

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, February 26, 2024

**VANDENBERG ELEMENTARY SCHOOL - Library Conference Room
561 Briggs Street
Box Elder, SD 57719**

5:00 PM

DOUGLAS SCHOOL DISTRICT INVITES YOU TO ATTEND A SCHEDULED ZOOM ROOM MEETING:

Join Zoom Meeting

<https://sdk12.zoom.us/j/97933068312?pwd=aEpSYzFiMFZ0K3JoVzg5OWVVRTVA1QT09>

Meeting ID: 979 3306 8312

Passcode: 557688

Individuals attending virtually and desiring to speak during the 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: School Bus Driver Appreciation
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 February 12, 2024.
 - B. Approve Personnel Action
 - C. Approve Financial Reports.

- D. Approve the Purchases and Issuing of Accounts Payable.
 - E. 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:
- A. Special Education Trend Data
11. Superintendent Items:
12. Fiscal Resources Items:
- A. Mammoth Sports Construction
13. Operational Support Services Items:
- A. Award Bid #2307 for Construction of Douglas High School Secure Entrance.
 - B. Approve SECOND READING of REVISED Policy IKFA, IKFA-E, Early Graduation.
 - C. Approve SECOND READING of REVIEWED and REVISED policies Section K, KA-KK.
 - D. Approve FIRST READING of REVIEWED and REVISED Policies, Section K, KL-KMB.
14. Reports:
- A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
15. Upcoming Calendar Events:
- March 11 - BOE Meeting, 5:00 pm
 - March 14 - End of 3rd Quarter
 - March 15 - No School for Students; Staff PD Day
16. Executive Session
17. Action As A Result of Executive Session
18. Adjournment

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

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

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

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, February 12, 2024

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, February 12, 2024 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present. Jo Anne Mulholland: Associate Member, Present.

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

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

Superintendent Kevin Case recognized the following:

Retired Enlisted Association (TREA) Auxiliary Chapter 29 and American Legion Post 315 for their generous donations to pay off student school lunch debts. According to Food Service Coordinator, Jennifer Garner, it helped 238 students bring their balance to zero and the remaining went into the Angel Fund to meet future students' needs.

Douglas school counselors during National School Counselors Week last week (February 5-9).

Douglas School Board for South Dakota School Board Recognition Week next week (February 19-23). Superintendent Case thanked each member for their time and efforts.

High School CTE Teacher Jason Boeding for receiving the Career and Technical Education Award of the Year at the South Dakota Technology Education Association Conference.

Khi Jackson, DHS Junior, for winning a \$26,000 WDT scholarship at the recent welding competition.

Joe Hammer, DHS Senior, for winning 1st place in the welding competition and receiving a welder, helmet and bag.

The Career and Technical Education (CTE) Tech Club students showcased their skills in woods, welding and robotics, participation in SkillsUSA and preparation for the workplace. They do amazing things and do them well.

There was nothing for public forum.

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

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

Approved Regular Board Meeting Minutes of January 22, 2024.

Approved Accounts Payable Reports for January 31 and February 15, 2024 and January Payroll Report. (Attachments)

Acknowledged receipt of letter from the Douglas Education Association indicating the desire to enter into negotiations for the 2024-25 school year.

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

Motion to approve personnel action for February 22, 2024. (Attachment). This motion, made by Amy McGovern and seconded by Tonya Welch, Carried. Abstain (With Conflict): Gray

Superintendent Items:

Motion to approve open enrollment application under the Emergency Clause of Board Policy JECB. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Superintendent Kevin Case and Business Manager Trista Olney reported on HB 1206 and SB 204 introduced in the South Dakota Legislature last week. They have been advanced out of their respective education committees and sent to Joint Appropriations. Both bills are to obtain \$15 million in State funding towards the proposed \$60 million elementary building project. The District traditionally has received special funding appropriations from the State and Federal government to fund building construction. The District is funded differently due to Ellsworth Air Force Base and receives Impact Aid funds to bridge the gap due to the loss of real estate property taxes, but that does not make up for the difference in tax valuations and the ability to bond. Douglas is the "uniqueness" of the unique. Area legislators and many others have done an amazing job of supporting Douglas in its efforts to prepare for the influx of students due to the new mission at the base and community growth.

Operational Support Services Items:

Motion to approve the disposal of one (1) district bus as salvage. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve revised job description for Executive Director of Operational Support Services. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve new job description for Title VI Educator. This is a new job description, but not a new position. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Motion to approve Second Reading of revised Board Policies, Section J: JGD-E(1) and JHCC-JHCD-E. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Revised Policy Exhibit JGD-E(1) - Notice of Hearing for Long-Term Suspension/
Expulsion

Revised Board Policy JHCC - Student Communicable Conditions

Revised Policy Regulation JHCC-R - Student Communicable Conditions Regulations for
Handling Body Fluids/ Contaminants in School

Revised Board Policy JHCD - Administering Medications to Students

Revised Policy Exhibit JHCD-E - Consent for Medication Administration Form

Motion to approve First Reading of Revised and Reviewed Policies IKFA, IKFA-E and Section K: KA-KK. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

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

Hear Informational Reading of Reviewed and Revised Board Policies, Section K: KL-KMB as follows:

- Review Policy KL - Complaint Against School Employee
- Revise Policy Resolution KL-R - Complaint Procedure
- Review Policy Exhibits KL-E(1-3) - Complaint Report and Appeal Forms
- Review Policy KLA - Public Complaints
- Revise Policy KLB - Public Complaints about the Curriculum or Instructional Materials
- Review Policy Exhibit KLB-E - Citizen's Request for Reconsideration of Educational/ Library Materials
- Revise Policy KLC - Public Complaints about Library Materials
- Revise Policy KLD - Public Complaints for Federal Programs
- Review Policy KMA - Relations with Parent Organizations
- Review Policy KMB - Title 1 Parent Involvement

Reports:

Superintendent Kevin Case reported that interviews for the position of Executive Director of Operational Support Services will be conducted this week.

Committee Reports from Board Members and Comments from Associate Board Members:

Tonya Welch stated the Booster Club is working on donations for post prom, and keeping Facebook updated with the different activities. The next meeting is March 4 at 6:00 p.m.

Ben Frerichs commented on attending some of the Classified Listening Sessions.

Amy McGovern attended the Box Elder Area Chamber of Commerce meeting. The Children's

Museum fundraiser drive and Chamber of Commerce promotionals are donated advertising from HomeSlice.

Jo Anne Mulholland appreciates the school support for the military community. She expressed a special thanks to Badger Clark for the recent valentines for the younger airmen.

Tanya Gray commented on the CTE student presentation and the good discussion from the Classified Listening Sessions. Superintendent Case added that we learned some things we didn't know and some things are already fixed.

Motion to move into Executive Session at 6:04 p.m. for Negotiations according to SDCL 1-25-2.4. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

President Gray called the Board out of executive session at 6:27 p.m.

No action taken.

Motion to move into executive session at 6:28 p.m. to conduct Superintendent's evaluation per SDCL 1-25-2.1. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

President Gray called the board out of executive session at 7:10 p.m.

Motion to approve a contract extension with Superintendent Case through June 30, 2027 with final terms and conditions of the contract to be negotiated at a later date. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Motion to adjourn the meeting at 7:15 p.m. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

Board Report - For School Board 02/15/2024

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

Board Report - For School Board 02/15/2024

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

Board Report - For School Board 02/15/2024

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

Board Report - For School Board 01/31/2024

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

Board Report - For School Board 01/31/2024

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

Board Report - For School Board 01/31/2024

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

PAYROLL EXPENDITURES

JANUARY 5 2024

JANUARY 19 2024

TOTALS

\$1,155,370.89

\$1,095,792.77

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION****Employee Leave of Absence Requests**

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

Certified Professional Growth Plans

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

Certified Resignations/Terminations

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

Classified Retirements

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

Classified Resignations/Terminations

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

Certified Voluntary Transfer/ Assignment Request

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

Classified Voluntary Transfer Request

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

Certified Staff Hiring

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

Classified Staff Hiring

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

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

DOUGLAS SCHOOL DISTRICT

PERSONNEL ACTION 2/26/2024

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Denea Hinzman	Food Service / 5 Years	\$109.15	2/25/29- 2/25/2024

Certified Retirements

Name	Position	Location	Effective Date
Elke Kuegle	World Language	HS	05/23/2024

Certified Resignations/Terminations

Name	Position	Location	Effective Date
Corey Hyde	5th Grade Teacher	VES	05/23/2024

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Caroline Raymond	BC/1st Grade Teacher	\$56,625.00	2024-2025
Jordan Travis	BC/3rd Grade Teacher	\$60,875.00	2024-2025
George Johnson	BC/FC Physical Education Teacher	\$52,875.00	2024-2025
Michele Mlinar	VES/Special Ed. Teacher	\$56,625.00	2024-2025
Holly Enright	HS/Science	\$61,625.00	2024-2025

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Wendall Sanders	Trans/Bus Driver	\$20.02	02/27/2024

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

January 1, 2024 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION	
BALANCE 12/31/23	556,701.08	1,835,517.07	2,134,162.92	
RECEIPTS:				
TAXES	20,512.85	12,016.49	6,425.98	
INTEREST	478.53	0.00	0.00	
ADMISSIONS	5,401.00	0.00	0.00	
LOCAL	38.55	(22.60)	0.00	
COUNTY	13,872.63	0.00	0.00	
STATE	1,277,037.00	0.00	273,928.00	
FEDERAL	0.00	0.00	48,429.00	
OTHER	2,612.00	0.00	0.00	
INTERFUND TRAN.	19,264.89	0.00	0.00	
TOTAL RECEIPTS:	1,339,217.45	11,993.89	328,782.98	
DISBURSEMENTS:				
VERIFIED CLAIMS	317,173.58	120,819.33	348,513.28	
SALARIES	1,744,365.09	0.00	378,810.78	
TRANSFERS OUT				
BALANCE 01/31/24	(165,620.14)	1,726,691.63	1,735,621.84	26,163,279.62
BALANCE 01/31/23	734,753.03	5,313.72	1,217,116.09	21,890,514.92

January 1, 2024 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 12/31/23	(3,754,051.09)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	104,637.38	0.00
REIMBURSEMENTS	22,060.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	126,697.38	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	11,934.15	0.00
SALARIES	88,364.33	0.00
TRANSFERS OUT		
BALANCE 01/31/24	(3,727,652.19)	49,497.51
BALANCE 01/31/23	(3,099,729.62)	50,169.11

January 1, 2024 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 12/31/23	1,744.52	(3,761.88)	26,548,333.54
RECEIPTS:			
INTEREST	0.00	0.00	19,264.89
FEDERAL	0.00	0.00	0.00
LOCAL	1,051.68	2,093.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,051.68	2,093.72	19,264.89
DISBURSEMENTS:			
VERIFIED CLAIMS	1,105.44	3,615.17	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	19,264.89
BALANCE 01/31/24	1,690.76	(5,283.33)	26,548,333.54
BALANCE 01/31/23	491.39	(1,315.34)	22,983,716.54

January 1, 2024 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 12/31/23	291,517.74	258,056.42
RECEIPTS:		
INTEREST		
SALES	52,372.52	0.00
STATE	0.00	0.00
FEDERAL	116,005.51	0.00
LOCAL	175.38	28,758.59
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	168,553.41	28,758.59
DISBURSEMENTS:		
VERIFIED CLAIMS	47,793.83	25,934.98
SALARIES	24,720.08	0.00
BALANCE 01/31/24	387,557.24	260,880.03
BALANCE 01/31/23	290,247.61	237,876.32

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ALLEGIANT AIR	183689		340.00
AMAZON.COM	183690		3,183.51
AMERICINN OF CHAMBERLAIN	183691		1,504.00
ASBSD	183692		25.00
BEST WESTERN KELLY INN	183693		1,011.94
BEST WESTERN RAMKOTA- PIERRE	183694		82.00
BJ'S INSTRUMENT REPAIR	183695		60.00
BLACK HILLS ENERGY- AUTO PAY	151		37,592.77
BOX ELDER HARDWARE	183696		1,014.93
CAROLINA BIOLOGICAL SUPPLY COMPANY	183697		56.05
CARQUEST AUTO PARTS	183698		717.82
CENTURY BUSINESS	183699		118.82
CLUBHOUSE HOTEL & SUITES	183701		370.12
DAKOTA BUS SERVICE, INC.	183702		14,213.25
DAYS INN-CASPER	183703		558.00
DELTA AIR LINES	183689		1,613.80
DEMCO, INC	183704		368.58
DUNCAN LAW FIRM, LLP, THE	183705		20,120.00
EVERGREEN OFFICE PRODUCTS	183707		97.00
FIDUCIARY ACCOUNT	183708		7,816.11
FOLLETT CONTENT SOLUTIONS, INC	183709		171.32
GHOLSON, SEAN	183710		59.98
GILL ATHLETICS	183711		156.12
GRIMMS PUMP SERVICE, INC.	183712		2,004.55
HAUFF MID-AMERICA SPORTS INC.	183713		566.05
HIGH POINT NETWORKS, LLC	183714		14.80
HILLYARD INC	183715		2,253.25
HOBBY LOBBY CREATIVE CENTER	183689		63.86
HOLE IN THE WALL NFL DISTRICT	183716		290.00
INNOVATIVE OFFICE SOLUTIONS	183717		197.28
IVANTI	183718		2,100.00
JENNER EQUIPMENT COMPANY, INC.	183719		1,490.81
JOHNSON CONTROLS INC	183720		755.21
KIEFFER SANITATION, INC.-AUTO PAY	150		2,467.36
LEADERSHIP MATTERS LLC	183721		8,735.90

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LYNN JACKSON SHULTZ & LEBRUN PC INC	183722		1,577.00
MG OIL COMPANY, INC.	183723		1,716.00
NAESP	183724		259.00
NAFIS	183689		1,400.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183725		617.65
OLNEY, TRISTA	183726		179.52
QUADIENT	183727		182.85
QUILL CORPORATION	183689		160.00
RAMKOTA HOTEL	183728		109.00
RAPID CITY JOURNAL	183729		296.45
RED CLOUD HIGH SCHOOL	183730		70.00
ROBOTICS EDUCATION & COMPETITION	183731		240.00
SAM'S CLUB	183689		194.38
SCHOOL NURSE SUPPLY	183732		657.98
SDCA	183733		425.00
STARFALL EDUCATION	183689		195.00
SUPER 8	183734		218.00
SWEETWATER SOUND INC	183689		51.49
TANDEM SPORT	183735		586.49
TARGET BANK	183689		117.88
TEACHERS SYNERGY, LLC	183736		52.00
TIMMONS MARKET	183737		216.46
UNITED AIR LINES	183689		70.00
US BANK	183689		70.00
WPPI-EMERALD	183689		70.00
GENERAL FUND			121,922.34
AMAZON.COM	183690		30.95
CHRIS SUPPLY, INC.	183700		1,188.00
INNOVATIVE OFFICE SOLUTIONS	183717		21,613.74
CAPITAL OUTLAY			22,832.69
AMAZON.COM	183690		325.76
EDUCATIONAL CLASSROOM SYSTEMS	183706		59.22
EVENBRITE	183689		55.20
SPECIAL ED			440.18
COUNCIL FOR EXCEPTIONAL CHILDREN	183689		1,228.00
LOVES TRAVEL STOP	183689		263.57

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PIZZA HUT- BOX ELDER	183689		480.00
UNITED AIR LINES	183689		2,112.60
GRANTS			4,084.17
Grand Total:			149279.38

BID TABULATION

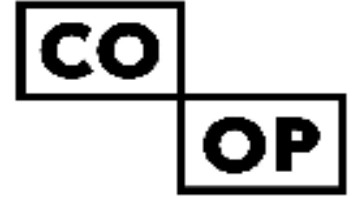
Project: Douglas HS Front Entry Door Modifications
Box Elder, South Dakota

Owner: Douglas School District 51-1 **Location:** Douglas School District - Administration Building

400 Patriot Drive
Box Elder, South Dakota 57719

Architect: CO-OP Architecture

Bid Date: 2/15/2024 **Time:** 10:00 AM MT



GENERAL CONTRACTOR	BID BOND	ADDENDUM		Base Bid	ADD ALTERNATE	TOTAL BID
		#1	#2		#1	
Complete Concrete, Inc.	X	X	X	\$114,950.00	\$10,450.00	\$125,400.00
Seco Construction, Inc.	X	X	X	\$104,000.00	\$7,200.00	\$111,200.00
C. Eagle Construction	X	X	X	\$108,000.00	\$8,000.00	\$116,000.00

DELETE
DOUGLAS HIGH SCHOOL
APPLICATION FOR EARLY GRADUATION

NAME: _____

CURRENT SCHOOL YEAR: _____

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

(check all that apply)

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

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Official: _____ Date: _____

School Board Action (circle one) Approved Denied Date: _____

SECTION	I	TITLE	INSTRUCTION	FILE	IKFA
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EARLY GRADUATION

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

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

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

EARLY GRADUATION

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

REFERENCES

State Reference:

ARSD 24:03:06:05

ARSD 24:03:06:06

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

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

Policy Reference:

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KA
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SCHOOL AND COMMUNITY RELATIONS GOALS

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

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

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

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KB
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SCHOOL AND COMMUNITY RELATIONS

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

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

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

affect community opinion of the schools.

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

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

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

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

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

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

REFERENCES

State Reference:

SDCL 13-8-43

Policy Reference:

BDDG

GBL

JO

KBAA

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KBC
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NEWS MEDIA RELATIONS

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

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

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

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

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KBCA
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NEWS RELEASES

The Superintendent, **Communications Coordinator**, or ~~his~~ **their** designee will be the press liaison for coordinating the release of information concerning the school district and the actions of the Board. The Board **P**resident will be the official spokesman for the Board, except as this duty is delegated to the Superintendent or ~~his~~ **their** designee.

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

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KC
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PARENTAL INVOLVEMENT IN DECISION MAKING

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

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

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

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

REFERENCES

State Reference:

Policy Reference:

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KG
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COMMUNITY USE OF SCHOOL FACILITIES

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

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

Prohibited Activities

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

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

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

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

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

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

Granting of Approval

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

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

REFERENCES

State Reference:
SDCL 13-24-20

Policy Reference:

Adoption History

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

First Reading – Revisions
Approve – Revision

03/17/16
03/29/16

DELETE

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KG-E
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BUILDING USE APPLICATION

REFERENCES

State Reference:

Policy Reference:

Adoption History

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KGB
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PUBLIC CONDUCT ON SCHOOL PROPERTY

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

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

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

ENFORCEMENT AND PENALTIES

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

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

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

OTHER PENALTIES

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

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

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

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

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

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

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

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

REFERENCES

State Reference:
SDCL 22-36-2

Policy Reference:



Adoption History

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

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

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

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

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

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

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

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

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

Any technology related items shall comply with the following criteria:

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

REFERENCES

State Reference:

SDCL 13-14-5

Policy Reference:

IIAC

Adoption History

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

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

SOLICITING

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

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

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

BINGO AND LOTTERIES

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

Pursuant to and consistent with state law:

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

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

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

ADVERTISING

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

CHARITY FUNDRAISING

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

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

REFERENCES

State Reference:

SDCL 13-24-20
SDCL 13-8-39
SDCL 22-25-25

Policy Reference:

GBI
IGDF
JL
KIA

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KJ
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POSTING OF NATIONAL MOTTO

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

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

REFERENCES

State Reference:

SDCL 13-24-23
SDCL 13-24-24

Policy Reference:

IGAA
INDA

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KK
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VISITORS TO THE SCHOOLS

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

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

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

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

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

REFERENCES

State Reference:

Policy Reference:
KGB

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL
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COMPLAINT AGAINST SCHOOL EMPLOYEE

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

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

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

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

REFERENCES

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

SDCL 13-46
SDCL 13-8-39

Policy Reference:

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

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

STEP 1: Initial Complaint

- A. The person having a complaint (“Complainant”) must initiate the complaint procedure within twenty (20) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint **regarding** ~~related to~~ a school employee must initiate the complaint procedure in one of the following ways:
 - meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee’s **Principal Supervisor** .
 - a. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee’s **Principal Supervisor** within ten (10) calendar days of the meeting with the Employee. The **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 - b. If the Complainant initiates the complaint by meeting the **Principal Supervisor**, the **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.

- B. Upon the Complaint Form being signed and dated by the Complainant, the **Principal Supervisor** shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and **Principal Supervisor** present. At the meeting, the **Principal Supervisor** shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the **Principal Supervisor** on the merits of the complaint by making the request on the Complaint Form.

- C. If the **Principal Supervisor** is asked to make a decision on the merits of the complaint, the **Principal Supervisor** has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and **Principal Supervisor**. The **Principal Supervisor** shall render a decision in

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

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

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

STEP 2: Appeal to the Superintendent

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

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

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

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

STEP 3: Complainant's Appeal to the School Board

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

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

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

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

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

Yes _____ No _____

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

If a meeting was not held, explain why not: _____

Resolution requested/sought by complainant: _____

_____ Date

_____ Complainant

_____ Date

_____ School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached: Yes _____ No _____

If resolution, manner in which the complaint was resolved:

Complainant (initial/date) _____ Employee (initial/date) _____

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

Yes ____ No ____ Complainant (initial _____) Date _____

Yes ____ No ____ Employee (initial _____) Date _____

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLA
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PUBLIC COMPLAINTS

PUBLIC COMPLAINTS

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

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

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

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

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

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

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

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

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

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

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

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

REFERENCES

State Reference:

SDCL 13-17-39

SDCL 13-32-6

Policy Reference:

BDC

Adoption History

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

banned or censored.

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

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

COMPLAINANT _____

ADDRESS-PHONE NUMBER _____

COMPLAINANT _____

REPRESENTS: _____ SELF _____ ORGANIZATION (Name) _____

_____ OTHER (Specify) _____

TITLE-AUTHOR OF MATERIAL(S) TO BE RECONSIDERED _____

PUBLISHER _____

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

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

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

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

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

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

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

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

_____ yes _____ no If yes, where _____

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

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

_____ send it to the Reconsideration Committee for evaluation

_____ Other _____

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLC
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PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

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

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

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

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

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

- Three parents

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

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

REFERENCES

State Reference:

Policy Reference:

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLD
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PUBLIC COMPLAINTS FOR FEDERAL PROGRAMS

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

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

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

REFERENCES

State Reference:

Policy Reference:

JFB
JFB-R

Adoption History

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KMA
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RELATIONS WITH PARENT ORGANIZATIONS

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

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

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

REFERENCES

State Reference:

Policy Reference:

ABA
 KMB

Adoption History

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

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KMB
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TITLE 1 PARENT INVOLVEMENT

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

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

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

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

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

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

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

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

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

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

THIS POLICY REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

REFERENCES

State Reference:

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

Policy Reference:

IKAB
KMA

Adoption History

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

