

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, October 28, 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/96885006394?pwd=u38LVf9yZB4As8doduFvJL8HSDVVh.1>
Meeting ID: 968 8500 6394
Passcode: 350987

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.

{{Name: Agenda Item Name}}

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Review of Board Working Agreements:
 - 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 October 15, 2024.
 - B. Approve Personnel Action
 - C. Approve Financial Reports

- D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve Application for Dissolution of Cooperative Sponsorship of Activities for Cheer & Dance with St Thomas More High School
 - F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Operational Support Services Items:
- A. Approve Second Reading of Revised Complaint Policies KL-R and KL-E - Complaint Against School Employee.
 - B. Approve Second Reading of Revised Complaint Policies GBM and GBM-R - Staff Complaints and Grievances.
 - C. Approve Second Reading of Revised Section I: Instruction Policies Related to HB 1197.
 - D. Approve Second Reading of Revised Policies IKFC, IKFC-R - Alternative High School Credit Attainment, and IKFC-E Online Learning Agreement
11. Reports:
- A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
12. Upcoming Calendar Events:
- November 11 - Holiday, No School
 - November 12 - BOE Meeting, 5:00 pm
 - November 22 - ASBSD Delegate Assembly, Ft Pierre
 - November 25 - BOE Meeting, 5:00 pm
13. Board Work Session.
14. Executive Session
15. Action As A Result of Executive Session
16. Adjournment

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
---------	----------	-------	--	------	-------------

Public Participation at Board Meetings

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
1			
2			
3			
4			
5			
6			
7			
8			
9			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
---------	----------	-------	--	------	------------------

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

Tuesday, October 15, 2024

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Tuesday, October 15, 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: Absent, Tonya Welch: Present. CMSgt Tia Mullins: Associate Member, Present.

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

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

The Douglas School Board was presented the Silver Level ALL Award by the Associated School Board of South Dakota for its time, effort, commitment, and leadership in serving the students of the Douglas School District during the 2023-24 school year.

There was nothing for public forum.

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

Motion to approve the consent agenda Items 7A-7F as one motion. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Approved Regular Meeting Minutes for September 23, 2024.

Approved Personnel Action for October 15, 2024. (Attachment)

Approved the Accounts Payable Report for October 15, 2024 and the September 2024 Payroll Report. (Attachments)

Approved the Club Sports Recognition Agreement for Swimming for the 2024-25 school year.

Approved the Club Sports Recognition Agreement for Softball for the 2024-25 school year.

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

Motion to approve recommendation to deny S. Delaney's waiver requesting liquidated damages be waived and assess \$4000 per Board Policy GCPB-Resignation of Professional Staff Members. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Elementary and Secondary Curriculum and Instruction Items:

The DSD Calendar Committee is recommending a proposed 2025-2026 Academic Calendar. This is an information item only. This calendar remains largely consistent with the current (2024-2025) Academic Calendar, with a few minor adjustments. The proposed 2025-26 Academic Calendar will be on a future school board meeting for approval.

Superintendent Items:

Motion to approve Student Assignment Requests as recommended for the 2024-25 school year. This motion, made by Tonya Welch and seconded by Amy McGovern, Carried.

Motion to approve Douglas School Board Resolution to Oppose IM 28. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Fiscal Resources Items:

Motion to approve the following grant budgets as presented: 1) Title I, Part A - Improving Academic Achievement of Disadvantaged; 2) Title II, Part A - Improving Teacher Quality/Class Size Reduction; 3) Title IV, Part A - Student Support and Academic Enrichment Grants; 4) Title VI - Indian Education; 5) ESSER III - American Rescue Plan Act - Elementary and Secondary School Emergency Relief Fund; 6) ARP Homeless; 7) CTE Innovation Grant; 8) AFJROTC. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Operational Support Services Items:

Motion to approve second reading of new, revised, or deleted policies in Items 12A & 12B. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

- Revised Board Policy ACAA - Sexual Harassment (KSB Language)
- Revised Board Regulation ACAA-R - Complaint Procedure (KSB Language)
- Revised Board Policy Exhibit ACAA-E(1) - Sex Discrimination Written Complaint Form
- New Board Policy Exhibit ACAA-E(2) - Oral Complaint Documentation Form
- New Board Policy Exhibit ACAA-E(3) - Form to Assess Whether TIX Coordinator Should File Complaint
- New Board Policy Exhibit ACAA-E(4) - Dismissal of Sex Discrimination Complaint
- New Board Policy Exhibit ACAA-E(5) - Informal Resolution Form
- New Board Policy Exhibit ACAA-E(6) - Notice of Title IX Investigation
- New Board Policy Exhibit ACAA-E(7) - Supportive Measures Form
- New Board Policy Exhibit ACAA-E(8) - Emergency Exclusion Worksheet
- New Board Policy Exhibit ACAA-E(9) - Witness Interview Form
- New Board Policy Exhibit ACAA-E(10) - Evidence Log Form
- New Board Policy Exhibit ACAA-E(11) - Disclosure of Evidence and Opportunity to Respond
- New Board Policy Exhibit ACAA-E(12) - Title IX Determination Form
- New Board Policy Exhibit ACAA-E(13) - Title IX Appeal Form
- New Board Policy ACAC - Pregnant or Parenting Students
- Revised Board Policy GCB - Qualifications of Teachers

Motion to approve first reading of new, revised, or deleted policies in Items 12C - 12F. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

- Revised Board Policy Regulation KL-R - Complaint Procedure
- Revised Board Policy Exhibit KL-E - Complaint Against School Employee Report Form
- Revised Board Policy GBM - Staff Grievances
- Revised Board Policy GBM-R - Staff Grievances Procedures
- Revised Board Policy IKFC - Alternative High School Credit Attainment
- Revised Board Policy Regulation IKFC-R - Alternative High School Credit Attainment
- Revised Board Policy Exhibit IKFC-E - Online/Hybrid Learning Agreement
- Revised Board Policy IIA - Instructional Materials
- Delete Board Policy IIAA - Educational Materials Acquisition and Evaluation
- Revised Board Policy IIAC - Library Materials Selection and Adoption
- New Board Policy IIBG - Use of Computers and Networks
- Revised Board Policy IIBGA - District Assigned Computers
- Delete Board Policy Regulation IIBGB-R - Acceptable Use Policy
- Revised Board Policy IIBGB - Internet Access and Technology Use

Motion to Approve the Central Office Receptionist job description. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve the Instructional Aide - English Learner job description. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Reports:

Superintendent Kevin Case, Business Manager Trista Olney, and Drew Duncan traveled to Pierre on October 7, 2024 to meet with representatives from the Governor's office. They shared Douglas's unique funding needs with Ryan Bruner, Jim Terwilliger, and Sara Hitchcock. They will travel to Sioux Falls next week to share the presentation with a group of state legislators.

He shared an update of the status of the track project. Nighttime temperatures and humidity are affecting the cure time of the rubber surfacing on the track. The contractor was also delayed in starting the project due to the bad weather on a Florida project. Due to the delays the track will not be ready for the football game on Friday. The location has been changed to Sioux Park in Rapid City.

Committee Reports from Board Members and Comments from Associate Board Members

Tonya Welch stated the next Booster Club meeting is next Monday, October 21. The online store is still open.

Ben Frerichs reported on the recent District Wellness Committee. A district plan is being finalized and ready to be rolled out to all staff in January.

Amy McGovern said she won't be able to attend the Box Elder Area Chamber of Commerce meeting

tomorrow night due to the ASBSD Region Meeting hosted at Vandenberg.

Tanya Gray reminded board members to complete the Board Self-Evaluation Google form due tomorrow. The information will be used to discuss board goals at a future board work session.

Motion to adjourn the meeting at 5:38 pm. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 10/15/2024**

Classified Reclassification of Position

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Malaysya Reegan Louangrath	Trans/Bus Aide/4 hrs	Trans/Bus Aide/8 hrs	10/07/2024
Theresa Ames	Trans/Bus Aide/4 hrs	Trans/Bus Aide/8 hrs	09/13/2024
Patti Schroeder	Trans/Bus Aide/4 hrs	Trans/Bus Aide/8 hrs	06/17/2024
Edwin Snarks	Trans/Bus Driver/4 hrs	Trans/Bus Driver/8 hrs	10/07/2024

Certified AOS Payments

Jace Caldwell	\$500.00	Retroactive
---------------	----------	-------------

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Kevin Giesey	Custodian/5	\$346.46	09/09/2019 - 09/09/2024

Certified Retirements

Name	Position	Location	Effective Date
** Deborah Smith	Counselor	HS	05/30/2025
Tammy Pacheco-Bahr	Counselor	MS	05/23/2025

Certified Resignations/Terminations

Name	Position	Location	Effective Date
Reece Hall	Special Education Teacher	MS	10/14/2024 assess \$4000 penalty per contract terms.
Shawna Delaney	Instructional Leader	VES	10/28/2024 assess \$4000 penalty per contract terms.
Caroline Thompson	1st Grade Teacher	BC	05/23/2025
Shelley Mitchell	Counselor	FC	05/23/2025

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Kristen Goff	Food Services	HS	09/19/2024
Edwin Snarski	Bus Aide	Transportation	10/07/2024

Classified Voluntary Transfer Request/ Assignments

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date	
Kaylee Knudson	HS/Study Hall Aid/ 7 hrs/ \$18.50	HS/Instr. Aide Sped/ 7 hrs/ \$18.50	10/21/2024	Assignment

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Brandi Aageson	VES/Instructional Aide	\$17.00	10/10/2024
Jesse Austin	BC/Instructional Aide	\$18.50	10/07/2024

Temporary Hires

Name	Position	Salary	Effective Date
Tonia Vahlberg	HS Lunchroom Supervisor	2500.00 Stipend	2024-2025
Emilee Goodrich	Activity Worker	\$15.00	2024-2025

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

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
99MATH	184679		1,995.00
A TO Z SHREDDING	184681		190.64
AMAZON.COM	184678		10,678.12
AMERICAN AIRLINES	184679		1,025.90
AMERICINN BY WYNDHAM MITCHELL	184683		264.06
AQUA CHEM	184685		765.00
AUGUSTANA UNIVERSITY	184679		400.00
AUSMAN, ANGELA	184686		250.00
BEST WESTERN PLUS RAMKOTA HOTEL	184688		1,280.00
BJ'S INSTRUMENT REPAIR	184689		100.00
BLACK HILLS CONFERENCE	184690		150.00
BLACK HILLS URGENT CARE	184692		1,000.00
BLICK ART MATERIALS	184693		40.86
BOX ELDER HARDWARE	184694		1,100.36
BROST, WHITNEY	184695		325.00
BUSSLER, JERRY	184696		150.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	184679		838.98
CARQUEST AUTO PARTS	184698		1,002.85
CASE BY CASE SOLUTIONS	184699		575.00
CASE, KEVIN	184700		1,741.27
CENTURYLINK	184703		490.06
CHURCHILL, MANOLIS, FREEMAN, KLUDT &	184705		160.00
CITY OF BOX ELDER/PUBLIC WORKS DEPT	184706		4,846.08
CLARK, KARLINE	184707		86.14
CLASS SOLVER LLC	184708		704.00
COLUMN SOFTWARE PBC	184709		815.10
COMMERCIAL DOOR & SPECIALTIES INC.	184710		2,000.00
CRESCENT ELECTRIC	184713		2,424.48
CROSSWAIT, COURTNEY	184714		125.00
CUSTER SCHOOL DISTRICT	184715		50.00
DAKOTA BUS SERVICE, INC.	184716		10,885.00
DAKOTA POTTER'S SUPPLY	184717		897.00
DEMCO, INC	184718		149.93
DROPBOX	184679		127.31
DUPRIS, LOURDES	184719		100.00

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
DUVALL, AMANDA	184720		94.30
EBACH ENTERPRISES	184721		28,900.00
ELKS GOLF COURSE	184679		15.00
EMPIRICAL RESOLUTION INC	184679		80.00
ESCAPE CLASSROOM, THE	184679		12.00
EVERGREEN OFFICE PRODUCTS	184722		10,649.99
FAULKNER, MELANIA	184724		85.00
FEUILLERAT WELDING	184725		550.00
FIDUCIARY ACCOUNT	184726		16,519.93
FIRTH, VIC	184679		21.44
FLINN SCIENTIFIC INC	184727		33.06
FOOD SERVICE	184729		14.03
FRANCK, SYDNEY	184730		325.00
GRAINGER, INC	184731		214.14
GRANTWATCH, INC	184732		90.00
HANSON, RONI	184733		350.00
HARVEYS LOCK SHOP, INC.	184734		550.30
HAUFF MID-AMERICA SPORTS INC.	184735		1,997.03
HAUGSTAD, CHAD	184736		275.00
HEARTLAND, NIKE	184679		269.50
HERMOSA SCHOOL	184737		35.00
HIGH HAWK, NIQUE	184738		100.00
HIGH POINT NETWORKS, LLC	184739		173.20
HILLYARD INC	184740		816.74
HOTELS.COM	184679		979.32
HURON STUDER EDUCATION	184742		350.00
IDVILLE	184679		132.55
INNOVATIVE OFFICE SOLUTIONS	184743		657.20
JACKSON CONSULTING, INC.	184679		325.00
JENSEN HARDWOOD FLOORS	184744		34,312.31
JOHNSON CONTROLS INC	184745		610.27
JW PEPPER & SONS, INC.	184746		1,750.42
KIEFFER SANITATION, INC.-AUTO PAY	194		3,135.13
KNECHT HOME CENTER OF RAPID CITY, LLC	184747		20.00
KNODEL WELDING LLC	184748		1,000.00

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
KSB SCHOOL LAW	184749		1,000.00
LAKEVIEW GOLF COURSE	184679		15.45
LEAD/DEADWOOD SCHOOL DISTRICT	184750		50.00
LEADERSHIP MATTERS LLC	184751		2,600.00
LEXIA LEARNING	184752		5,985.00
LIFT PRO	184753		2,128.04
LONG, HUMPHREY	184754		100.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	184755		489.00
MEADOWBROOK GOLF COURSE	184679		27.60
MENARDS	184756		781.53
MG OIL COMPANY, INC.	184757		8,066.52
MITCHELL SCHOOL DISTRICT	184759		50.00
MONUMENT HEALTH RAPID CITY HOSPITAL, INC	184760		8,210.00
MYSTERY SCIENCE IN.C	184761		1,795.00
NEARPOD INC.	184679		159.00
NIMCO, INC.	184763		499.51
NORTH CENTRAL BUS & EQUIPMENT CO. INC	184764		911.19
NORTHWEST PIPE FITTINGS, INC.	184765		492.14
PLANK ROAD PUBLISHING	184766		130.45
POSITIVE PROMOTIONS INC.	184767		226.75
PRINT MARK-ET	184768		4,287.53
RAPID CITY CENTRAL	184769		400.00
RAPID CITY MIDDLE SCHOOL ACTIVITIES	184770		50.00
RIVERSIDE TECHNOLOGIES INC	184771		7,969.00
ROBOTICS EDUCATION & COMPETITION	184772		600.00
SAM'S CLUB	184679		480.42
SANFORD HEALTH OCCMED	184773		175.00
SAPPHIRE BACKGROUND CHECK	184774		1,675.00
SCHOLASTIC NEWS	184776		98.72
SCHOLASTIC, INC.	184777		1,598.85
SHAPE SD	184679		135.00
SHERATON HOTEL AND CONVENTION CENTER	184780		342.00
SHERWIN WILLIAMS	184781		22.18
SOCIETY FOR HUMAN RESOURCE MANGEMENT	184679		435.00
SOUTH DAKOTA ONE CALL	184783		98.70

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SOUTHERN HILLS GOLF COURSE	184679		22.00
TEMPERATURE TECHNOLOGY INC	184785		1,945.00
TIMMONS MARKET	184786		85.46
TOMAHAWK COUNTRY CLUB INC	184679		16.99
TURF TANK	184787		328.35
UNITED AIR LINES	184679		745.95
UNIVERSITY OF OREGON	184679		675.00
US BANK	184679		41.23
VANWAY TROPHY & AWARD, INC.	184788		100.00
VERIZON WIRELESS	184789		397.24
VOEGELI, BEAU	184791		52.99
VOYAGER FLEET SYSTEMS, INC.	184792		1,098.32
WAL-MART STORES INC	184679		854.53
WEST RIVER ASSOCIATION OF ELEMENTARY	184793		225.00
WEST RIVER ELECTRIC-AUTOPAY	192		1,714.91
WT COX INFORMATION SERVICES	184794		749.43
GENERAL FUND			214,312.98
3X GEAR LLC	184680		4,030.00
ACTION MECHANICAL INC	184682		70,570.00
CENTRAL RESTAURANT PRODUCTS	184701		11,339.11
CENTURY BUSINESS	184702		9,060.94
CO-OP ARCHITECTURE	184711		4,500.00
EZ FLEX SPORT MATS	184723		12,535.50
FOLLETT CONTENT SOLUTIONS, INC	184728		3,438.59
HOUGHTON MIFFLIN HARCOURT PUBLISHING	184741		7,875.00
SARNAFIL SERVICES, INC	184775		443,632.23
CAPITAL OUTLAY			566,981.37
AMAZON.COM	184678		1,723.96
AMERICAN AIRLINES	184679		1,433.85
AUTISM HELPER, THE	184687		649.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	184691		8,500.00
CHILDREN'S CARE HOSPITAL & SCHOOL	184704		5,910.00
COUNCIL FOR EXCEPTIONAL CHILDREN	184712		2,864.00
FIDUCIARY ACCOUNT	184726		3,876.48
HOTELS.COM	184679		1,468.98

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MARRIOT- CREDIT CARD	184679		260.96
MIDWEST SPECIAL INSTRUMENTS	184758		805.00
NCS PEARSON, INC.	184762		222.60
SD DEPARTMENT OF HUMAN SERVICES	184778		11,740.54
SHERATON HOTEL AND CONVENTION CENTER	184780		342.00
SONOVA USA INC	184782		125.98
TEACHERS SYNERGY, LLC	184784		24.00
TIMMONS MARKET	184786		32.66
US BANK	184679		62.62
WAL-MART STORES INC	184679		575.21
SPECIAL ED			40,617.84
WEBSTAIRANT STORE	184679		152.89
FOOD SERVICE			152.89
SD DEPARTMENT OF LABOR UNEMPLOYMENT	184779		348.81
UNEMPLOYMENT			348.81
AMAZON.COM	184678		3,692.36
APPLE EDUCATION	184684		82,685.33
CANFIELD	184697		32,921.32
CIRCLE K	184679		887.60
EAFB EXCHANGE	184679		376.00
HERITAGE CLEANERS, INC.	184679		2,314.70
LOVES TRAVEL STOP	184679		561.00
WAL-MART STORES INC	184679		89.81
GRANTS			123,528.12
SUBTOTAL			945,942.01
AMAZON.COM	12544		499.88
CASH-WA DISTRIBUTING COMPANY, INC.	12545		9,793.34
CHILD AND ADULT NUTRITION	12546		3,985.23
COCA-COLA BOTTLING CO HIGH COUNTRY	12547		1,847.00
DAKOTA WAREHOUSE	12548		140.00
KING, JENIFER	12549		33.90
KRUSE, AMBER	12550		29.90
PAN-O-GOLD BAKING COMPANY, INC.	12551		1,196.00
PIZZA HUT- BOX ELDER	12552		1,539.00
PRAIRIE FARMS	12553		8,155.34
PRICE, AMANDA	12554		45.50

Board Report - For School Board 10/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
REINHART FOOD SERVICE LLC	12555		22,585.73
SERVALL TOWEL & LINEN SUPPLY, INC.	12556		277.56
WESTERN COMMUNICATIONS, INC.	12557		461.13
WINGERTER, TAVIA	12558		20.35
FOOD SERVICE			50,609.86
GRAND TOTAL:			996,551.87

PAYROLL EXPENDITURES

SEPTEMBER 6 2024

SEPTEMBER 20 2024

TOTALS

\$1,190,653.93

\$1,272,405.86

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 10/28/2024**

Certified Retirements

Name	Position	Location	Effective Date
Tamara Merrill	Special Education Teacher	BC	5/23/2025

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Robert Rath	Instructional Aide	MS	10/22/2024
Kassi Jolley	Bookkeeper	CO	11/07/2024
Jesse Austin	Instructional Aide	BC	10/22/2024

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Samuel Brown	Transportation/Coordinator	\$44,030.00	11/4/2024
Merissa Hardy	HS/Food Services	\$15.50	10/23/2024

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
Sky-Lynne Akiona-Ferris	Substitute Teacher	Per Substitute Pay Rate	8/7/2024
Dallas Dodge Nurse Sub	Substitute Teacher	Per Substitute Pay Rate	9/3/2024
Beverly Fuller	Substitute Teacher	Per Substitute Pay Rate	9/13/2024
Merissa Hardy	Substitute Teacher	Per Substitute Pay Rate	9/13/2024
Brandi Henriksen	Substitute Teacher	Per Substitute Pay Rate	9/17/2024
Savannah Horst Nurse Sub	Substitute Teacher	Per Substitute Pay Rate	9/20/2024
Heather Hulsman	Substitute Teacher	Per Substitute Pay Rate	9/25/2024
Emma Johnson	Substitute Teacher	Per Substitute Pay Rate	8/21/2024
Leah Koper	Substitute Teacher	Per Substitute Pay Rate	8/21/2024
Maria Pino	Substitute Teacher	Per Substitute Pay Rate	9/30/2024
Bart Popowski	Substitute Teacher	Per Substitute Pay Rate	8/21/2024
Allison Schuch	Substitute Teacher	Per Substitute Pay Rate	9/6/2024
Mallory Walker	Substitute Teacher	Per Substitute Pay Rate	9/5/2024
Keisha Wilson	Substitute Teacher	Per Substitute Pay Rate	9/12/2024
Marnie Wright	Substitute Teacher	Per Substitute Pay Rate	8/21/2024
Lappe Brooke Nurse Sub	Substitute Teacher	Per Substitute Pay Rate	8/27/2024
Madison Cox	Substitute Teacher	Per Substitute Pay Rate	9/24/2024
Alexandrea May	Substitute Teacher	Per Substitute Pay Rate	9/25/2024
Tracy Tabiadon Bus Aide Sub	Substitute Teacher	Per Substitute Pay Rate	9/25/2024
Cassandra Heidrich	Substitute Teacher	Per Substitute Pay Rate	9/26/2024
Shannon Rios	Substitute Teacher	Per Substitute Pay Rate	9/27/2024
Katherine Hoeke	Substitute Teacher	Per Substitute Pay Rate	10/8/2024
Abbey Ries	Substitute Teacher	Per Substitute Pay Rate	10/9/2024
Janika Adams	Substitute Teacher	Per Substitute Pay Rate	10/10/2024
Michael O'Rorke	Substitute Teacher	Per Substitute Pay Rate	10/17/2024
Alexandra Baumgartner	Substitute Teacher	Per Substitute Pay Rate	10/23/2024
Debra James	Substitute Teacher	Per Substitute Pay Rate	10/24/2024
Autumn Keffeler	Substitute Teacher	Per Substitute Pay Rate	10/25/2024

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

September 1, 2024 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 8/31/24	1,375,609.12	(244,363.88)	2,249,682.90
RECEIPTS:			
TAXES	43,369.81	27,853.36	14,661.09
INTEREST	1,051.10	0.00	0.00
ADMISSIONS	3,228.00	0.00	0.00
LOCAL	137.88	1,795.88	0.00
COUNTY	15,810.68	0.00	0.00
STATE	1,344,089.00	0.00	299,174.00
FEDERAL	0.00	0.00	0.00
OTHER	180.00	0.00	22,306.02
INTERFUND TRAN.	17,972.37	0.00	0.00
TOTAL RECEIPTS:	1,425,838.84	29,649.24	336,141.11
DISBURSEMENTS:			
VERIFIED CLAIMS	370,317.07	498,751.66	265,103.00
SALARIES	1,782,345.67	0.00	467,912.22
TRANSFERS OUT			
BALANCE 09/30/24	648,785.22	(713,466.30)	1,852,808.79
BALANCE 09/30/23	814,155.89	1,763,133.54	1,244,569.51

September 1, 2024 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 8/31/24	(2,287,629.21)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	0.00	0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	2,690.70	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	2,690.70	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	259,526.80	0.00
SALARIES	104,827.39	0.00
TRANSFERS OUT		
BALANCE 09/30/24	(2,649,292.70)	49,497.51
BALANCE 09/30/23	(5,145,400.71)	49,497.51

September 1, 2024 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 8/31/24	450.88	(6,068.01)	27,685,539.54
RECEIPTS:			
INTEREST	0.00	0.00	17,972.37
FEDERAL	0.00	0.00	0.00
LOCAL	1,585.44	3,827.22	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,585.44	3,827.22	17,972.37
DISBURSEMENTS:			
VERIFIED CLAIMS	530.04	5,436.54	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	17,972.37
BALANCE 09/30/24	1,506.28	(7,677.33)	27,685,539.54
BALANCE 09/30/23	1,286.33	(3,016.70)	25,423,222.54

September 1, 2024 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 8/31/24	219,755.68	270,033.80
RECEIPTS:		
INTEREST		
SALES	64,585.64	0.00
STATE	0.00	0.00
FEDERAL	36,521.77	0.00
LOCAL	239.10	104,626.61
OTHER	3,080.86	
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	104,427.37	104,626.61
DISBURSEMENTS:		
VERIFIED CLAIMS	91,186.64	89,718.23
SALARIES	80,457.38	0.00
BALANCE 09/30/24	152,539.03	284,942.18
BALANCE 09/30/23	248,321.71	243,151.56

Board Report - For School Board 10/31/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	184812		536.38
AQUA CHEM	184813		765.00
BIERSCHBACH EQUIPMENT & SUPPLY	184814		262.00
BLACK HILLS CHEMICAL CO	184815		17.97
BLACK HILLS ENERGY- AUTO PAY	195		37,141.82
BLICK ART MATERIALS	184816		56.68
BOX ELDER HARDWARE	184817		263.62
CARQUEST AUTO PARTS	184818		280.90
CASH - CO	184819		628.00
CENTURYLINK	184820		571.43
CITY OF BOX ELDER/PUBLIC WORKS DEPT	184821		6,756.32
COLUMN SOFTWARE PBC	184822		238.76
CRESCENT ELECTRIC	184824		171.65
DAKOTA BUS SERVICE, INC.	184825		3,365.00
DAKOTA SUPPLY GROUP, INC.	184826		1,391.72
DELTAMATH SOLUTIONS	184827		170.00
FERDINAND, PAUL	184828		208.08
GLASS SHOP, LLC, THE	184831		694.47
HILLYARD INC	184832		741.48
IMAGINE LEARNING LLC	184833		600.00
JW PEPPER & SONS, INC.	184834		286.19
KETEL THORSTENSON, LLP	184835		12,000.00
MENARDS	184836		139.35
MIDCONTINENT COMMUNICATIONS- AUTO PAY	197		1,581.06
MIDWEST CONNECT	184837		144.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	196		1,689.82
MUTH ELECTRIC INC	184838		2,860.03
NORTH CENTRAL BUS & EQUIPMENT CO. INC	184839		1,309.92
PRINT MARK-ET	184840		90.00
RAPID CITY CENTRAL	184841		75.00
RAPID CITY WINDOW & GLASS, INC.	184842		376.96
RIVERSIDE TECHNOLOGIES INC	184843		82.00
ROBOTICS EDUCATION & COMPETITION	184844		400.00
ROYAL FLUSH PORTABLES, LLC	184845		500.00
SCHOLASTIC NEWS	184846		2,385.68

Board Report - For School Board 10/31/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SHERWIN WILLIAMS	184848		11.18
STONE, GREG	184849		60.00
STURGIS BROWN HIGH SCHOOL	184850		50.00
TEMPERATURE TECHNOLOGY INC	184851		6,715.39
THEMES AND VARIATIONS	184852		200.00
TIMMONS MARKET	184853		180.86
TYLER TECHNOLOGIES	184854		1,215.00
ULINE SHIPPING SUPPLY SPEC.	184855		524.83
VANWAY TROPHY & AWARD, INC.	184857		62.26
WEST RIVER ELECTRIC-AUTOPAY	198		423.31
GENERAL FUND			88,224.12
ACTION MECHANICAL INC	184811		12,100.00
CO-OP ARCHITECTURE	184823		3,000.00
FOLLETT CONTENT SOLUTIONS, INC	184829		532.03
SECO CONSTRUCTION INC	184847		67,145.00
CAPITAL OUTLAY			82,777.03
CASH - CO	184819		1,128.00
FRANCK, SYDNEY	184830		86.13
TIMMONS MARKET	184853		15.14
UNIVERSITY OF SOUTH DAKOTA	184856		300.00
SPECIAL ED			1,529.27
SUBTOTAL			172,530.42
CASH - CO	12576		74.00
CASH-WA DISTRIBUTING COMPANY, INC.	12565		8,471.35
CENTRAL RESTAURANT PRODUCTS	12566		4,504.48
COCA-COLA BOTTLING CO HIGH COUNTRY	12567		691.00
GENERAL FUND	12568		56,876.12
PAN-O-GOLD BAKING COMPANY, INC.	12569		633.08
PIZZA HUT- BOX ELDER	12570		598.50
PLEDGER, ALEXANDREA	12571		14.05
PRAIRIE FARMS	12572		6,347.75
REINHART FOOD SERVICE LLC	12573		14,815.21
SERVALL TOWEL & LINEN SUPPLY, INC.	12574		186.42
SPAIN, ASHLEY	12575		21.60
FOOD SERVICE			93,233.56
Grand Total:			265,763.98

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

**APPLICATION FOR DISSOLUTION OF
COOPERATIVE SPONSORSHIP OF ACTIVITIES**

The governing board of at least one participating school must make application to dissolve a cooperative program previously approved.

On behalf of the following school(s), we hereby apply for dissolution of the cooperative sponsorship

of Cheer & Dance beginning with the 2024-25 school year.
(activity)

HIGH SCHOOL Douglas High School

HIGH SCHOOL St. Thomas More High School

HIGH SCHOOL _____

HIGH SCHOOL _____

Please state the purpose for dissolving this cooperative sponsorship.

St. Thomas More has their own cheer program and there has been no involvement on the dance side for multiple years.

Board of Education President	Superintendent of Schools	School Name
Signed _____	_____	<u>Douglas High School</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

ACTION OF THE SDHSAA

APPROVED _____ NOT APPROVED _____

Signed _____ DATE _____
Authorized Signature

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 _____

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
---------	----------	-------	---	------	-------------

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 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 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 Supervisor within ten (10) calendar days of the meeting with the Employee. The **Complainant 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 Supervisor, the **Complainant 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 Supervisor shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Supervisor present. At the meeting, the 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 Supervisor on the merits of the complaint by making the request on the Complaint Form.

C. If the Supervisor is asked to make a decision on the merits of the complaint, the 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 Supervisor. The 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 Supervisor may be extended by the 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 Supervisor’s determination/ resolution.

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
---------	----------	-------	---	------	-------------

COMPLAINT PROCEDURE

- D. The Supervisor’s decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Supervisor’s written decision pursuant to Step 2. If the 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 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 Supervisor’s decision made in Step 1, or if the 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 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 Supervisor, or (c) meet and discuss the matter with the 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 Supervisor shall receive copies of the decision.

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
---------	----------	-------	---	------	-------------

COMPLAINT PROCEDURE

The Superintendent may uphold, reverse or modify the Supervisor’s decision. The Superintendent may also refer the matter back to the Supervisor for further investigation. The Supervisor may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Supervisor, and the 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.

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
---------	----------	-------	---	------	-------------

COMPLAINT PROCEDURE

- 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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
----------------	----------	--------------	---	-------------	-------------

COMPLAINT PROCEDURE

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.

Adoption History

BOE Approved 4/11/2016
Revised 3/11/2024

SECTION	G	TITLE	PERSONNEL	FILE	GBM
---------	----------	-------	-----------	------	------------

STAFF ~~COMPLAINTS AND~~ GRIEVANCES

The Board of Education recognizes the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, other than discrimination and harassment; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration and Board of Education.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured the opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That teachers and other employees may appeal a ruling of a principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Board.

The procedures established for the resolution of grievances in agreements negotiated with employee bargaining units will apply only to “grievances” as defined in the particular agreement.

REFERENCES

State Reference:
[SDCL 3-18-1 & SDCL 3-18-1.1](#)
[SDCL 3-18-15 - 15.3](#)

Adoption History

First Reading	02/14/1985	Approved - Review	05/08/2023
Approved	03/14/1985		
First Reading-Revision	05/12/2008		
Approved - Revision	05/27/2008		
First Reading-Revision	10/01/2015		
Approved - Revision	10/13/2015		
First Reading - Review	04/24/2023		

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R
---------	---	-------	-----------	------	-------

**STAFF ~~COMPLAINTS AND~~ GRIEVANCES
PROCEDURES**

DEFINITIONS:

- A “grievance” is a complaint by a person or group of persons employed by the Douglas School District 51-1, made either individually or by a duly authorized and recognized employee association through its representative, that there have been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a nonexisting agreement, contract, policy, rule, or regulation is not a “grievance”.
- An “aggrieved person” is the person or group of persons filing the grievance.
- “Board” means the Douglas School Board.
- “Days” shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

PURPOSE:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the District and to facilitate this purpose, the process will be kept as informal and confidential as may be, appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion.

PROCEDURE:

- It is important that grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

- If an employee does not file a grievance in writing with the principal or other supervisor within thirty (30) calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor.

Informal Procedures:

If an employee has a complaint, he/she shall first discuss the matter with his/her immediate supervisor, principal, or other administrator to whom he/she is directly responsible in an effort to resolve the problem.

Formal Procedures:

Level 1 – School Principal, Immediate Supervisor or Other Administrator

- If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she shall submit his/her grievance in writing.
- Signed copies of the written grievance shall be delivered by the employee to the supervisor, principal or other administrator.
- An employee who is not directly responsible to a building principal may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level 2 – Superintendent

- If an aggrieved person or the Board is not satisfied with the decision concerning his/her grievance at Level 1, or if no written decision has been rendered within ten (10) days, he/she shall, within ten (10) days after the decision is rendered, or within twenty (20) days after the grievance was presented at Level 1 whichever is sooner, resubmit his/her grievance in writing to the Superintendent.
- The Superintendent shall within ten (10) days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent shall, within ten (10) days after this meeting render his/her decision in writing to the aggrieved person.

Level 3 – Board of Education

- If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level 2, or if no written decision has been rendered within ten (10) days, he/she shall within ten (10) days or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner thereafter resubmit the grievance to the business manager and the president of the School Board.

- At its next meeting or within twenty (20) days, whichever is sooner, the Board or its designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within ten (10) days after the hearing.

Level 4 – Arbitration

- If the aggrieved person is not satisfied with the disposition of the grievance at Level 3 or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten (10) days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to statute.
- The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

Miscellaneous

- If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.
- Any party or parties in interest shall appear and may be represented at formal Levels One and Two of the grievance procedure by one representative. When the representative is not a member of the employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels One and Two of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.
- If, in the judgment of the employee organization, a grievance affects a group or class of employees, the organization may submit such grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
- When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the Superintendent's office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be

released without loss of pay for such time as their attendance is required at such meeting or hearing.

- At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

Adoption History			
Revised	03/26/2018		
Revision	05/08/2023		

SECTION	I	TITLE	INSTRUCTION	FILE	IIBG
---------	---	-------	-------------	------	------

USE OF COMPUTERS AND NETWORKS

Access to the internet is available to students and teachers of the school district to use for educational and administrative purposes. The goal of the district through online resources is to promote educational teaching and learning by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide. The use of all technology resources is a privilege, not a right.

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district shall make every effort to restrict access by adults and minors to inappropriate materials, yet it is impossible to control all materials and an industrious user may discover controversial information. The district will maintain a technology protection measure by way of web content filters or blocks to limit minors' ability to access obscene matter or materials on the Internet when using the District's network or device.

For the purposes of this policy, obscene matter or materials is defined as material:

- The dominant theme of which, taken as a whole, appeals to the prurient interest, which is a shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters; and
- Patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
- Lacks serious literary, artistic, political, or scientific value.

Internet users, like traditional library users, are responsible for their actions in accessing online resources.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. The regulations shall insure proper use of district networks and the Internet by students, staff members, and members of the community.

This policy will be published on the district's website..

REFERENCES

Policy References: Legal references indicate the basis or authority for the board to enact this policy, and policy cross-references identify additional policies related to the subject matter of the above policy.

State References Description

- SDCL 22-24-27 Obscenity and public indecency - definition of terms
- SDCL 22-24-55 Restrict access to obscene materials

Adoption History

SECTION	I	TITLE	INSTRUCTION	FILE	IIA
---------	----------	-------	--------------------	------	------------

INSTRUCTIONAL MATERIALS

The Board believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the Board subject to budgetary constraints.

The task of selecting instructional materials and programs will be delegated to the professional staff of the school system.

INSTRUCTIONAL MATERIAL CRITERIA

Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Board:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, or physical disabilities.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

The District will not select obscene instructional matter or materials. For the purposes of this policy, obscene matter or materials is defined as material:

- The dominant theme of which, taken as a whole, appeals to the prurient interest, which is a shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters; and
- Patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
- Lacks serious literary, artistic, political, or scientific value.

This policy will be published on the district's website.

Sample ASBSD Policy

REFERENCES

State References	Description
SDCL 22-24-27	Obscenity and public indecency - definition of terms
SDCL 22-24-55	Restrict access to obscene materials
Cross References	Description
KLB	PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Adoption History

SECTION	I	TITLE	INSTRUCTION	FILE	IIAC
---------	---	-------	-------------	------	------

LIBRARY MATERIALS SELECTON AND ADOPTION

The Board endorses the School Library Bill of Rights, as adopted by the American Library Association, ~~which asserts that the responsibility of the school library is to:~~ In selecting library materials, the District will:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a well-balanced and broad collection of materials that will enable students to make informed judgments in their daily lives.
4. Provide materials representing different viewpoints of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide diversity in materials, representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The District will not select obscene library matter or materials. For the purposes of this policy, obscene matter or materials is defined as material:

- The dominant theme of which, taken as a whole, appeals to the prurient interest, which is a shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters; and
- Patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
- Lacks serious literary, artistic, political, or scientific value.

Initial purchase suggestions for library materials may come from all personnel—teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Selection will be assisted through the use of preview examinations, recommendations, research data, and standard evaluation aids. Final approval and authority for distribution of funds will rest with the ~~Director of Library Services~~ building principal, subject to approval of the Superintendent or designee and in keeping with the Board approved budget.

Criteria for Materials Selection

Selection of library materials will be based on:

- Relevancy or permanent value
- Accuracy
- Authoritativeness
- Readability
- Clear presentation and format
- Educational significance
- Need and value to the collection
- Age appropriateness
 - Elementary (grades PK-5, ages 0-10)
 - Middle School (grades 6-8, ages 10-13)
 - High School (grades 9-12, ages 13-17)

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Board policy on complaints about 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 be binding 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.

This policy will be published on the district's website.

REFERENCES

Policy Reference:

[KLB](#) - Public Complaints about Curriculum or Instructional/Library Materials

Adoption History

First Reading	10/13/2015		
Approved	10/26/2015		
First Reading-Revisions	5/28/2024		
Approved-Revisions	6/10/2024		

SECTION	I	TITLE	Instruction	FILE	IIBGA
---------	----------	-------	--------------------	------	--------------

DISTRICT ASSIGNED COMPUTERS

This policy applies to District owned technology assigned to students. The equipment will be used to fulfill requirements of school programs. To ensure assigned devices are used to their fullest benefit and in an appropriate capacity, the Superintendent, or a designee, has developed an Acceptable Use Agreement.

The Agreement will:

1. Express and acknowledge responsibility for the care and use of District property;
2. Inform students and parents of the consequences of any violation of the District Acceptable Use Policy (IIBGB-R) which could include restricted device privileges; and
3. Identify that abuse, damage, negligence, or loss of this equipment will result in an assessment of cost to the student (user); criminal prosecution and/or civil liability may also result.

A non-refundable technology use fee must be paid, and the Acceptable Use Agreement must be filed, prior to device assignment and check out. Students must have a parent or legal guardian sign the Acceptable Use Agreement. Families experiencing financial hardship may complete a Financial Assistance Waiver (IIBGA-E(2)) which if approved, will waive the non-refundable fee for that school year.

The Superintendent, or designee, is responsible for establishing and maintaining an asset management system to inventory all District technology, maintain records of signed Acceptable Use Agreements, manage the Technology Use Fee account, and delegate responsibilities to the schools for collection of payments of fees made towards repairs and/or replacement of damaged or lost devices.

REFERENCES

Policy Reference:
[IIBGB](#) - Internet Access and Technology Use
~~IIBGB-R~~ [IIBGA-E \(1\)](#) Acceptable Use Policy

Adoption History

First Reading	10/13/2015	First Reading-Revision	3/11/2024
Approved	10/26/2015	Approved-Revision	3/25/2024
First Reading-Revision	8/10/2020		
Approved	8/24/2020		
First Reading - Review	8/22/2022		
Approved - Revision	9/12/2022		

SECTION	I	TITLE	INSTRUCTION	FILE	IIBGB
---------	---	-------	-------------	------	-------

INTERNET ACCESS AND TECHNOLOGY USE

~~Douglas School District provides all teachers and students with access to the internet and other related technology. The District understands that developing responsible technology skills is essential for lifelong learning. The goal in providing users with access is to promote educational excellence by facilitating resource sharing, innovation, and communication.~~

~~Electronic networks connect millions of devices and individual subscribers around the world. Access to computers and people around the world expands the availability of information to support the Douglas School District curriculum. Appropriate use of the District network to research and obtain materials that relate directly to the District curriculum provides students the best education possible.~~

~~Information network accounts are provided to support classroom lessons and research consistent with the educational objectives of the District. Information/electronic network connections include, but are not limited to: internet, electronic mail, discussion groups, databases, computer software, and informational sources such as libraries and museums.~~

~~Internet users are responsible for their actions in accessing online resources. The administration will formulate the necessary regulations to carry out the policy of acceptable internet use and consequences if violations occur. All users are bound by the District Acceptable Use Policy and are responsible for their actions while online.~~

INTERNET SAFETY INSTRUCTION

The Board is committed to providing a safe learning environment that prepares students for a rapidly changing world. To ensure that students safely and appropriately benefit from the District's technology resources, the District shall provide internet safety instruction to all students. The District's internet safety curriculum shall include, but is not limited to:

1. Instruction conveying appropriate online behaviors and online social interaction; and
2. Instruction promoting cyberbullying awareness and the ways in which the District responds to cyberbullying.

REFERENCES

State Reference:

FCC Order and Report 11-125
 SDCL 22-24-55

Policy Reference:

SECTION	I	TITLE	INSTRUCTION	FILE	IIBGB
---------	----------	-------	-------------	------	--------------

Adoption History			
First Reading	8/28/1995		
Approved	9/11/1995		
First Reading-Revisions	9/22/1997		
Approved-Revisions	10/13/1997		
First Reading-Revisions	9/14/1998		
Approved-Revisions	9/28/1998		
First Reading-Revisions	2/24/2003		
Approved-Revisions	3/12/2003		
First Reading-Revisions	5/12/2003		
Approved-Revisions	5/27/2003		
First Reading-Revisions	11/14/2005		
Approved-Revisions	11/28/2005		
First Reading-Revisions	12/14/2009		
Approved-Revisions	1/11/2010		
First Reading-Revisions	11/22/2010		
Approved-Revisions	12/13/2010		
First Reading-Revisions	10/13/2015		
Approved-Revisions	10/26/2015		
Reviewed	6/10/2024		

Board Policy

SECTION	I	TITLE	INSTRUCTION	FILE	IIAA
---------	---	-------	-------------	------	------

EDUCATIONAL MATERIALS ACQUISITION AND EVALUATION

~~The Board will officially adopt textbooks and textbook programs for use in the District schools upon the recommendation of the Superintendent.~~

~~Responsibility for the review and selection of textbooks to be recommended will rest with textbook and/or curriculum committees as appointed by the Superintendent or the Superintendent's designee. Membership on such committees shall include representation by teachers who will use the texts, administrators, and other staff members as found desirable. Students and parents may be asked to serve.~~

~~Principles that apply generally to the selection of the instructional materials and library materials will apply to the selection of textbooks and books. The State Board of Education will have the power to review any books or other instructional material selected for use in the District schools. Additionally, basic textbooks and textbook programs will be chosen:~~

- ~~1. To advance the educational objectives of the school system and particular objectives of the course or program;~~
- ~~2. To contribute toward continuity, integration, and articulation of the curriculum;~~
- ~~3. To establish a general framework for the particular course or program.~~

~~Because the instructional purposes of textbooks, as stated above, are of such importance, particular care will be taken in their selection as to content.~~

~~TEXTBOOK CONSIDERATIONS~~

~~Although many points must be examined, the Board directs the staff to be particularly mindful of the following considerations:~~

- ~~1. The needs of all learners must be provided.~~
- ~~2. Insofar as possible, multi-ethnic materials which depict a pluralistic society should be selected.~~
- ~~3. Attention should be given to sex roles depicted in the materials.~~
- ~~4. The textbook or textbook program should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.~~
- ~~5. If the textbook deals with problems and issues of our times, it should present and encourage examination of all points of view.~~
- ~~6. Because textbooks are selected for several year's use, special attention shall also be given their physical characteristics, durability, format and price.~~

~~Interpreting these principles in the selection of material, the following will apply:~~

Board Policy

SECTION	I	TITLE	INSTRUCTION	FILE	IIAA
---------	---	-------	-------------	------	------

- ~~1. We believe it is the right and responsibility of teachers and librarians to select material which is carefully balanced so that various points of view on any subject are included.~~
- ~~2. Since materials are selected to provide for the interest and needs of the students, school community, and the school program, they will be selected utilizing the input of students, teachers, principals, librarians, and parents. Community members may be included if available.~~
- ~~3. Selection of materials will be assisted through the use of preview examinations, recommendations, research data, and standard evaluation aids.~~
- ~~4. Three factors will be considered in the selection of materials. The first is factual accuracy, authoritativeness, balance, and integrity. The second is artistic and literary merit in format, style, creativity, imagination and vision. The third is the alignment with State and National standards.~~
- ~~5. Materials shall be examined to select those in which the presentation and the subject matter are suitable for the maturity and the interest level at which they are to be used. They will be considered in relation both to the curriculum and to the personal interests of students and teachers and based upon current research.~~
- ~~6. When selection of the top publishers of textbooks and related material is accomplished, parents will be notified that those materials are available for review in the Box Elder/Douglas Community Library. Patrons will be given an opportunity to give feedback and comments.~~
- ~~7. Recommended textbooks and related materials will be displayed in the Box Elder/Douglas Community Library for a period of two (2) weeks prior to consideration for adoption by the Board of Education.~~
- ~~8. Upon approval by the Subject Area Committees, a list of textbooks and related materials is submitted to the Curriculum Coordinating Committee for review and recommendation to the Board by the Superintendent.~~
- ~~9. Gifts and free materials will be accepted or rejected for inclusion in the district's library/media collection by using the above criteria as a guide.~~
- ~~10. Core textbooks and curriculum guides shall be made available for public inspection in the Box Elder/Douglas Community Library.~~
- ~~11. Digital, as well as other non-print materials/resources adopted for use as core resources, are subject to the same evaluation criteria as noted above.~~
- ~~12. Teachers utilizing any resources to supplement the "core" materials are to use their best judgment as to how these resources support student acquisition of District learning standards. These are, however, not to supplant the adopted resources, but support them.~~

REFERENCES

State Reference:

Policy Reference:

~~Box Elder DOUGLAS SCHOOL DISTRICT South Dakota Administrative Regulation~~

~~Section I Instruction File: HBGB-R~~

~~**ACCEPTABLE USE POLICY (AUP)**~~

~~For Staff, Students, Board Members and Designated Agents
As It Pertains to the Use of All District Technologies~~

~~1. OVERVIEW~~

~~The purpose of the Douglas School District Acceptable Use Policy is to provide policy and direction for all users in the safe and effective use of District technologies as resources to meet the mission needs of the District. District technologies include, but are not limited to, the following in their entirety, District networks and activity thereunto such as electronic correspondence (i.e. chat, email, social media use), file sharing and downloads and, Internet use; District computers, computer devices and associated hardware, and software; District printers/copiers/scanners; District servers and hosted applications; District stored system and user data and files (local and virtual) to include, optical media and digital images; other District hardware to include projectors, smart displays, communication equipment (phones, radios, PA systems) and new technologies as they become available.~~

~~The Douglas School District and the State of South Dakota do not guarantee uninterrupted access or error-free use of these technology resources, nor do they make any warrant as to the accuracy or quality of the information obtained through these resources. Access to State and District networks are provided “as is” without warranties, but the District is regularly partnering with the State to constantly improve network performance and security. Nether the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use District technologies.~~

~~In compliance with the Children’s Internet Protection Act [Pub. L. No 106554 and 47 USC 254(h)] and related State laws, the District operates a technology protection and security measure that filters internet and network activity of users on District computers. The measure protects students and all District users from content that is abusive, obscene, profane, sexually explicit, threatening, illegal or pertains to pornography. Personal use devices, as permitted by building managers, may only connect to the Douglas’ Bring Your Own Device (DSD-BYOD) wireless network using State credentials, and are filtered to a lesser degree, the exception being any encrypted data exchanges are not decrypted and therefore are not filtered by District’s technology protection and security solution.~~

~~2. GENERAL DIRECTIONS~~

- ~~a) All District staff, students, board members, and designated agents, heretofore referred to as District Users or Users, are required to follow the District’s Acceptable Use Policy. All District users are responsible for their efficient, ethical, and lawful use of District technology resources.~~

~~Box Elder DOUGLAS SCHOOL DISTRICT South Dakota Administrative Regulation~~

~~Section I Instruction File: HBGB-R~~

- ~~b) Access to technology resources is a privilege and not a right.~~
- ~~c) Persons using the District network shall have no expectations of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.~~
- ~~d) Students will be provided access to various forms of electronic media and communication solutions first approved by principal and the Technology Coordinator (TC), and must also be determined to be in support of education and research and in support of the educational goals and objectives of the Douglas School District.~~
- ~~e) The transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: classified or confidential information; personally identifiable information; copyrighted material; intellectual property, threatening or obscene material; and computer viruses.~~
- ~~f) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual and /or technology coordinator, will be considered an act of vandalism and subject to disciplinary action.~~
- ~~g) Inappropriate use of access privileges will result in disciplinary action and may result in access restrictions or cancellation of privileges. When appropriate, violations will be reported to law enforcement officials. Cancellation of access does not eliminate the requirement of obtaining information for completing an assignment, a job, or necessary communication.~~
- ~~h) Security of all networks connected to the District are of highest priority. Anyone observing a security problem or infraction of policy on the District network shall notify District administration. Any person identified as a security risk or having a history of infractions against District technologies and associated policies may be denied access to the District technology resources.~~
- ~~i) Annually, in writing, the parent/guardian shall notify building administrators if the parent/guardian does not want their child to independently use the Internet. This does not apply to direct classroom instruction where the teacher uses the Internet as classroom demonstration or in a situation where the students are using computers and being supervised by District staff in the direct use of specific Internet sites as part of the class curriculum. The annual notification expires with the school year.~~

~~3. PROPER USE OF DISTRICT NETWORK AND COMPUTER SYSTEMS~~

~~Proper use of computer networks requires that District staff, students, and designated agents abide by the following guidelines. Users shall:~~

- ~~a) be responsible for all use of the network under their accounts;~~
- ~~b) immediately notify the District (Help Desk) if the person suspects any unauthorized use of their account;~~
- ~~e) be responsible for any costs, fees, charges, or expenses incurred under the person's account number in connection with the use of District technologies and/or its network except for such costs, fees, charges, and expenses as the District explicitly agrees to pay;~~

~~Box Elder DOUGLAS SCHOOL DISTRICT South Dakota Administrative Regulation~~

~~Section I Instruction File: HBGB-R~~

- ~~d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;~~
- ~~e) develop web-based content only to fulfill course or school-related activity; association to the student's name, school, or program only if written authorization has been obtained from the student's parent/guardian through the District's registration form or other written consent (first name, last initial is recommended for identifying students);~~
- ~~f) ensure that student information shared electronically complies with the Family Education Rights and Privacy Act (FERPA), as well as the District student records policy JO and regulation JO-R;~~
- ~~g) abide by all District policies and regulations when accessing personal email accounts or other forms of direct electronic communications via the District network;~~
- ~~h) not send, share, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;~~
- ~~i) not transmit copyrighted material without the express consent or authorization of the owner of copyrights;~~
- ~~j) not disclose passwords;~~
- ~~k) not intentionally damage equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to "hacking" and the loading or creation of computer viruses. Responsible parties will be culpable for damages or the cost of correcting the problem; school discipline action may be taken and may result in access restrictions to District technologies and as appropriate, law enforcement officials will be involved;~~
- ~~l) not install equipment on or make modifications to the District technologies without pre authorization from the Technology Coordinator;~~
- ~~m) not utilize proxy, VPN or other means to circumvent the District's firewall or content filter;~~
- ~~n) use only District provided and supported hardware on the District network; exceptions for outside guests are to be directed to the Technology Department's Help Desk; exceptions for staff owned technology are limited to wireless connection through the DSD BYOD WiFi network; exceptions for student-owned technology require school approval and are limited to wireless connection through the DSD BYOD Wi-Fi network; all other requests for exceptions are to be directed to Technology Department via the user's building supervisor for evaluation/consideration. The District is not responsible for loss of personal property due to damage or theft;~~
- ~~o) only download files including but not limited to: music or video for instructional purposes;~~
- ~~p) have access to games for instructional purposes only; requests are to be directed via building supervisor to the Technology Coordinator;~~
- ~~q) have access to otherwise blocked/ restricted sites for instructional purposes only (in the case of students); requests are to be directed via building supervisor to the Technology Coordinator;~~
- ~~r) have access to Voice over Internet Protocol (VoIP) services (i.e.: SKYPE) for business or~~

~~instructional purposes only; Page 3 of 5~~

~~Box Elder DOUGLAS SCHOOL DISTRICT South Dakota Administrative Regulation~~

~~Section I Instruction File: HBGB-R~~

- ~~s) not install and operate peer-to-peer networking software~~
- ~~t) not use personal device hot spots (i.e. connection to cellular) for District computers/devices;~~
- ~~u) not connect personal devices physically or wirelessly to Douglas technologies except as prescribed below for Wi-Fi BYOD; and~~
- ~~v) follow the prescribed user group connections for Wi-Fi connections to Douglas' wireless network;~~
 - ~~(1) DSD2.4—This network is dedicated to school computers and other school wireless devices and requires authentication of the user through the user's State credentials, a username (two letter, three number string), and a password.~~
 - ~~(2) DSD BYOD—School registered students and active staff employees may connect their personal device to the District's Bring Your Own Device (BYOD) network if first approved to do so by their school (students only) and second, by entering their State K-12 credentials (username and password); and lastly, agreeing to the Douglas AUP. Personal devices may not connect to DSD2.4.~~
 - ~~(3) DSD Guest—Guest presenters, professional visitors and commercial vendors are examples of appropriate guest users. All users of the Guest network must first have sponsorship to gain network access, and secondly, must agree to the Douglas AUP; guests may connect personal or non-DSD work devices to the DSD Guest network upon sponsor approval; DSD Guest is only enabled and visible when requested by the sponsor; make requests to enable 24 hours in advance. Guests may not connect to DSD2.4.~~

~~4. EDUCATIONAL USE OF DISTRICT TECHNOLOGY RESOURCES~~

~~Online communication and network resources are critical to 21st Century teaching and learning. The network and technology resources are considered an extension of the classroom. An educator's primary responsibility is to develop students who are fully prepared to communicate effectively, ethically, and safely. Teachers will provide developmentally appropriate guidance to students using telecommunications and electronic information resources related to the District curriculum. Appropriate online behavior curriculum related topics include: cyber bullying, social networking, and chat rooms.~~

~~Teachers may allow students to use forms of online collaboration such as social networking, instant messaging, wikis, blogs, and email for educational purposes only and with proper supervision. Proper supervision shall include the teachers organizing the collaboration, having documentation of the identities of participating students, being able to monitor the account, and controlling account membership within a closed educational community.~~

~~Box Elder DOUGLAS SCHOOL DISTRICT South Dakota Administrative Regulation~~

~~Section I Instruction File: HBGB-R~~

~~5 ETHICAL USE OF DISTRICT, PUBLIC, OR PRIVATE TECHNOLOGY RESOURCES~~

~~Ethical behavior requires that District staff, students, board members and designated agents show consideration and respect to others whenever using District technologies / electronic communications resources or representing the District. When interacting with each other or external parties, whether in a formal or informal capacity, District users shall:~~

- ~~a) not include in electronic communication comments or content that would not be acceptable in a face-to-face communications;~~
- ~~b) not harass or bully;~~
- ~~e) be free of language with profanity or insult;~~
- ~~d) not disclose, use, or disseminate unauthorized personal information of another person; e) distinguish between personal social networking sites and professional social networking sites. Specifically, District board members, staff and agents shall not invite to, nor accept invitation from current District students to personal social networking sites. The exception being when staff have current student relatives; and~~
- ~~f) evaluate all information for its accuracy, reliability, and authority.~~

~~Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education environment or substantially interferes with another's rights. Criminal action may be taken if the off-site communication constitutes a threat.~~

~~6. GENERAL DISCIPLINARY ACTIONS~~

~~Any employee/agent or student who violates this AUP policy may be subject to disciplinary action, which may include dismissal. When appropriate, violations will be reported to law enforcement officials. Cancellation or limiting of District technology access does not eliminate the requirement of obtaining information for completing an assignment, a job, or necessary communication.~~

~~RELATED POLICIES:~~

~~HBGB — Electronic Networking Access and Technology~~

~~JG — Student Discipline~~

~~JO /JO-R — Student Records~~

Delete - Addressed in Policy IIBGA-E(1)

~~Revised September 26, 2019 Page 5 of 5~~

SECTION	I	TITLE	INSTRUCTION	FILE	IKFC
---------	----------	-------	--------------------	------	-------------

ALTERNATIVE HIGH SCHOOL CREDIT ATTAINMENT

The District’s primary goal is to provide face-face instruction for Douglas students. In extreme circumstances, other options will be considered on a case-by-case basis by district administration. Any parents and students who have extreme circumstances may contact their school principal for information. See Form (IKFC-E) Alternative Credit Attainment programs represent an opportunity for students to earn high school credit through an approved examination, online curriculum, mail correspondence, or other delivery method.

The Douglas School District supports these programs as valuable options for students to earn credit toward graduation when, upon mutual of the DHS principal or designee, student's teachers, school guidance counselor and parents/guardian or student if age 18 or older and if one or more of the following apply:

- The enrollment is in the student’s best interest.
- The coursework aligns with District instructional goals.
- The coursework is provided through an accredited institution or program.
- The coursework is approved by the South Dakota Department of Education.
- The course is not currently offered within the regular curriculum.
- The high school offers the course within the regular curriculum, but the student is unable to take it due to an unavoidable scheduling conflict.
- The course may serve as a supplement to extended homebound instruction.
- The District has suspended or expelled the student from the regular school setting, but educational services are to be continued.

REFERENCES

State Reference:

- [ARSD 24:43:01:01\(8\)](#)
- [ARSD 24:43:01:01\(51\)](#)
- [ARSD 24:43:08](#)
- [ARSD 24:43:11\(09\)](#)

Policy Reference:

Adoption History

First Reading	5/24/2010		
Approved	6/12/2010		
Reviewed	6/10/2024		

Edgenuity – Online/Hybrid Learning Agreement

THIS SECTION FOR DISTRICT USE ONLY

Application received by: _____ Date: _____

Interview Scheduled: Date: _____ Time: _____

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date
<input type="checkbox"/> If student is on an IEP, IEP team has met & determined that online learning is in student’s best interest, and IEP has/will be modified.		
Interview Notes:		
Principal Name:	Signature	Date
Superintendent/Designee Name:	Signature	Date

School Personnel: Upon approval, complete the following process: Completion Date

Task	Responsible Party	Start Date	Completion Date
Verify current enrollment in Infinite Campus	Counseling Secretary		
Add enrollment code in Infinite Campus <i>(Student Continues. Comment: Enrolled Edgenuity)</i>	Counseling Secretary		
Add to Virtual High School Class Roster	Counseling Secretary		
Complete Class Schedule	Counselor		
Add Attendance Code - Absent Exempt	Counseling Secretary		
Add IC Flag: Online Classes	Counseling Secretary		

Copy to: Student/Parent Student File Counseling Office

Transition Notes (in the event the student returns to in-person learning):

BOE Approved (date)

SECTION	I	TITLE	INSTRUCTION	FILE	IKFC - R
---------	---	-------	-------------	------	----------

ALTERNATIVE HIGH SCHOOL CREDIT ATTAINMENT

GENERAL

- Students taking such opportunities must be enrolled in the district.
- Credit may only be issued if obtained through an accredited provider approved by the South Dakota Department of Education (ARSD: 24:43:12:10).
- Credit for coursework may only be posted to the official Douglas High School (DHS) transcript with prior written approval of the high school principal or designee.
- Alternatively earned grades will not replace any previous grade appearing on the transcript.
- Credit must be earned and grade issued by the provider prior to the date of graduation in order to be considered for purposes of participation in graduation ceremonies.
- The Douglas School District will not assume any cost related to distance learning courses unless specifically approved by the superintendent as a necessary alternative education placement (Douglas District Policy IGBH, Alternative School Program).

ALTERNATIVE CREDIT OPTIONS

End-Of-Course Assessment (EOC): A proficiency examination given at the conclusion of a course.

- The student must have completed the course in order to qualify for this option.
- Students must receive permission from the DHS principal or designee prior to testing.
- A score of 80% or better is required for receipt of credit.
- Students may take this examination no more than twice.
- EOC credit shall be placed on the DHS transcript as a letter grade.
- The grade will be calculated into Grade Point Average and class rank.
-

Equivalency Examination: A proficiency test given in lieu of taking a course.

- Students may attempt equivalency examinations only if enrolled in at least grade nine.
- Students must receive permission from the DHS principal or designee prior to testing.
- A score of 85% or better is required on the examination for receipt of credit.
- The examination may be taken once only.
- Equivalency credit will be placed on the transcript as P (Pass).
- No grade or credit will be transcribed if a student fails to earn a **85% B** or better.
- Students may petition, in writing, to the high school principal or designee to utilize the
- assessment letter grade on the DHS transcript. The grade will be calculated into GPA and class rank.

Online and Correspondence courses: Any course made available through a carrier approved by the South Dakota Department of Education.

- All online and correspondence courses **must may** be offered through South Dakota Virtual School

SECTION	I	TITLE	INSTRUCTION	FILE	IKFC - R
---------	----------	-------	--------------------	------	-----------------

<p>(http://sdvs.k12.sd.us).</p> <ul style="list-style-type: none"> ● Students must coordinate enrollment with DHS prior to registering online. ● Online and correspondence credit and grade issued by the provider will be placed on the high school transcript. ● The grade will be calculated into GPA and class rank. <p>PROCESS</p> <p>Students desiring to attempt alternative credit will do the following:</p> <ul style="list-style-type: none"> ● Meet with a high school counselor to assess need and ability to succeed in the alternative format. ● Complete the steps outlined on Form IKFC-E securing all necessary signatures. ● Adhere to all district and school policies and procedures. ● Adhere to Douglas District Appropriate Use Policies.

Adoption History			
Revised	September 2010		
Reviewed	6/10/2024		