/2024

Employee Leave of Absence Requests

Name	Building	Position	Effective Date
Briana Marty	BC	Teacher	01/09/2024

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Callie Derflinger	Special Education Aide	\$178.56	1/9/2019 - 1/9/2024

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Sandra Jimenez	CO/ Executive Director of Secondary Academics	\$60,886.35 119 Days/Prorated	01/16/2024

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Malaysia-Reegan Lavangrath	Bus Aide	\$14.70	01/05/2024
Sandell Marcus	LRA	\$14.70	12/28/2023

Temporary Hires

Name	Position	Salary	Effective Date
Mike Clark	Head Girls BB Coach	\$7,079.00	2023/2024
LuAnn Stukerjurgan	Head Sideline Cheer Coach	\$3,146.00	2023/2024
Teresa Crooks	B-3 Service Provider	\$55.22/hr	2023/2024
Jason Boeding	HS Asst. Track Coach	\$4,336.00	2023/2024
Donna Curry	Teacher/Explicit Instruction	\$318.33	2023/2024
James Dettman	Teacher/Explicit Instruction	\$247.59	2023/2024
Betsy Nelson	Teacher/Explicit Instruction	\$300.65	2023/2024
Adam Pilgrim	Teacher/Explicit Instruction	\$168.01	2023/2024
Thomas Mills	Head Intramural BBB	\$1,285.00	2023/2024
Abraham Wheeler	Asst Intramural BBB	\$1,182.00	2023/2024

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
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	Cylee Kissack	Substitute Teacher	Per Substitute Pay Rate	11/16/2023
	Noel Baker	Substitute Teacher	Per Substitute Pay Rate	11/20/2023
	Malaysya Reegan Louangrath	Substitute Teacher	Per Substitute Pay Rate	11/30/2023
	Tianna Scott	Substitute Teacher	Per Substitute Pay Rate	12/4/2023
	Arlene Ketelsen	Substitute Teacher	Per Substitute Pay Rate	12/8/2023
	Stefanie Meier	Substitute Teacher	Per Substitute Pay Rate	12/27/2023
	Taylor Minkel	Substitute Teacher	Per Substitute Pay Rate	12/27/2023
	Julissa Navarro	Substitute Teacher	Per Substitute Pay Rate	12/28/2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

SECTION	J	TITLE	STUDENTS	FILE	JGD
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STUDENT SUSPENSION AND EXPULSION

Serious breaches of standards of behavior may result in suspensions or expulsions from school. A principal is authorized to suspend pupils for not more than ten school days and a Superintendent is authorized to suspend pupils for not more than 90 days. The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days.

Any student bringing a firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise making purposes, or any dangerous weapon to school, except as authorized by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to decrease the length of expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

A suspension may be imposed, but is not limited to, when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

- In case of a suspension by the Superintendent for more than ten school days, the Superintendent may schedule a hearing before the Board of Education and the hearing shall be scheduled within ten (10) school days of the first day of the student’s suspension.
- Additional procedures mandated by state and federal law apply to special education students.

Suspension from Extra-Curricular Activities:

If a student is adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended as follows:

SECTION	J	TITLE	STUDENTS	FILE	JGD
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First Offense:

The student shall be suspended one year which shall be reduced to thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Second Offense:

The student shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Suspension begins on:

- The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
- The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

A suspension that is reduced pursuant to this policy is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.

SECTION	J	TITLE	STUDENTS	FILE	JGD
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A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.

In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates

Third Offense:

Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

REFERENCES

State Reference:

- Public Law 103-382 d 01/25/16
- [ARSD 24:05:26](#) - Suspension
- ARSD 24:05:26.01
- [ARSD 24:07 - Student Due Process](#)
- [SDCL 13-32-4](#)
- [SDCL 13-32-4.2](#)
- [SDCL 13-32-5](#)
- [SDCL 13-32-7](#)
- [SDCL 13-32-9](#)
- [SDCL 13-32-9.1](#)
- [SDCL 13-32-9.2](#)

Policy Reference:

- IGD - Extra-Curricular Activities
- [JFA - Student Due Process Rights](#)
- [JFC - Student Conduct](#)
- [JFCD - Bullying](#)
- [JFCH - Alcohol and Other Drug Use by Students](#)

SECTION	J	TITLE	STUDENTS	FILE	JGD
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Adoption History			
First Reading	1/11/2016		
Approved	1/25/2016		
First Reading - Revision	2/13/2017		
Approved - Revision	2/27/2017		
First Reading-Review	11/27/2023		
Approved - Review	12/11/2023		

NOTICE OF HEARING FOR LONG-TERM SUSPENSION/EXPULSION

To the Parent/Legal Guardian of _____:
Student's Name

You are hereby notified that your student name above is charged with violating the following rule, regulation or policy of the Douglas School District:

We have in our possession the following item(s) which were seized from your student at the time of the alleged violation: (List if any material evidence was seized and is held by the Superintendent.)

Person(s) witnessing the alleged violation include: (List anyone the administration will call as a witness to prove the violation.)

We have set a hearing before the School Board to hear this matter on:

The hearing shall permit opportunity for your student or his/her representative to present his/her side of the story and confront his/her accusers and witnesses. The purpose of the hearing is to allow the administration to suspend your student from Douglas School District for a period of more than ten days. Evidence and all of the student's records are available for inspection by the student, parent/legal guardian, or other responsible person and their representative.

You are further notified of the right to waive a hearing. Such waiver must be made through written notification to the Superintendent at least 24 hours prior to the time set above for the hearing. This right may be exercised by use of the attached Hearing Waiver form.

Dated this _____ day of _____, 20_____.

Superintendent

HEARING WAIVER

I hereby waive my right to a hearing in the matter of potential suspension/
expulsion from school for the alleged misconduct of _____
_____.

Said hearing was scheduled for the _____ day of _____, 20____.

Student

Parent/Legal Guardian

Relationship

FINDINGS OF FACT

In the matter of the proposed Suspension / Expulsion of _____
Student's Name

THE ABOVE ENTITLED MATTER coming on for hearing on the ____ day of _____,
20____, at _____ o'clock __.m., before the School Board of the Douglas School District, all
members present. President of the Board presiding, and the Board being represented by
_____, its attorney; and _____
appearing in person with his/her parents, _____,
and by their attorney, _____;
and the Board having heard the testimony and having examined and discussed the
evidence offered by the witnesses and the matter having been submitted to the Board for
decision, the Board does hereby make its decision, (number of members dissenting,) to
suspend/expel _____ from any
Student's Name
further attendance at Douglas School District for _____ days based upon the
following Findings of Fact:

FINDINGS OF FACT

1. The Douglas School Board finds that _____
Student's Name
(brief description of incident)

2. The Douglas School Board finds that said conduct by _____
Student's Name
was in violation of the Douglas School District's Policy _____
_____.

3. The Douglas School Board finds that said action constituted a (first/second/third)
violation of said Board policy.

4. The Douglas School Board finds that _____
Student's Name
and his/her parents, _____
had been given notice of the punishment to be recommended upon a (first/second/
third) violation.

Dated at Box Elder, South Dakota, this _____ day of _____, 20____.

School Board President

NOTICE TO PARENT OF SPECIAL EDUCATION STUDENT

To the Parent/Legal Guardian of _____:
Student's Name

You are hereby notified that the Douglas School Board has determined that the above named student should be suspended for more than ten days.

You are further notified that this action is being referred to the Douglas School District's Placement Committee, which shall immediately make a determination of whether the conduct causing the suspension arises from the student's disability or handicapping condition. If it is found to arise from the student's condition, a new individualized education program (IEP) will be established; and the suspension shall thereafter cease.

If the action for which the discipline is imposed did not arise from the student's handicapping condition or disability, the student will continue to receive special education and related services, but will be suspended from all other aspects of the school.

The District may apply to Circuit Court to exclude the student from school if there is a substantial likelihood that maintaining the current placement is likely to result in injury to the student or others.

Finally, you are notified that you have available to you the due process rights of the state and federal special education laws.

SECTION	J	TITLE	STUDENTS	FILE	JGD-R
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STUDENT SUSPENSION AND EXPULSION PROCEDURES

PROCEDURAL CHECKLIST FOR SHORT TERM SUSPENSION

1. Give oral or written notice to student and to parents, guardian, or other responsible person, if available, as soon as possible after discovery of misconduct.
2. The notice is to contain the rule, regulation, or policy violated. The student must be given an opportunity to answer the charges.
3. This process does not involve board participation.
4. The hearing is no more than an informal setting granting the student the opportunity to answer the charges and present his/her side of the story.
5. Superintendent or principal should issue a decision as soon as possible. This may be done right on the spot.
6. If the student is suspended, written notice of due process rights must be provided to the student and the parent, guardian, or other responsible person. An unemancipated minor may not be removed from the school during school without notice to the parent, guardian, or responsible person. Dangerous students may be turned over to law Enforcement.

PROCEDURAL CHECKLIST FOR LONG TERM SUSPENSION

1. The Superintendent must prepare and seal a written report to the school board not later than the end of the fifth school day following the first day of a long-term suspension. The Superintendent may request that a hearing be held before the school board. (It is recommended that the school board conduct a hearing for any suspension extending more than ten days.)
2. The Superintendent's report includes the facts of the situation, the action taken, the reasons for the action, and the Superintendent's decision or recommendation. The report remains in the possession of the school board secretary or business manager, sealed and unavailable to individual school board members until and unless a hearing is held. A copy of the report must be sent to the 18-year-old student and, as to unemancipated minors, to the parent, guardian, or responsible person at the time it is filed with the secretary or business manager.
3. The Superintendent may exclude the student from class or classes by using a short-term suspension procedure. Note: An activity should be considered a class, especially if credit is given for the activity. The Superintendent must give notice to the 18-year-old student or the unemancipated minor's parent, guardian, or responsible person of a proposed long-term suspension, and may schedule a hearing.
The notice must contain:
 - a. Policy allegedly violated;
 - b. The reason for the discipline;

SECTION	J	TITLE	STUDENTS	FILE	JGD-R
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- c. Notice of the right to a hearing or the right to waive this hearing;
 - d. A description of the hearing procedure;
 - e. A statement that the records are available for examination; and
 - f. Notice that the student may present witnesses.
4. If a hearing is requested, the Superintendent shall set the date, time, and place for the hearing and send notice to the school board members, as well as a notice by certified mail to the 18-year-old student or the parents of an unemancipated minor.
 5. If no hearing is requested or if the hearing is waived, the proposed action or decision of the Superintendent is final.
 6. A hearing may be waived by an 18-year-old student or the parents of an unemancipated minor, in writing. If the hearing is not waived, the hearing shall be held as set forth in the notice.

CONDUCTING THE HEARING

1. The school board is the hearing board.
2. The school board shall appoint either one of its own members or someone not an employee of the district as hearing officer. At the commencement of the hearing, the hearing officer should state that the hearing is open at the time and place contained in the notice, should state the reason for the hearing, identify the date of the notice of hearing, identify to whom the notice was provided, and have each person present identify themselves by name.
3. The school board shall arrange the place of hearing with three tables, one for the board, one for the administration, and one for the student.
4. The hearing is closed to the public and a verbatim record will be made and sealed pending court order. (It is recommended that the verbatim record be either a court reporter or a videotape. Audio recordings are less than satisfactory.)
5. Each party may make an opening statement, introduce evidence, present witnesses, and examine and cross-examine witnesses.
6. The school administration shall present its case.
7. Each party may be represented by an attorney.
8. If the school attorney is going to present the administration's case, the attorney should not also advise the board. The Board should engage separate counsel in that case.
9. Witnesses, other than the student and his/her representative, are present only while testifying and each witness must take an oath and affirmation administered by the school board president or business manager.
10. Each party may raise objections to relevancy and scope of the questions. All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer.
11. The hearing officer may ask questions of witnesses, as may school board members.
12. Each party may make a closing statement.
13. After the hearing is closed, the Board shall deliberate in executive session. No one other than the hearing officer may meet with the school board during deliberation. The school board

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may seek advice during deliberation from any attorney not representing a party at the hearing. Any other consultation with any person other than board members during deliberation may occur only if a representative of the student is present.

14. The decision must be based upon the evidence presented at the hearing and be contained in a motion made in open meeting. The motion must omit the name of the student and must state the reason(s) for the Board's action.
15. The 18-year-old student or a parent or guardian of an unemancipated minor student must be given notice in writing of the Board's decision, which must state the length of the suspension or expulsion.
16. The Board's decision may be appealed to the circuit court.

SPECIAL EDUCATION STUDENTS

1. If a student attending school on an individualized educational program (IEP) is the subject of a long-term suspension procedure, special considerations apply.
2. A long-term suspension of a special education student requires a referral to a placement committee. If the action, behavior, or activity which caused the long-term suspension is the result of the student's disability, the placement committee shall prepare a revised IEP and the long-term suspension terminates upon implementation of the plan.
3. Any suspension of more than ten school days constitutes a change in placement and requires prior notice and the right to due process, as specified for a change of placement.
4. A special education student's parent may grant written parental approval for the change in placement.
5. If it is necessary to suspend a special education student for more than ten days and no parental agreement can be achieved for an interim placement or continued suspension, the District must apply to the circuit court for permission to suspend the student.
6. In any such court action, there is a presumption in favor of the current educational placement, which may be rebutted only by showing that the current placement is "substantially likely to result in injury to the pupil or to others."
7. Failure to carefully follow due process procedures with respect to special education students can result in serious ramifications to the District.

Board Approved January 25, 2016
Reviewed December 11, 2023

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OPIOID ANTAGONIST POLICY

The purpose of this policy is to establish guidelines and procedures governing the utilization of an opioid antagonist administered by members of the Douglas School District. Per SDCL 13-33A, a school board may acquire opioid antagonists and make them available to personnel who are trained by the SD Department of Health (SD DOH) or equivalent to possess and administer the medication for opioid overdose situation in accordance with state law and administrative rules.

It is the policy of the Douglas School District that each school facility shall provide and maintain on-site in each school facility opioid antagonists. To treat a case of suspected opioid overdose in a school setting, any trained school personnel may administer an opioid antagonist, during an emergency, to any student, staff or visitor suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse.

Because opioid antagonists are used in opioid overdose emergency situations, prior parental consent is not required before administration of an opioid antagonist.* Emergency medical services and the parents or guardians will be contacted immediately following the administration of an opioid antagonist.

TRAINING

Before any school personnel may administer an opioid antagonist in the event of a suspected opioid overdose, training must be provided by an individual qualified to do so. Any school personnel who will have access to the medication and who may administer the medication must receive the required training. Training is not required for school personnel who will not have access to the medication or who will not potentially be administering the medication.

The training must include:

1. Signs and symptoms of an opiate overdose;
2. Protocols and procedures for administration of an opioid antagonist;
3. Signs and symptoms of adverse responses to an opioid antagonist;
4. Protocols and procedures to stabilize the patient if an adverse response occurs;
5. Procedures for transporting, storing, and securing an opioid antagonist.
6. Opioid antagonist duration;
7. The protocols and procedures for monitoring the suspected opioid overdose victim and readministration of opioid antagonist if necessary for the safety and security of the suspected overdose victim; and
8. The method of opioid antagonist administration being taught.

Pursuant to state law, no school district, administrator, school board member, school nurse, or designated school personnel possessing or making available opioid antagonists in accordance with state law, and no health care professional providing training in relation thereto, may be held liable for any injury or related damage that results from the administration of, the self-administration of, or

SECTION	J	TITLE	STUDENTS	FILE	JHCDD
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the failure to administer an opioid antagonist, if such action or inaction constitutes, ordinary negligence. This immunity does not apply to an act or omission constituting gross, willful, or wanton negligence. The administration of an opioid antagonist does not constitute the practice of medicine. The immunity provided pursuant to SDCL 13-34A-24 is in addition to, and not in lieu of, any other immunity provided by law.

PROCUREMENT OF NALOXONE

The superintendent, or designee will be responsible for the procurement of naloxone. The school physician shall prepare standing orders and update annually.

It is recommended that schools provide an intranasal opioid antagonist. At minimum, each school should have the following supplies:

ITEM	MANUFACTURER	QUANTITY
Opioid antagonist (Naloxone HCL 4mg/0.1ml Nasal spray)	ADAPT	2
Nitrile gloves, pair	Various	1
Mask/barrier device	Various	1
Step by step protocol	Various	1

STORAGE

The opioid antagonist will be clearly marked and stored in an accessible place at the discretion of the school nurse teacher. The school nurse teacher will ensure that all other relevant staff are aware of the storage location. The opioid antagonist will be stored in accordance with manufacturer’s instructions to avoid extreme cold, heat, and direct sunlight. Inspection of the opioid antagonist shall be conducted regularly, including the expiration date.

USE OF NALOXONE

In case of a suspected opioid overdose, trained school personnel shall follow the protocols outlined in the training:

- Call 911
- Administer rescue breathing
- Prepare and administer opioid antagonist
- Alert the school crisis response team
- Continue rescue breathing
- Give another dose of opioid antagonist in 3 minutes if no response or minimal breathing or responsiveness
- Opioid antagonist wears off in 30-90 minutes, which necessitates definitive medical care
- Comfort them; withdrawal can be unpleasant

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- Encourage survivors to seek treatment

FOLLOW-UP

After administration of opioid antagonist, the school personnel who administered the drug, will complete the Report of Opioid Antagonist Administration form. The building administrator will:

- Ensure that the overdose victim was transported to the emergency department
- Notify superintendent and appropriate student services
- Provide substance abuse prevention resources to the overdose victim and family, as appropriate

* SDCL 20-9-4.1. Immunity from liability for emergency care—Exception. No peace officer, conservation officer, member of any fire department, police department and their first aid, rescue or emergency squad, or any citizen acting as such as a volunteer, or any other person is liable for any civil damages as a result of their acts of commission or omission arising out of and in the course of their rendering in good faith, any emergency care and services during an emergency which is in their judgment indicated and necessary at the time. Such relief from liability for civil damages extends to the operation of any motor vehicle in connection with any such care or services. Nothing in this section grants any relief to any person causing any damage by his willful, wanton or reckless act of commission or omission.

REFERENCES

State Reference:

ARSD 20:78:06:02 SDCL 13-33A
 SDCL 13-33A-10
 SDCL 13-33A-11
 SDCL 13-33A-9
 SDCL 20-9-4.1

Policy Reference:

JHCDA
 JHC
 JHCD

Adoption History

First Reading	8/12/2019		
Approved	8/26/2019		
First Reading - Review			
Approved - Review			

SECTION	J	TITLE	STUDENTS	FILE	JHCDD
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Report of Opioid Antagonist Administration

Student Demographics and Health History

School District: _____ Name of School: _____
 Age: _____ Type of Person: Student Staff Visitor Gender: M F Transgender
 Ethnicity: Spanish/Hispanic/Latino: Yes No
 Race: American Indian/Alaskan Native African American Asian
 Native Hawaiian/other Pacific Islander White Other

Signs of Overdose Present

Blue lips Breathing slowly Shallow breathing Slow pulse Unresponsive
 Weak pulse Other (specify) _____

Suspected Overdose on What Drugs?

Heroin Benzos/Barbituates Cocaine/Crack Alcohol
 Methadone Suboxone Don't Know Other (specify) _____

Naloxone Administration Incident Reporting

Date of occurrence: _____ Time of occurrence: _____
 Vital signs: BP _____/____ Temp _____ Pulse _____ Respiration _____
 Location where student was found:
 Classroom Cafeteria Health Office Playground Bus Other (specify): _____
 How was the naloxone given: Sprayed into nose
 Naloxone lot #: _____ Expiration date: _____
 Naloxone administered by: (Name) _____
 Was this person formally trained? Yes No Don't know
 Parent notified of naloxone administration: (time) _____
 Was a second dose of naloxone required? Yes No Unknown
 If yes, was that dose administered at the school prior to arrival of EMS? Yes No Unknown
 Approximate time between the first and second dose _____
 Naloxone lot #: _____ Expiration date: _____

Person's Response to Naloxone

Combative Responsive/Angry Responsive but sedated Responsive and Alert No response to naloxone

Post-Naloxone Observations (Check all that apply)

None Seizure Vomiting Difficulty breathing Other (specify): _____

Other Actions Taken

Sternal rub Recovery position Rescue breathing Chest compressions Automatic defibrillator
 Yelled Shook the person Oxygen Other (specify): _____

Disposition

EMS notified at: (time) _____

Transferred to ER: Yes No Unknown

If yes, transferred via: Ambulance Parent/Guardian Other

Parent: At school Will come to school Will meet student at hospital Other: _____

Hospitalized: Yes If yes, discharged after _____ days No

Name of hospital: _____

Student/Staff/Visitor outcome: _____

School Follow-up

Did a debriefing meeting occur? Yes No

Recommendation for changes: Protocol change Policy change Educational change Information sharing None

Comments (include names of school staff, parent, others who attend debriefing):

Form completed by: _____ Date: _____

Title: _____

Phone number: (_____) _____ - _____ Ext.: _____

School District: _____

School address: _____

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NARCAN ADMINISTRATION PROTOCOL

RECOGNIZE:

Observe individual for signs and symptoms of opioid overdose

Suspected or confirmed opioid overdose consists of:

- Respiratory depression evidenced by slow respirations or no breathing (apnea)
- Unresponsiveness to stimuli (such as calling name, shaking, sternal rub)

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- School nurse or staff prior knowledge of person
- Nearby medications, illicit drugs or drug paraphernalia

Opioid Overdose vs. Opioid High

Opioid High	Opioid Overdose
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred, breathing	Speech infrequent, not breathing, very shallow breathing
Appears sleepy, nodding off	Deep snorting or gurgling
Responds to stimuli	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat/pulse	Slowed heart beat/pulse
Normal skin color	Cyanotic skin coloration (blue lips, fingertips)
	Pinpoint pupils

(Adapted from Massachusetts Department of Public Health Opioid Overdose Education and Naloxone Distribution)

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RESPOND:

Immediately call for help

- Call for help- Dial 911.
 - Request Advanced Life Support.
- Assess breathing: Perform rescue breathing if needed.
 - Place the person on their back.
 - Tilt their chin up to open the airway.
 - Check to see if there is anything in their mouth blocking their airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch.
 - If present. remove it.
 - If using mask, place and hold mask over mouth and nose.
 - If not using mask, pinch their nose with one hand and place your mouth over their mouth
 - Give 2 even, regular-sized breaths.
 - Blow enough air into their lungs to make their chest rise.
 - If you are using a mask and don't see their chest rise, out of the corner of your eye, tilt the head back more and make sure the seal around the mouth and nose is secure.
 - If you are not using a mask and don't see their chest rise, out of the corner of your eye make sure you're pinching their nose.
 - Breathe again.
 - Give one breath every 5 seconds.

REVERSE:



Administer naloxone

Via Intra-Nasal Narcan:


Tilt head back and given spray (4 mg) into one nostril. If additional doses are needed, given in the other nostril.

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Remove NARCAN Nasal Spray from the box.
Peel back the tab with the circle to open the NARCAN Nasal Spray.





Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.




Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



- Place person in recovery position (lying on their side).
- Stay with the person until help arrives.
- Seize all illegal and/or non-prescribed opioid narcotics found on victim and process in accordance with school district protocols.

Note: Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, increased heart rate (tachycardia), fever, runny nose, sneezing, goose bumps (piloerection), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, and increased blood pressure. Risk of adverse reaction should not be a deterrent to administration of naloxone.

REFER:

- Have the individual transported to nearest medical facility, even if symptoms seem to get better.
- Contact parent/guardians per school protocol.
- Complete Douglas Narcan Report form.
- Follow up with treatment referral recommendations.

August 26, 2019
Reviewed December 11, 2023

SECTION	J	TITLE	STUDENTS	FILE	JHD
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STUDENT PSYCHOLOGICAL SERVICES

A teacher or administrator may not refer a student for psychiatric treatment either within or outside the school without the prior written consent of the student’s parent or legal guardian.

REFERENCES

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Adoption History

First Reading	4/11/2016		
Approved	4/25/2016		
First Reading-Review	11/27/2023		
Approved - Review	12/11/2023		

SECTION	J	TITLE	STUDENTS	FILE	JHFA
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SUPERVISION OF STUDENTS

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

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

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised unless an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Douglas school personnel shall have disciplinary authority over all students in school or participating in or attending school sponsored activities whether on or off school premises.

Superintendent, Superintendent designees, and principals may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

REFERENCES

State Reference:

- [SDCL 13-32.1](#)
- [SDCL 22-42-19](#)

Adoption History

Previous Policy No. 503	10/14/1976	First Reading -Revision	11/27/2023
First Reading-Revision	2/12/2001	Approved - Revision	12/11/2023
Approved - Revision	2/26/2001		
First Reading - Revision	1/11/2016		
Approved - Revision	1/25/2016		

SECTION	J	TITLE	STUDENTS	FILE	JHFAA
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FIELD TRIPS

The purpose of a field trip is to afford a first-hand educational experience not available in the classroom.

A field trip is defined as any **school sponsored** journey by students away from school property, **exclusive of activity trips**. The proposed field trip must be an integral part of an approved course of study and taken only under the supervision of a teacher **or other designated district employee**.

Students on field trips remain under the supervision and responsibility of the Board of Education and are subject to its rules and regulations. All rules of conduct for the District apply to any approved field trips. The Board of Education ~~shall authorize the superintendent, or his/her designee, to have approval responsibility for those all field trips, which are planned to keep students out of the district overnight or longer and take students out of the state.~~ **shall authorize the superintendent, or his/her designee, to have approval responsibility for those all field trips.**

The superintendent, or his/her designee, shall prepare procedures for the operation of a field trip which shall ensure that the safety and well-being of students shall be protected at all times. This shall include procedures for administration of medication on field trips by nonmedical staff.
 (SDCL 13-33A-01)

ADMINISTRATIVE PROCEDURES

The Superintendent, or his/her designee, shall have final approval of all field trips. All such decisions are final.

Any field trips may be denied due to availability of district resources.

~~The Board of Education shall approve any field trips, which are planned for overnight or longer and or take students out of the state of South Dakota.~~

Students must have written parental permission to attend a field trip.

The Building Principal approves the purpose, itinerary, and duration of each proposed trip. Forms will be provided to request approval. Each trip must be properly planned, related to the curriculum, and followed up by appropriate activities, which enhance its usefulness. ~~Teachers~~ **Staff** – with the approval of the principal – are allowed a considerable degree of flexibility and innovation in planning field trips.

All field trips shall have a minimum of one chaperone, with a maximum number of ten (10) chaperones per school bus. Staff may request the assistance of one or more chaperones as appropriate. The building principal must approve all chaperones. Chaperones responsible for driving duties during field trips must have consented to a District background investigation. Chaperones must have proof of insurance.

A member of our medical staff (school nurse, medical assistant or Superintendent approved substitute) may accompany all field trips in grades kindergarten through grade six the school nurse determines as necessary. This assessment determination will be made in consultation with the classroom teacher supervising staff member and building principal. The supervising teacher staff member will keep any medicines and follow the district Self-Administration of Medication Procedure, as necessary.

If a nurse is to accompany a field trip, it is the responsibility of the teacher supervising staff member and nurse to predetermine a central location where the nurse can be easily located in the event of an emergency.

In grades 7-12, secondary students may carry their dosage of medication for self administration of medicine. Secondary students (grades 7-12) who are capable of self administering medication may do so with written parental permission and physician's order prior to the field trip. The person or persons in charge of the field trip will check for required permission forms.

Each year, those who will monitor self-administration, whether in school or on field trips, will receive an orientation by a school nurse consistent with the guidelines set forth in SDCL 13- 33A-1.

REFERENCES

State Reference:

Policy Reference:

JHCDA

JHCDC

Adoption History

First Reading	10/09/07
Approved	10/23/07
First Reading – Revision	08/25/08
Approved	09/08/08

**DOUGLAS SCHOOL DISTRICT #51-1
TRIP REQUEST**

(Submit in four copies - one week in advance)

FIELD _____

Request that Douglas School District provide transportation for:

ACTIVITY _____

Nature and purpose of trip: _____

Pick up point _____ Destination _____

(include all stops)

Date of trip _____ Time _____

Date of return _____ Time _____

Alternate date/time _____ Alternate return date/time _____

Driver needed: Yes ___ No ___ Estimated miles round trip _____

- Bus
- Mini Bus
- Special Ed Bus
- School Car
- Private Auto
- Other

Number of children to be transported _____ Number of adults to be transported _____
estimated/actual teachers / other / actual

REMINDER: A LEAVE SLIP MUST BE SUBMITTED TO THE PERSONNEL OFFICE.

Requesting Teacher _____	Activity or Subject _____	Building _____
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Other Staff: _____

TRIP APPROVAL

Account No.: _____

Date Signed: _____ Nurse: _____

Date Signed: _____ Principal: _____

Date Signed: _____ Superintendent: _____

Board approval required if an out of state or overnight trip with students. Date of Board Approval: _____

Vehicle No _____	Departure Time _____	Return Time _____	Driver Needed: Yes ___ No ___	
	Mileage: Out _____	In _____	Driver Signature _____	
Vehicle No _____	Departure Time _____	Return Time _____	Driver Needed: Yes ___ No ___	
	Mileage: Out _____	In _____	Driver Signature _____	
Vehicle No _____	Departure Time _____	Return Time _____	Driver Needed: Yes ___ No ___	
	Mileage: Out _____	In _____	Driver Signature _____	

TRIP VERIFICATION: I certify that the above trip was made.

Teacher Signature _____ Date _____

Transportation Supervisor's Signature _____ Date _____

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REPORTING CHILD ABUSE AND NEGLECT

The South Dakota State Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect.

In accordance with the above laws, the Douglas Board of Education sets forth guidelines to be used by the administration and staff in the enforcement of the related laws.

The term, abused or neglected child, means a child:

1. Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
3. Whose environment is injurious to the child's welfare;
4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
5. Who is threatened with substantial harm;
6. Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
7. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
8. Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner; or
9. Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Statutes related to Child Abuse and Neglect are identified below.

REFERENCES

State Reference:

SDCL 26-8A-2 through 26-8A-8

SDCL 26-8A-10

SDCL 26-8A-13

SDCL 26-8A-14

SDCL 26-8A-16

SDCL 22-6-2

Policy Reference:**Adoption History**

First Reading	11/08/84
Approved	12/13/84
Regulation revised	11/24/08
First Reading – Revisions	1/25/16
Approved – Revisions	02/08/16

SECTION	J	TITLE	STUDENTS	FILE	JHG-R
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REPORTING CHILD ABUSE & NEGLECT

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abuse (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal, superintendent, or designee. If the principal is out of the building, the superintendent or another principal will be notified of the incident. The principal or superintendent shall immediately report this information to the state's attorney; or the Department of Social Services; or the county sheriff; or the city police. The teacher or other school employee who witnessed the disclosure or evidence of the abuse or neglect must be available to answer questions when the initial report is made. If the principal or superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition. The principal will request a response report as allowed by statute. After reviewing the response report, a file copy of the incident will be maintained in the Family Services Office.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report where abuse or neglect is suspected is a class one misdemeanor.

Copies of this policy will be distributed by the superintendent or his designee to all school employees at the beginning of each school term, and to new employees when they begin employment if at a different time than the beginning of the school term.

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

Adoption History
<p>Revised February 8, 2016</p>

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STUDENT GIFTS AND SOLICITATIONS

SOLICITATIONS
 The solicitation of donations and contributions from students will be restricted to fundraising drives approved by the Board.

Any outside organization desiring to distribute flyers or other materials to students in connection with fund-raising drives may do so only with the approval of the Superintendent.

GIFTS
 Students will be discouraged from the routine presentation of gifts to district employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift may not be elaborate or unduly expensive. The Board will consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

SECTION	J	TITLE	STUDENTS	FILE	JN
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STUDENT FEES, FINES, AND CHARGES

It is a responsibility of the Board to assure that the children of the District are provided with free public education. Therefore, no fee or charges may be required as a condition of school year attendance, credit in a required course, or for materials or activities that are part of a course requirement. Neither may a fixed activity fee be required of all students, nor class dues exacted. Students will be responsible for the cost of replacing any school district materials or property that is lost or damaged through the student's negligence.

Certain fees and charges, however, may be established under the following conditions:

1. When established to pay for optional activities that are not part of the regular school program nor essential to success in a course.
2. When established to pay for materials that are optional for use in a course, and when grades or credit are not dependent on their use.
3. When established to pay for materials that will result in shop products, clothing, or other items that the student will take home for personal use.

Certain other items or equipment required of students for personal use may be purchased by the school system and rented to the student. When these are no longer needed by the student, they may be returned to the school, with a refund of the rental fee, dependent upon their condition.

The Board will annually review a list of fees and charges proposed at the various school levels. In making recommendations, school administrators will consider the cost of the time and bookkeeping involved in collecting fees and rental charges for minor items.

REFERENCES

State Reference:
SDCL 13-34-23

Policy Reference:

Adoption History

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

SECTION	J	TITLE	STUDENTS	FILE	JNA
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LOANING OF TEXTBOOKS

Textbooks will be loaned to children ages 5 through 19 who are not enrolled in the school district or a school supported by any other governmental entity upon written request by the child or the child's parent or guardian made prior to (May 1st) preceding the school term of use. Textbooks include print and digital materials, but not computer hardware.

Textbooks loaned shall be the same textbooks normally used by the students enrolled in the schools.

If new textbooks must be purchased to meet the request of children not enrolled in the schools, the Board may limit the number of textbooks per student to be purchased for loan to the same amount of new textbooks that is furnished to the students enrolled in the schools.

REFERENCES

State Reference:
 SDCL 13-34-23
 SDCL 13-34-24

Policy Reference:

Adoption History

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

SECTION	J	TITLE	STUDENTS	FILE	JNB
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DELINQUENT STUDENT FEES, FINES AND CHARGES

To insure the payment of bills, the Business Manager shall send a letter to the parents/guardians notifying them that their student(s) owe(s) one or more fees, fines, or other charges and the reason the money is owed to the school district. The letter shall inform the parents/guardians that if the amount owed is not paid in full within sixty (60) days of the letter being mailed to the parents/guardians, the account shall be considered delinquent and the District shall file a complaint in Small Claims Court.

The Business Manager shall file a Small Claims Court complaint if the account is not paid in full within sixty (60) days of the letter being mailed to the parents/guardians.

REFERENCES

State Reference:
SD Unified Judicial System
SDCL 15-39

Policy Reference:
JN

Adoption History

First Reading	8/12/19
Approved	8/26/19

SECTION	J	TITLE	STUDENTS	FILE	JNB-R
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**DELINQUENT STUDENT FEES, FINES AND CHARGES
SMALL CLAIMS COURT INFORMATION**

The School District is authorized by law to initiate legal action in Small Claims Court to recover money due to delinquent student fees, fines and charges. The procedures are designed so that while either or both parties may have legal representation during the legal proceedings legal representation is not required and the parties may address their own claim or defense in court.

The current maximum limit set by law for small claims actions is \$12,000.

The School District would be the Plaintiff. The parent/guardian from whom the School District seeks to recover money due to delinquent student fees, fines or charges would be the Defendant(s).

Forms required to be filed with the Clerk of Courts are:

- Case Filing Statement (for each party)
- Plaintiff's Statement of Claim, and
- Affidavit of Non-Military Status

The Clerk of Courts in the county can explain the process and will help file the necessary papers in the proper court.

Starting the Small Claims Action:

1. Determine the county where to file. A Small Claims Court action must be filed either where the defendant lives or in the county where the loss occurred.
2. Case Filing Statement Form: This form is completed by the School District and is filed with the Clerk of Courts. It includes names, addresses, phone numbers, dates of birth, driver license numbers, attorney information if applicable and other information.
3. Plaintiff's Statement of Claim Form: The School District must provide a signed written statement, describing how the loss or damage occurred. This statement, along with supporting documents (receipts, cost estimates, etc.), must be filed with the Clerk of Courts.
4. All fees and the court costs for filing a small claims action are paid by the School District at the time of filing. The fee for starting the action, and the postage and service cost required, may be added to the damages claimed against the defendant.
- 5.

Pre-Trial:

1. When the Clerk accepts the Case Filing Statement, the Plaintiff's Statement of Claim and the necessary fees, the case will be entered on the small claims docket.
2. Once the papers are filed and the action is docketed and placed on the court calendar, the Clerk will send by certified mail notice of the lawsuit to the defendant.
3. If the defendant wishes to contest the School District's claim, the defendant must file an answer with the Clerk of Courts office within the time limit specified in the notice sent by the Clerk of Courts. If the defendant fails to comply properly with the notice, the defendant may lose the case by default and have a judgment entered against him/her and in favor of the School District. The defendant may wish to have the action transferred to Circuit Court. The procedure for this can be found in the South Dakota Codified Laws.
4. Affidavit of Non-Military Status Form: Before a default judgment may be entered by the Court, the School District is required to file an affidavit stating whether the defendant is in the military service and show necessary facts to support the affidavit.
5. If the defendant wishes to settle the action out of court, the defendant may do so, however, it is entirely up to the School District to decide whether to accept the offer of the defendant. If settled out of court, the School District will not receive a refund of the filing fee or other costs. The School District must give notice of the settlement to the Clerk of Courts

Trial:

1. At the trial, either party may bring in witnesses to testify and introduce other evidence. Witnesses are placed under oath. The judge may ask questions of the parties and their witnesses in order to clarify the facts.
2. The judge may announce his decision right away after all necessary and available testimony or he may delay the decision and put the judgement in writing at a later date.
3. A small claims judgement cannot be appealed to a higher court.

Judgment:

1. The award of a judgment does not guarantee payment of the claim. The Court makes the decision and records the judgment, it does not enforce collection. While the entry of judgment does create a recorded lien against the debtor, it does not guarantee payment of the debt. The School District may utilize the services of a collection agency to recover the judgment from the defendant.
2. When the claim has been paid in full, the School District receiving payment should inform the Clerk in writing that full payment has been received. The Clerk will then satisfy the judgment.

For more information on Small Claims Court including a detailed brochure and the required forms go to http://ujs.sd.gov/Small_Claims/. More information is also available at SDCL Ch 15-39, Small Claims Procedure.

Board Approved August 26, 2019

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JO
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STUDENT RECORDS

It is the policy of the school board that the principal of each school will be the legal custodian of all student records for that school.

Eligible students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right to inspection;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the District will notify parents annually of the district’s policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, school counselor, social worker or school psychologist for his or her own use, and which are not available to others are exempted from this definition as are records maintained by a law enforcement officer assigned to the school and maintained by the officer solely for law enforcement purposes.

The school will require a prior written consent before information other than directory information may be divulged to third parties. Directory information, which information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. The Superintendent will provide a list of directory information. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process-of enrolling in, may request the student’s education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records,

including the student's disciplinary records, will be forwarded to the requesting district without prior written consent. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. When schools transfer records to new educational institutions, the schools notify parents of the transfer. An exemption exists for material under court order. Parents must be notified of such order prior to release.

Considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to records such disclosure of information and is protected from liability for disclosing such information in good faith.

The Superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act (FERPA) and other applicable acts and regulations.

REFERENCES

State Reference:

Legal References: Family Educational Rights and Privacy Act; Approved 12/13/84
18 USC §§2331 and 2332(g)(5)(B); 20 USC 1232;
P.L. 107-110, No Child Left Behind Act of 2001;
ARSD 24:43:09:02

Policy Reference:

Adoption History

First Reading 11/08/84
Approved 12/13/84
Regulation revised 11/24/08
First Reading – Revision 12/14/0
Approved - Revision 1/11/10
First Reading – Revision 02/22/16
Approved 03/17/16

SECTION	J	TITLE	STUDENTS	FILE	JO-E
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**STUDENT RECORDS
NOTICE OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or

(c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as “directory information.”

3/17/16

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JO-R
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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires prior written consent from a student’s parent, guardian, or student age 18 or over prior to the disclosure of a student’s education records unless a specific exception is applicable such that prior written consent is not required.

A student’s educational records are those records that are:

1. directly related to a student; and
2. maintained by the District or by a party acting for the District.

Student educational records do not include:

1. records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record,
2. records of the law enforcement unit of the District, subject to certain limitations,
3. records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity,
 - b. made, maintained, or used only in connection with treatment of the student, and
 - c. disclosed only to individuals providing the treatment. (For the purpose of this provision, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution,
4. records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student and
5. grades on peer-graded papers before they are collected and recorded by a teacher.

However, the District may disclose appropriately designated “directory information” without written consent. FERPA permits the disclosure of Personally Identifiable Information (PII) from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or

lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - develop, validate, or administer predictive tests;
 - administer student aid programs; or
 - improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as “directory information.”

The primary purpose of directory information is to allow the District to include this type information from student’s education records in certain school publications. Examples include but not limited to:

1. A playbill, showing student’s role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs;

5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The District has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

1. student's name;
2. address
3. telephone listing
4. E-mail address;
5. photograph;
6. date and place of birth;
7. the most recent educational agency or institution;
8. major field of study;
9. grade level;
10. dates of attendance;
11. degrees, honors, and awards received;
12. participation in officially recognized activities and sports;
13. weight and height of members of athletic teams.

The District shall not collect information which is not necessary for the determination of student academic progress, state and federal reporting requirements, or other duties prescribed to a school district, or for the calculation of funding for public education.

Legal References:

Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill; and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Revised: March 17, 2016

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JOA
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STUDENT DIRECTORY INFORMATION
THIS POLICY IS REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;

11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

The District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents and to each postsecondary technical institute located in the state unless the parent has directed that the District not release directory information about the student.

The District shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent.

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to the South Dakota Board of Regents and, upon request to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

REFERENCES

State Reference:

SDCL 13-28-50

Federal References:

CFR Title 34 Part 99 First Reading

Public Law 103-382

USC Title 10 503

USC Title 20 Chapter 31 § 1232g

USC Title 20 7908

Policy Reference:

KBAA

Adoption History

First Reading	12/14/09
Approved	1/11/10
First Reading – Revision	03/17/16
Approved	03/29/16
First Reading – Revision	08/14/17
Approved – Revision	08/28/17
First Reading	6/27/19
Approved	7/22/19

STUDENT DIRECTORY INFORMATION NOTICE

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment. The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

STUDENT DIRECTORY INFORMATION OPT-OUT

In accordance with Federal Regulation § 9528 of the Elementary Secondary Education Act (ESEA), each school system that receives funds under the ESEA must comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone numbers, unless a parent has opted out of providing such information.

This form will serve as your opportunity to declare that you **DO NOT** wish to receive contact from these institutions. Please be aware that recruitment calls and visits may help your student determine a college choice, and may even increase your student's chances for acceptance into a post-secondary institution and/or increase their chances of receiving financial assistance.



IF YOU WISH TO OPT OUT, PLEASE SIGN AND RETURN THIS FORM TO THE DHS COUNSELING OFFICE.

DO NOT DISCLOSE my student's name, address, and telephone number to the entities checked below:

_____ U.S. Military (Army, Navy, Air Force, Marines, etc.)

_____ Board of Regents

_____ Technical Institutes

Student's Name: _____

Student's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

If you do not return this signed form, we will assume it is acceptable to share your directory information with the entities noted above.

SECTION	J	TITLE	STUDENTS	FILE	JOB
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STUDENT SURVEYS

No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems or aspects of the student or the student's family;
3. Sex behavior or attitudes of the student or the student's family;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;
8. Personal or family gun ownership; or
9. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

Prior consent from parents must be obtained through a parental signature on a written notice received by the parents, identifying the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the parent has the right to refuse participation by the student in the survey, analysis or evaluation. (The term, parent, for purposes of this policy, includes a legal guardian or other person standing in loco parentis.)

Prior written consent from an emancipated minor or student age 18 or older must be obtained through the student's signature on a written notice which identifies the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the student has the right to refuse participation by the student in the survey, analysis or evaluation.

The student shall not participate in the survey, analysis or evaluation if the school does not receive the required written consent. Denials of consent shall be reflected through the form being returned and in which consent is denied, or when the form is not be returned. Written consent is required prior to a student participating in a survey addressing one or more of the topics identified above and

in no case shall consent be presumed.

The District shall annually provide notice to students and parents/guardians of their rights as set forth in this policy, by publishing notice of the policy in the newspaper and in the student handbooks. The policy shall also be printed in the teacher handbook.

REFERENCES

State Reference:

SDCL 13-3-51.1

SDCL 13-3-51.2

SDCL 13-3-51.3

SDCL 13-3-51.4

SDCL 13-3-51.5

SDCL 13-3-51.6

Policy Reference:

JO

Adoption History

First Reading 3/17/16

Approved 3/29/16

STUDENT SURVEYS – NOTICE OF RIGHTS

Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Douglas School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Douglas School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,
Washington, D.C. 20202-5

STUDENT SURVEYS - CONSENT FORM

It is the policy of the District that no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning

- (1) Political affiliations or beliefs of the student or the student's parent;
- (2) Mental or psychological problems or aspects of the student or the student's family;
- (3) Sex behavior or attitudes of the student or the student's family;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of other individuals with whom the student has a close family relationships;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (7) Religious practices, affiliations, or beliefs of the student or student's parent;
- (8) Personal or family gun ownership; or
- (9) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

Prior consent from parents must be obtained through a parental signature on a written notice received by the parents, identifying the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the parent has the right to refuse participation by the student in the survey, analysis or evaluation. (The term, parent, for purposes of this policy, includes a legal guardian or other person standing in loco parentis.

Prior written consent from an emancipated minor or student age 18 or older must be obtained through the student's signature on a written notice which identifies the nature of the survey, the purpose of the survey, that the student will not be personally identifiable (except possibly for identification as a male-female or by grade), and that the student has the right to refuse participation by the student in the survey, analysis or evaluation.

The student shall not participate in the survey, analysis or evaluation if the school does not receive the required written consent. Denials of consent shall be reflected through the form being returned and in which consent is denied, or when the form is not be returned. Written consent is required prior to a student participating in a survey addressing one or more of the topics identified above and in no case shall consent be presumed.

A request is being made by _____ (instructor) to survey students for the _____ (class/program). The topic of the survey is _____.

The purpose of the project is _____

I / We (check one)

_____ authorize _____ (student's name) to participate in the survey.
 _____ do not authorize _____ (student's name) to participate in the survey.

 Date

 Parental/Guardian/adult or emancipated Student signature

SECTION	J	TITLE	STUDENTS	FILE	JHCC
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STUDENT COMMUNICABLE CONDITIONS

The Board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

Students, who are afflicted with a communicable parasite or a communicable, contagious, and/or infectious disease or who are liable to transmit such a parasite or disease may be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis under the direction of the principal/building administrator or designee.

ADVISORY COMMITTEE

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in decision making.

The advisory committee may be composed of:

1. A representative from the state or county health department;
2. The student’s physician;
3. The student’s parents or guardian(s);
4. The school principal or designee;
5. The school health service’s supervisor;
6. The superintendent or designee;
7. Primary teacher(s).
8. **School Nurse**

In making the determination, the advisory committee shall consider:

1. The characteristics of the communicable parasite or a communicable, contagious, and/or infectious disease;
2. The behavior, developmental level, and medical condition of the student;
3. The expected type(s) of interaction with others in the school setting;
4. The impact on both the infected student and others in that setting;
5. The South Dakota Department of Health guidelines and policies;

6. The recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health, Center of Disease Control, or other experts.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, additional medical information may be needed before the student may return to school. If an infected student is not permitted to attend classes for ten consecutive school days, arrangements may be made to provide an alternate educational program.

CONFIDENTIALITY

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the Superintendent and/or principal:

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

HEALTH GUIDELINES

It shall be the duty of the Superintendent **or designee** to establish regulations in accordance with this policy. The regulations shall contain infection control practices to be observed within the schools and may include guidelines to be used as a resource in determinations related to school attendance. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

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

REFERENCES

State Reference:

SDCL: 13-28-7.3

Policy Reference:

SDCL: 13-28-7.3 First Reading 04/22/89

Douglas School District Nurses' Handbook

Adoption History

First Reading	04/22/89
Approved	06/12/89
First Reading of Revision	09/29/08
Approved	10/14/08
First Reading of Revision	08/12/13
Approved	08/26/13
First Reading – Revisions	04/11/16
Approved	04/25/16

SECTION	J	TITLE	STUDENTS	FILE	JHCC-R
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STUDENT COMMUNICABLE CONDITIONS REGULATIONS FOR HANDLING BODY FLUIDS/CONTAMINANTS IN SCHOOL

The following procedures/precautions should routinely be used throughout the school system to minimize the risks of transmission of communicable diseases or other conditions. These guidelines provide simple and effective precautions for all persons including pregnant women potentially exposed to the body fluids of any student. They will be updated as new information/recommendations are available from the State Department of Health.

- a. "Body Fluids" applies to blood, drainage from scrapes and cuts, feces, urine, vomitus, saliva, and drainage from any orifice (i.e. nose, ears).
- b. Direct skin contact with body fluids/contaminants should be avoided when possible.
- c. Gloves should routinely be worn when direct hand contact with body fluids/contaminants is anticipated.
- d. Gloves and other materials used for this purpose should be put in a plastic bag or lined trash can. Plastic bags should be changed daily and disposed of routinely. Double bagging can be used when indicated (known high risk contamination).
- e. Gloves should be kept in all areas of high risk, e.g., health room, maintenance areas, main office, any classroom where risk is particularly high.
- f. Students should be taught to handle their own "body fluids" as appropriate (for age, state of health, etc.). When feasible, students should dispose of own tissue after blowing nose, apply pressure to nose and dispose of tissue/paper towels for bloody nose, wash own scrapes/cuts, etc.
- g. Students should be taught good hand washing technique and encouraged to use it routinely – before eating, after toileting, after vomiting, etc.
- h. When direct skin contact or contamination of materials occurs from unanticipated skin contact with body fluids/contaminants (e.g., helping a child in the bathroom, vomiting,), proper cleaning technique should be followed.
- i. Hands and other affected skin areas of exposed persons should routinely be washed with soap and water after contact. Liquid soap dispensed from a wall dispenser is preferable to bar soap - especially bar soap, which sits in a pool of water.
- j. Clothing or personal items should be checked for contamination and removed, placed in a plastic bag or container and sent home for treatment. Items used within the school setting should be handled according to recommended health guidelines before reuse.
- k. Contaminated disposable items (tissues, paper towels, diapers) should be handled with disposable gloves.
- l. Spilled body fluids/contaminants should be removed from the environment by proper cleaning technique.

- m. Grossly contaminated environmental surfaces should be thoroughly cleaned with a freshly prepared solution containing one cup of household bleach per gallon of water. A germicide (e.g. Lysol) can be substituted if a bleach solution is unavailable. Disposable gloves should be worn.
- n. Wastes and disposable cleaning equipment should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (mops, buckets) should be thoroughly rinsed in a bleach solution (as above). The bleach should be disposed of promptly down a drainpipe.
- o. Maintenance responsibilities should include daily cleaning with bleach/germicide in all areas of high risk for contact with body fluids such as the health room, health room toilet(s), sink(s), student and staff lavatories, etc. Plastic bags should also be changed daily and disposed of routinely; and disposable gloves should be worn.
- p. Contaminated areas should be cleaned according to health guidelines.
- q. The clothing of persons at high risk for frequent contact with body fluids should be protected. Lab coats for use in the health room when tending sick children are recommended.

STUDENT COMMUNICABLE CONDITIONS

Numerous communicable conditions may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

HEALTH GUIDELINES

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

Communicable Condition and Incubation Period Rules for School Attendance

Communicable Condition	Rules for School Attendance
Acquired Immune Deficiency Syndrome AIDS/HIV	Determination should be made by the team process as outlined by the Communicable Disease Policy. Generally no exclusion; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
Chicken Pox (Varicella)	The student may attend school after all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
Cimex Lectularius (Bed Bugs)	The student may attend school. Parent will be contacted. If there is continued problem with bed bugs on student, the student may be excluded until there is documented evidence of home treatment.
COVID-19	Student attendance will be based on current CDC and SD

	Department of Health Guidance.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immunosuppression such as anti-cancer or organ transplants, as well as anyone with suspected or known pregnancy. Good hand-washing in all cases should eliminate risk of transfer of infection.
Enteric Infection (Salmonella, Shigella, Campylobacter, Rotavirus, E-Coli, Pinworms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Fifth Disease (Erythema Infection)	The student may attend school if fever has been absent for 24 hours in an unmedicated state.
Giardiasis (Intestinal Protozoan Infection)	The student may attend school if the student practices independent hygienic bathroom skills. Other students may attend school after they have been treated and have recovered. Good hand washing in all cases should eliminate risk of transfer of infection.
Haemophilus influenzae type B, invasive (Hib)	The student may attend school once they have been cleared by a physician.
Hand Foot & Mouth	The student may attend school if fever has been absent for 24 hours in an unmedicated state.
Hepatitis A	The student may attend school after 1 week from onset of illness and with physician's written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B & C	The student may attend school. Treat all blood as potentially infectious. Universal pre-cautions, as posted in all schools, shall be enforced. Considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and cleared by physician to attend.
Infectious Mononucleosis (Mono)- Glandular Infection	The student may attend school as directed by the physician. The student may need adjusted school days and activities.
Influenza	The student may attend school if fever has been absent for 24 hours in an unmedicated state. Good washing should eliminate risk of transfer of infection.

Measles (Rubeola)	The student may attend school after a minimum of four days after onset of rash. Students who have had contact with Measles may attend school if immunization is up to date.
Meningococcal Disease (Meningitis)	The student may attend 24 hours after initiating antibiotic treatment and is cleared by physician to attend.
Methicillin-resistant Staphylococcus aureus (MRSA)	The student may attend school. Exclusion only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
Mumps	The student may attend after five days of onset of parotid gland swelling. Students who have had contact with Mumps may attend school if immunization is up to date.
Pediculosis (Lice, Crabs)	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child will be allowed to return to the classroom.
Pertussis (Whooping Cough)	The student may attend after completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
Plantar's Wart	The student may attend school. Student should not be permitted to walk barefoot anywhere including showers.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Rubella (German Measles)	The student may attend after seven days from onset of rash. Students who have had contact with Rubella may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school if treatment is verified and cleared by physician to attend.
Shingles (Herpes Zoster)	The student may attend if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.

Tuberculosis	The student may attend school once a physician, concurring with the SD Department of Health, states the child is not infectious.
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All communicable and chronic disease should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

Revised April 25, 2016

REFERENCES

Adoption History

SECTION	J	TITLE	STUDENTS	FILE	JHCD
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ADMINISTERING MEDICATIONS TO STUDENTS

Students will not be given medications while at school unless the medication is given them by the school district nursing staff or other designated trained school personnel acting under specific written request (Form PP-323) of the parent/guardian and under the written instruction of the student's physician.

When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be ~~presented to the principal~~ **completed** by the student's parent/guardian. (Form PP-323)

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Medication Release Form (PP-323). The Medication Release Form must be completely filled out, signed and dated by the parent/ guardian. The Medication Release Form must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Medication Release Form by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification, the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Medication Release Form completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have

successfully completed the training program as required by law.

No over-the-counter medications will be given by the school district nursing staff or other designated trained school personnel without the written or verbal authorization of the parent or guardian. Students, 18 years of age or older, who are their own guardian, may authorize the administration of over-the-counter medications.

REFERENCES

State Reference:

ARSD 20:48:04.01:09
SDCL 13-32-10
SDCL 13-32-11
SDCL 13-32-12
SDCL 13-32-13
SDCL 13-33A
SDCL 13-33A-6

Policy Reference:

JHC
JHCDC
JHCDA
JHCDB

Adoption History

First Reading	02/12/90
Approved	02/27/90
First Reading – Revision	08/25/08
Approved	09/08/08
First Reading – Revision	04/11/16
Approved	04/25/16

Douglas School District K-12

CONSENT FOR MEDICATION ADMINISTRATION FORM

1. I am the parent/guardian of _____ and I authorize my child/ ward to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the school nurse or employee trained in the administration of prescription drugs.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that the first medication dose should be administered at home and monitored prior to sending the student to school.
4. 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.
5. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
6. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker or carried by the student unless authorized.
7. I authorize the school to destroy/dispose of any medications not picked up at the end of the school year.

Doctor _____

Student Name _____

Medication _____

Dosage _____

Time of Administration _____

Method of Administration (Oral, Eye, Ear, Nasal, Inhaled, Topical, other) _____

Expiration Date _____ Drug Allergies _____

Reason for Medication _____

Side Effects/Precautions/Reactions to observe _____

Phone numbers: Home _____ Work/Cell _____

ONLY A 10 DAY SUPPLY IS KEPT AT SCHOOL

I understand the medication shall be provided in a prescription bottle showing the name and telephone number of the pharmacy, the student's name, physician's name, and time and dosage of the drug to be taken.

Signed _____ Date _____

(Parent or Guardian)

*This medication can only be administered upon receipt of a signed release form or written note.

POSITION TITLE & DETAILS			
TITLE	DIRECTOR OF HUMAN RESOURCES		
WORK DAYS	260	REPORTS TO	Superintendent of Schools
SALARY SCHEDULE	Per Coordinator/ Director Handbook	SUPERVISES	Personnel Secretary, Personnel Manager, and assigned coordinators,
GROUP	Coordinators	EVALUATION	By Superintendent of Schools utilizing District Approved Process
FUNCTIONS	The Director of Human Resources at Douglas School District is responsible for managing and optimizing the human resources department within the organization. This role involves overseeing various aspects of human resources, including recruitment, employee relations, benefits administration, policy updates and implementation, and compliance with relevant employment laws.		

MINIMUM REQUIREMENTS	
EDUCATION	Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree or HR certification (e.g., SHRM-CP, PHR) preferred.
QUALIFICATIONS	<ul style="list-style-type: none"> • Proven experience in human resources, with a focus on recruitment, employee relations, and benefits administration. • In-depth knowledge of federal and state employment laws and regulations. • Strong interpersonal and communication skills. • Excellent organizational and problem-solving abilities. • Ability to handle sensitive and confidential information with discretion.

DUTIES AND RESPONSIBILITIES
<p>Recruitment and Staffing:</p> <ul style="list-style-type: none"> • Develop and implement effective recruitment strategies to attract qualified and diverse candidates. • Coordinate the hiring process, including job postings, applicant screening, interviews, background and reference checks. • Verify all new and existing employees meet federal and state qualification requirements. • Advertise all district vacancies, handle inquiries, and maintain application files. • Oversee the application, interviewing, and hiring processes for all positions. • Oversee the new employee onboarding process. <p>Employee Relations:</p> <ul style="list-style-type: none"> • Serve as a point of contact for employees regarding HR-related inquiries, and concerns.

- Promote positive employee relations by addressing conflicts, conducting investigations, and facilitating resolution.
- Oversee or conduct annual substitute teacher orientation and individual orientations.
- Oversee or conduct substitute calling service for classified/certified personnel.
- Oversee or conduct orientation meetings with all new staff members for processing personnel paperwork.

Benefits Administration:

- Understand and communicate employee benefits programs, including health insurance, retirement plans, and other related benefits.
- Provide assistance to employees with benefit-related inquiries and issues.

Contracts and Payroll:

- Compute and issue certified personnel contracts and rehire authorizations.
- Provide payroll with all information on personnel salaries and contracts.
- Compute annual pay increases and service factor bonuses for classified personnel.

Record Keeping:

- Maintain current listings of all personnel and payroll information.
- Maintain current and archive personnel files on all district employees.
- Administer certified and classified sick leave banks.
- Maintain permanent leave records on district employees.

Compliance and Reporting:

- Remain current on federal and state employment laws and regulations.
- Prepare and submit required reports related to employment data and compliance.
- Compute personnel information necessary for use at negotiations meetings.
- Maintain communication with the state department regarding teacher certification and personnel accreditation matters.

Policy and Documentation:

- Maintain, update, and create job descriptions.
- Assist in the interpretation of district policies.
- Keep the Superintendent informed of the status of district staffing levels.
- Process personnel items for approval at school district board meetings.

Budget and Supplies:

- Assist in the development and preparation of the district personnel budget.
- Recommend the purchase of supplies and equipment and maintain an adequate inventory related to function.

Professionalism and Communication:

- Create an atmosphere conducive to a professional office.
- Establish a professional working relationship with all district personnel.

Professional Development:

- Coordinate training sessions on various HR topics, including Title IX, diversity and inclusion, harassment prevention, and workplace ethics .
- Provide for his/her professional growth.
- Promote the district at meetings and recruiting events.

Other:

- Perform other duties as assigned by the Superintendent.

PROFESSIONAL CHARACTERISTICS

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

POSITION TITLE & DETAILS			
TITLE	SOCIAL WORKER FAMILY SERVICES CASEWORKER (DRAFT)		
WORK DAYS	Per contract	REPORTS TO	Building Principal & Special Services Director
SALARY SCHEDULE	Per contract	SUPERVISES	None
GROUP	Certified	EVALUATION	By Special Education Services Director utilizing adopted district process
FUNCTIONS	The School District Family Services Worker is a key figure in supporting the overall well-being of students and their families within the educational community. This role encompasses developing, implementing, and coordinating social services programs, addressing diverse needs, and promoting a holistic approach to student success. Additionally, as a Family Services Worker, your responsibilities include providing individualized casework services and collaborating with parents, school personnel, and external agencies to ensure a positive and inclusive school environment.		

MINIMUM REQUIREMENTS	
EDUCATION	<ul style="list-style-type: none"> Minimum of a four-year degree in education, psychology, sociology, or a related field dealing with human behavior and interactions.
CERTIFICATIONS / LICENSE	<ul style="list-style-type: none"> Relevant state licensure or certifications as appropriate for assigned duties.
WORK EXPERIENCE	<ul style="list-style-type: none"> Experience working with and supporting high-risk students/families Have experience & knowledge of local agencies that can support students and families in need.

ESSENTIAL RESPONSIBILITIES
<p>Program Development and Implementation:</p> <ul style="list-style-type: none"> Develop and implement social services programs aligned with district goals. Focus on individual casework services to address personal, social, or emotional challenges hindering student progress. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> Conduct casework services with parents, adult students, unaccompanied youth, or emancipated students to assist in resolving educational challenges affecting their child or themselves. Consult and collaborate with other school personnel by gathering and providing information on cases. Attend pre-referral, Multi-Disciplinary Assessment Team (MDAT), and IEP meetings upon request.

- Maintain knowledge of local helping agencies, coordinating family access to services, and ensuring interagency cooperation.
- Actively participate in team collaboration within the school community while maintaining strict confidentiality.

Student Support and Adjustment:

- Conduct home visits for background information and assist students directly in their adjustment to school, working in conjunction with the school counselor.
- Assume a leadership role in administering and coordinating the McKinney-Vento Homeless Assistance Act program within the school district.
- Facilitate and support, the district counselors, the educational needs of students placed in kinship or foster care arrangements,

Documentation and Record Keeping:

- Develop social histories as requested and maintain accurate records to support comprehensive understanding and effective interventions.
- Ensure compliance with the Board of Education and building policies, procedures, rules, and regulations.

Professional Development and Additional Duties:

- Act as a positive role model for students, demonstrating professionalism and ethical behavior and implementing strategies that enhance the effectiveness of interventions.
- Pursue continuous professional development to stay informed about best practices in social services, counseling, and relevant educational policies.
- Maintain the confidentiality of students and their families.
- Perform other duties as assigned by the Director of Special Services.

PROFESSIONAL CHARACTERISTICS

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