

DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION

**AGENDA**

**Monday, February 12, 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/97072165091?pwd=a0c0Q2VBZk9oaXERbzhGMmQwRU5Cdz09>

Meeting ID: 970 7216 5091

Passcode: 178322

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:
  - The Retired Enlisted Association (TREA) Auxiliary Chapter 29
  - American Legion Post 315 - Jim Carlson
  - National School Counselors Week - February 5-9
  - South Dakota School Board Recognition Week is February 19-23.
  - CTE Program of the Year - Jason Boeding
  - CTE Program Recognition and Presentation - Peyton Cast, Kiernan Holmes, Taylor Irwin, Joseph Hammer, and Khi Jackson.
4. Review of Board Working Agreements:
  - We Ask
  - We Learn
  - We Lead
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:

- A. Approval of Regular Meeting Minutes for January 22, 2024.
  - B. Approve the Purchases and Issuing of Accounts Payable and Payroll
  - C. Acknowledge receipt of letter from the Douglas Education Association indicating the desire to enter into negotiations for the 2024-25 school year.
  - 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. Approve open enrollment application under the Emergency Clause of Board Policy JECB - Open Enrollment.
  - B. Legislative Update on HB 1206 and SB 204.
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve the Disposal of One (1) District Bus as Salvage.
  - B. Approve REVISED Job Description for Executive Director of Operational Support Services.
  - C. Approve NEW Title VI Educator Job Description.
  - D. Approve SECOND READING of Board Policy Exhibit JGD-E(1), Notice of Hearing for Long-Term Suspension/Expulsion.
  - E. Approve SECOND READING of REVISED Policies Section J, JHCC-JHCD-E.
  - F. Approve FIRST READING of REVISED Policy IKFA, IKFA-E, Early Graduation.
  - G. Approve FIRST READING of REVIEWED and REVISED policies Section K, KA-KK.
  - H. Hear INFORMATIONAL READING of REVIEWED and REVISED Policies, Section K, KL-KMB.
14. Reports:

A. Superintendent:

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

15. Upcoming Calendar Events:

- February 13 & 15 - Parent/Teacher Conferences
- February 16 - No School, Conference Comp Day
- February 19 - No School, Holiday
- February 26 - BOE Meeting, 5:00 pm

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

17. Executive Session to conduct Superintendent's Evaluation according to SDCL 1-25-2.1.

18. Action As A Result of Executive Session

19. Adjournment

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH</b>
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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.

	<b>Name &amp; Address</b>	<b>Email &amp; Phone #</b>	<b>Topic / Item #</b>
1			
2			
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SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH-E(2)</b>
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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, January 22, 2024

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, January 22, 2024 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present.

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

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

Superintendent Kevin Case commended the fact that two positions have been filled this month, and he welcomed Sandi Jimenez, Executive Director of Secondary Academics, and Mitchell Fortner, Transportation Coordinator.

There was nothing for public forum.

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

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

Approved Regular Board Meeting Minutes of January 8, 2024.

Approved Personnel Action for January 22, 2024. (Attachment)

Approved December 2023 Financial Reports. (Attachment)

Approved appointing business manager, board president and board 1st vice president to review and approve the bills that would normally be presented at the January 22, 2024 meeting. Payment will be released on our normal schedule following committee approval. Ratification of the bills will be subject to final BOE approval at the February 12 board meeting.

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

Approved administrative voluntary separation plan request for Bud Gusso per the Administrative Handbook, effective at the end of the 2023-24 school year pending completion of the employee's 2023-24 contract.

### **Elementary and Secondary curriculum and Instruction Items:**

Executive Director of Elementary Education Ann Pettit presented the middle of the year K-5 ELA data. *Acadience Reading K-6* literacy assessment provides staff with formative indicators of the essential skills necessary for proficient reading for each student. She showed historical data from the beginning of the 2019 school year until now. Using the data identifies students needing more targeted instructional support in foundational reading skills. Intentional decisions and strategic changes have been implemented, and the assessment data shows it is paying off. Over one hundred students have moved from below benchmark to at benchmark since the beginning of the school year. This is exciting. It took a lot of hard work and effort from staff. Thank your teachers!

Motion to approve two certified FTEs and two classified FTEs for PreKindergarten programming at Patriot Elementary starting in school year 2024-25. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Motion to approve one certified FTE Family Services Worker for social work programming. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

### **Superintendent Items:**

Superintendent Kevin Case stated a legislative bill for partial State funding of an elementary school for Douglas is expected to be "dropped" sometime this week. It would be for \$15 million (25% of construction costs). He also added that as a community, we are lacking senate representation since there is currently a vacancy from Jessica Castleberry's resignation.

Motion to approve confirmation of Jo Anne Mulholland as alternate associate board member per Board Policy BL. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

### **Operational Support Services Items:**

Motion to approve Second Reading of Reviewed or Revised Board Policies, Section J, omitting Board Policy Exhibit JGD-E(1) Notice of Hearing for Long-Term Suspension/Expulsion. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

- Reviewed Board Policy JGD - Student suspension and Expulsion
- Tabled for revision Board Policy Exhibit JGD-E(1) - Notice of Hearing
- Reviewed Board Policy Exhibit JGD-E(2) - Hearing Waiver
- Reviewed Board Policy Exhibit JGD-E(3) - Findings of Fact
- Reviewed Board Policy Exhibit JGD-E(4) - Notice to Parent of Special Education Student
- Reviewed Board Policy Regulation JGD-R - Student Suspension and Expulsion Procedures
- Reviewed Board Policy JHCDD - Opioid Antagonist Policy
- Reviewed Board Policy Regulation JHCDD-R - Narcan Administration Protocol
- Reviewed Board Policy Exhibit JHCDD-E - Report of Opioid Antagonist Administration
- Reviewed Board Policy JHD - Student Psychological Services
- Revised Board Policy JHFA - Supervision of Students
- Revised Board Policy JHFAA - Field Trips

Deleted Board Policy Exhibit JHFAA-E - Trip Request  
Reviewed Board Policy JHG - Reporting Child Abuse and Neglect  
Reviewed Board Policy Regulation JHG-R - Reporting Child Abuse & Neglect  
Reviewed Board Policy JL - Student Gifts and Solicitations  
Reviewed Board Policy JN - Student Fees, Fines, and Charges  
Reviewed Board Policy JNA - Loaning of Textbooks  
Reviewed Board Policy JNB - Delinquent Student Fees, Fees, and Charges  
Reviewed Board Policy Regulation JNB-R - Delinquent Student Fees, Fines, and Charges  
Small Claims Court Information  
Reviewed Board Policy JO - Student Records  
Reviewed Board Policy Exhibit JO-E - Student Records Notice of Rights  
Reviewed Board Policy Regulation JO-R - FERPA Notice for Directory Information  
Reviewed Board Policy JOA - Student Directory Information  
Reviewed Board Policy Exhibit JOA-E - Student Directory Information Notice & Information Opt-Out  
Reviewed Board Policy JOB - Student Surveys  
Reviewed Board Policy Exhibit JOB-E - Student Surveys Notice of Rights and Consent Form

Motion to Approve First Reading of Revised Policies Section J, JHCC-JHCD-E. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Revised Board Policy JHCC - Student Communicable Conditions  
Revised Board Policy Regulation JHCC-R - Student Communicable Conditions Regulations for Handling Body Fluids/Contaminants in School  
Revised Board Policy JHCD - Administering Medications to Students  
Revised Board Policy Exhibit JHCD-E - Consent for Medication Administration Form

Informational reading to review or revise Board Policy Section K - School/ Community/Home Relations:

Review Board Policy KA - School and Community Relations Goals  
Review Board Policy KB - School and Community Relations  
Review Board Policy KBA - Public's Right to Know  
Revise Board Policy KBC - News Media Relations  
Revise Board Policy KBCA - News Releases  
Review Board Policy KC - Parental Involvement in Decision-Making  
Revise Board Policy KG - Community Use of School Facilities  
Delete Board Policy Exhibit KG-E - Building Use Application  
Revise Board Policy KGB - Public Conduct on School Property  
Revise Board Policy KGC - Smoking, Vaping and Tobacco Use on School Grounds / In School Facilities  
Revise Board Policy KH - Public Gifts and Memorials to Schools  
Revise Board Policy KI - Public Solicitations, Bingo and Lotteries, and Advertising in Schools  
Review Board Policy KJ - Posting of National Motto

Revise Board Policy KK - Visitors to the Schools  
Revise Board Policy IKFA - Early Graduation  
Revise Board Policy Exhibit IKFA-E - Application for Early Graduation

**Reports:**

Superintendent Kevin Case reported that the condition of the high school track is deteriorating. He will present some options at a future meeting.

Committee Reports from Board Members and Comments from Associate Board Members

Tonya Welch stated the next Booster Club meeting is February 5 at 6:00 p.m. The Box Elder Chamber is scheduling the January 50/50 to fund post-prom activities.

Amy McGovern attended the Box Elder Area Chamber of Commerce meeting last week. The Box Elder Ball is scheduled for February 2. There are several construction projects currently taking place in Box Elder.

Jo Anne Mulholland expressed her appreciation for the support shown to her. She is excited about the new prekindergarten program.

Tanya Gray stated that she, Chris Misselt and Superintendent Case attended the ASBSD virtual training last week on negotiations and collective bargaining. She reminded all to check out the Bill Tracker on the ASBSD website. It's a great resource to keep up-to-date on bills in the legislature. She will attend the Black Hills Special Services Cooperative board of directors meeting next week.

During the board work session facilitated by Ellie Martinez of Leadership Matters, board members reviewed the District Strategic Plan and the BOE working agreements. As a group, the BOE agreed on updating the working agreements and board goals.

Motion to adjourn the meeting at 7:54 p.m. This motion, made by Tonya Welch 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****Activity Contract Amendments**

	<b>Name</b>	<b>From Bldg / Position / Hrs / Wage</b>	<b>To Bldg / Position / Hrs / Wage</b>	<b>Effective Date</b>
	Tori Nielson	MS/Head 7th GBB/\$3384.00	MS/Head 7th GBB/\$3432.00	2023/2024

**Certified Professional Growth Plans**

	<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
	Karley Tracy-King	VES	Special Education Teacher	2023/2024

**Classified Resignations/Terminations**

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Christy Lanphear	Bus Driver	Transportation	01/19/2024
	Brian Rohrback	LRA	BC	12/06/2023
	Jobelle Werner	FS	DMS	01/17/2024
	Patti Schroeder	Food Service	FS/HS	01/31/2024

**Certified Voluntary Transfer Request**

	<b>Name</b>	<b>From Bldg/Position</b>	<b>To Bldg/Position</b>	<b>Effective Date</b>
	Bridget Bolinger	VES 5th Grade	VES Computers	2024/2025
	Holly Good	VES 4/5 Sped	Carr/ Early Intervention	2024/2025

**Classified Staff Hiring**

	<b>Name</b>	<b>Location / Position</b>	<b>Wage</b>	<b>Effective Date</b>
	Mitchell Fortner	Transportation/Transportat ion Coordinator	\$67,800	01/22/2024
	Daulton Connor	BC/Custodian	\$17.45/hr	02/05/2024
	Debra O'Neil	LRA/VES	\$14.70	2023/2024

**Temporary Hires**

	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Timonthy Simonich	.5 HS Assistant Track Coach	\$2,106.50	2023/2024

**Substitute Hires**

	<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>
	Jobelle Werner	Substitute Teacher	Per Substitute Pay Rate	1/12/2024
	Rodney Strobel	Substitute Teacher	Per Substitute Pay Rate	1/11/2024
	Petra Harre	Substitute Teacher	Per Substitute Pay Rate	1/5/2024
	Katelyn Lee	Substitute Teacher	Per Substitute Pay Rate	1/18/2024

<b>December 1, 2023 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 11/30/23	871,667.80	1,028,844.35	2,115,664.85
RECEIPTS:			
TAXES	150,513.57	97,582.64	52,275.33
INTEREST	399.88	0.00	0.00
ADMISSIONS	2,469.00	0.00	0.00
LOCAL	2,003.18	0.00	0.00
COUNTY	15,735.60	0.00	0.00
STATE	1,251,715.00	819,637.53	376,218.00
FEDERAL	0.00	0.00	0.00
OTHER	150.00	40.60	0.00
INTERFUND TRAN.	19,338.32	0.00	0.00
TOTAL RECEIPTS:	1,442,324.55	917,260.77	428,493.33
DISBURSEMENTS:			
VERIFIED CLAIMS	76,015.68	110,588.05	6,678.06
SALARIES	1,681,275.59	0.00	403,317.20
TRANSFERS OUT			
<b>BALANCE 12/31/23</b>	<b>556,701.08</b>	<b>1,835,517.07</b>	<b>2,134,162.92</b>
BALANCE 12/31/22	1,309,436.19	226,617.68	1,686,265.36

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<b>December 1, 2023 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 11/30/23	(4,676,117.27)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	1,031,760.84	0.00
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	1,031,760.84	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	9,719.54	0.00
SALARIES	99,975.12	0.00
TRANSFERS OUT		
<b>BALANCE 12/31/23</b>	<b>(3,754,051.09)</b>	<b>49,497.51</b>
BALANCE 12/31/22	(2,956,565.20)	50,169.11

<b>December 1, 2023</b>	<b>DEP CARE</b>	<b>MEDICAL REIMB</b>	<b>IMPACT AID</b>
<b>FINANCIAL</b>			
BALANCE 11/30/23	1,479.52	(2,939.03)	26,548,333.54
RECEIPTS:			
INTEREST	0.00	0.00	19,338.32
FEDERAL	0.00	0.00	0.00
LOCAL	1,051.68	2,093.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,051.68	2,093.72	19,338.32
DISBURSEMENTS:			
VERIFIED CLAIMS	786.68	2,916.57	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	19,338.32
<b>BALANCE 12/31/23</b>	<b>1,744.52</b>	<b>(3,761.88)</b>	<b>26,548,333.54</b>
BALANCE 12/31/22	1,197.63	(2,084.84)	22,983,716.54

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<b>December 1, 2023</b>	<b>FOOD</b>	<b>FIDUCIARY</b>
<b>FINANCIAL</b>	<b>SERVICE</b>	<b>FUNDS</b>
BALANCE 11/30/23	291,788.31	266,180.41
RECEIPTS:		
INTEREST		
SALES	53,555.34	0.00
STATE	0.00	0.00
FEDERAL	61,168.62	0.00
LOCAL	245.99	21,464.30
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	114,969.95	21,464.30
DISBURSEMENTS:		
VERIFIED CLAIMS	39,804.88	29,588.29
SALARIES	75,435.64	0.00
<b>BALANCE 12/31/23</b>	<b>291,517.74</b>	<b>258,056.42</b>
BALANCE 12/31/22	303,283.02	221,229.89

**Board Report - For School Board 01/31/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A TO Z SHREDDING	183566		63.20
AMAZON.COM	183568		4,722.65
AMERICINN BY WYNDAM	183565		77.00
AMICK SOUND INC	183569		1,113.40
ASCD	183570		59.00
BLACK HILLS ENERGY- AUTO PAY	146		36,174.28
BLACK HILLS SPECIAL SERVICES COOPERATIVE	183572		38,148.36
BOSS LASER, LLC	183573		1,136.59
BROWN'S SMALL ENGINE REPAIR	183574		93.54
CASE, KEVIN	183575		349.23
CBH COOPERATIVE	183576		47.58
CENTRAL HIGH SCHOOL ACTIVITIES	183577		500.00
CHAMBERLAIN HIGH SCHOOL	183578		280.00
CHRIS SUPPLY, INC.	183579		127.78
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183580		4,287.85
CRICUT	183565		100.81
CUSTER SCHOOL DISTRICT	183581		50.00
DAYLIGHT DONUTS	183582		85.00
DAYS INN- MITCHELL	183583		1,020.00
DOLLAR GENERAL	183565		2.12
EVERGREEN OFFICE PRODUCTS	183584		8,099.10
FIDUCIARY ACCOUNT	183585		6,633.18
FLOSPORTS	183586		97.05
FRERICHS, BENJAMIN	183587		9.76
GRAY, TANYA	183588		369.20
HILLYARD INC	183589		5,841.38
HOBBY LOBBY CREATIVE CENTER	183565		56.31
HOILDAY INN EXPRESS-YANKTON	183590		1,307.36
JENNER EQUIPMENT COMPANY, INC.	183591		293.04
JW PEPPER & SONS, INC.	183565		315.01
KETEL, THORSTENSON, LLP	183592		2,000.00
LOVES TRAVEL STOP	183565		37.55
MCGOVERN, AMY	183593		38.25
MENARDS	183594		1,650.63
MIDCONTINENT COMMUNICATIONS- AUTO PAY	149		1,479.96

**Board Report - For School Board 01/31/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MIDWEST CONNECT	183595		133.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	147		12,453.88
MUSIC FOR BRASS	183565		13.50
NATRONA HIGH SCHOOL	183596		372.00
NORTHWEST PIPE FITTINGS, INC.	183597		649.92
POWER HOUSE HONDA	183598		270.63
PRINT MARK-ET	183599		310.40
RIVERSIDE TECHNOLOGIES INC	183600		1,400.00
SDTEA	183601		100.00
SECURLY	183602		2,374.07
SONESTA SELECT PHOENIX CAMELBACK	183565		1,276.56
STANTON'S SHEET MUSIC	183565		62.92
SUMMIT COMPANIES	183603		830.00
UNITED AIR LINES	183565		105.00
US BANK	183565		44.94
VOYAGER SOPRIS LEARNING INC	183606		150.00
WAL-MART STORES INC	183565		74.24
WELCH, TONYA	183607		438.55
WEST RIVER ELECTRIC-AUTOPAY	148		<u>2,456.59</u>
<b>GENERAL FUND</b>			<b>140,182.37</b>
A&J SCREENING	183567		7,130.00
AMAZON.COM	183568		536.23
BEST BUY BUSINESS	183565		1,759.72
VARILEK, JAYME	183605		<u>22.60</u>
<b>CAPITAL OUTLAY</b>			<b>9,448.55</b>
AMAZON.COM	183568		1,443.94
BLACK HILLS SPECIAL SERVICES COOPERATIVE	183572		338,232.99
USD CENTER FOR DISABILITIES	183604		270.00
WAL-MART STORES INC	183565		<u>69.88</u>
<b>SPECIAL ED</b>			<b>340,016.81</b>
AMAZON.COM	183568		123.32
ASCD	183571		4,095.00
LOVES TRAVEL STOP	183565		232.56
UNITED AIR LINES	183565		<u>7,021.12</u>
<b>GRANTS</b>			<b>11,472.00</b>
			<u><u>501119.73</u></u>

**Board Report - For School Board 01/31/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ALSCO	12309		149.48
AMAZON.COM	12310		88.96
CASH-WA DISTRIBUTING COMPANY, INC.	12311		5,020.84
CLIMATE CONTROL SYSTEMS AND SERVICE	12312		130.61
DAKOTA WAREHOUSE	12313		120.00
PAN-O-GOLD BAKING COMPANY, INC.	12314		663.26
PIZZA HUT- BOX ELDER	12315		342.00
PRAIRIE FARMS	12316		4,132.09
REINHART FOOD SERVICE LLC	12317		<u>6,250.45</u>
<b>FOOD SERVICE</b>			<b><u>16,897.69</u></b>
<b>Grand Total:</b>			<b>518,017.42</b>

**Board Report - For School Board 02/15/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE STEEL & RECYCLING, INC.	183614		300.00
AMAZON.COM	183615		3,921.28
API SYSTEMS INTEGRATORS	183616		725.36
ASBSD	183617		60.00
BELLE FOURCHE HIGH SCHOOL	183618		200.00
BEST WESTERN PLUS-LAKEVIEW-MADISON	183619		77.00
BJ'S INSTRUMENT REPAIR	183620		80.00
BLACK HILLS CHEMICAL CO	183622		2,170.45
BLACK HILLS URGENT CARE	183623		400.00
BOX ELDER HARDWARE	183624		172.76
CASH - CO	183625		672.00
CENTRAL HIGH SCHOOL ACTIVITIES	183626		125.00
CENTURYLINK	183628		439.35
CLASS SOLVER LLC	183629		675.00
CRESCENT ELECTRIC	183630		403.47
DAKOTA BUS SERVICE, INC.	183631		5,036.25
DELTA DENTAL OF SD FOUNDATION	183632		3,000.00
DEMCO, INC	183633		29.89
DENNIS SUPPLY-RC	183634		966.36
DENNY SANFORD PREMIER CENTER	183635		650.00
DISCOUNT SCHOOL SUPPLY	183636		268.57
DMS PACE STORE	183637		180.00
EVERGREEN OFFICE PRODUCTS	183638		2,791.60
FIDUCIARY ACCOUNT	183639		12,104.84
FOLLETT CONTENT SOLUTIONS, INC	183640		4,954.62
HARRISBURG HIGH SCHOOL SPEECH & DEBATE	183641		280.00
INNOVATIVE OFFICE SOLUTIONS	183643		39,353.85
INSTITUTE MULTI-SENSORY EDUCATION	183644		7,500.00
LEAD/DEADWOOD SCHOOL DISTRICT	183646		100.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	183647		1,311.00
MARCO PRODUCTS	183648		713.02
MG OIL COMPANY, INC.	183649		8,203.31
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183650		201.21
OLNEY, TRISTA	183651		229.52
PLAY SCRIPTS, INC.	183652		654.44

**Board Report - For School Board 02/15/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PLAYS	183653		69.00
POPP BINDING AND LAMINATING, INC	183654		902.16
PRINCIPALS' CONFERENCE 2024, THE	183655		200.00
RAPID TIRE & ALIGNMENT	183657		852.33
RISE VISION INC.	183658		180.52
RIVERSIDE TECHNOLOGIES INC	183659		6,800.00
ROBOTICS EDUCATION & COMPETITION	183660		100.00
SAPPHIRE BACKGROUND CHECK	183661		165.00
SASD	183662		90.00
SOFTWARE UNLIMITED INC	183663		598.00
TEMPERATURE TECHNOLOGY INC	183665		17,360.37
TIE	183666		3,150.00
TIMMONS MARKET	183667		23.90
USES KNIFE, MARGIE	183668		80.00
VERIZON WIRELESS	183669		340.50
VOYAGER FLEET SYSTEMS, INC.	183670		350.49
WESTERN COMMUNICATIONS, INC.	183671		768.00
WHISLER BEARING COMPANY	183672		738.80
WORLDWIDE CHOREOGRAPHY	183673		3,700.00
WRESTLING CLUB	183674		<u>1,230.00</u>
<b>GENERAL FUND</b>			<b><u>136,649.22</u></b>
AMAZON.COM	183615		26.51
CENTURY BUSINESS	183627		7,363.42
JENNER EQUIPMENT COMPANY, INC.	183645		<u>1,934.09</u>
<b>CAPITAL OUTLAY</b>			<b><u>9,324.02</u></b>
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	183621		5,775.00
CASH - CO	183625		204.00
HOLIDAY INN EXPRESS	183642		450.00
PRO-ED, INC.	183656		158.00
SASD	183662		45.00
TEACHERS SYNERGY, LLC	183664		43.70
TIMMONS MARKET	183667		<u>47.17</u>
<b>SPECIAL ED</b>			<b><u>6,722.87</u></b>
			<b><u>152,696.11</u></b>
ALSCO	12319		298.96
AMAZON.COM	12320		272.60

**Board Report - For School Board 02/15/2024**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
CASH-WA DISTRIBUTING COMPANY, INC.	12321		5,803.50
COCA-COLA BOTTLING CO HIGH COUNTRY	12322		1,473.00
DAKOTA WAREHOUSE	12323		21.00
FIDUCIARY ACCOUNT	12324		115.00
GENERAL FUND	12325		81,252.31
HOBART PARTS	12326		5,771.34
PAN-O-GOLD BAKING COMPANY, INC.	12327		1,117.32
PARTS TOWN	12328		941.05
PIZZA HUT- BOX ELDER	12329		1,111.50
PRAIRIE FARMS	12330		6,561.03
PROGUARD SERVICE & SOLUTIONS	12331		<u>2,310.22</u>
REINHART FOOD SERVICE LLC	12332		<u>26,555.97</u>
<b>FOOD SERVICE</b>			<u>133,604.80</u>
			<u>133,604.80</u>
<b>Grand Total:</b>			<b><u>286,300.91</u></b>

**PAYROLL EXPENDITURES**

**JANUARY 5 2024**

**JANUARY 19 2024**

**TOTALS**

**\$1,155,370.89**

**\$1,095,792.77**

February 8, 2024

To the Douglas School District Board of Education:

We are writing this letter to inform you of our intent to enter into negotiations for the 24-25 school year, per the provisions of SDCL 3-18. This letter is also in accordance with the negotiation procedures found in Article XXVI of the Negotiated Agreement.

Thank you,

The Douglas Education Association

A handwritten signature in blue ink that reads "Amy Rowe".

Amy Rowe

A handwritten signature in blue ink that reads "Deb Smith".

Deb Smith

DEA Co-Presidents

**DOUGLAS SCHOOL DISTRICT**

**PERSONNEL ACTION**

**Employee Leave of Absence Requests**

Name	Building	Position	Effective Date
Oliva Gotta	FC	Teacher	TBD-2024
McKenzie Abreu	BC	Teacher	TBD-2024

**Certified Professional Growth Plans**

Name	Building	Position	Effective Date
Meghan Kvernum	MS	Librarian	2023/2024

**Certified Resignations/Terminations**

Name	Position	Location	Effective Date
Georgia Simon	4th Grade Teacher	VES	06/23/2024

**Classified Retirements**

Name	Position	Location	Effective Date
** Roberta Girtz	Instructional Aide	CARR	06/23/2024

**Classified Resignations/Terminations**

Name	Position	Location	Effective Date
Cynthia Blanchard	Bus Aide	Transportation	02/07/2024
Traci Bates	Security Aide	DMS	01/24/2024
Mary Walters	Instructional Aide 18-21 Transition	CARR	06/23/2024
Robert Coburn	Bus Aide	Transportation	02/02/2024
Jeff Wimp	HS Asst. FB Coach	HS	01/26/2024

**Certified Voluntary Transfer/ Assignment Request**

Name	From Bldg/Position	To Bldg/Position	Effective Date	
Katie Bell	BC/1st Grade	BC/KG	2024/2025	Assignment
Kirsten Burriss	BC/Kindergarten Teacher	BC/Pre-K Teacher	2024/2025	Assignment
Michael Munoz	MS/Math	MS/Science	2024/2025	Assignment

**Classified Voluntary Transfer Request**

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Cassie Taylor	HS Instructional Aide/7 hrs/\$16.95	HS Food Services/5.5 hrs/\$15.54	2/5/2024

**Certified Staff Hiring**

Name	Location / Position	Wage	Effective Date
Meghan Kvernum	MS/Librarian	\$27,648.13 (Prorated)	01/22/2024
Alex Ferdinand	HS/TBD	\$56,625.00	2024/2025
Charlotte Warren	MS/Counselor	\$56,375.00	2024/2025

**Classified Staff Hiring**

Name	Location / Position	Wage	Effective Date
Livvy Bright	MS/Instructional Aide	\$16.20	02/20/2024
Edwin Snarski	Trans/Sped Bus Aide	\$18.45	02/01/2024

	Jessica (Donovan) Svoboda	BC/Lunchroom Aide	\$14.70	02/09/2024
<b>Temporary Hires</b>				
	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Amy Caron	Lunchroom Supervisor HS	\$2500 Stipend/ Prorated	1/15/2024
	Eric Elder	MS Head Track Coach	\$3,528.00	2023/2024
	Rachel Quimby	MS Asst. Track Coach	\$2,576.00	2023/2024
	Shae Weber	MS Asst. Track Coach	\$2,474.00	2023/2024
	Emilee Lyon	MS Head Cheer Coach	\$3,146.00	2023/2024
	Aaron Kowaleske	MS Asst. Track Coach	\$2,474.00	2023/2024
	Andrew Divis	Activity Worker	\$15/hr	2023/2024
	Kaylee Knduson	MS Asst. Track Coach	\$2,372.00	2023/2024
	Amy Rowe	HS Head Girls Golf Coach	\$6,370.00	2023/2024
	Kevin Plooster	HS Head Spring Drama	\$6,883.00	2023/2024
	Mike Clark	HS Asst. Track Coach	\$4,336.00	2023/2024
	Jason Boeding	HS Asst. Track Coach	\$4,336.00	2023/2024
	Alexander Ferdinand	HS Head FB Coach	\$6,782.00	2024/2025
	Bridget Koehler	Business Office Help/As Needed	\$21.45/hr	2023/2024
	Melissa Poley	MS Asst. Track Coach	\$2,372.00	2023/2024

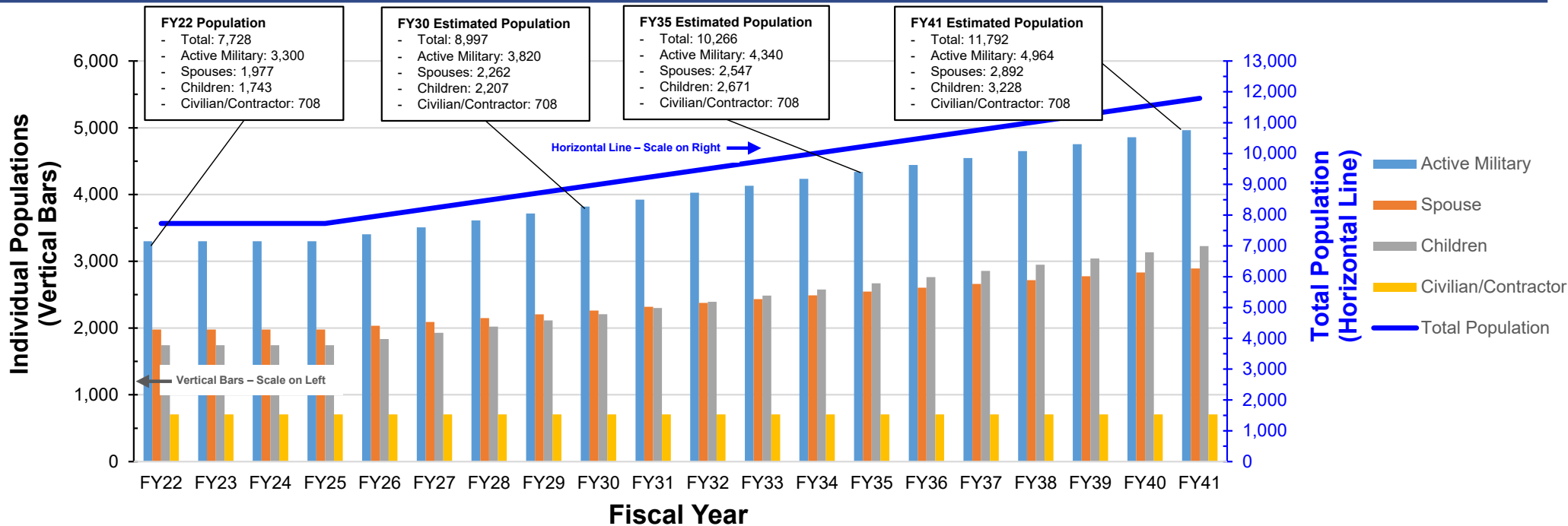




UNCLASSIFIED

# Ellsworth AFB Population Growth B-21 & WGF

Active Military, Civilians/Contractors, Spouses and Children



Estimated Total Growth FY25 - FY41				
Total – 4,064	Active Military – 1,664	Spouses – 915	Children – 1,485	Civilians/Contractors – 0

Notes:

- a. Data is subject to change based on Congressional direction and will continue to be refined
- b. Developed using March 2021 Environmental Impact Statement and May 2022 Ellsworth AFB population data
- c. Data includes B-21 and Weapon Generation Facility manning projections
- d. Data does not include contractors associated with construction
- e. Projected growth averaged across fiscal years. Starting FY25, average growth per year is: 254 Total, 104 Active Military, 57 Spouses, 93 Children, 0 Civilian/Contractor
- f. Numbers of spouses and children were extrapolated from the total number of dependents, assuming 55 percent of military, civilian, and contractor personnel are married and the remaining dependents are children. Data is consistent with 2018 Demographics Profile of the Military Community.
- g. Snapshot analysis considers overlap between B-21 and B-1 transition. Assumes all B-21 personnel and 10 percent of B-1 personnel are present on the base at the same time along with temporary contractor support associated with supporting the B-21 and B-1 transition. Snapshot personnel number = Baseline population – B-1 personnel + B-21 personnel + 10% B-1 personnel + temporary contractor support.

Impact Aid Balance Information			District Contribution					
\$25 Million	Beginning Balance		\$6 Million	Architect Fees (already spent)		2.4 Million	Roof	
-\$5 Million	District Contribution to new Elementary School		\$5 Million	Contribution to New Elementary School		3.2 Million	Outdoor Facilities	
-\$3 Million	5% overage/inflation (District responsibility)		\$3 Million	District responsibility for overage/inflation		5.6 Million		
\$17 Million			\$14 Million	Total				
-\$5 Million	Immediate Capital Project Needs					1.3 Million	(2) Roof	
-\$2 Million	1-3 Year Capital Project Needs					700 Thousand	HVAC	
\$10 Million						2 Million		
-\$8 Million	Cash Flow/Similarly Sized District's General Fund Balance							
\$2 Million	Remaining					7.6 Million		

# Past, Current, & Future Enrollment

Percent In District VS Out of District

## DOUGLAS SCHOOL DISTRICT PROJECTIONS: (Grade Configuration of K-5, 6-8, 9-12) (RSP LIKELY ENROLLMENT FORECAST)

School	Student Location	Past Enrollment			Projected Enrollment					Past and Projected Enrollment % of Capacity							
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Douglas Elementary Schools	Out of District	65	62	51	49	48	49	50	51	4.6%	4.7%	3.8%	3.5%	3.4%	3.4%	3.2%	3.1%
Capacity 1,350	In District	1,336	1,255	1,303	1,344	1,373	1,405	1,490	1,585	95.4%	95.3%	96.2%	96.5%	96.6%	96.6%	96.8%	96.9%
Grades K-5	Attend	1,401	1,317	1,354	1,393	1,421	1,454	1,540	1,636	103.8%	97.6%	100.3%	103.2%	105.3%	107.7%	114.1%	121.2%
Douglas Middle School	Out of District	20	25	24	28	27	29	26	24	3.1%	3.8%	3.6%	4.2%	4.0%	4.3%	3.8%	3.4%
Capacity 600	In District	631	637	635	642	653	650	659	678	96.9%	96.2%	96.4%	95.8%	96.0%	95.7%	96.2%	96.6%
Grades 6-8	Attend	651	662	659	670	680	679	685	702	108.5%	110.3%	109.8%	111.7%	113.3%	113.2%	114.2%	117.0%
Douglas High School	Out of District	51	41	35	31	28	26	32	35	6.5%	5.3%	4.4%	4.0%	3.5%	3.1%	3.9%	4.1%
Capacity 1,050	In District	732	735	756	745	772	823	783	823	93.5%	94.7%	95.6%	96.0%	96.5%	96.9%	96.1%	95.9%
Grades 9-12	Attend	783	776	791	776	800	849	815	858	74.6%	73.9%	75.3%	73.9%	76.2%	80.9%	77.6%	81.7%
DISTRICT K -12 TOTALS	Out of District	136	128	110	108	103	104	108	110	4.8%	4.6%	3.9%	3.8%	3.6%	3.5%	3.6%	3.4%
Capacity 3,000	In District	2,699	2,627	2,694	2,731	2,798	2,878	2,932	3,086	95.2%	95.4%	96.1%	96.2%	96.4%	96.5%	96.4%	96.6%
Grades K-12	Attend	2,835	2,755	2,804	2,839	2,901	2,982	3,040	3,196	94.5%	91.8%	93.5%	94.6%	96.7%	99.4%	101.3%	106.5%
Elementary Change			-84	37	39	28	33	86	96								282
Middle School Change			11	-3	11	10	-1	6	17								43
High School Change			-7	15	-15	24	49	-34	43								67
District Change			-80	49	35	62	81	58	156								392
Elementary % Change			-6.0%	2.8%	2.9%	2.0%	2.3%	5.9%	6.2%								20.8%
Middle School % Change			1.7%	-0.5%	1.7%	1.5%	-0.1%	0.9%	2.5%								6.5%
High School % Change			-0.9%	1.9%	-1.9%	3.1%	6.1%	-4.0%	5.3%								8.5%
District % Change			-2.8%	1.8%	1.2%	2.2%	2.8%	1.9%	5.1%								14.0%

Percent of Building Capacity

Market Forecast

Source: RSP & Associates, LLC - May 2022

Note 1: Student Projections are based on the residence of the student

Note 2: School Choice Options between Facilities are depicted in the Projections (Attend)

Note 3: PreKindergarten students and Non-District coded students are not in the projections

Note 4: Capacity provided by Douglas School District Administration

Note 5: In District (ID) = Based on the student residing in the district boundary

Note 6: Out District (OD) = Based on student not residing in the district boundary

Note 7: Attend = Number of students who were attending a school in the district

### CAPACITY LEGEND

- Exceed Educational Capacity
- Lower than 75% Educational Capacity

## Projection Observations

- District enrollment forecasted to increase to almost 3,200 students **(+392 students in five years)**
- Elementary enrollment forecasted to increase to over 1,600 students **(+282 students in five years)**
  - Elementary schools expected to surpass capacity moving forward
- Middle school enrollment forecasted to increase to over 700 students **(+43 students in five years)**
  - Middle School enrollment expected to surpass capacity moving forward
- High School enrollment forecasted to increase to over 850 students **(+67 students in five years)**

## Main Takeaway:

- Majority of student growth expected at the elementary level
- The current capacity of the elementary and middle schools will not adequately serve future grades
- Continual conversation of building expansion is recommended
- Main driving forces of enrollment increase:
  - 1) Ellsworth AFB Expansion
  - 2) Residential growth to support the future AFB population increase

# Surplus Form

**Douglas School District 51-1**

**Equipment, Furniture, Misc.**

<b>PRINCIPAL/ ADMIN:</b>	Mitchell Fortner, Coordinator		<b>Date:</b>	2/8/2024	
<b>SECRETARY</b>			<b>Location of items:</b>	Transportation	
<b>BUILDING/ DEPT:</b>	Transportation		<b>Bldg:</b>	Transporation	<b>Rm #:</b>
			<b>Total boxes/items to be picked up:</b>		

SPECIAL INSTRUCTIONS/ NOTES:

___ Computer Equip. ___ Furniture ___ Uniforms ___ Food Service Equip. ___ Misc Items	<b>CONDITION CODES:</b> U = Useable N = Not Useable R = Repairable D = Damaged
---	---

RM #	QTY	Description	Model # or Douglas #	Serial #	Condition Code	Sale	Dispose
Trans	1	71 Passenger School Bus	2009 IHC CE	4DRBUAAP79B6 71046	U		X

<b>BUILDING PRINCIPAL/ ADMINISTRATOR SIGNATURE</b> Send Signed copy & Electronic Form to Accounts Payable Attach Surplus Label to item/box of items KEEP A COPY FOR YOUR RECORDS	FORM S-171-E 09/08/2016	<b>FOR MAINTENANCE USE ONLY</b> Date of pickup: Final Destination: Maintenance/ Custodian Signature:
---	----------------------------	---

**\*\* THIS FORM WILL BE RETURNED IF IT IS NOT COMPLETE\*\***

**DOUGLAS SCHOOL DISTRICT 51-1****POSITION TITLE & DETAILS**

<b>TITLE</b>	<b>EXECUTIVE DIRECTOR OF OPERATIONAL SUPPORT SERVICES</b>		
<b>WORK DAYS</b>	230 <del>230</del> 236	<b>REPORTS TO</b>	Superintendent of Schools
<b>SALARY SCHEDULE</b>	Negotiated	<b>SUPERVISES</b>	District Coordinators; Transportation, Food Services, Technology, Buildings & Grounds, Personnel Office Employees
<b>GROUP</b>	Administration	<b>EVALUATION</b>	Performance will be evaluated by the Superintendent based on responsibilities and goals.
<b>FUNCTIONS</b>	<p><del>Responsible for planning, organizing and assisting with the development and maintenance of Human Resources, communication programs for the school division to include: recruitment, staffing, pre-employment and volunteer background checks, classification, compensation, new employee and substitute onboarding, employee evaluation, staff training and professional development, and other assigned areas.</del> <b>The Executive Director of Operational Support Services at Douglas School District holds a leadership role responsible for planning, organizing and assisting with the development and maintenance of Human Resources, as well as overseeing and strategically managing various technical and operational departments critical to the smooth functioning of the school district. The Executive Director provides visionary leadership, operational expertise, and strategic direction to department coordinators, ensuring alignment with the district's mission, vision, and objectives.</b></p>		

**MINIMUM REQUIREMENTS**

<b>EDUCATION</b>	Master's Degree or higher
<b>CERTIFICATIONS / LICENSE</b>	One of the following: Organizational Leadership Human Resources Management South Dakota Administrative Licensure
<b>WORK EXPERIENCE</b>	A minimum of five years of successful human resources management and/or teaching and school administration.

**KNOWLEDGE, SKILL, & ABILITIES**

- Leadership ability in all facets of human resources and/or administration, evaluation and improvement, and supervision and evaluation. and **system-wide operations.**
- Excellent interpersonal, communication, collaboration/team building and organizational skills.
- **Excellent technology skills.**
- ~~Website and social media management skills.~~
- Knowledge of state and federal employment practices.
- Establish and maintain project deadlines.

**DUTIES AND RESPONSIBILITIES****LEADERSHIP & ADMINISTRATION**

- **Collaborates with the Superintendent and executive team to develop and implement policies, procedures, and initiatives aligned with the district's strategic direction.**

- Serves in the absence of the Superintendent as the chief administrative officer of the district and assists the Superintendent in the general operations of the district.
- Assists in the preparation of Board and Administrative Council agendas and attends all meetings of the Board of Education, Administrative Council and Ed Council.
- Interprets and administers Board of Education policy related to human resources, evaluates existing policies within those functions and prepares drafts of new or revised policies, regulations and exhibits for **Executive Team Superintendent's** review and action.
- Develops, revises, and manages programs and processes for effective employee evaluation instruments/systems. **If this is not the HR position, it should mention the other departments.**
- ~~Supervises district coordinator's positions to ensure accountability.~~
- **Supervises and evaluates department coordinators responsible for human resources, transportation, nursing, technology, nutrition services, and buildings and grounds, fostering a culture of accountability and excellence.**
- **Provides guidance and support to departmental leaders in implementing best practices, optimizing processes, and leveraging technology to enhance operational performance.**
- Serves as the internal point of contact regarding the latest developments and innovations in technological processes, products, and programs related to **HR Operational** functions.
- Establishes and implements innovative staff development, workshops, and training to strengthen the professional skills of administrative and non-instructional employees.
- **Leads the development and implementation of system-wide processes and procedures to standardize operations, improve efficiency, and ensure consistency across departments and schools.**

## COMMUNICATIONS

- Develops, maintains and promotes good relations with both the school and local community (parents, business, and EAFB)
- **Develops and implements communication strategies to ensure effective internal communication among staff.**
- **Helps facilitate effective communication among departments.**
- ~~Oversees the following outreach tools: District newsletter, district website and social media accounts, parent letters, and student handbooks.~~
- ~~Responsible for conducting the annual District calendar adoption process.~~

## SCHOOL / COMMUNITY RELATIONS

- Participates in employment fairs/events to recruit and interview teacher candidates.
- Confers with administrators to resolve personnel problems, interpret regulations, policies, and procedures.
- Collaborates and promotes teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the division and the department.
- Keeps abreast of the latest developments and innovations in technological processes, products, and programs related to HR functions.
- ~~Serves as the Title IX Coordinator.~~
- **Ensures compliance with Title IX regulations by developing and implementing policies, procedures, and training programs to prevent and address gender-based discrimination, harassment, and violence.**
- **Serves as the district's Title IX coordinator and provides leadership in investigating and resolving complaints related to Title IX violations.**
- **Develops and implements grievance procedures, complaint and conflict resolution mechanisms to address employee and stakeholder concerns in a fair, timely, and equitable manner.**
- **Advises Administrative staff regarding compliance with Negotiated Agreement terms.**
- **Serves as the Districts McKinney Vento program Coordinator.**

## STAFFING

- Performs duties associated with position control and staffing, posting of vacancies using the electronic applicant tracking system, screening of applicants to ensure eligibility for hire, validation of experience credit and references, preliminary salary schedule placement, extending job offers, and other areas as assigned.
- Implements the District Staffing Plan in a timely manner; provides mandated and appropriate reports to the Board, administration, staff and community.
- Coordinates with principals and department managers in planning for staffing needs; recommends assignment of employees and reviews personnel requests for appropriateness.
- Processes personnel actions (i.e. transfers, promotions, dismissals, status changes, retirements, leave, etc.) in accordance with division policies and regulations and other applicable laws.

## PERSONNEL

- ~~Prepares, manages and conducts classification and compensation surveys/studies as appropriate for the school division to ensure competitive wage and salary structures.~~
- Reviews and recommends compensation for new hires and promotions.
- Develops, writes, revises and maintains job descriptions.
- Conducts research, analyzes information, and compiles statistics and other data regarding position classification, job analysis, external and internal equity, and reclassifications.
- Assesses and completes job audits and reclassifications for the school system.
- Analyzes and makes recommendations for proposed reorganization of departments.

## STUDENT SERVICES

- Oversees student registration, student records and reports.
- Serves as the Homeless Coordinator, Migrant Coordinator, Nurse Advisor, **and SRO Program Advisor.**  
~~Counseling Advisor.~~

## BUDGET

- Assists in the development of the district budget ~~including personnel, professional development, and technology needs~~
- Participates in the annual district-wide Capital Outlay process and review.
- Provides budget management and oversight in all areas of responsibility.

## OTHER

- Performs other duties and assumes other responsibilities as assigned by the Superintendent.
- Provides for his/her professional growth.

## PROFESSIONAL CHARACTERISTICS

- Progressive Mindset
- Effective System Thinker
- Reflective
- Deep Commitment to Collaboration
- Informed Decision-Maker

POSITION TITLE & DETAILS			
<b>TITLE</b>	<b><u>TITLE VI EDUCATOR</u></b>		
<b>WORK DAYS</b>	182	<b>REPORTS TO</b>	Executive Director of Elementary/Secondary Academics
<b>SALARY SCHEDULE</b>	Negotiated	<b>SUPERVISES</b>	None
<b>GROUP</b>	Certified	<b>EVALUATION</b>	By Executive Director of Elementary/Secondary Academics utilizing Board Adopted Process
<b>FUNCTIONS</b>	The Title VI Educator at Douglas School District is responsible for implementing and coordinating activities related to Title VI programs, ensuring compliance with federal regulations. This role involves fostering a supportive educational environment that meets the unique needs of American Indian and Alaska Native students.		

MINIMUM REQUIREMENTS	
<b>EDUCATION</b>	Bachelor's degree in Education, Native American Studies, or a related field.
<b>QUALIFICATIONS</b>	Valid South Dakota Teaching Certificate preferred. Combination of an appropriate degree along with successful experiences with young adults to support learning and achievement.

DUTIES AND RESPONSIBILITIES
<p><b>Program Development and Implementation:</b></p> <ul style="list-style-type: none"> <li>● Design and implement educational programs that align with Title VI requirements.</li> <li>● Collaborate with school staff, parents, and community members to develop culturally responsive initiatives.</li> <li>● Effectively utilize data to monitor, evaluate, and make adjustments to the effectiveness of the Title VI program.</li> </ul> <p><b>Cultural Competency Training:</b></p> <ul style="list-style-type: none"> <li>● Conduct training sessions for school staff to enhance cultural competency and awareness.</li> <li>● Provide resources and support to educators in incorporating culturally relevant content into the curriculum.</li> <li>● Foster an inclusive and respectful learning environment for all students.</li> </ul> <p><b>Student Advocacy and Support:</b></p> <ul style="list-style-type: none"> <li>● Advocate for the needs of American Indian and Alaska Native students within the school system.</li> <li>● Work closely with students to provide academic and emotional support.</li> </ul>

- Collaborate with counselors and other support staff to address individual student needs.

**Community Engagement:**

- Build and maintain positive relationships with local American Indian and Alaska Native communities.
- Organize community events and activities that promote cultural understanding and involvement.
- Serve as a liaison between the school district and tribal organizations.

**Compliance and Reporting:**

- Ensure compliance with all Title VI regulations and reporting requirements.
- Maintain accurate records of program activities, participant data, and outcomes.
- Prepare and submit reports to relevant authorities as required.

**PROFESSIONAL CHARACTERISTICS**

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

**NOTICE OF HEARING FOR LONG-TERM SUSPENSION/EXPULSION**

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

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

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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~~ **to address** this matter on:  
\_\_\_\_\_ (day), \_\_\_\_\_ (date), at \_\_\_\_\_ (time).

**at \_\_\_\_\_(Location):**

~~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.~~

**The hearing will provide the opportunity for representatives of the Board of Education to review the circumstances of the incident. Your student and/or his/her representative will have the opportunity to present his/her side of the story and to address the statements of any testimony or witnesses. Your student has the right to present his/her witnesses as well. Any planned witnesses must be present at the date and time of the scheduled hearing.**

~~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.~~

The purpose of this hearing is to determine the disciplinary consequences of your child/ward's failure to follow the above-mentioned administrative procedure for Douglas School District. Such consequences may include the suspension of your student from Douglas School District for a period of more than ten days. All evidence and records being considered in this case are available for inspection by the student, parent/legal guardian, or other responsible person and their representative.

You are ~~further~~ also notified of your 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\_\_\_\_\_.

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Superintendent

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JHCC</b>
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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	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JHCC-R</b>
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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**

<b>Communicable Condition</b>	<b>Rules for School Attendance</b>
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	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JHCD</b>
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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.

**DELETE**  
**DOUGLAS HIGH SCHOOL**  
**APPLICATION FOR EARLY GRADUATION**

NAME: \_\_\_\_\_

CURRENT SCHOOL YEAR: \_\_\_\_\_

Early graduation is defined as completing the high school curriculum and all Douglas School District requirements for graduation (IKF) (IKF-R) in fewer than 8 semesters. Please select your reason for applying for early graduation, and return this form, with the proper signatures, to the Douglas High School Counseling Office, prior to the end of third quarter of the year in which you anticipate graduating.

(check all that apply)

- \_\_\_\_\_ Moving out of district:
- \_\_\_\_\_ Getting married
- \_\_\_\_\_ Parenthood
- \_\_\_\_\_ Entering higher education – either vocational or academic
- \_\_\_\_\_ Possessing full-time employment
- \_\_\_\_\_ Obtaining independent status/living independently of parents/guardians
- \_\_\_\_\_ Being diagnosed with a serious physical, psychological, or emotional disease/disorder
- \_\_\_\_\_ Being enrolled in the Douglas High School Alternative Education Program, and being at least 17 years of age
- \_\_\_\_\_ Reaching legal age of (18 or older)
- \_\_\_\_\_ Entering into United States Armed Forces

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Action (circle one) Approved Denied Date: \_\_\_\_\_

SECTION	I	TITLE	INSTRUCTION	FILE	IKFA
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### EARLY GRADUATION

~~Students may have the opportunity to graduate from Douglas High School in fewer than eight (8) semesters when they have completed graduations requirements, filled out and submitted the Early Graduation Application Form (IKFA-E), and meet one of the following criteria:~~

- ~~1. Moving from the District.~~
- ~~2. Getting married.~~
- ~~3. Becoming parents.~~
- ~~4. Entering higher education—either vocational or academic.~~
- ~~5. Possessing full-time employment.~~
- ~~6. Obtaining independent status/living independently of parents/guardians.~~
- ~~7. Being diagnosed with a serious physical, psychological, or emotional disease/disorder.~~
- ~~8. Being enrolled in the Douglas High School Alternative Education Program, and being at least 17 years of age.~~
- ~~9. Reaching legal age of (18 or older).~~
- ~~10. Entering into the United States Armed Forces.~~

~~Students must have submitted the application for early graduation to the Assistant Principal no later than the end of third quarter of the year of anticipated graduation. It will be acted upon, as soon as possible, at the next available Douglas School Board meeting. Final approval is at the discretion of the Douglas School Board of Education.~~

#### **EARLY GRADUATION**

Students who will meet the graduation requirements prior to the end of their senior year must submit a letter of intent to the Principal not later than the end of the first semester of the senior year. This letter must be signed by the student's parent or guardian. Eligibility for graduation must be verified by the school guidance department. The student may then graduate early at the discretion of the Board.

### REFERENCES

**State Reference:**

ARSD 24:03:06:05

ARSD 24:03:06:06

24:43:11:01 Number of required credits for graduation from high school -- Personal learning plan required.

[24:43:11:02](#) General requirements for high school graduation.

**Policy Reference:**

Adoption History	
First Reading	11/14/88
Approved	11/22/88
First Reading-Revision	03/23/93
Approved-Revision	04/13/93
First Reading-Revision	01/09/17
Second Reading – Revision	01/23/17

<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KA</b>
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**SCHOOL AND COMMUNITY RELATIONS GOALS**

The Board believes that responsible management of the school district requires current laws, standards, attitudes, and philosophies of education be presented to the community on a continuing basis. The Board also recognizes that as elected representatives of the people it must consider the needs and desires of the community in establishing educational policy. In order to meet both of these aims, it is essential that effective two-way communication be maintained with the community.

The basis for an effective community relations program is to be found in the following statements of Board attitudes:

1. The community will be encouraged to participate and actively assist in the future planning of the school district.
2. All avenues of communication available will be used.
3. Special attention will be given to effective internal communication among the Board, administration, the staff, and students, to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

The Board is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of the educational program and the problems of the district, and to provide for the broadest participation of all—Board, staff and community—in seeking the solution to problems and in promoting the continuing improvement of the education available to the residents of the community.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading	03/17/16
Approved	03/29/16

<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KB</b>
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**SCHOOL AND COMMUNITY RELATIONS**

The purpose of school-community relations is to establish and maintain a program that informs the public of and involves them in the goals and services of the District's public schools.

The Board shall provide parents or guardians and other District residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

1. To explain the programs, achievements and needs of the schools to:
  - a. Parents;
  - b. township officials and other community leaders;
  - c. local business and industry;
  - d. community organizations;
  - e. special interest groups;
  - f. the community as a whole;
  - g. State and Federal agencies.
2. To determine:
  - a. what residents expect from their schools;
  - b. what residents think about the accomplishments of their schools;
  - c. what residents would like to know about their schools that they don't now know;
  - d. which particular areas of the school program, policies, or operations need further clarification or explanation.
3. To keep staff members fully informed of:
  - a. District policies and procedures;
  - b. system-wide activities;
  - c. their own responsibilities;
  - d. their rights within district policy and under school law;
  - e. practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils and parents.
4. To operate, insofar as required, in public session, as speedily and efficiently as circumstances permit, and with public participation.
5. To recognize students:
  - a. as a "public" entitled to both be heard and to be provided with reasons for policies and practices which relate to them;
  - b. as "ambassadors" from the school system to the community, whose attitudes will

affect community opinion of the schools.

6. To inform teaching staff personnel that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits in their respective fields of services:
  - a. acquaint citizens with the work of the schools;
  - b. give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;
  - c. make parents feel welcome in the school office and in the classroom;
  - d. cooperate with the parent and other community groups;
  - e. maintain student relations so as to enlist the cooperation of the home;
  - f. observe inter-staff relations conducive to high morale that merits the respect of students and citizens.

### REFERENCES

**State Reference:**

**Policy Reference:**

### Adoption History

First Reading	03/17/16
Approved	03/29/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KBA</b>
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**PUBLIC’S RIGHT TO KNOW**

The Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the business manager or Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the Superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this **policy** will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

**REFERENCES**

**State Reference:**

SDCL 13-8-43

**Policy Reference:**

BDDG

GBL

JO

KBAA

### Adoption History

First Reading	02/28/89
Approved	03/13/89
First Reading – Revision	03/17/16
Approved – Revision	03/29/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KBC</b>
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**NEWS MEDIA RELATIONS**

The Superintendent, **Communications Coordinator**, or designee will coordinate all activities relating to the publication of information concerning the schools or the appearance of news releases relating to school personnel or activities.

In addition to the use of the official newspaper as required by state law for specific announcements, the public schools will use all media available, both public and private, and the school media to keep the public informed as fully as possible on school matters.

The Board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of good education in our District and state.

Suggestions and advice from representatives of such media as to how best to facilitate the flow of information to them by the Board and personnel of the school district will be welcomed.

Newscasts, spot announcements, sports and media coverage of other school activities and programs must be presented in the public interest. Identification of the schools with the promotion of any commercial or political enterprise will not be permitted.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading	03/17/16
Approved	03/29/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KBCA</b>
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<b>NEWS RELEASES</b>
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The Superintendent, **Communications Coordinator**, or ~~his~~ **their** designee will be the press liaison for coordinating the release of information concerning the school district and the actions of the Board. The Board **P**resident will be the official spokesman for the Board, except as this duty is delegated to the Superintendent or ~~his~~ **their** designee.

The Superintendent or ~~his~~ **their** designee will work in cooperation with the administrative staff, and the school principals. He will assure that each school in the District has equitable news media coverage.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities and personnel, which will create and maintain a dignified and professionally responsible image for the school system.

<b>REFERENCES</b>
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**State Reference:**

**Policy Reference:**

<b>Adoption History</b>
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First Reading	03/17/16
Approved	03/29/16

<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KC</b>
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**PARENTAL INVOLVEMENT IN DECISION MAKING**

The Board of Education endorses the concept that community participation in the school is essential if the District and the community are to maintain mutual confidence and respect and work together to provide a meaningful educational program for all students.

The Board encourages each administrative unit to develop appropriate activities that:

1. Ensure that the school climate is open, helpful, friendly and welcome to all patrons.
2. Involve parents as partners on advisory functions such as: curriculum, instructional materials, school improvement, accountability, discipline, and parent/community involvement.
3. Provide two-way communication with all patrons respecting the diversity and differing needs of families.
4. Develop strategies and programmatic structures for patrons to participate actively in the educational system.
5. Utilize schools to inform students and families about community resources that provide educational enrichment and support.
6. Work closely with community organizations (including Ellsworth AFB), which, by their policies and activities, can provide support and/or assistance for active parental and community involvement.
7. Provide professional development opportunities for teachers and staff to enhance their effectiveness with parents.
8. Assess the effectiveness of parental involvement efforts.

The Board also encourages parents and the community to initiate communications concerning educational interests and ideas utilizing district policies, procedures, and activities.

**REFERENCES**

**State Reference:**

**Policy Reference:**

<b>Adoption History</b>	
First Reading	11/26/91
Approved	01/14/92
First Reading – Revision	11/06/06
Approved – Revision	11/27/06

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KG</b>
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**COMMUNITY USE OF SCHOOL FACILITIES**

School district facilities and equipment are purchased, maintained, and operated by funds largely provided by local taxes. The Board of Education subscribes to the idea that the public schools are owned and operated by and for its patrons and are an integral part of the community. To this end, the Board encourages the use of school facilities by various education and community organizations. Facilities, for purposes of this policy, include all the buildings of the District and/or grounds of the District.

As a community service, the Board may rent or grant the use of school facilities for any purpose which it may deem to be advisable. Such use, however, shall not interfere with school activities nor serve to compete with local business. School sponsored activities shall have first priority.

**Prohibited Activities**

The following activities will be prohibited on school grounds or in school facilities:

1. Partisan political meetings;
2. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence;
3. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment;
4. Any purpose in conflict with school activities;
5. Commercial advertising;
6. Fundraising campaigns except as permitted by Board policy or special action of the Board;
7. Activities which are discriminatory in the legal sense.

Permission may be granted to allow local colleges and universities, which may charge tuition, or school personnel to use District facilities for staff improvement or in-service training. Private teaching, either by individuals employed by the school district or by outside agencies or persons, for which tuition is charged will require board approval before facilities may be used.

Any person, public body, or group given permission to use school facilities shall be responsible to the District for all damages that may be caused by reason of such use or occupancy. The Board may require the sponsoring organization to show proof of financial responsibility prior to granting use of school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of the group or organization nor the activities or purposes they represent. The right to authorize use of school facilities is retained by the Board of Education acting through its Superintendent and building administrators.

The Superintendent **or designee** will develop regulations to be reviewed by the board for the use of school district facilities and equipment.

**Granting of Approval**

The Superintendent **or designee** is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants who satisfy the above purposes and limitations. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants will be required to submit a facility use agreement declaring that to the best of their knowledge their projected use is legal. Applicants requesting permission to use a school building will be held responsible for the preservation of order and for any damage to school facilities. The person signing the application will agree to replace or pay for all damages or lost equipment or material when directed to do so by the school administration. If replacement is required for damaged property, replacement costs will be the measure, and depreciation will not be a factor. In addition, users of the facility will be required to hold the District harmless for all damages and personal injury that may occur during their utilization.

<b>REFERENCES</b>
<p><b>State Reference:</b> SDCL 13-24-20</p> <p><b>Policy Reference:</b></p>

<b>Adoption History</b>	
Previous Policy No. 302	11/18/75
Revised	11/08/79
First Reading - Revisions	05/11/93
Approved - Revisions	05/25/93
First Reading - Revised Regulations	08/11/97
Approved - Revised Regulations	09/08/97
First Reading - Revised Regulations	04/22/02
Approve - Revised Regulations	05/13/02
First Reading - Revised Regulations	04/13/04
First Reading - Revisions	08/27/07
Approve - Revisions	09/10/07

First Reading – Revisions  
Approve – Revision

03/17/16  
03/29/16

**DELETE**

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KG-E</b>
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**BUILDING USE APPLICATION**

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KGB</b>
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**PUBLIC CONDUCT ON SCHOOL PROPERTY**

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct.

To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury;
2. The harassment or coercion of any person;
3. The willful damage to, or destruction of, property;
4. The willful disruption of the orderly conduct of classes or of any other school program or activity;
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the District or to attend an activity or function authorized thereby;
6. The willful interference with the lawful and authorized activities of others;
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property;
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, air gun, or any other object that reasonably can be considered a weapon, on property of the school district;
9. The violation of any federal or state statute, local ordinance, or Board policy;
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his/her duties;
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent **or designee.**

**ENFORCEMENT AND PENALTIES**

Any violation of the above shall be reported immediately to the building principal. The principal will investigate the case thoroughly and make a written report to the Superintendent. Penalties that may be imposed by the principal and/or the Superintendent include:

1. A reprimand;
2. An order to the by violators to leave school property immediately;

3. A call to police and a specified charge made under the penal code.

**OTHER PENALTIES**

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading	03/17/16
Approved	03/29/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KGC</b>
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**SMOKING, VAPING AND TOBACCO USE ON SCHOOL GROUNDS/ IN SCHOOL FACILITIES**

~~It is generally recognized that the use of tobacco products presents a health hazard which can have serious consequences both for the smoker and non-smoker. Statistics indicate that there has been a reduction in the percentage of the total population who smokes.~~ The Douglas School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, all forms of tobacco, including cigars, pipes, chewing tobacco, cigarettes, and e-cigarettes. Smoking of any substance is prohibited.

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

The use of all forms of tobacco by visitors and/or guest is prohibited in all District buildings (in compliance with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994), on school grounds, in all school vehicles at all times and at any school-related functions.

Any person failing to comply with this policy may be subject to removal from the premises and/or suspension of privileges.

This policy will be posted in all District owned facilities and vehicles.

**REFERENCES**

**State Reference:**  
SDCL 22-36-2

**Policy Reference:**



### Adoption History

First Reading	06/09/88
07/14/88	
Approved	08/15/88
First Reading – Revisions	03/29/01
Approved – Revisions	04/09/01
First Reading – Revisions	03/25/08
Approved – Revisions	04/28/08
First Reading – Revision	03/29/16
Approved – Revisions	04/11/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KH</b>
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### PUBLIC GIFTS AND MEMORIALS TO SCHOOLS

Gifts, grants, bequests, or other devises to the schools or any school department may be accepted by action of the Board and will become District property. All gifts will be accepted in the name of the school district, but may be designated for use in a particular school or department. All items must be of legitimate use in the school program.

Gifts will not be accepted if there is excessive cost of maintenance or installation. Where installation is required, the gift will be installed under the supervision of District personnel.

Solicitation for any items by staff members must first be approved **by** their principal or supervisor, and the Administrative Council.

Approved monetary donations for District purchases must be submitted to the Business Office prior to purchase for proper accounting of funds. If identified as a technology purchase, additional criteria apply. (See below)

The Board is under no obligation to replace the gift if it is destroyed or becomes worn out.

The Board welcomes gifts of books and other materials to school libraries provided they meet the same standards of selection as those applied to the purchase of library materials. School libraries may dispose of gifts at their discretion.

The Board directs the Superintendent **or designee** to assure that an appropriate expression of thanks is given all donors.

Any technology related items shall comply with the following criteria:

1. Aligns with District's Technology Plan;
2. Associated purchase is made in accordance with District policy;
3. Purchasing shall be overseen by the Technology Department to ensure the ability to maintain and support the technology; and
4. Donated property will become part of the District's managed technology inventory.

### REFERENCES

**State Reference:**

SDCL 13-14-5

**Policy Reference:**

IIAC

**Adoption History**

First Reading	03/17/16
Approved	03/29/16
First Reading – Revisions	06/27/19
Approved	07/22/19

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KI</b>
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**PUBLIC SOLICITATIONS, BINGO AND LOTTERIES,  
AND ADVERTISING IN THE SCHOOLS**

**SOLICITING**

No person will sell or offer for sale within school buildings or on school property any articles or services, or solicit contributions, except those approved by the Superintendent or the Board. This policy does not prohibit any school fundraising activity authorized by the Board and the school administration.

Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity by making arrangements through the principal's office, at a time that will not interfere with the classroom work of the teacher.

The school directory or lists of students and staff will not be made available to any outside person or agency.

**BINGO AND LOTTERIES**

Persons and entities wishing to conduct a lottery or hold a bingo event on school premises must receive approval by the Superintendent, or the Superintendent's designee, prior to holding the event.

Pursuant to and consistent with state law:

1. The bingo game or lottery must be conducted by a bona fide congressionally chartered veterans' organization; a religious, charitable, educational, or fraternal organization; a local civic or service club; a volunteer fire department; a local industrial development corporation as defined in law;
2. The proceeds from the bingo or lottery do not financially benefit the individual or entity conducting the lottery or bingo event;
3. No separate organization or professional person is employed to conduct the bingo game or lottery or assist therein;
4. No compensation of any kind is paid to any person for services rendered during any bingo session in connection with the conduct of the bingo game or in consideration of any lottery.
5. No prize in excess of two thousand dollars is awarded at any one play of bingo;
6. The actual value of any lottery prize is stated before any chances for the lottery are sold. A lottery prize of a stated amount of dollars in value may be given to a person who sells a

winning lottery ticket or share as long as the winning lottery ticket or share is selected at random;

7. The organization, before conducting a bingo game or before selling any chances for a lottery, must give thirty days' written notice of the time and place to the governing body or designated administrative official of the county or municipality in which it intends to conduct the bingo game or lottery, and the governing body does not pass a resolution objecting to the activity. However, any organization that conducts a lottery and tickets or shares for such lottery are sold state-wide shall provide written notice of such lottery only to the secretary of state and to the governing body where the drawing for such lottery is held.

### **ADVERTISING**

No notices or advertisements by or in behalf of persons not officially connected with the schools will be distributed in any school building except by permission of the Superintendent, **Superintendent designee**, or Board. All notices, even by school personnel, will be cleared by the building principal and, in case of doubt, by the Superintendent **or designee**.

### **CHARITY FUNDRAISING**

The administration may select a special fund or charity project which is considered important. Approval for such a project must be secured from the Superintendent **or designee**.

This policy should not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

## **REFERENCES**

### **State Reference:**

SDCL 13-24-20

SDCL 13-8-39

SDCL 22-25-25

### **Policy Reference:**

GBI

IGDF

JL

KIA

## **Adoption History**

First Reading	03/17/16
Approved	03/29/16
First Reading – Revisions	06/27/19
Approved	07/22/19

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KJ</b>
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**POSTING OF NATIONAL MOTTO**

The national motto of the United States, “In God We Trust,” shall be displayed in a school entryway, cafeteria, or other common area where students are most likely to see the national motto in each attendance center in the school district. The display may take the form of a mounted plaque, student artwork, or any other appropriate form as determined by the school principal. The display shall be easily readable and at least twelve inches wide by twelve inches high.

*Note: SDCL 13-24-24. For any lawsuit brought or any complaint filed against a school district, an employee of a school district, the board of a school district, or a member thereof as a result of a school district displaying the national motto of the United States, the attorney general shall provide legal representation at not cost to the school district, employee, school board, or member of the school board. In addition to the expenses of representation, the state shall assume the financial responsibility for any other related expense incurred by the school district, an employee, the board, or member thereof, including any award for monetary damages, attorney’s fees, and costs for which the school district, an employee, the board, or a member thereof would be otherwise responsible.*

**REFERENCES**

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

**Policy Reference:**  
 IGAA  
 INDA

**Adoption History**

First Reading	08/12/19
Approved	08/26/19

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KK</b>
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**VISITORS TO THE SCHOOLS**

The Board and staff of the school district welcome members of the community and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

~~The Superintendent~~ **District Administration** will: encourage visitors to observe our schools; provide for appropriate hospitality for visitors, channel expressions of approval as well as constructive criticism to the Board; **and** ensure that such visits ~~will~~ enhance the **effectiveness** of the educational program.

All visitors must report to the school office and receive the principal's permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school principal or his assistant to be disruptive of the educational process will be denied. ~~permission to remain.~~

~~If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is directed to request aid from the local law enforcement agency.~~

**Visitors who refuse to leave the school grounds, create any disturbance, or attempt to disrupt the educational process are subject to the penalties and procedures referenced in policy KGB - Public Conduct on School Property.**

**REFERENCES**

**State Reference:**

**Policy Reference:**  
**KGB**

**Adoption History**

First Reading	03/17/16
Approved	03/29/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KL</b>
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**COMPLAINT AGAINST SCHOOL EMPLOYEE**

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee’s conduct, performance, or an employee’s administration of a curricular, co-curricular or extra-curricular program. Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person’s complaint, but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is 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. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, that the Board and board members become involved.

Allegations that an employee may be in violation of The South Dakota Department of Education Professional Teachers Ethics as set forth in ARSD 24:08:03 or the South Dakota Professional Administrators Ethics ARSD 24:11:03 will be investigated and addressed appropriately according to Policy GBC.

**REFERENCES**

- State Reference:**  
State Reference:  
ARSD 24:08  
ARSD 24:11  
SDCL 13-10-2  
SDCL 13-32-6

SDCL 13-46  
SDCL 13-8-39

**Policy Reference:**

Adoption History	
First Reading	03/29/16
Approved	04/11/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KL-R</b>
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**COMPLAINT PROCEDURE**

**STEP 1: Initial Complaint**

- A. The person having a complaint (“Complainant”) must initiate the complaint procedure within twenty (20) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint **regarding** ~~related to~~ a school employee must initiate the complaint procedure in one of the following ways:
  - meet and discuss the concern with the Employee involved; OR
  - meet and discuss the concern with the Employee’s **Principal Supervisor** .
  - a. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee’s **Principal Supervisor** within ten (10) calendar days of the meeting with the Employee. The **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
  - b. If the Complainant initiates the complaint by meeting the **Principal Supervisor**, the **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
  
- B. Upon the Complaint Form being signed and dated by the Complainant, the **Principal Supervisor** shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and **Principal Supervisor** present. At the meeting, the **Principal Supervisor** shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the **Principal Supervisor** on the merits of the complaint by making the request on the Complaint Form.
  
- C. If the **Principal Supervisor** is asked to make a decision on the merits of the complaint, the **Principal Supervisor** has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and **Principal Supervisor**. The **Principal Supervisor** shall render a decision in

writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the ~~Principal~~ **Supervisor** may be extended by the ~~Principal~~ **Supervisor** for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the ~~Principal's~~ **Supervisor's** determination/resolution.

- D. The ~~Principal's~~ **Supervisor's** decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the ~~Principal's~~ **Supervisor's** written decision pursuant to Step 2. If the ~~Principal~~ **Supervisor** does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

*Should the complaint be against a ~~Principal~~ **Supervisor**; the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3. Should the complaint be against the Superintendent, the Complaint Form, Exhibit KL-E(1) shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.*

## **STEP 2: Appeal to the Superintendent**

The following procedure shall be used to address an appeal of the ~~Principal's~~ **Supervisor's** decision made in Step 1, or if the ~~Principal~~ **Supervisor** failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the ~~Principal's~~ **Supervisor's** written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and ~~Principal~~ **Supervisor**, or (c) meet and discuss the matter with the ~~Principal~~ **Supervisor**.
- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and ~~Principal~~ **Supervisor** shall receive copies of the decision. The Superintendent may uphold, reverse or modify the ~~Principal's~~ **Supervisor's**

decision. The Superintendent may also refer the matter back to the ~~Principal~~ **Supervisor** for further investigation. The ~~Principal~~ **Supervisor** may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the ~~Principal~~ **Supervisor**; and the ~~Principal~~ **Supervisor** rendered a second decision, that decision may also be appealed to the Superintendent.

- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

### **STEP 3: Complainant's Appeal to the School Board**

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
  - a. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
  - b. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
  - c. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.

- d. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
- e. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
- f. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
- g. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.
- h. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
- i. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
- j. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
- k. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
- l. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
- m. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
- n. The decision of the School Board must be based solely on the evidence presented at

the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

- o. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**



Was a meeting held between the person having the complaint and the employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: \_\_\_\_\_

\_\_\_\_\_

If a meeting was not held, explain why not: \_\_\_\_\_

\_\_\_\_\_

Resolution requested/sought by complainant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Complainant

\_\_\_\_\_

Date

\_\_\_\_\_

School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached: Yes \_\_\_\_\_ No \_\_\_\_\_

If resolution, manner in which the complaint was resolved:

\_\_\_\_\_

Complainant (initial/date) \_\_\_\_\_ Employee (initial/date) \_\_\_\_\_

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes \_\_\_\_\_ No \_\_\_\_\_ Complainant (initial \_\_\_\_\_) Date \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Employee (initial \_\_\_\_\_) Date \_\_\_\_\_





<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KLA</b>
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**PUBLIC COMPLAINTS**

**PUBLIC COMPLAINTS**

Constructive criticism of the schools and school personnel will be considered by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be directed to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving personnel, instruction, discipline, learning materials, or progress, including Federal Regulations, will be as follows:

1. Teacher or employee
2. Principal
3. Superintendent
4. Board

Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.

If a complaint, which was presented to the Board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files. If no apparent resolution may be found after having been through proper channeling, the complainant may request an executive session before the board. Executive session will be conducted as per Douglas Board Policy BDC.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

The Board places trust in its employees and desires that employees are freed from excessive, spiteful, or negative criticism and complaints. The Board expects the community to make complaints

in such a way that does not substantially disrupt the learning environment as per SDCL 13-32-6. Violation of this statute is a Class 2 misdemeanor and punishable by law.

Complaints of Sexual Harassment, Bullying, and/or Discrimination will be governed by procedures found in other School District policies and not through this policy.

School employees who are sued as a consequence of performing their assigned duties will be provided legal services in accordance with state law. Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

Anonymous letters and phone calls will not be given serious consideration.

#### REFERENCES

**State Reference:**

SDCL 13-17-39

SDCL 13-32-6

**Policy Reference:**

BDC

#### Adoption History

First Reading	01/09/89
Approved	01/30/89
First Reading – Revision	05/08/05
Approved	05/22/06
First Reading - Revision	03/10/08
Approved	03/25/08
First Reading – Rename	03/29/16
Approved	04/11/16

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KLB</b>
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**PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon criteria for selection of instructional materials.

Staff members will make a good faith effort to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and questions by instructional staff and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step.

~~Complaints that reach Step 3 will be reported to the Board.~~

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal.

If satisfaction is not reached, the complainant may continue with Step 2.

2. The principal will meet to discuss the material with the complainant and the teacher or building library staff. The results of the meeting will be reported to the ~~Assistant Superintendent of Curriculum, Instruction and Technology~~. **Executive Director of Elementary/Secondary Academics**. If satisfaction is not gained, the complainant will complete the form "Citizen's Request for Reconsideration of Educational Materials, (KLB-E)" in order to proceed to Step 3.

3. The Superintendent will instruct the ~~Assistant Superintendent of Curriculum, Instruction and Technology~~ **Executive Director of Elementary/Secondary Academics** to appoint and chair a committee composed of the following members:

- One building principal
- One certified librarian
- Two teachers
- Three parents

~~The committee members will be requested to read or view the material and respond to the "Citizen's Request for Reconsideration of Educational Materials" form submitted by the complainant. A complainant may appear before the district level committee to present their concern. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he/she may continue with Step 4.~~

The committee members will review the completed form submitted by the complainant and will read or view the challenged material in its entirety. They will read reviews of the material from professional sources and review in full the materials and not form opinions based on isolated segments or images. The committee will respond to the complainant's answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The committee may recommend by simple majority, by anonymous vote, that the questioned material be retained, moved to a different level, or not retained. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he may continue with Step 4.

4. The Superintendent and the complainant will meet to make a good faith effort to resolve the problem. If an impasse develops, the matter is to be directed to the Board in Step 5.

~~5. The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials:~~

5. The School Board will review the recommendation of the review committee and examine all documentation prior to reaching a decision. Board members are encouraged to read the challenged materials. The decision of the Board is the final step in the request for reconsideration of instructional materials.

The challenged material will continue to be used during the reconsideration process, unless the Superintendent suspends its use.

Decisions on reconsidered materials will stand for three (3) years before new requests for reconsideration of those items will be entertained.

Three (3) years must pass before material that has been censored or banned can be reinstated, or considered for reinstatement. After that time, the board may entertain a request by a parent/guardian, student, citizen, librarian or other district employee to consider reinstatement of the materials previously

banned or censored.

#### REFERENCES

**State Reference:**

**Policy Reference:**

#### Adoption History

First Reading	01/09/89
Approved	01/30/89
First Reading - Revisions	11/26/91
Approved - Revisions	01/14/92
First Reading – Revisions	01/28/08
Approved – Revisions	02/11/08

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF EDUCATIONAL / LIBRARY MATERIALS**

COMPLAINANT \_\_\_\_\_

ADDRESS-PHONE NUMBER \_\_\_\_\_

COMPLAINANT \_\_\_\_\_

REPRESENTS: \_\_\_\_\_ SELF \_\_\_\_\_ ORGANIZATION (Name) \_\_\_\_\_

\_\_\_\_\_ OTHER (Specify) \_\_\_\_\_

TITLE-AUTHOR OF MATERIAL(S) TO BE RECONSIDERED \_\_\_\_\_

PUBLISHER \_\_\_\_\_

TYPE OF MATERIAL-SUBJECT (i.e. Library book, textbook, video, DVD) \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS AS THEY PERTAIN TO  
THE ABOVE MATERIAL TO BE RECONSIDERED:

1. To what in this material do you object? (Please be specific; cite pages or frames) \_\_\_\_\_

2. What do you feel might be detrimental or harmful to your child by reading/viewing this material? \_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Did you read/view the material in its entirety? Yes \_\_\_\_\_ no \_\_\_\_\_

If not, what pages/part did you read/view? \_\_\_\_\_

5. Have you heard or read of criticism of this material from other sources?

\_\_\_\_\_ yes \_\_\_\_\_ no If yes, where \_\_\_\_\_

6. How would you like this matter resolved? (check one)

\_\_\_\_\_ do not assign it to my child and assign alternative materials. (instructional materials only)

\_\_\_\_\_ send it to the Reconsideration Committee for evaluation

\_\_\_\_\_ Other \_\_\_\_\_

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KLC</b>
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## PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

The Board reserves to itself the final responsibility for all library materials used in the district schools. It is the policy of the Board to provide a broad range of library materials to enrich and support the curriculum and to encourage recreational reading. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view.

The Board also recognizes that district residents have a right to express concern about the library materials of their schools. When citizens have concerns about library materials these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel.

All such replies will be based on the criteria for selection of library materials. However, attempts by parents or students to control what others read will be subject to careful scrutiny and questions by library staff and the Board.

Complaints against library materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

1. The material in question should first be discussed with the building library staff who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and building library staff. The results of the meeting will be reported to the ~~Director of Media Services~~ **Executive Director of Elementary/Secondary Academics**. If satisfaction is not gained, the complainant will complete the form "Citizen's Request for Reconsideration of Educational Materials, (KLB-E)" in order to proceed to Step 3.
3. The Superintendent will instruct the ~~Director of Media Services~~ **Executive Director of Elementary/Secondary Academics** to appoint and chair a committee composed of the following members:
  - One building principal
  - One certified librarian
  - Two teachers

- Three parents

The committee members will be requested to read or view the material and respond to the "Citizen's Request for Reconsideration of Educational/Library Materials" (KLB-E) form submitted by the complainant. A complainant may appear before the district level committee to present their concern. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he/she may continue with Step 4.

4. The Superintendent and the complainant will meet to make a good faith effort to resolve the problem. If an impasse develops, the matter is to be directed to the Board in Step 5.
5. The complainant will appear before the Board as the final step in the request for reconsideration of library materials.

#### REFERENCES

**State Reference:**

**Policy Reference:**

#### Adoption History

First Reading	02/11/08
Approved	02/25/08

SECTION	<b>K</b>	TITLE	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	FILE	<b>KLD</b>
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### PUBLIC COMPLAINTS FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder, who has a complaint regarding the **district's** use of federal ~~NCLB~~ funds and is unable to solve the issue, may address the complaint in writing to the District's Superintendent.

- The Superintendent or designee will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The Superintendent or designee will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complaint will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the District Superintendent.
- If the issue is not resolved with the Superintendent, the complaint will be forwarded to the District's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forward by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of education Complaint Procedure)

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

### REFERENCES

**State Reference:**

**Policy Reference:**

JFB  
JFB-R

Adoption History

<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KMA</b>
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**RELATIONS WITH PARENT ORGANIZATIONS**

The Board is aware of the constructive role, which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board will offer these groups its full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

The parent-teacher association (PTA) may be of service to the schools in each area of the district by fostering community undertakings, encouraging social activities, working for needed legislation, discovering and reporting facts which lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

Each school may set up its own form of parent-teacher association. Before official recognition, their organizational plan and rules of operation must be approved by the Board. The association membership may then form its own committees, plan its own programs, study projects, and other activities in line with Board policies. Resolutions of a school's parent-teacher association will be accepted by the Board for processing and consideration when such resolutions have been adopted by a majority of the members present at an official meeting.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**ABA**  
**KMB**

**Adoption History**

First Reading	03/17/16
Approved	03/29/16

<b>SECTION</b>	<b>K</b>	<b>TITLE</b>	<b>SCHOOL/COMMUNITY/ HOME RELATIONS</b>	<b>FILE</b>	<b>KMB</b>
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**TITLE 1 PARENT INVOLVEMENT**

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the District will develop jointly with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the

parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive inflation and training that will assist them in helping their children at home and at school.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

**THIS POLICY REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

#### REFERENCES

**State Reference:**

Federal Reference  
Public Law 103-382  
Public Law 107-110

**Policy Reference:**

IKAB  
KMA

#### Adoption History

First Reading	03/17/16
Approved	03/29/16

