

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, November 24, 2025

**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/94731604162?pwd=UoKazMdZV458yKchKIXEBP8D6zdICa.1>
Meeting ID: 947 3160 4162
Passcode: 143433

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 November 10, 2025.
 - B. Approve Personnel Action.
 - C. Approve Financial Reports

- D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve an additional \$7,532.49 for Trainer Equipment as part of the Locker Room Remodel.
 - F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
11. Superintendent Items:
- A. Approve open enrollment application as recommended under the Emergency Clause of Board Policy JECB - Admission of Non-Resident Students.
 - B. Black Hills Area Community Foundation Strategic Housing Advisory Board for affordable housing for the Ellsworth/Box Elder area.
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve Second Reading of Revised Board Policy BD - School Board Meetings.
 - B. Approve Second Reading of Revised Board Policy BDC - Executive Sessions.
 - C. Approve Second Reading of Revised Board Policy BDDE - Parliamentary Procedure.
 - D. Approve Second Reading of Revised Board Policy CBA - Superintendent Job Description
 - E. Approve Second Reading of Revised Board Policy IIBFA - Use of Artificial Intelligence Technology
 - F. Approve Second Reading of Revised Board Policy JFC - Student Conduct
 - G. Approve Second Reading of Revised Board Policy JFA - Student Due Process Rights.
 - H. Approve Second Reading of Revised Board Policy JFCD - Student Bullying
 - I. Approve Second Reading of Revised Board Policy JFCH - Alcohol and Other Drug Use by Students.
14. Reports:
- A. Superintendent:

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

15. Upcoming Calendar Events:

- November 26-28 - Thanksgiving Break, No School
- December 4 - CO Annual Staff Open House, 8-3:30
- December 8 - BOE Meeting, 5:00
- December 19 - End of 1st Semester
- Dec 22-Jan 7 - No School for Students, Winter Break
- January 5-6 - Staff PD Days
- January 12 - BOE Meeting, 5:00

16. Executive Session

17. Action As A Result of Executive Session

18. District Building Tour.

19. Adjournment

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

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
1			
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SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, November 10, 2025

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, November 10, 2025 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

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

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

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

Superintendent Kevin Case recognized School Psychologist, Whitney Brost for receiving the SDASP's Early Career School Psychologist Award.

Some parents and a student addressed the BOE on concerns regarding the timeline for the 2027 DHS Music Trip.

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

Motion to approve the consent agenda, including Items 7A-E. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Approved Regular Board Meeting Minutes of October 27, 2025.

Approved Personnel Action for November 10, 2025. (Attachment)

Approved the Accounts Payable Report and October Payroll Report. (Attachments)

Approved the appointment of all board members as Legislative Action Network (LAN) members for the 2026 state legislative session.

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

Superintendent Items:

Motion to approve the Construction Manager Agreement with Gustafson Builders for the Douglas Middle School Addition/Renovation. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Operational Support Services Items:

Motion to approve Items 12A-I, First Readings of Revised Board Policies as follows. This motion, made by Tonya Welch and seconded by Ben Frerichs, Carried.

Revised Board Policy BD - School Board Meetings
Revised Board Policy BDC - Executive Sessions
Revised Board Policy BDDE - Parliamentary Procedure
Revised Board Policy CBA - Superintendent Job Description
Revised Board Policy IIBFA - Use of Artificial Intelligence Technology
Revised Board Policy JFC - Student Conduct
Revised Board Policy JFA - Student Due Process Rights
Revised Board Policy JFCD - Student Bullying
Revised Board Policy JFCH - Alcohol and Other Drug Use by Students

Reports:

Superintendent Kevin Case reviewed the capital outlay budgeting process and indicated that some minor improvements will be implemented in the upcoming year, including budgeting for contingency and potentially considering capital outlay projects in the fall, subject to funding.

Superintendent Kevin Case shared information on the superintendent evaluation process that happens yearly, starting in December.

Superintendent Kevin Case shared a brief overview of the recent staff experience survey. Initial information has been shared with all staff. Building principals and coordinators will be rolling out building/department survey results in January.

Committee Reports from Board Members and Comments from Associate Board Members

Ben Frerichs gave an update from the Wellness Committee. The BeWell app by terryberry is available for all staff to sign up and start tracking their fitness and join group challenges.

Tanya Gray stated the ASBSD Delegate Assembly meets November 21 in Pierre to review and vote on educational issues for the 2026 legislative session. She and Amy McGovern met with Studer Education and Mr. Case to discuss succession planning and how the board wants to be involved in the process.

Motion to adjourn the meeting at 5:50 p.m. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 11/10/2025**

Classified Authorization Amendments

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Shawnee Hellman	MS/Admin Asst 2/7 hrs/\$17.75	MS/Admin Asst 2/7 hrs/\$18.50	10/08/2025

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Caydean Lawler	Custodian / 10 Years	\$906.84	10/26/2015-10/26/2025

Certified Retirements

Name	Position	Location	Effective Date
David Carroll	Instructional Leader	BC	05/22/2025

Certified Resignations/Terminations

Name	Position	Location	Effective Date
Michelle Mlinar	Special Ed Teacher	MS	05/23/2025

Classified Retirements

Name	Position	Location	Effective Date
Juanita Harrington	Admin. Assistant 3	CO	6/5/2026

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Amber Lewis	Bus Driver	Trans	10/09/2025
Kaitlin Heier	8th Girls Basketball	MS	2026-2027
Kaitlin Heier	7th Boys Basketball	MS	2025-2026
Darrell One Horn	Bus Driver	Trans	10/30/2025

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Craig Callan	CA / Instructional Aide EC Sped	\$17.00	11/17/2025
Ashley Gullage	FC/Instructional Aide	\$17.00	11/3/2025
Audrey Gerlach	Trans/Bus Driver	\$24.00	11/3/2025

Temporary Hires

Name	Position	Salary	Effective Date
Mack Vinson	HS Asst. Boys Basketball	\$4,403.00	1/1/2026
Kaitlin Heier	HS Asst. Girls Basketball	\$4,403.00	1/1/2026

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

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	186585		6,387.58
AMERICAN LIBRARY ASSOCIATION	186584		184.95
AMERICINN OF CHAMBERLAIN	186586		1,244.80
ANCORA PUBLISHING	186587		6,945.61
ANYPROMO	186584		337.12
APPLE INC	186588		259.95
ASBSD	186589		50.00
BELLE FOURCHE HIGH SCHOOL	186590		75.00
BEST WESTERN PLUS RAMKOTA HOTEL	186591		1,152.00
BJ'S INSTRUMENT REPAIR	186592		160.00
BLACK HILLS CHEMICAL CO	186593		14.85
BLACK HILLS ROOFING, INC.	186594		766.00
BLICK ART MATERIALS	186595		15.70
BOULDER CANYON COUNTRY CLUB	186584		22.00
BOX ELDER HARDWARE	186596		406.32
BUSSLER, JERRY	186597		150.00
CENTURYLINK	186599		518.75
CIRCLE K	186584		40.00
Clark, Karline	186600		81.42
CLASS SOLVER LLC	186601		809.20
CLUB WYNDHAM NASHVILLE	186584		263.09
COLUMN SOFTWARE PBC	186602		514.35
COMPRESSOR SOURCE	186584		23.95
CRESCENT ELECTRIC	186605		3,163.55
DAKOTA BUS SERVICE, INC.	186606		6,340.00
DAKOTA POTTER'S SUPPLY	186607		350.00
DAKOTA SUPPLY GROUP, INC.	186608		365.61
DAYS INN - WATERTOWN	186609		1,064.79
DIVISION OF CRIMINAL INVESTIGATION	186584		959.50
DRAMATISTS PLAY SERVICE INC	186610		1,025.00
EVENTBRITE	186584		240.00
EVERGREEN OFFICE PRODUCTS	186611		1,447.11
FOOD SERVICE	186614		301.94
GIMKIT	186584		59.88
GLOBAL INDUSTRIAL	186615		96.99

GOODWILL OF THE GREAT PLAINS	186584	122.28
HAGGERTYS MUSICWORKS	186616	170.00
HAUFF MID-AMERICA SPORTS INC.	186617	318.00
HD PARTS HOUSE	186618	635.77
HIGH POINT NETWORKS, LLC	186619	204.99
HILLYARD INC	186620	86.00
INDEED INC.	186584	33.52
INNOVATIVE OFFICE SOLUTIONS	186621	198.60
INSTITUTE FOR MULTISENORY EDUCATION	186622	1,500.00
JOSTENS INC	186584	74.76
JW PEPPER & SONS, INC.	186623	1,363.37
LYNN JACKSON SHULTZ & LEBRUN PC INC	186624	763.00
LYNN'S DAKOTAMART	186625	109.78
MATBOSS LLC	186626	259.00
MCKIE FORD, INC.	186627	86.12
MEADOWBROOK GOLF COURSE	186584	117.58
MENARDS	186628	1,012.88
MG OIL COMPANY, INC.	186629	3,504.78
MIDWEST BUS PARTS, INC.	186630	489.60
MONTANA DAKOTA UTILITIES COMPANY, INC.	273	2,275.60
MOSYLE CORPORATION	186631	20.60
NORTH CENTRAL BUS & EQUIPMENT CO. INC	186653	6,864.61
O'REILLY AUTO PARTS BOX ELDER	186633	788.06
OZARKE	186584	(184.57)
PIZZA HUT- BOX ELDER	186584	106.95
PLANK ROAD PUBLISHING	186634	451.80
QPR INSTITUTE	186584	29.95
QUADIENT	186636	182.85
QUILL CORPORATION	186584	160.00
RIVERSIDE TECHNOLOGIES INC	186637	6,497.00
ROBOTICS EDUCATION & COMPETITION	186584	1,030.00
SAM'S CLUB	186584	276.31
SCHOOL LIFE	186638	56.10
SD OFFICE OF WEIGHTS AND MEASURES	186639	84.00
SHERATON HOTEL AND CONVENTION CENTER	186584	761.65

SOCIETY FOR HUMAN RESOURCE MANGEMENT	186584	299.00
SQUARESIGNS	186584	884.10
STAGECOACH WEST BUS INC	186640	3,195.00
STAN HOUSTON EQUIPMENT COMPANY, INC.	186641	2,532.00
STUDER EDUCATION, LLC	186642	14,490.00
SUPPLYHOUSE.COM	186584	10.95
TEACHERS SYNERGY, LLC	186644	4.75
TERRYBERRY	186645	3,840.00
TYLER TECHNOLOGIES	186646	395.00
UNITED AIR LINES	186584	706.78
US BANK	186584	743.00
VANWAY TROPHY & AWARD, INC.	186648	69.71
VERIZON WIRELESS	186649	340.80
VIVACITY TECH PBC	186650	1,500.00
WAL-MART STORES INC	186584	656.96
WESTERN COMMUNICATIONS, INC.	186651	768.00
WESTERN STATIONERS	186652	10.90
GENERAL FUND		96,734.90
AMAZON.COM	186585	(17.65)
CENTURY BUSINESS	186598	14,498.58
COMBINED BUILDING SPECIALTIES, INC.	186603	122,406.00
FOLLETT CONTENT SOLUTIONS, INC	186613	2,999.77
INNOVATIVE OFFICE SOLUTIONS	186621	32,499.15
NORTH CENTRAL BUS & EQUIPMENT CO. INC	186654	158,680.00
SWIFTEC INC	186643	20,938.64
CAPITAL OUTLAY		352,004.49
AMAZON.COM	186585	1,021.23
CREATIVELY FOCUSED LLC	186604	9,625.00
DELTA AIR LINES	186584	805.08
EVERYWAY	186612	184.99
LYNN'S DAKOTAMART	186625	18.81
PRO-ED, INC.	186635	600.60
UNITED AIR LINES	186584	1,663.62
UNIVERSITY OF SOUTH DAKOTA	186647	50.00
US BANK	186584	3,941.70
WAL-MART STORES INC	186584	68.04

SPECIAL ED		17,979.07
AMAZON.COM	186585	104.66
GRANTS		104.66
CASH-WA DISTRIBUTING COMPANY, INC.	12899	2,279.01
CHILD AND ADULT NUTRITION	12900	594.88
CLIMATE CONTROL SYSTEMS AND SERVICE	12901	1,233.90
COCA-COLA BOTTLING CO HIGH COUNTRY	12902	1,041.00
D&R SERVICE, INC.	12903	697.40
MILLER, RENAE	12904	109.35
PAN-O-GOLD BAKING COMPANY, INC.	12905	1,042.50
PIZZA HUT- BOX ELDER	12906	770.00
PRAIRIE FARMS	12907	7,061.70
REINHART FOOD SERVICE LLC	12908	13,226.74
SERVALL TOWEL & LINEN SUPPLY, INC.	12909	187.80
SYSCO MONTANTA	12910	5,771.58
FOOD SERVICE		34,015.86
AMAZON.COM	50539	1,072.83
ARMY & AIR FORCE EXCHANGE SERVICES	50538	1,249.00
CASEY'S GENERAL STORE	50538	294.53
Clark, Michael	50540	1,356.00
CUSTOM INK	50538	3,499.61
EAFB EXCHANGE	50538	35.25
FIVE BELOW	50538	97.70
HUTCH'S CAFE, LOUNGE	50538	225.90
NINJA TRANSFERS	50538	60.51
SAM'S CLUB	50538	5,736.70
SASD	50541	825.00
SWEETWATER SOUND INC	50542	2,029.83
TARGET BANK	50538	92.81
VANWAY TROPHY & AWARD, INC.	50543	363.40
WAL-MART STORES INC	50538	44.94
YOST, KENYA	50544	819.00
STUDENT ACTIVITY		17,803.01
Grand Total:		518,641.99

PAYROLL EXPENDITURES

OCTOBER 7 2025

OCTOBER 21 2025

TOTALS

\$1,312,767.03

\$1,379,497.72

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 11/24/2025****Employee Leave of Absence Requests**

Name	Building	Position	Effective Date
BOE See Attached			

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Nicole Usera	Food Services/10 years	\$451.67	11/15/2015-11/15/2025

Certified Resignations/Terminations

Name	Position	Location	Effective Date
Rachel Quimby	Assistant Track Coach	MS	2025-2026
Brianna Marty	3rd Grade Teacher	BC	5/22/2025

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Bridget Gilbert	HS/Special Ed Teacher	\$30,122.70	1/5/2026

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Jennifer Kight	BC/Instructional Aide	\$17.00	12/1/2025
Meagan Downward	CA/Instructional Aide	\$17.00	12/1/2025

Temporary Hires

Name	Position	Salary	Effective Date
Matt Heck	HS Asst. Boys Basketball Coach	\$4,588.00	2025-2026

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

October 1, 2025 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 09/30/25	319,864.42	15,794.99	1,800,881.98
RECEIPTS:			
TAXES	46,161.98	39,485.75	19,322.32
INTEREST	1,554.35	0.00	0.00
ADMISSIONS	5,088.00	0.00	0.00
LOCAL	8,555.00	0.00	0.00
COUNTY	36,651.16	0.00	0.00
STATE	1,429,500.00	0.00	329,591.00
FEDERAL		0.00	12,434.86
OTHER	11,215.95	112.92	0.00
INTERFUND TRAN.	14,520.93	0.00	0.00
TOTAL RECEIPTS:	1,553,247.37	39,598.67	361,348.18
DISBURSEMENTS:			
VERIFIED CLAIMS	342,651.36	332,863.43	123,176.97
SALARIES	1,977,927.82	0.00	529,089.02
TRANSFERS OUT	0.00		
BALANCE 10/31/25	(447,467.39)	(277,469.77)	1,509,964.17
BALANCE 10/31/24	(9,595.59)	(1,376,688.14)	1,667,339.08

October 1, 2025 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 09/30/25	(62,501.92)	48,686.70
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	0.00	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	1,089.17	1,176.00
SALARIES	87,957.40	0.00
TRANSFERS OUT		
BALANCE 10/31/25	(151,548.49)	47,510.70
BALANCE 10/31/24	(2,810,074.45)	49,148.70

October 1, 2025 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 09/30/25	2,660.08	(972.82)	29,995,952.54
RECEIPTS:			
INTEREST	0.00	0.00	14,520.93
FEDERAL	0.00	0.00	0.00
LOCAL	1,396.26	3,508.38	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,396.26	3,508.38	14,520.93
DISBURSEMENTS:			
VERIFIED CLAIMS	2,346.68	5,340.11	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	14,520.93
BALANCE 10/31/25	1,709.66	(2,804.55)	29,995,952.54
BALANCE 10/31/24	1,885.04	(7,765.50)	27,685,539.54

October 1, 2025 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 09/30/25	131,422.19	251,306.23
RECEIPTS:		
INTEREST		
SALES	64,085.09	0.00
STATE	0.00	0.00
FEDERAL	92,706.28	0.00
LOCAL	2,151.65	60,943.41
OTHER	0.00	0.00
INTERFUND TRAN.	0.00	
LOANS		
TOTAL RECEIPTS:	158,943.02	60,943.41
DISBURSEMENTS:		
VERIFIED CLAIMS	119,149.80	63,870.63
SALARIES	42,011.61	0.00
BALANCE 10/31/25	129,203.80	248,379.01
BALANCE 10/31/24	165,414.58	318,532.34

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	186667		121.48
ACE STEEL & RECYCLING, INC.	186668		152.56
ACTION MECHANICAL INC	186669		260.00
BEST WESTERN PLUS RAMKOTA HOTEL	186671		235.00
BHSU MUSIC DEPT	186672		70.00
BLACK HILLS CHEMICAL CO	186673		230.19
BRIGHTLY SOFTWARE	186674		1,513.33
CENGAGE LEARNING	186676		1,428.00
CHEYENNE SOUTH HIGH SCHOOL	186677		528.00
Cowen, Stacey	186678		35.08
CRESCENT ELECTRIC	186679		781.69
DAKOTA BUS SERVICE, INC.	186680		11,955.00
DELTAMATH SOLUTIONS	186681		110.00
DOUGLAS PETTY CASH	186682		402.00
EVERGREEN OFFICE PRODUCTS	186686		7,372.29
FENWORKS, INC.	186687		1,000.00
FIDUCIARY ACCOUNT	186688		4,134.51
FOOD SERVICE	186690		36.75
HAGGERTYS MUSICWORKS	186691		85.00
HAMPTON INN & SUITES	186692		244.00
HARLOW'S BUS SALES, INC.	186693		563.71
HAUFF MID-AMERICA SPORTS INC.	186694		1,475.00
HILLYARD INC	186695		2,334.72
INNOVATIVE OFFICE SOLUTIONS	186696		2,182.50
JW PEPPER & SONS, INC.	186697		164.97
KETEL THORSTENSON, LLP	186698		40,286.80
KIEFFER SANITATION, INC.-AUTO PAY	274		2,892.10
KIMBALL MIDWEST	186699		125.02
KNODEL, MARK	186700		1,200.00
KOCH FILTER	186701		2,639.10
LA QUINTA INN BY WYNDHAM CHEYENNE	186702		1,124.55
LEADERSHIP MATTERS LLC	186704		2,200.00
LEXIA VOYAGER SOPRIS LEARNING INC	186705		919.60
LIFETOUCH NSS	186706		2,179.24
LYNN'S DAKOTAMART	186707		91.56

MENARDS	186709	144.58
MG OIL COMPANY, INC.	186710	8,596.11
MIDCONTINENT COMMUNICATIONS- AUTO PAY	277	1,572.79
MIDSTATES GROUP	186711	90.30
MIDWEST BUS PARTS, INC.	186712	1,301.76
O'REILLY AUTO PARTS BOX ELDER	186713	771.89
PROPHET CORPORATION DBA GOPHER, THE	186714	62.64
QPR INSTITUTE	186715	3,671.70
RIDDELL / ALL AMERICAN SPORTS CORP	186716	2,499.80
RIVERSIDE TECHNOLOGIES INC	186717	903.00
SANFORD HEALTH OCCMED	186718	280.00
SCHOOL SOCIAL WORK ASSOCIATION OF	186720	1,100.00
STAGECOACH WEST BUS INC	186722	3,000.00
STURGIS BROWN HIGH SCHOOL	186723	368.00
TEMPERATURE TECHNOLOGY INC	186724	2,152.00
TIME EQUIPMENT RENTAL & SALES, INC	186725	343.77
VOYAGER FLEET SYSTEMS, INC.	186727	314.42
WESTERN DAKOTA TECHNICAL INST.	186729	1,000.00
GENERAL FUND		119,246.51
AMERICAN ENGINEERING TESTING	186670	4,850.00
FOLLETT CONTENT SOLUTIONS, INC	186689	2,757.01
LANKFORD ENTERPRISES INC	186703	120,000.00
UCS	186726	8,250.00
CAPITAL OUTLAY		135,857.01
DOUGLAS PETTY CASH	186682	452.00
EARLY CHILDHOOD CONNECTIONS, INC.	186683	20.00
ENOME INC	186684	5,503.75
ESTMAN, GEORGEANN	186685	520.33
FOOD SERVICE	186690	1,656.06
LYNN'S DAKOTAMART	186707	11.08
MACKIE, BRENDA	186708	451.36
SASD	186719	45.00
SHINING PATHWAY ABA, LLS	186721	27,440.00
Waltman, Monica	186728	122.00
SPECIAL ED		36,221.58
CASH - PUPIL PERSONNEL	186675	54.00

DOUGLAS PETTY CASH	186682	520.00
GRANTS		574.00
		291,899.10
CASH-WA DISTRIBUTING COMPANY, INC.	12917	3,519.29
COCA-COLA BOTTLING CO HIGH COUNTRY	12918	546.00
GENERAL FUND	12920	61,904.00
PAN-O-GOLD BAKING COMPANY, INC.	12921	1,129.66
PIZZA HUT- BOX ELDER	12922	891.00
PRAIRIE FARMS	12923	6,423.92
REINHART FOOD SERVICE LLC	12924	12,261.35
SERVALL TOWEL & LINEN SUPPLY, INC.	12925	187.80
SYSCO MONTANTA	12926	4,015.69
WESTER, DAN	12927	106.85
FOOD SERVICE		90,985.56
Grand Total:		382,884.66

21-3900-000-000-549

Req # 090976

J. Howland 11/18/25

CLINIC OUTFITTERS

PO Box 162

Sioux Falls, SD 57101 US

corey@clinicoutfitters.com



ADDRESS

Douglas High School

420 Patriot Drive

Box Elder, SD 57719

SHIP TO

Douglas High School

420 Patriot Drive

Box Elder, SD 57719

4255

DATE 06/09/2025

ACTIVITY	QTY	RATE	AMOUNT
A9521-29261 PROTEAM™ - Modular Taping Stations	1	3,150.00	3,150.00T
HA26 Fixed 75 Upholstered Back	1	0.00	0.00
HA24 Waste Hamper and Cutout	1	0.00	0.00
HA46 Lock & Bolt for 2 Door Cabinet	1	0.00	0.00
HA26 Fixed 75 Upholstered Back	1	0.00	0.00
A9078-29261 PROTEAM - Pro Options table - right side access	1	2,450.00	2,450.00T
HA69 Backrest,Gas Spring,30" L	1	320.00	320.00T
HA61 Elevating Split Legs	1	320.00	320.00T
H-A62 Double Doors	1	0.00	0.00
H-A66 3- drawers middle	1	0.00	0.00
H-A66 3- drawers right side	1	0.00	0.00

Seats : 2 | Height : 36" | Depth : 42" | Laminate Color : Folkstone Gray L02 | Upholstery Color : American Beauty V24 (Pro-FORM)

SUBTOTAL
TAX

6,240.00
467.01

SHIPPING

1,292.49

TOTAL

\$7,999.50

Accepted By

Accepted Date



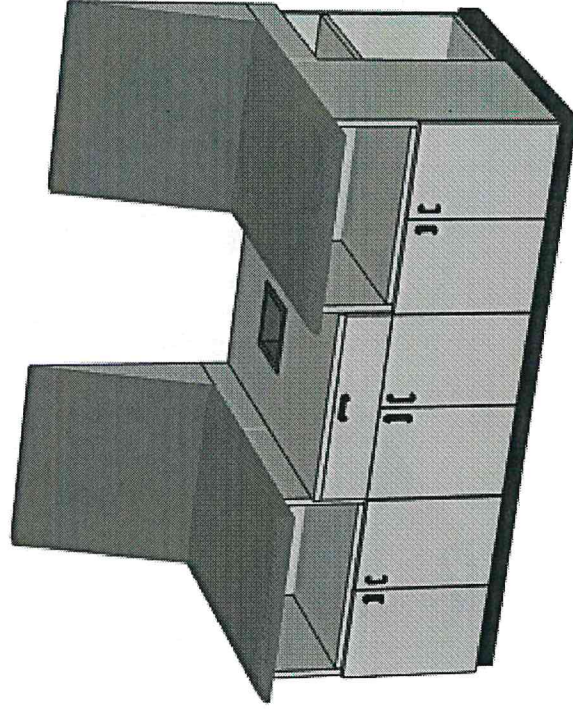
Box Elder HS Quote 29261



Model #: A9521-29261 **PROTEAM 2 - Seat Taping station 36" H x 42" D**

BASE LAMINATE COLOR: Folkstone Gray L02 **UPHOLSTERY COLOR:** American Beauty V24

OPTIONS: Upholstered Backrest (A26) x 2, Waste Hamper and Cutout (A24), Lock for door cabinet in Storage section



Mock-Up Approval: Please check the mock-up carefully. PDF proofs are for content verification only. Images have been compressed to allow for transmission via email. This may cause images to appear jagged, or blurry in the PDF proof. PDF proofs are not to be considered as color-accurate, even on color-managed screens. Production will not begin until a mock-up has been approved. the mock-up is an approximation of the laminate and vinyl colors.

Mock-Up Rejected **Mock-Up Approved** **Signature:** _____ **Date:** _____



Quote 29261 Box Elder HS



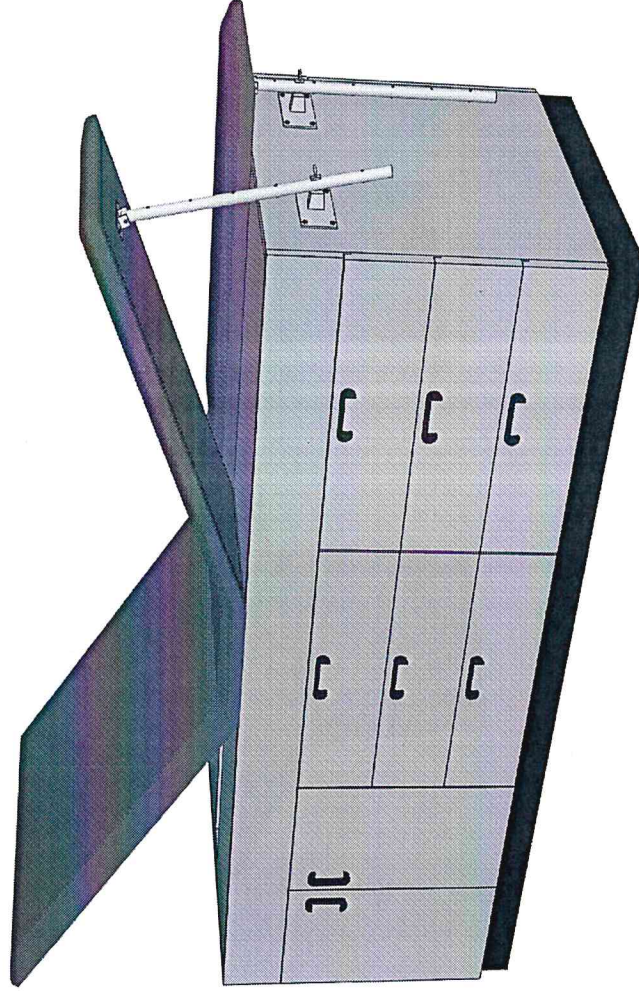
Model #: A9078-29261

PROTEAM Pro Options table, Right side access

BASE LAMINATE COLOR: Folkstone Gray L02

UPHOLSTERY COLOR: American Beauty V24

OPTIONS: Gas Spring Backrest (A69), Elevating split legs (A61); Head section: Double doors (A62), Middle section: 3 drawers right (A66), Foot section: 3 drawers right (A66)



Mock-Up Approval: Please check the mock-up carefully. PDF proofs are for content verification only. Images have been compressed to allow for transmission via email. This may cause images to appear jagged, or blurry in the PDF proof. PDF proofs are not to be considered as color-accurate, even on color-managed screens. Production will not begin until a mock-up has been approved. the mock-up is an approximation of the laminate and vinyl colors.

Mock-Up Rejected

Mock-Up Approved

Signature: _____

Date: _____

SECTION	B	TITLE	Board Governance and Operations	FILE	BD
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School Board Meetings

REGULAR MEETINGS

Unless otherwise designated at the annual organizational meeting of the Board, all regular School Board meetings will be held on the second and fourth Mondays of each month, except for December and July when only the first meeting of the month is held. If it is determined, there is a scheduling conflict during the school year, the schedule can be changed with majority of board members’ approval. Public notification will be sent out as soon as possible thereafter.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of a teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person’s intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public’s right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.
4. Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the

SECTION	B	TITLE	Board Governance and Operations	FILE	BD
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Board’s discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment. Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the School Board.

The School Board shall annually distribute to Board members and review the following during one official meeting on an annual basis:

1. The Conducting the Public’s Business in Public brochure published by the South Dakota Attorney General; and
2. Any other material pertaining to the open meeting laws of this state provided by the South Dakota Attorney General for the specific purpose related to SDCL 1-25-13.

The School Board must include in the minutes of the meeting at which the review took place an acknowledgement that the review was completed.

SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his / her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call, will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote. A telecon=~~ference~~ may be used to conduct a hearings. If the school board conducts an official meeting by telecon=~~ference~~, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.

**DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	B	TITLE	Board Governance and Operations	FILE	BD
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REFERENCES

State Reference:	
SDCL 1-25-1	Official meetings open to public
SDCL 1-25-1.1	Notice of meeting
SDCL 1-25-1.5	Teleconference meeting
SDCL 1-25-11	Recording of open official meeting
SDCL 1-25-12	Definitions
SDCL 1-25-13	Annual review of open meeting laws
SDCL 1-27-1.16	Material relating to open meeting agenda
SDCL 13-8-10	Meetings of board
SDCL 13-32-6	Disturbance of school as misdemeanor
SDCL 22-18-35(3)	Disorderly conduct as misdemeanor
SD UJS Rule 10-9	New Rule regarding expanded media coverage
Policy Cross References:	
BDA	Electronic Communication by Board Members
BDB	School Board Study Sessions
BDC	Executive Sessions
BDDA	Notification of School Board Meetings
Bddb	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE / BDDE-E(1-2)	Parliamentary Procedure
BDDF	Voting Method
BDDH / BDDH-E(1-2)	Public Participation at Board Meetings

Adoption History

**DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	B	TITLE	Board Governance and Operations	FILE	BD
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First Reading	10/27/2014	Approved	11/17/2014
First Reading-Revisions	6/30/2106	Approved-Revisions	7/14/2016
First Reading -Revisions	2/14/2022	Approved - Revisions	2/28/2022
Approved - Revisions	7/14/2025	Approved - Revisions	8/11/2025

SECTION	B	TITLE	Board Governance & Operations	FILE	BDC
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Executive Sessions

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the purposes of:

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
- (2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
- (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, or pertaining to matters to which the attorney-client privilege attaches;
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives;
- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business;
- (6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:
 - (a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;
 - (b) Emergency management or response;
 - (c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;
 - (d) Cyber security plans, computer, communications network schema, passwords, or user identification names;
 - (e) Guard schedules;
 - (f) Lock combinations;
 - (g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security

of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel. ~~Discussing information related to emergency or disaster response plans or protocols, safety or security audits or reviews as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).~~

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.

By the very nature of the matter discussed in executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law.

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of district employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive / closed sessions unless authorized or required by law to disclose the information.

REFERENCES

State Reference:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-25-2	Executive or closed meetings
SDCL 1-25-11	Recording of meeting permitted
SDCL 1-25-12	Definitions
SDCL 1-27-1.5(17)	Emergency or disaster response plans
SDCL 1-27-1.5(8)	Information pertaining to the protection of persons or property
SDCL 19-19-502	Lawyer-client privilege

Cross References:

BD	School Board Meetings
BDA	Electronic Communication by Board Members

Adoption History

Revised ASBSD Policy Language

First Reading	4/23/1989		
Approved	5/8/1989		
First Reading-Revision	4/23/2007		
Approved	5/14/2007		
First Reading-Revision	10/27/2014		
Approved	11/17/2014		
First Reading-Revision	2/14/2022		
Approved	2/28/2022		

**DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDE
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PARLIAMENTARY PROCEDURE

The Board of Education shall utilize Robert’s Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert’s Rules of Order for Parliamentary Procedure as a guide, it is not intended nor is it required that there be strict compliance with Robert’s Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. to ~~ensure insure~~ that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. to ~~ensure insure~~ that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

REFERENCES

Policy Cross Reference:

BD School Board Meetings

Adoption History

First Reading	10/27/2014	Approved	11/17/2014
Review - First Reading	9/12/2022	Approved	9/26/2022
First Reading-Revision		Approved	

Revised ASBSD Policy Language

SECTION	C	TITLE	SUPERINTENDENT JOB DESCRIPTION	FILE	CBA
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SUPERINTENDENT JOB DESCRIPTION

TITLE: Superintendent

JOB GOAL: To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

QUALIFICATIONS: 1. Three years experience in teaching and three years experience in school administration, totaling at least six years.

2. An earned Master’s Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master’s Degree.

3. A valid teaching certificate issued by the Board of Education with a Superintendent endorsement.

4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES

1. Shared Vision

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
- C. Create and implement plans to achieve goals;
- D. Promote continuous and sustainable improvement;
- E. Monitor and evaluate progress and revise plans.

2. **Culture of Learning**

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Create a personalized and motivating learning environment for students
- D. Use data to determine needs and oversee provision of quality professional development to meet district needs;
- E. Use data to monitor the assessment and accountability systems to assure student progress;
- F. Develop the instructional and leadership capacity of staff;
- G. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- H. Monitor and evaluate the impact of the instructional program.

3. **Leadership/Management**

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage district budget, facilities and staff;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.

4. **Family and Community**

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;

- D. Build and sustain productive relationships with community partners.

5. **Ethics**

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
- B. Establish practices to promote personal, physical and emotional health;
- C. Demonstrate respect for diversity in students, staff and programs;
- D. Safeguard the values of democracy and equity;
- E. Consider and evaluate the potential moral and legal consequences of decision-making;
- F. Promote social justice and ensure that individual student needs guide all aspects of schooling.

6. **Societal Context**

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;
- D. Knows and supports the district school improvement plan and accurately reports progress on goals.

7. **Essential Functions**

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analysis data;
- B. The ability to sit and stand for periods of time, have use of hands, the ability to climb and other postures that may be required as duties are assigned;
- C. Specific vision abilities required by this job include close vision, distant vision and depth perception;
- D. Be able to occasionally lift/move items weighing up to 40 pounds;
- E. Must hold a valid drivers license and be able to drive to school locations and events;
- F. The position regularly requires evening and weekend work;
- G. The position deals with noise levels that of a typical school office and building setting;
- H. The position regularly requires the ability to handle stressful situations and resolve conflict.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position.

8. Other Duties

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.

TERMS OF EMPLOYMENT:

Twelve months a year. Salary and benefits to be set by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: _____ Date: _____

REFERENCES

State Reference:

ARSD 24:28:26:01 [School District Superintendent Endorsement](#)

Adoption History

First Reading	01/26/15		
Approved	02/09/15		
First Reading-Revision			
Approved			

BOARD POLICY

Section C

General School Administration

File: CBA

SUPERINTENDENT JOB DESCRIPTION

Locator: 1:01
2/11/92**POSITION TITLE: SUPERINTENDENT OF SCHOOLS**

QUALIFICATIONS: Masters Degree or higher
A minimum of five years of successful experience in teaching and school administration
A valid administrative certificate with superintendent's endorsement
Such alternatives to the above qualifications as the Board may find appropriate

FUNCTIONS: To provide leadership in developing and maintaining the best possible educational programs and services.

REPORTS TO: Board of Education

SUPERVISES: All District personnel

TERMS OF EMPLOYMENT: Twelve months a year
Salary and vacation to be established by the Board

EVALUATION: Performance will be evaluated by the Board of Education based on responsibilities and goals.

RESPONSIBILITIES:**A. GENERAL**

1. Prepares Board agendas in cooperation with the Board president and attends all meetings of the Board of Education except when his employment and/or salary is under consideration.
2. Is responsible for the general supervision and direction of all schools of the district, its educational and support programs, and all personnel of the school district.
3. Coordinates the work of administrative staff members and provides counsel and support.
4. Coordinates necessary planning in professional negotiations between the Board of Education and the Douglas Education Association.

BOARD POLICY

Section C

General School Administration

File: CBA

SUPERINTENDENT JOB DESCRIPTION (CONTINUED)

B. POLICIES:

5. Administers and interprets Board of Education policy and provides administrative regulations for implementation.
6. Evaluates current policies related to the general organization of the school district and initiates new or revised policies and/or procedures when appropriate.
7. Acts on own discretion if action is necessary in any matter not covered by Board policy reports such action to the Board as soon as practicable, and recommends policy to provide guidance in the future.

C. PERSONNEL

8. Makes recommendations to the Board on personnel matters, including selection, staffing, assignment, promotion, transfer and termination of employment.
9. Is responsible for the periodic review of the organization and functioning of the administration of the district and for recommending to the Board any changes that may improve its efficiency.
10. Defines the duties of all personnel, subject to the approval of the Board and provides for objective evaluation of performance.
11. Delegates at his discretion the exercise of any powers or duties to other personnel with the knowledge that this action does not relieve the superintendent of responsibility for the action taken under such delegation.

D. CURRICULUM

12. Conducts a periodic review of the instructional program and advises the Board regarding recommendations for improving educational programs and services.
13. Recommends to the Board for adoption all courses of study, major changes in texts and curriculum, and time schedules to be used in the district.

E. BUDGET & FINANCE

14. Supervises the preparation and presentation of the annual budget for the school district and recommends it to the Board of Education for approval.
15. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to approval by the Board.
16. Advises the Board concerning school finance, especially federal impact aid.

BOARD POLICY

Section C

General School Administration

File: CBA

SUPERINTENDENT JOB DESCRIPTION (CONTINUED)

F. COMMUNITY

17. Implements a district and community information program through cooperative leadership, to keep the public informed of the policies, plans and program of the district.
18. Represents the district in its interaction with other school districts, institutions and agencies, community organizations, municipal government, and the general public.

G. PROPERTY AND FACILITIES

19. Makes recommendations regarding the acquisition of school sites, plans for new school facilities, and all major alterations of school structures.
20. Provides instructions and regulations governing the use and care of school property and facilities of the district.
21. Is responsible for scheduling the use of buildings and grounds by groups and/or organizations.

H. OTHERS

22. Provides for his/her professional growth.
23. Performs such other duties as may be assigned by the Board of Education.

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References	Adoption History	
Legal: ARSD 24:15:06:34	First Reading - Review Approved	01/26/15 02/09/15

SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
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USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGY

This policy sets parameters for utilization ~~outlines the guidelines for the responsible integration~~ of artificial intelligence (AI) technology within the District, by students and employees. The purpose of this policy is to ensure ~~aiming to facilitate~~ fair and equitable academic assessments, promote ~~foster~~ critical thinking, and maintain an equal ~~a level~~ playing field for all students.

AI technology ~~includes encompasses various~~ any forms of digital content, such as ~~including~~ text, images, videos, or audio, that is created ~~generated~~ by artificial intelligence systems without direct human intervention. These AI systems employ advanced algorithms, machine learning techniques, natural language processing, or automated decision-making ~~systems to generate processes to produce~~ content that ~~mimics simulates~~ human creativity and decision-making processes.

Student Use

Students are prohibited from incorporating AI technology into their assignments or projects, unless instructional staff tells students that AI can be used for a specific assignment, portion of assignment, or project. Student assignments and projects must rely solely on human effort and intellect.

Students must uphold the principles of academic integrity by submitting work that is solely their own, demonstrating their knowledge, skills and abilities acquired through personal effort and study. The use of AI technology in assignments and projects undermines the authenticity and individuality of students' work.

Students are encouraged to explore and utilize a wide range of technological tools and resources that are not AI-dependent to enhance their assignments and projects. This includes traditional research methods, computer programs, software applications, and other non-AI-based tools that support academic learning and creativity. AI technology may be used for clarification or explanations to understand complex texts or to assist in brainstorming ideas, topics, and writing prompts. Any such use should be cited. Students may not pass off any AI technology as their own work, such as by copying text or images from AI programs without proper attribution. Text or images copied directly from AI generated content must be properly cited. Other uses of AI must be clearly described at the end of the assignment or project.

If instructional staff allow student use of AI technology in connection with a specific project or assignment, students must use AI only as permitted. Students must disclose the AI tool used, and attribute and cite AI text and images properly when used in the student's work.

A student who uses AI technology without permission, who uses it in an improper way, or who otherwise violates this policy will constitute a violation of the District's code of conduct, cheating, plagiarism, and/or academic dishonesty policy, and/or provisions stated in the student handbook, and will be subject

SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
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to student discipline.

~~Students are encouraged to explore the innovative possibilities of AI technology in their assignments or projects, provided that instructional staff explicitly permits its use for specific tasks. While assignments and projects should primarily reflect human effort and intellect, students have the opportunity to leverage AI tools, under approved circumstances.~~

~~Maintaining academic integrity is paramount, and students should submit work that authentically represents their knowledge and skills. Although the use of AI technology is discouraged for the entirety of assignments, students are free to utilize it for clarification, explanations, or brainstorming ideas, with proper citation. Any direct incorporation of AI-generated content should be clearly cited.~~

~~If instructional staff allows the use of AI technology, students must disclose the AI tool employed and appropriately cite AI-generated text and images. Unauthorized use of AI technology will be considered a violation of the District’s code of conduct, Acceptable Use Policy constituting cheating, plagiarism, or academic dishonesty.~~

Staff Use

The District recognizes that staff may use AI technology to assist in tasks such as creating lesson plans, augmenting grading efficiency and consistency, designing assignments, and streamlining administrative tasks. However, overreliance on AI technology is discouraged. Instructional staff should be mindful of concerns around the use of AI products such as student privacy, data privacy and security, plagiarism, bias, equity considerations, academic integrity, misinformation and inaccuracies based on the data used to train the AI generated content.

Instructional staff using AI technology must ensure that the AI technology tool complies with the District’s security and privacy policies and federal and state laws and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

Allowing student use of AI technology in a specific assignment or project must be to support or enhance students’ learning and critical thinking, not bypass or replace it. If students are instructed that they may use AI in an assignment or project, instructional staff must first communicate to the students the extent to which students may use AI technology for that specific project or assignment and the opportunities and prohibited uses of AI tools. Students should be instructed on the potential risks of using AI and what responsible use looks like, including safety cautions about sharing personal data with AI platforms. Instructional staff should also communicate to students that AI programs can have implicit bias, and will be time-constrained as most AI platforms do not have data for the last 24 months, and that students should think critically and fact-check using primary sources, as AI can generate fake results.

~~Recognizing the potential benefits of AI, staff members are permitted to use AI technology for tasks such~~

**DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
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~~as creating lesson plans, enhancing grading efficiency, designing assignments, and streamlining administrative processes. While encouraged, overreliance on AI technology is discouraged, and staff should be mindful of various considerations, including student privacy, data security, plagiarism, bias, equity, academic integrity, and the accuracy of AI-generated content.¶~~

~~Staff using AI technology must ensure compliance with the District’s security and privacy policies, as well as federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).¶~~

~~When allowing students to use AI technology, instructional staff should communicate the specific parameters, opportunities, and limitations associated with its use. Students should be educated on responsible AI use, including potential risks, safety precautions related to sharing personal data, and the awareness that AI programs can exhibit implicit biases. It is crucial for students to think critically, fact-check using primary sources, and be aware of the limitations of AI platforms.~~

REFERENCES
<p>Policy Reference: JFC - Student Conduct</p>

Adoption History			
First Reading - New	3/25/2024	Approved	04/08/2024

SECTION	J	TITLE	STUDENTS	FILE	JFC
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STUDENT CONDUCT

The Board expects students in the District schools to act in **an appropriate and responsible manner.** ~~sSuch fashion that their~~ behavior will reflect favorably on the ~~individual~~ student and on the school; will show consideration for ~~other fellow~~ students; and will create a **positive safe harmonious** school environment in which to learn and work. ~~atmosphere.~~

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

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

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Assault or threatening a student or staff member with bodily harm.
5. Possession of any firearm, knife, explosive or other weapon or dangerous object.
6. Possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.
7. Possession, use or under the influence of alcohol or illegal drug or substance.
8. Possession or use of any tobacco product or vaping product.
9. Making false fire alarms or bomb threats or similar threats.
10. Cheating (including plagiarism) with respect to school work or tests. **Cheating includes aiding other students in cheating, and using programmable calculations, artificial intelligence or other technology in a manner not specified or authorized by the teacher.**
11. Inappropriate use of computers, networks, Internet, Distance Learning, **cellphones and portable**

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digital media devices, etc.

- 12. Using lewd, profane or obscene language, displaying lewd, profane or obscene language or pictures, or lewd or indecent exposure, or sexting.
- 13. Sexually harassing any other person.
- 14. Defying the valid authority of school employees.
- 15. Conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
- 16. Harassment (including hazing) of any other student or staff member of the School District or any other person who is on the property of the School District.
- 17. Bullying.
- 18. Racial or ethnic slurs.
- ~~19. Terroristic Threats.~~

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

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

REFERENCES

State Reference:

- [SDCL 13-32-5](#)
- [SDCL 13-32-6](#)
- [SDCL 13-32-7](#)
- [SDCL 22-14A-24](#)
- [SDCL 22-14A-25](#)
- [SDCL 25-5-15](#)

Policy Reference:

- [ILB - State Required Assessments](#)
- JFCD - Bullying
- JGD - [Student Suspension](#)

Adoption History

First Reading	11/23/2015		
Approved	12/14/2015		
First Reading-Revision	6/27/2019		
Approved	7/22/2019		
First Reading-Revision	10/10/2023		

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Approved	10/23/2023		

SECTION	J	TITLE	STUDENTS	FILE	JFA
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STUDENT DUE PROCESS RIGHTS

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and the South Dakota Constitution entitle all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student’s constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case.

~~The Legislature, under SDCL 13-32-4 and 13-32-4.2, requires that each school district board shall provide procedural due process hearing for students in accordance with rules developed by the State Board of Education when the suspension or expulsion of a student extends into the eleventh school day.~~ ¶

~~In accordance with SDCL 13-32-4 and 13-32-4.2, the Douglas School Board sets forth guidelines to be used by the superintendent and principals of the Douglas School District for short term suspension and long-term suspension or expulsion. A copy of the Student Due Process Policy may be acquired from the school principal or superintendent's office.~~ ¶

~~As a parent or student you have due process rights as provided by law and as set forth in the regulations associated with this policy.~~ ¶

SPECIAL EDUCATION STUDENTS

Students who attend public school on an individualized educational program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a student’s individualized education program (IEP) team to balance student disciplinary actions with the provision of a free and appropriate public education for students with disabilities.

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REFERENCES
<p>State Reference: SDCL 1-26-26 SDCL 13-32-4 SDCL 13-32-4.2 SDCL 13-32-4.7</p> <p>ARSD 24:05:26 ARSD 24:05:26.01 ARSD 24:05:30 ARSD 24:07</p>

Adoption History			
First Reading	10/13/1981	First Reading - Review	06/12/2023
Approved	11/12/1981	Approved - Review	6/26/2023
First Reading – Revision	8/24/1993		
Approved – Revision	9/27/1993		
First Reading – Revision	1/8/1996		
Approved – Revision	1/22/1996		
First Reading–Revised Regulations	10/27/1997		
Approved – Revised Regulations	11/10/1997		
First Reading – Revision	11/23/2015		
Approved – Revision	12/14/2015		

SECTION	J	TITLE	STUDENTS	FILE	JFCD
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BULLYING

Section 1 - Policy Statement

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

~~Persistent~~ Bullying can severely inhibit a student’s educational opportunities and may also have long-term negative effects on a student. ~~ability to learn and may have lasting negative effects on a student’s life. The~~ Bullying of students by students shall not be tolerated and is strictly prohibited. ~~staff or third parties is strictly prohibited and shall not be tolerated.~~ Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

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

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

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

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary

action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

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

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

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

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

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

~~¶¶~~

- ~~1. Additional definitions, if necessary, to assist in the implementation of this policy;¶¶~~
- ~~2. A procedure to report incidents of bullying;¶¶~~
- ~~3. A process to investigate reported acts of bullying;¶¶~~
- ~~4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;¶¶~~
- ~~5. A statement prohibiting retaliation against individuals who, in good faith, report acts of~~

~~bullying, and~~

- ~~6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.~~

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

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 4. causes physical hurt or psychological distress to a person, and/or
 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), sexting (SDCL 26-10-33), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of

initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.

2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:

(1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,

(2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,

(3) to contact another person with intent to extort money or other things of value,

(4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

5. Sexting, defined as intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photographs, digitized, or electronically generated image or any visual depiction of a minor in any condition of nudity, or involved in any prohibited sexual act.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either

submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the

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allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response. Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form

JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.

2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:

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- A. The Board shall appoint a 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 Board, the Board shall conduct a hearing in executive session;
- C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by 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;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party 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 board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties 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, 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).

- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties 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; Within twenty (20) calendar days of the hearing, the 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 both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. 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 convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities;

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(2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.

O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Notes:

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

REFERENCES

Policy Reference:

[ACAA - Sexual Harassment](#)

EEA/EEA-R - Bus Transportation Policy

[JFA/JFA-R - Student Due Process Rights](#)

JG - Student Discipline

State Reference:

[SDCL 13-32-14](#)

[SDCL 13-32-15](#)

[SDCL 13-32-16](#)

[SDCL 13-32-17](#)

[SDCL 13-32-18](#)

[SDCL 13-32-19](#)

[SDCL 22-19A](#)

[SDCL 26-10-33](#)

[SDCL 49-31-31](#)

Adoption History

First Reading	5/26/2009		
Approved	6/8/2009		
First Reading-Revision Name	2/22/2016		
Approved	3/17/2016		
First Reading-Review	10/10/2023		

Revised ASBSD Policy Language

Approved	10/23/2023		

SECTION	J	TITLE	STUDENTS	FILE	JFCH
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ALCOHOL AND OTHER DRUG USE BY STUDENTS

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

This policy is in effect on ~~premises property~~ owned, leased or maintained by the Douglas School District, at all school ~~school related sanctioned~~ activities on and off campus, ~~on all school~~ vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. ~~Public areas, including student lockers, restrooms and parking lots, are subject to unannounced searches by staff or specially trained dogs, or through the use of the passive alcohol sensor.~~ ¶

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

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

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange or be under the influence of alcohol, illicit drugs, narcotics, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

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

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

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

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First Offense:

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

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

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

Second Offense:

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

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

Subsequent Offenses:

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

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procedures.

4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

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

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

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

USE OF ALCOHOL SENSORS

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

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

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

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productions, graduation ceremonies, or school assemblies.

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

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

REFERENCES

State Reference:
[SDCL 22-42-1 through 22-42-22](#) Controlled Substances and Marijuana
[SDCL 22-42A-1](#) Drug paraphernalia Defined
[SDCL 13-32-4](#)
[SDCL 13-32-4.2](#) Procedure for Suspension
[SDCL 13-32-4.3](#)
[SDCL 13-32-9](#)
[SDCL 26-11-5.1](#)
[Public Law 101-226](#) Drug Free Schools

Policy Reference:
 IGD - Extra-Curricular Activities
 JGD - Student Suspension and Expulsion

Adoption History

First Reading	11/8/1993 1/10/1994	First Reading-Revisions	1/25/2016
Approved	1/24/1994	Approved-Revisions	2/8/2016
First Reading-Revisions	2/12/1996	First Reading - Revised	11/13/2023
Approved-Revisions	2/26/1996	Approved - Revised	11/27/2023

DOUGLAS SCHOOL DISTRICT
Board Policy

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First Reading-Revisions	11/8/2010		
Approved - Revisions	11/22/2010		
First Reading-Revisions	6/11/2012		
Approved-Revisions	6/28/2012		