

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, June 8, 2026

**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/96962162083?pwd=s65XHbb87kmAJ6UUAnMHf3a8SExSNO.1>
Meeting ID: 969 6216 2083
Passcode: 935368

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

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Review of Board Working Agreements:
 - We ask
 - We learn
 - We lead
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of May 26, 2026.
 - B. Approve Personnel Action
 - C. Approve the Purchases and Issuing of Accounts Payable and Payroll
 - D. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3

9. Items Removed From Consent Agenda

10. Elementary and Secondary Curriculum and Instruction Items:

- A. Douglas High School Activities Update Presentation.
- B. Approve 2026-27 Middle School/High School Activities Handbook and Coaches Handbook.

11. Superintendent Items:

- A. Approve the following resolution:
WHEREAS, Col Paul Koecher and CMSgt Tia Mullins have each provided two (2) years of service to the Douglas School District 51-1 as an associate member of the school board; and

WHEREAS, the purpose of associate board membership is to provide Ellsworth AFB representatives an opportunity to better understand the operation of the Douglas School District and to express opinions as reflected in the military community; and

WHEREAS, Col Paul Koecher and CMSgt Tia Mullins have fulfilled these requirements in an outstanding manner and are relocating to another duty station with the Air Force;

THEREFORE BE IT RESOLVED that the School Board of Douglas School District 51-1 hereby commends Col Paul Koecher and CMSgt Tia Mullins for their outstanding contributions to the Douglas Schools Community.
- B. Approve the following resolution:

BE IT RESOLVED THAT the Douglas School Board hereby recognizes and commends the following staff members on the occasion of their retirement. Their many years of dedication and service to the Douglas School District have benefited countless staff and students. The Board wishes them success and happiness in the future.

Colleen Quigley	28 years
Jeff Wimp	5 years

12. Fiscal Resources Items:

13. Operational Support Services Items:

- A. Approve Federal Grant Writer Job Description
- B. Approve Elementary Administrative Intern Position Job Description

14. Reports:

- A. Superintendent:
 - 1. DMS Update
 - 2. Summer Capital Outlay Update
 - 3. Funding/Grant Update

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

15. Upcoming Calendar Events:

- June 10 - Conciliation Meeting, 9:00 am
- June 22 - BOE Meeting, 5:00 pm
- June 22 or July - Work Session On Funding Scenarios?
- June 28 - MISA Dinner, 6:00 pm
- June 29 - MISA Tour, 8:30 - 11:30 Base and 1 - 3:30
- July 13 - Regular & Annual BOE Meeting, 5:00 pm

16. Adjournment

DOUGLAS SCHOOL DISTRICT
Board Policy

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

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
1			
2			
3			
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DOUGLAS SCHOOL DISTRICT
Exhibit

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

Tuesday, May 26, 2026

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Tuesday, May 26, 2026 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: Absent, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present.

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

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

There was nothing for public forum.

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

Motion to approve the consent agenda, Items 7A-J. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Approved Regular Board Meeting Minutes of May 11, 2026.

Approved Personnel Action for May 26, 2026. (Attachment)

Approved April 2026 Financial Reports. (Attachment)

Approved Accounts Payable Report. (Attachment)

Approved election ballot for Jeff Kosters for representation on the South Dakota High School Activities Association (SDHSAA) Board.

Approved Amendments No. 1-3 to the South Dakota High School Activities Association (SDHSAA) By-Laws as recommended.

Approved the South Dakota High School Activities Association (SDHSAA) Annual Membership Resolution for school year 2026-27.

Approved the KLJ Engineering Scope and Fee Proposal to update Douglas School District Elementary School Traffic Impact Study in the amount of \$9,250.00.

Approved the Dominion Due Diligence (D3G) price quote of \$10,575 for Phase 1 Environmental Site Assessment and Part 58 Environmental Review for Elementary School #1 Building.

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

Elementary and Secondary Curriculum and Instruction Items:

Motion to approve the following Student Handbooks for SY 2026-27 as presented. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

2026-27 Elementary School Student Handbook
2026-27 Douglas Middle School Student Handbook
2026-27 Douglas High School Student Handbook

Superintendent Items:

Motion to approve 2026-27 open enrollment applications, batch #1, as recommended. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Reports:

Superintendent Kevin Case shared that he and Business Manager Trista Olney met recently with Adam from Senator Rounds office asking for expected timelines for funding, environmental study requirements, and construction. He added that several grants are in process for facilities planning, facilities maintenance, a high school CTE addition, secure port of entry at elementary schools, playground upkeep and upgrade, drainage, ADA compliance, new Central Office, continued demographic study and Carrousel feasibility.

He commented on the many end-of-year activities for students and staff including the middle school honoring ceremony. There are multiple summer work projects already started throughout the district. Administrators are attending planning meetings for next year, and leadership teams which includes approximately 90 staff members meet tomorrow with Studer Education to set goals for next school year.

Committee Reports from Board Members and Comments from Associate Board Members

Amy McGovern reported on the Box Elder Area Chamber of Commerce meeting and several new businesses coming to the community in the near future.

Tanya Gray attended several student events in the past two weeks. She said, "We have awesome kids, and it is a powerful experience to watch them."

Motion to adjourn the meeting at 5:26 p.m. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT				
PERSONNEL ACTION	5/26/2026			
Classified Service Factor Bonus				
	Name	Position/Years	Amount	Dates of Service
	Timothy Smith	Custodian / 10 years	\$853.20	5/24/2016 - 5/24/2026
Certified Resignations/Terminations				
	Name	Position	Location	Effective Date
	Gracie Good	Special Education Teacher	MS	5/22/2026
	Lori Chapman	4th Grade Teacher	VES	5/22/2026
	Karissa Perez	Family Services Social Worker	CA	5/22/2026
Classified Resignations/Terminations				
	Name	Position	Location	Effective Date
	Garrett Jamison	Summer Strength Coach	HS	05/13/2026
	Malaysya Louangrath	Bus Aide	Transportation	05/22/2026
	Eric Elder	Head Track Coach	MS	05/22/2026
	Emma Johnson	Intramural Volleyball Coach	MS	05/22/2026
Certified Staff Hiring				
	Name	Location / Position	Wage	Effective Date
	Amy Caron	HS/Sped Tosa Manager	\$38,299.33	2026-2027
Temporary Hires				
	Name	Position	Salary	Effective Date
	Rowan Sinclair	Summer Strength Coach	\$2,443.00	7/9/2026
**	Personnel Action additions and updates made after initial publication and before scheduled school board			

April 1, 2026 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 03/31/26	(1,516,770.59)	518,638.58	1,563,082.90
RECEIPTS:			
TAXES	150,555.78	134,340.89	65,651.41
INTEREST	1,573.94	0.00	0.00
ADMISSIONS	0.00	0.00	0.00
LOCAL	717.80	0.00	0.00
COUNTY	15,236.06	0.00	0.00
STATE	1,433,689.00	0.00	320,259.00
FEDERAL	0.00	0.00	22,726.57
OTHER	4,027.00	4.68	0.00
INTERFUND TRAN.	12,341.90	0.00	0.00
TOTAL RECEIPTS:	1,618,141.48	134,345.57	408,636.98
DISBURSEMENTS:			
VERIFIED CLAIMS	259,571.83	83,761.49	62,945.82
SALARIES	1,888,553.51	0.00	483,422.97
TRANSFERS OUT	0.00		
BALANCE 04/30/26	(2,046,754.45)	569,222.66	1,425,351.09
BALANCE 04/30/25	(1,377,791.81)	(842,358.27)	1,699,594.56

April 1, 2026 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 03/31/26	(136,847.31)	47,510.70
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	100,310.00	0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	100,310.00	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	6,468.44	0.00
SALARIES	91,441.58	0.00
TRANSFERS OUT		
BALANCE 04/30/26	(134,447.33)	47,510.70
BALANCE 04/30/25	936,661.87	48,686.70

April 1, 2026 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 03/31/26	1,911.56	(641.39)	34,627,061.54
RECEIPTS:			
INTEREST	0.00	0.00	12,341.90
FEDERAL	0.00	0.00	0.00
LOCAL	1,396.26	3,508.38	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,396.26	3,508.38	12,341.90
DISBURSEMENTS:			
VERIFIED CLAIMS	1,106.68	1,101.22	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	12,341.90
BALANCE 04/30/26	2,201.14	1,765.77	34,627,061.54
BALANCE 04/30/25	1,755.94	(2,335.62)	33,285,828.54

April 1, 2026 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 03/31/26	64,404.54	258,349.80
RECEIPTS:		
INTEREST		
SALES	57,919.02	0.00
STATE	0.00	0.00
FEDERAL	98,320.75	0.00
LOCAL	(274.90)	40,479.71
OTHER	31.72	0.00
INTERFUND TRAN.	0.00	
LOANS		
TOTAL RECEIPTS:	155,996.59	40,479.71
DISBURSEMENTS:		
VERIFIED CLAIMS	195,575.04	26,248.58
SALARIES	29,025.06	0.00
BALANCE 04/30/26	(4,198.97)	272,580.93
BALANCE 04/30/25	136,109.28	243,127.30

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMERICINN BY WYNDHAM MITCHELL	187477		411.93
AMSTERDAM PRINTING & LITHO CORPORATION	187478		552.75
AV PHOTOGRAPHY	187479		100.00
BLACK HILLS CHEMICAL CO	187480		2,391.96
BLACK HILLS ENERGY- AUTO PAY	319		34,702.50
BOX ELDER HARDWARE	187481		866.52
CENTURY BUSINESS	187482		107.21
Clark, Michael	187484		204.00
COLUMN SOFTWARE PBC	187485		463.67
DAKOTA BUS SERVICE, INC.	187487		3,180.00
DAKTRONICS	187488		2,210.00
DOUBLETREE RAPID CITY DOWNTOWN	187489		71.80
FAULKNER, MELANIA	187490		150.00
FIDUCIARY ACCOUNT	187491		1,448.00
HILLYARD INC	187492		241.17
INNOVATIVE OFFICE SOLUTIONS	187493		491.09
KIEFFER SANITATION, INC.-AUTO PAY	316		3,221.14
LEAD/DEADWOOD SCHOOL DISTRICT	187495		100.00
LIFETOUCH PUBLISHING, INC.	187496		4,358.48
LYNN JACKSON SHULTZ & LEBRUN PC INC	187497		530.00
LYNN'S DAKOTAMART	187498		153.64
MATH RACK	187500		1,442.10
MENARDS	187501		42.95
MG OIL COMPANY, INC.	187502		11,832.42
MIDCONTINENT COMMUNICATIONS- AUTO PAY	318		1,576.55
MIDWEST BUS PARTS, INC.	187503		184.88
MITCHELL SCHOOL DISTRICT	187504		50.00
MRG HAUFF	187505		1,194.00
NORTH CENTRAL SUPPLY, INC.	187507		90.00
POPPLER'S MUSIC INC	187508		340.45
RIDDLE'S GLASS	187510		703.40
RIVERSIDE TECHNOLOGIES INC	187511		962.00
SAGE WATER WORKS, INC	187512		220.00
STAGECOACH WEST BUS INC	187518		3,160.00
TERRYBERRY	187519		129.74

TW ENTERPRISES INC	187520	1,055.60
VANWAY TROPHY & AWARD, INC.	187521	577.00
VERIZON WIRELESS	187522	239.99
WAL-MART STORES INC	317	125.04
GENERAL FUND		79,881.98
LANKFORD ENTERPRISES INC	187494	26,550.00
SHORT, ROBERT	187516	14.49
CAPITAL OUTLAY		26,564.49
CHILDREN'S CARE HOSPITAL & SCHOOL	187483	6,783.00
COUNCIL FOR EXCEPTIONAL CHILDREN	187486	305.00
LYNN'S DAKOTAMART	187498	71.75
MACKIE, BRENDA	187499	451.36
NCS PEARSON, INC.	187506	192.00
RATWIK, ROSZAK & MALONEY, P.A	187509	28.50
SASD	187513	180.00
SD DEPARTMENT OF HUMAN SERVICES	187514	12,539.85
SHINING PATHWAY ABA, LLS	187515	55,342.50
SONOVA USA INC	187517	1,305.01
SPECIAL ED		77,198.97
FIDUCIARY ACCOUNT	187491	4,090.08
UNEMPLOYMENT		4,090.08
CASH-WA DISTRIBUTING COMPANY, INC.	13082	3,282.05
CLIMATE CONTROL SYSTEMS AND SERVICE	13083	745.20
COCA-COLA BOTTLING CO HIGH COUNTRY	13084	650.00
LANGDEAUX, MERCEDES	13085	44.90
PAN-O-GOLD BAKING COMPANY, INC.	13086	664.98
PIZZA HUT- BOX ELDER	13087	702.00
PRAIRIE FARMS	13088	6,115.27
REINHART FOOD SERVICE LLC	13089	4,699.89
SERVALL TOWEL & LINEN SUPPLY, INC.	13090	176.28
SYSCO MONTANA	13091	5,489.78
FOOD SERVICE		22,570.35
SOUTH DAKOTA STATE TREASURER	1104	483.29
STUDENT ACTIVITY		483.29

Grand Total:

210,789.16

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION****6/8/2026****Employee Leave of Absence Requests**

	Name	Building	Position	Effective Date
	BOE See Attached			

Certified AOS Payments

	Mary Smith	\$600.00		
	Ainsley Monize	\$250.00		
	Kaitlin Heier	\$600.00		
	Rachel Smith	\$750.00		
	Christie Apland	\$850.00		
	Amanda Awe	\$750.00		
	Bridget Bolinger	\$2,250.00		
	Karline Clark	\$150.00		
	Lyndsay Deyo	\$150.00		
	Laressa Finney	\$2,100.00		
	Arianna Grindle	\$1,600.00		
	Jesse Hamer	\$600.00		
	Melissa Hartley	\$250.00		
	Kimberly Kearns	\$450.00		
	Leighona Blair	\$1,500.00		
	Kevin Militello	\$900.00		
	Travis Miller	\$450.00		
	Tony Mraz	\$1,550.00		
	Michael Munoz	\$750.00		
	Brandy Perkins	\$1,800.00		
	Rachel Quimby	\$750.00		
	Sarah Reimer	\$750.00		
	Kayla Rivera	\$750.00		
	Amy Rowe	\$50.00		
	Loretta Schmidt	\$550.00		
	Theresa Steffy	\$200.00		
	Megan Steiger	\$50.00		
	Emily Rudebusch	\$2,250.00		
	Courtney Tribby	\$550.00		
	Rebekah Varilek	\$50.00		
	Anna Vaughn	\$3,000.00		
	Shae Weber	\$750.00		

Early Resignation Incentive Pay

	Name	Amount	Effective	
	Donna Curry	\$1,500.00	8/21/2026	
	David Horan	\$1,500.00	6/21/2026	
	Ronald Mays	\$1,500.00	6/21/2026	
	Amanda Duvall	\$1,500.00	8/21/2026	

	Michelle Mlinar	\$1,500.00	8/21/2026	
	David Carroll	\$1,500.00	8/21/2026	
	Brianna Marty	\$1,000.00	8/21/2026	
	Kelli Waddell	\$1,000.00	6/21/2026	

Certified Retirements

	Name	Position	Location	Effective Date
	Jeff Wimp	PE Teacher	VES	5/22/2026

Certified Resignations/Terminations

	Name	Position	Location	Effective Date
	Jacob Hiser	6th Grade Math	MS	05/29/2026
	Holly Howie	Family Consumer Science	HS	8/1/2026
**	Amanda Bauer	Principal	BC	5/29/2026

Classified Retirements

	Name	Position	Location	Effective Date
	Colleen Quigley	Lunchroom Aide	BC	5/22/2026

Classified Resignations/Terminations

	Name	Position	Location	Effective Date
	Robin Heinrich	Lunchroom Aide	BC	5/22/2026
	Thomas Hall	Bus Aide	Transportation	5/22/2026
	Steven Geren	Groundskeeper	Maintenance	5/27/2026
	Marlin Kingi	Asst. Volleyball	MS	5/22/2026
	Jeff Wimp	Asst. Boys Basketball	HS	5/22/2026

Certified Voluntary Transfer Request/ Assignments

	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Erin Alfson	MS / 8th Math	MS / 6th Math	2026-2027
	Keeley Anderson	MS / 7th Science	MS / 8th Math	2026-2027
	Jennifer Jensen	VES / 5th Grade Teacher	VES / 4th Grade Teacher	2026-2027
**	Nathan Batteen	MS / Assistant Principal	BC / Principal	2026-2027
**	Tori Nielsen	MS / Dean of Students/Athletic Director	MS / Assistant Principal/Athletic Director	2026-2027

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Parker Hilzer	VES / 5th Grade Teacher	\$54,450.00	2026-2027
**	Julie Thompson	MS / Assistant Principal	\$107,835.00	2026-2027

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Jennifer Pounds	Trans / Bus Driver	\$23.75	2026-2027

Temporary Hires

	Name	Position	Salary	Effective Date
--	-------------	-----------------	---------------	-----------------------

	Brenda Johnson	Summer Bus Driver	\$30.20	6/1/2026-
	Brenda Johnson	Summer Bus Driver	\$27.50	7/1/2026-
	Laura Savage	Summer Bus Driver	\$24.75	6/1/2026-
	Laura Savage	Summer Bus Driver	\$26.00	7/1/2026-
	Tammi Koch	Summer Bus Driver	\$27.00	6/1/2026-
	Tammi Koch	Summer Bus Driver	\$27.50	7/1/2026-
	Patti Schroeder	Summer Bus Aide	\$16.25	6/1/2026-
	Patti Schroeder	Summer Bus Aide	\$17.50	7/1/2026-
	Edwin Snarski	Summer Bus Driver	\$25.50	6/1/2026-
	Edwin Snarski	Summer Bus Driver	\$26.00	7/1/2026-
	Beverly Gabriel	Summer Bus Driver	\$25.50	6/1/2026-
	Beverly Gabriel	Summer Bus Driver	\$26.00	7/1/2026-
	Rowan Sinclair	Summer Strength Coach	\$2,443.00	6/8/2026-8/6/2026
	Sophie Mansfield	Summer Feeding	\$14.00	6/3/2026-8/6/2026
	Jennifer Kight	Summer ESY	\$17.00	6/9/2026-
	Jennifer Kight	Summer ESY	\$18.25	7/1/2026-
	Kayla Langer	Summer ESY	\$45.30	6/9/2026-
	Joe Back	Summer ESY	\$42.26	6/9/2026-
	Pamela Crowther	Summer ESY	\$17.00	6/9/2026-
	Pamela Crowther	Summer ESY	\$18.25	7/1/2026-
	Laurie Kowaleski	Summer ESY	\$18.50	6/9/2026-
	Laurie Kowaleski	Summer ESY	\$19.75	7/1/2026-
	Jenna Twietmeyer	Summer ESY	\$17.00	6/9/2026-
	Jenna Twietmeyer	Summer ESY	\$18.25	7/1/2026-
	Lexi Prange	Summer ESY	\$27.75	6/9/2026-
	Lexi Prange	Summer ESY	\$29.00	7/1/2026-
	Nicole Reitz	Summer ESY	\$61.87	6/9/2026-
	Nicole Reitz	Summer ESY	\$62.64	7/1/2026-8/9/2026
	Teresa Crooks	Summer ESY	\$56.92	6/9/2026-
	Sarah Reimer	Summer ESY	\$60.77	6/9/2026-
	Sarah Reimer	Summer ESY	\$62.07	7/1/2026-
**	Personnel Action additions and updates made after initial publication and before scheduled school			

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
3 FEATHERS LLC	187528		1,040.00
A & B WELDING SUPPLY COMPANY INC.	187529		20.25
A TO Z SHREDDING	187530		832.00
AMAZON.COM	187531		1,563.59
AMICK SOUND INC	187532		665.00
ATLANTIS LLC DBA THE BOX ELDER EVENT	187533		3,600.20
BERS WINDY FLATS RUBBLE SITE	187534		35.00
BLACK HILLS CHEMICAL CO	187535		42.50
BLACK HILLS ROOFING, INC.	187536		275.00
CENTURYLINK	187538		528.80
CITY OF BOX ELDER	320		8,723.78
Clark, Karline	187539		143.08
COLLEGE BOARD	187540		2,730.00
CRESCENT ELECTRIC	187542		1,710.61
DELTA DENTAL OF SD FOUNDATION	187544		3,000.00
DOUGLAS PETTY CASH	187545		59.93
FIDUCIARY ACCOUNT	187546		105.00
FOOD SERVICE	187548		56.00
HAGGERTYS MUSICWORKS	187549		85.00
HIGH POINT NETWORKS, LLC	187550		15.90
HILLYARD INC	187551		393.16
INTEGRATED TECHNOLOGY & SECURITY	187553		4,693.95
KIEFFER SANITATION	187554		761.58
KIEFFER SANITATION, INC.-AUTO PAY	322		150.00
LONG, HUMPHREY	187556		1,000.00
McDole, Elizabeth	187557		221.38
MONTANA DAKOTA UTILITIES COMPANY, INC.	321		7,058.41
MORENO, JEREMIAH	187558		1,500.00
NASSP	187559		385.00
POWER HOUSE	187560		712.33
RIVERSIDE TECHNOLOGIES INC	187561		6,245.00
SAM LABS INC	187562		8,249.90
SANFORD HEALTH OCCMED	187563		100.00
SOFTWARE UNLIMITED INC	187564		150.00
SPARTAN STORES, LLC.	187565		42.24

STAGECOACH WEST BUS INC	187566	3,384.00
STUDER EDUCATION, LLC	187567	14,490.00
TERRYBERRY	187568	285.69
TURF TANK	187569	582.19
TW ENTERPRISES INC	187570	797.04
ULINE SHIPPING SUPPLY SPEC.	187571	581.39
VANWAY TROPHY & AWARD, INC.	187572	728.45
VERIZON WIRELESS	187573	355.68
VOYAGER FLEET SYSTEMS, INC.	187574	208.61
WEST RIVER ELECTRIC-AUTOPAY	323	1,646.42
WESTERN STATIONERS	187575	34,230.00
GENERAL FUND		114,184.06
CENTURY BUSINESS	187537	10,768.52
COMBINED BUILDING SPECIALTIES, INC.	187541	5,550.00
FOLLETT CONTENT SOLUTIONS, LLC	187547	422.58
INNOVATIVE OFFICE SOLUTIONS	187552	54,708.99
CAPITAL OUTLAY		71,450.09
AMAZON.COM	187531	375.59
Crooks, Teresa	187543	1,251.25
Kielhold, Nancy	187555	523.90
SPECIAL ED		2,150.74
AMAZON.COM	187531	(26.58)
DOUGLAS PETTY CASH	187545	7.00
GRANTS		(19.58)
		187,765.31
CASH-WA DISTRIBUTING COMPANY, INC.	13093	1,241.23
FOOD SERVICE	13094	54.05
GENERAL FUND	13096	60,585.46
PAN-O-GOLD BAKING COMPANY, INC.	13097	656.36
PIZZA HUT- BOX ELDER	13098	263.00
PRAIRIE FARMS	13099	142.59
REINHART FOOD SERVICE LLC	13100	12,317.83
SERVALL TOWEL & LINEN SUPPLY, INC.	13101	169.98
SYSCO MONTANA	13102	27,750.14
FOOD SERVICE		103,180.64

BOWS BY ALLY	50878	722.16
DOMINOS PIZZA- BOX ELDER	50878	273.06
ELKS THEATRE	50878	49.44
EPIC SPORTS	50878	311.61
ETSY.COM	50878	4.84
GOOD STUFFED, THE	50878	1,153.60
JUMP N SLIDE ADVENTURE PARK	50878	1,642.50
LITTLE CAESAR'S PIZZA	50878	204.03
LYFT	50878	49.42
MCDONALDS	50878	15.83
OVR PERFORMANCE LLC	50878	198.00
PIZZA HUT- BOX ELDER	50878	493.71
QDOBA	50878	1,531.87
RAIDER CAFE	50878	119.40
RANKORCO LLP	50878	1,056.69
ROBBINSDALE LANES	50878	364.00
ROOSEVELT PARK ICE ARENA	50878	532.00
RUSHMORE TRAMWAY ADVENTURES	50878	2,827.35
SAM'S CLUB	50878	1,647.00
SPROCKETS FUN FOUNDRY	50878	1,701.93
TACO JOHNS RAPID CITY	50878	512.95
UHAUL	50878	187.25
WAL-MART STORES INC	50878	340.23
STUDENT ACTIVITY		15,938.87
Grand Total:		306,884.82

PAYROLL EXPENDITURES

MAY 7 2026

MAY 21 2026

TOTALS

\$1,283,904.39

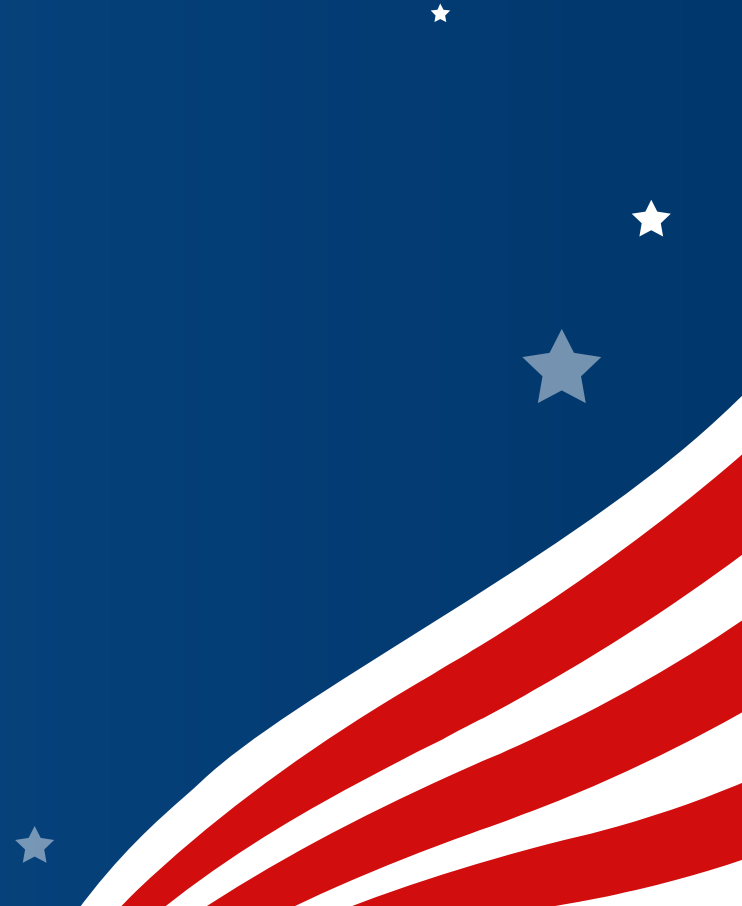
\$1,398,006.86



2025-26 DHS ACTIVITIES UPDATES

ITEM TOPICS

1. **Bound Platform**
2. **Activities Participation**
3. **Activities Achievements**
4. **Patriot Power**
5. **Peak Around the Corner**



01 BOUND PLATFORM

Full integration of Bound into Activities:

- Schedules for ALL activities
- Registration for ALL activities
- Card readers at entrance and concessions stands
- Activity passes & digital tickets
 - Gross Revenue - \$16,226.00 (25-26) (24-25??)
 - Passes:
 - 3790 - Complimentary (staff + add-ons)
 - 27 - Senior Citizen + Retired Staff
 - 730 - Family Passes
 - 444 - Student Passes (9-12)
 - Passes Sales - \$4,675
 - Pass Uses - 7911
- Exploring camps, awards/recognitions, officials, and activities workers

02

ACTIVITIES PARTICIPATION

Douglas High School Annual Participation Data

- ★ - More accurate participation data - Bound
 - 751 student participants – 701 in 2024-25
 - 420 females
 - 331 males
- ★ - Class Data
 - Freshmen girls had highest participation at 134
 - Freshmen boys had highest participation at 102
 - Over 100 girl participants from 9th, 10th, and 11th grades
 - Senior girls had lowest participation at 74
 - Junior boys had lowest participation at 67

03 ACTIVITIES ACHIEVEMENTS

Athletics	Fine Arts
- Boys BB - 2 records broken - Girls BB - 2 records broken - highest win total over last 5 years - Boys Soccer - 10 records set - Girls Soccer - 5 records set - Track & Field - 6 records broken; 1 record set - 4 state podium finishes - Volleyball 2 records broken - Girls WR - 3 records broken - Boys Golf - 1 state qualifier - Football - 2 AAA/AA All-Area team members - Boys WR - 5 state qualifiers; 1 state placer Conference: 20 athletes recognized as either BHC All-Conference or Honorable mention	- Knowledge Bowl - Won the Douglas competition - multiple sent to KB Finals - Robotics - 6 state competition participants - Band/Choir - Multiple state event performances (Anthems/Pep Band); Large group ensemble; Christmas at the Capital - Debate - Multiple sweepstakes wins; 11 state qualifiers; 3 state placers; 1 National qualifier - Visual Arts - 5 state art war qualifiers; 9 state artworks submitted - Drama - Superior awards for show; tech crew; ensemble; and individual actor - AFJROTC - Top Performer Award

ATHLETIC OUTCOMES

★ Athletic Outcomes			
Sport	★ (25-26)	(24-25)	(23-24)
Soccer	★ Boys - 1-13 Girls - 0-12	Co-Ed - 3-7	Boys - 5-9 Girls - 1-10
Football	0-9	0-9	1-8
Volleyball	7-28	12-23	18-18 ★
Basketball	Boys - 5-15 Girls - 4-16	Boys - 5-15 Girls - 2-18	Boys - 5-15 Girls - 2-18
Wrestling (duals)	Boys - 11-13	Boys - 16-11	Boys - 18-8



04 PATRIOT POWER

Started second annual Patriot Power program on June 1st:

- Total Registrations incoming 7th - 12th grade (185) — 161 in summer of 25
- Total participants by class:
 - 7th - 25 (12 males/13 females)
 - 8th - 33 (20 males/13 females)
 - 9th - 34 (18 males/16 females)
 - 10th - 49 (26 males/23 females)
 - 11th - 25 (15 males/10 females)
 - 12th - 19 (10 males/9 females)
- Pre-Test Week Attendance:
 - 101 - Fully tested
 - 74 - Partially tested
 - 13 - untested
- Student leadership group is exploring:
 - Annual scholarships for graduating seniors
 - Weight room equipment/usage ideas
 - Expanding opportunities throughout the year for MS students
 - Community inclusion in our annual kick-offs

2025-26 REFLECTIONS

- Overall increased student participation numbers
- Fully transitioned to Bound = improved accuracy in data (25-26 baseline)
 - Added outdoor wireless access point to improve connectivity for scanners
- Increased Patriot Power participation & keeping resources local
- High participation numbers in younger classes (ex. soccer)
- Improved consistency with expectations for programs
- Student leadership involvement in Patriot Power

PEAK AROUND THE CORNER - 2026-27

- Bound Expansion
 - District Page
 - Registration updates
 - District calendar
 - District facilities reservation system
- Fine Arts
 - Creating consistent rehearsal supports
 - Creating opportunities for student performances
- Athletics
 - Pushing for regional support and focus through SDHSAA
- All Activities
 - Improved recognitions and celebrations
 - Exploring a DHS Hall of Fame

**WHAT
QUESTIONS
MIGHT YOU
HAVE?**





Douglas Patriots
Middle School & High School
Activities Handbook 2026-27

Middle School Activities Director: Tori Nielsen
High School Activities Director: Joshua Haaland

Updated: 6/8/2026

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Activities Directors' Letter to Students and Parents:

The Douglas School District believes that student engagement and participation in school sponsored activities is vital to the success of our school and our community. We expect all involvement within these activities to be respectful and positive, whether it be from a participant, parent, or fan.

The Douglas Patriots athletics and co-curricular programs provide an opportunity for our students to learn, refine, and display talents and skills outside of the classroom, and among other participants with common goals. Participation in school sponsored events is a privilege and is dependent on students' ability to follow the guidelines outlined in the Douglas Activities Handbook. It is the responsibility of the participants and parents to read, understand, and follow the included expectations and policies. If you do not understand, or have any questions about any of these policies, please feel free to contact the Activities Directors for further explanation or discussion.

The athletics and co-curricular programs and their coaches/advisors are dedicated to building a stronger sense of school and community through opportunities with each student. They believe that participants should not only be taught skills related to their activity, but also develop skills pertinent to all facets of life through guidance and leadership. The Douglas athletics & co-curricular programs strongly support the development of these skills including, but not limited to:

1. Respect
 - Students will treat others in a way that shows regard for their feelings, wishes, rights, and traditions.
2. Work Ethic
 - Students will accept challenges and work to overcome them.
3. Discipline
 - Students will follow rules and accept responsibility when they deviate from the rules.
4. Academic Achievement
 - Students will understand that their academic responsibilities come first at all times. You cannot be a student-athlete without being a student first.
5. Goal Setting
 - Students will learn the value of setting goals and how to set goals that are achievable.
6. Sportsmanship
 - Students will learn how to be a good sport and a good teammate by respecting other players, coaches, officials, and authority figures.
7. Teamwork
 - Students will learn how to accept a role as a member of a larger group with common goals.
8. Community
 - Students will learn what it takes to be a contributing member of a community, both on and off of the competition floor.

Thank you for your participation in our Douglas Patriot athletics and co-curricular programs. Together we can create an atmosphere of enjoyment and success for the students, families, and community members here in Box Elder. Good luck with your seasons! Go Patriots!

Sincerely,

Tori Nielsen & Joshua Haaland

Activities Directors

Mission Statement

“Our mission is to cultivate a culture where every student engages in activities that foster leadership skills, personal development, and a strong sense of responsibility.” Our vision is to promote a competitive spirit and to inspire individuals to excel, both in the classroom and as part of their collective teams and groups. We aim to develop well-rounded leaders who are ready to embrace challenges and drive positive change.”

Douglas Patriots Middle School Coaches/Advisors **2026-27**

Fall Activities (1st Quarter):

- Cross Country
- E-Sports
- 7th Grade Football
- 8th Grade Football
- Knowledge Bowl
- 6th Grade Intramural Volleyball
- 7th Grade Volleyball
- 8th Grade Volleyball

Fall/Winter Activities (2nd Quarter):

- 6th, 7th, & 8th Grade Fall Drama
- E-Sports
- 6th Grade Intramural Girls Basketball
- 7th Grade Girls Basketball
- 8th Grade Girls Basketball
- Middle School Robotics
- 6th, 7th, & 8th Grade Wrestling

Winter Activities (3rd Quarter):

- 6th Grade Intramural Boys Basketball
- 7th Grade Boys Basketball
- 8th Grade Boy Basketball
- 6th, 7th, & 8th Grade Spring Drama
- E-Sports
- Middle School Robotics
- **6th Grade Cheer**
- 7th & 8th Grade **Cheer**

Spring Activities (4th Quarter):

- 6th Grade Intramural Track & Field
- 7th & 8th Grade Track & Field

Year-Round Activities

- Band
- Choir
- Newspaper
- Student Council
- Yearbook

Administration

- Principal - **Sean Gholson**
- Assistant Principal - **Julie Thompson**
- **Asst. Principal/**Activities Director - **Tori Nielsen**

Douglas Patriots High School Club & Fine Arts Advisors Programs 2026-27

Clubs and Fine Arts at the high school are year round programs unless specified in advance by the individuals listed below or by an Advisor

- AFJROTC
- Art Club & Art Scholarship
- ~~- African-American Culture Club~~
- Debate (Competitive Team – Starts during 2nd quarter)
- Drama (Fall & Spring; One-Act in the Winter)
- Environmental Club
- Gender-Sexuality Alliance
- Industrial Tech (Welding & Robotics – Competitive season starts 2nd quarter)
- Knowledge Bowl (Competitive season starts at the beginning of the school year)
- ~~- Library Book Club~~
- Music (Band & Choir)
- National Honor Society
- PATS/~~PBIS~~ Circle
- Student Council
- Travel Club
- Weightlifting Club
- Yearbook
- Administration
 - Beau Voegeli - Principal
 - **Jimi Olson** - Assistant Principal
 - Joshua Haaland - Activities Director

NONDISCRIMINATION POLICY

The Douglas School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Title IX concerns should be directed to the Executive Director of Operations, Douglas School District, 400 Patriot Drive, Box Elder, SD 57719. Phone (605) 923-0000.

Inquiries concerning the application of Title VI or Section 504 may be referred to the Director of Special Education Services, Douglas School District, 421 Don Williams Drive, Box Elder, SD 57719. Phone (605) 923-0090.

For additional information contact the Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

Douglas Patriots High School Athletic Coaches 2025-26

Fall Sports:

- Competitive Cheer
- Girls Wrestling
- Competitive Dance
- Sideline Cheer
- Cross-Country

Spring Sports:

- Football
- Girls Golf
- Boys Golf
- Track & Field

Non-School Sport Clubs

Talk to the Activities Office for more information

- Soccer

- Volleyball

Administration

- Beau Voegeli - Principal
- Sean Gholson - Assistant Principal
- Joshua Haaland - Activities Director

Winter Sports:

- Boys Basketball
- Girls Basketball
- Boys Wrestling

“Our mission is to cultivate a culture where every student engages in activities that foster leadership skills, personal development, and a strong sense of responsibility.”

Conference Sport Offerings & SDHSAA Season Start Dates

Black Hills Conference

The Douglas School District is a member of the Black Hills Conference for the sports of competitive cheer, competitive dance, cross-country, football, boys and girls golf, soccer, volleyball, boys and girls basketball, boys and girls wrestling, and track and field. Member schools of the Black Hills Conference include: Belle Fourche, Custer, Douglas, Hill City, Hot Springs, Lead-Deadwood, Rapid City Christian, Red Cloud, St. Thomas More, Spearfish, and Sturgis Brown.

The Black Hills Conference hosts annual competitions for competitive cheer, competitive dance, cross-country, boys and girls golf, boys and girls wrestling, and track and field. Basketball, volleyball, soccer, and football do not have conference tournaments but have annual voting to recognize all-conference athletes. Sites and dates of the **2026-27** conference events are:

Boys Golf Meet – Tuesday, September 22nd – Sturgis – 10:00am

Cross-Country Meet – Thursday, October 8th – Rapid City Christian – 11:00am

Competitive Cheer & Dance – Thursday, October 15th – Douglas - 5:00pm

Girls Wrestling Tournament – Saturday, January 16th – Belle Fourche – 9:00am

Boys Wrestling Tournament – Saturday, January 16th – Belle Fourche – 12:00pm

Girls Golf Meet – Monday, May 10th – Sturgis – 9:00am

Track & Field Meet – Thursday May 13th – Sturgis – 9:00am

Conference events are subject to change in locations and times based on agreements between conference schools. Schools will be notified immediately of such changes.

Season Start Dates

The South Dakota High School Activities Association sets the dates for the start of all high school sports programs. Below are the starting dates for Douglas high school athletic teams for the 2025-26 school year.

Fall Sports

Competitive Cheer.....	Monday, August 3rd, 2026
Competitive Dance.....	Monday, August 3rd, 2026
Soccer.....	Monday, August 3rd, 2026
Football.....	Monday, August 10th, 2026
Boys Golf.....	Monday, August 10th, 2026
Cross-Country.....	Thursday, August 10th, 2026
Volleyball.....	Thursday, August 13th, 2026

Winter Sports

Wrestling.....	Monday, November 16th, 2026
Girls Basketball.....	Monday, November 23th, 2026
Boys Basketball.....	Monday, November 30th, 2026

Spring Sports

Track and Field-Pole Vaulting.....	Monday, February 1st, 2027
Track and Field.....	Monday, March 1st, 2027
Girls Golf.....	Monday, March 30th, 2027

Junior High Athletics

Junior high athletics start and end dates are not dictated by the SDHSAA. The Douglas middle school Activities Director will determine the starting and ending points of each junior high athletic season.

Douglas High School Lettering Requirements

Specific requirements for winning major awards are established for each sport by the coaches. These will be available to all squad members at the start of the season. One major award, a “sport letter”, will be awarded when an athlete has met the qualifications as a varsity team letter winner. Repeat letter winners will receive bars after they have received the initial emblem and bar for the sport.

The following Douglas lettering requirements applies as listed below for Fall Athletics:

- **Competitive Cheer** - Team members must attend and be on time for 90% of ALL practices, games, and competitions and finish the season in good standing; or at the coaches discretion.
- ~~Competitive Dance~~ - ~~Team members must attend and perform on time for 90% of ALL practices, games, and competitions and finish the season in good standing; or at the coaches discretion.~~ **Team members must attend and perform in all of the seasons competitive performances, attend 90% of all practices, non-competitive performances, and any other events decided by coaching staff and office. Must finish the season in good standing or at the coaches discretion**

- **Cross-Country** - Must earn at least 15 points based on the team's point system or at the coaches discretion.
- **Football** - ~~Earn 20 points through varsity competition and other in-season and off-season accomplishments, or at the coaches discretion~~ **Must have a total of ten varsity quarters played (four plays or a series constitutes a quarter), must finish the season in good standing even if injured,**
- **Golf (Boys)** - Lettering points are accumulated for competitions, practices, top 10 finishes, and at the coaches discretion.
- **Soccer (Boys)** - Must remain a member of the team in good standing and play at least 1/3 of all minutes
- **Soccer (Girls)** - Must remain a member of the team in good standing and play at least 1/3 of all minutes
- **Volleyball** - ~~Participate at the varsity level~~ **Play a minimum 50% of scheduled varsity match sets,** complete community service, in good standing with grades and attendance, and at the coaches discretion.

The following Douglas lettering requirements applies as listed below for Winter Athletics:

- **Basketball (Boys)** - Be in the varsity line-up for at least 75% of our regular season games, be on the roster for SoDak 16, or at the coaches discretion.
- **Basketball (Girls)** - Complete the season in good standing as a varsity player, compete in at least half of the varsity games (40 qtrs), have no more than 3 strikes on the team, or at the coaches discretion
- **Wrestling (Boys)** - Athletes will need to earn 50 points through varsity competition, and other in-season and off-season accomplishments, or at the coaches discretion.
- **Wrestling (Girls)** - Athletes will need to earn 50 points through varsity competition, and other in-season and off-season accomplishments, or at the coaches discretion.

The following Douglas lettering requirements applies as listed below for Spring Athletics:

- **Golf (Girls)** - Lettering points are accumulated for competitions, practices, top 10 finishes, and at the coaches discretion.
- **Track & Field** - Place top 8 at a varsity meet, qualify for state meet, be a senior with good attendance, no training violations during the season, or at the coaches discretion.

The following Douglas lettering requirements applies as listed below for Non-Athletic Activities

- **Band/Music** - Perfect attendance at all major performances and events, cumulative grade of above 95% in class, participation in at least 1 extra event, and no unexcused absences from pep band
- **Debate** - Students participating must earn 250 points on their NSDA account through competing at tournaments
- **Drama** - Students earn a varsity theater letter by demonstrating commitment and growth through participation in two full mainstage productions (fall and spring) as either a performer or technician, from

initial rehearsals through strike. In addition, students must complete a “third option” which includes participation in State One act, successful completion of a drama course, or verified involvement in community theater production.

- **Knowledge Bowl** - Accumulate 80% of possible points scale and attend 3 of 4 meets
- **Visual Art/Art Wars** - Any individuals/groups who qualify for a state event and at the coaches discretion

Non-school club sport organizations may submit a Club Sport Agreement request to receive a varsity letter for Douglas students who participate on their teams

Other Awards:

Student-athletes and other activity participants are eligible for a variety of state, region, and conference awards and recognitions that are determined by their governing bodies and any state, region, and conference criteria.

Douglas School District Student Expectations for Activities

1. Student-athletes will attend all practices, rehearsals, lifts, or competitions unless excused by the head coach.
2. Student-athletes will abide by the rules and guidelines of the Douglas School District policies, activities handbook, and student handbooks.
3. Students will finish the season in good standing to be eligible for a letter that season.
4. Student-athletes will cooperate with coaches/advisors and their respective teams.
5. In case of illness or injury, the coaching staff will take into consideration the circumstances in making end-of-season decisions.

Douglas School District Parent/Guardian Expectations for Activities

1. Parents will demonstrate their responsibility to their children by showing unwavering support and by providing on-going positive reinforcement for their child's performance and effort. Being a positive role model includes demonstrating proper sportsmanship at all times and refraining from negativity.
2. Parents will demonstrate their responsibility to the coaches and officials by being supportive of their decisions and not undermining their efforts. If, by chance, you do not agree with a coach, please communicate with the coach at an appropriate time and place and not in front of the students.
3. Parents will demonstrate their responsibility to the school district by assisting the coaching staff in maintaining the intended positive nature of our programs. The coaching staff requests that you report any behavior or situation to us that we may need to address and thank you for your support.
4. Parents/Spectators will demonstrate their responsibility to other parents by cheering good plays and successes and by consoling disappointments, no matter which team is affected. Taunting is unsportsmanlike behavior, which we do not tolerate.
5. Parents will demonstrate their responsibility to themselves by watching both their own and other children participate, learn, and have fun. We hope you will experience the fullest joy and pride associated with watching our children in their athletic pursuits.

“Our mission is to cultivate a culture where every student engages in activities that foster leadership skills, personal development, and a strong sense of responsibility.”

Pre-Participation Requirements

Prior to participating to any extent (practice, games, tournaments, trips, etc.) the following requirements must first be fulfilled by student participants:

- High School & Middle School Activities:
 - Complete and submit the DSD digital registration on the Bound website. The digital registration will consist of:
 - Personal Information
 - Overnight/Field Trip Permission acknowledgement form.
 - HS/MS Handbook Acknowledgement Form
 - SDHSAA Consent for Participation in Activities
 - SDHSAA Consent for Medical Release
 - SDHSAA Concussion Fact Sheet for Parents
 - SDHSAA Concussion Fact Sheet for Students
 - **SDHSAA Sudden Cardiac Arrest Information**
 - SDHSAA Health History Form & Pre-Participation Physical
 - Physicals are good for **365 calendar days from the date of the exam.** ~~for the entirety of the upcoming school year after April 1st. Any physicals completed prior to April 1st are only good for the current school year.~~ These will need to be uploaded to the Bound platform by participants.
 - Complete annual Impact Baseline Testing (completed with Athletic Trainer)
 - High school athletics only (includes 7-12 programs)

Preseason Activity Meetings & Activity Fairs

Douglas High School & Douglas Middle School ~~will~~ **may** hold preseason activity kick-off meetings that align with the changing of the seasons **or quarters** ~~(Fall, Winter, Spring)~~. The intent of these meetings is to provide students and parents pertinent information for their season, and allow breakout sessions with their coaches for the same informative purpose. Attending these meetings is not mandatory but **HIGHLY ENCOURAGED**. The dates for the high school **2026-27** preseason kick-off meetings are:

- High School Fall Kick-Off Meeting: Thursday, **July 30th, 2026 @ 6:00pm** in the high school theater
 - Middle School 1st Quarter Kick-Off: Thursday August **20th, 2026 @ 5:00pm** in the cafeteria
- Winter Kick-Off Meeting: Monday, **November 9th, 2026 @ 6:30 pm** in the high school theater
 - Middle School 2nd Quarter Kick-Off: Monday **October 19th, 2026 @ 5:00pm** in the cafeteria
- Spring Kick-Off Meeting: Monday, **February 22nd, 2027 @ 6:30 pm** in the high school theater
 - Middle School 3rd Quarter Kick-Off: Thursday **December 17th, 2026 @ 5:00pm** in the cafeteria
 - Middle School 4th Quarter Kick-Off: **Tuesday March 9th, 2027 @ 5:00pm in the cafeteria**

Douglas High School will work in collaboration with Douglas Middle School in presenting all opportunities for offered activities to all students grade 6th-8th. These Activity Fairs promote opportunities that extend from the high school into the middle school ~~(with the exception of golf, which is a 7-12 program)~~. Activity Fair dates will be determined through collaboration of Activities Directors and Principals. Anticipated fairs for **2026-27** are:

- 8th grade activities fair in collaboration with 9th grade registration - Early 2nd semester
- 6th-8th grade athletics, fine arts, & clubs fair - Late 2nd semester

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SDHSAA Eligibility Requirements

The following eligibility requirements are set by the SDHSAA and must be met before any student can participate in a school interscholastic program. Douglas High School students will abide by the below policies set forth by the SDHSAA.

YOU ARE ELIGIBLE IF:

1. You are under the age of 20. Age to be determined by birth date, not hour and minute.
2. You have not attended more than 4 first semesters and 4 second semesters, or 12 trimesters, of school in grades 9 through 12. Enrollment and attendance in school or participation in one or more contests shall constitute a semester/trimester of eligibility. Once a student enrolls as a ninth grader, all semesters/trimesters must be consecutive unless waived as per Article VII, Section 3 (l), page 10 of the constitution.
3. During the preceding semester/trimester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester/trimester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester/trimester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination, a parent & student consent form, consent for release of medical information form (HIPAA), and a concussion fact sheet for parents/athletes.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open enrollment Bylaws.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than ten (10) consecutive school days in a member school which operates a five (5) day school week or more than eight (8) consecutive days in a member school which operates a four (4) day school week. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.

12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.

13. You have not violated your amateur standing.

14. You have not graduated from a regular four-year high school or institution of equivalent rank.

15. Credit recovery. Students who have been declared ineligible because of academic deficiencies from the previous semester/trimester may earn scholastic/academic eligibility by taking an academic course(s) via the options approved by the SD Department of Education. Examples include, but not limited to, on-line courses, in-district credit recovery courses, alternative education settings, digital courses, etc. The principal must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1, Subsection D., page 14 of the Bylaws.

NOTE 1: Participation in an All-Star Game, during the school year, that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year. Consult the SDHSAA Constitution and By-Laws for additional information or consult the Activities Director.

NOTE 2: There are exceptions to the above rules. Consult with your coach, athletic director, or principal if any questions arise.

NOTE 3: Any 7th or 8th graders who participate at the high school level will adhere to the high school eligibility requirements above.

Middle School Eligibility Rules

Middle School Eligibility is determined weekly for the current quarter's activities. All students in activities are subject to weekly grade checks during their activity's season. If any student-athlete has two failing classes on the day of grade checks, they are deemed ineligible and must sit out that week of activities. Eligibility is revisited the following week for all student-athletes.

During a period of ineligibility, students may practice, but may not travel, compete in any games and/or performances. They may also not sit the bench with their team for home games.

If a student is ineligible for 3 consecutive weeks in an activity, the Athletic Director and Head Coach reserve the right to dismiss the student from that activity. This policy allows the student to focus on academics for the remainder of the quarter.

Douglas School District Training Rules

~~The Douglas School District believes that it is important for our students involved in extra and co-curricular activities to understand the significance of participating/competing as a representative of the Douglas Patriots and refrain from any activity that is considered illegal by the criminal justice system. These activities include, but are not limited to, the use, possession of, or attempt to purchase alcohol, tobacco, vaping devices, nicotine and nicotine delivery devices, and all other illegal substances by a minor as well as refraining from committing crimes against a person or property. The expectation that students/athletes will refrain from the use of illegal substances and participating in illegal activities does not just apply to a season or sport; rather,~~

~~students/athletes are expected to follow these training rules throughout the course of an entire school year. An entire school year, for all students participating in activities, is defined as beginning with the start of the first practice in the fall and concluding at midnight on the day of the last school-sponsored activity of the year. Please note that there are NO times during the school year, outlined above, when using alcohol, tobacco, vaping devices, nicotine and nicotine delivery devices and illegal drugs or participating in illegal activities are tolerated by the Douglas School District. ([District Policies JFCG, JFCG-R, JFCH, JFCH-R](#))~~

~~The Activities Director(s) and Principal(s) will investigate infractions and will consider the individual, other students, parents, community members, and law enforcement as acceptable sources of information. Evidence utilized throughout the investigation process is at the discretion of the administration. It is important to note, that due to the sensitive nature of these infractions and the seriousness of the penalties enforced, the school can only enforce penalties if at least one of the following standards is met for the final determination of guilt:~~

- ~~1. Admission of guilt by the student in question~~
- ~~2. Admission by parent or guardian of the student in questions as to their guilt~~
- ~~3. Obtained evidence of an infraction~~
- ~~4. Citation by law enforcement agency~~
- ~~5. Enrollment into a court approved diversion program~~

~~Any violations of the training rules will result in discipline in addition to those repercussions set forth by their respective buildings. If a student is found to have violated the Douglas School District activity training rules, the following penalties will be enforced:~~

The Douglas School District believes that participation in extracurricular and co-curricular activities is a privilege that carries responsibilities. Students who represent the Douglas Patriots are expected to conduct themselves in a manner that reflects positively on the school, promotes personal well-being, and upholds community standards

Students participating in school-sponsored activities are prohibited from engaging in behaviors that violate federal, state, or local law, as well as behaviors prohibited under District policy. Prohibited conduct includes, but is not limited to:

- The use, possession, distribution, or attempted purchase of alcohol
- The use, possession, or distribution of tobacco products vaping devices, nicotine, or nicotine delivery systems
- The use, possession, distribution, or attempted purchase of controlled or illegal substances
- The commission of any act that would constitute a crime against a person or property

These expectations apply regardless of whether such substances or behaviors may be legal for adults and are enforced under law, this handbook, and District policy.

These training rules are in effect for the entire activity year. For the purposes of this handbook, the activity year begins on the date of the first practice and final school-sponsored activity as laid out by the SDHSAA calendar. For the 2026-27 school year that will be August 3rd through June 8th. At no point during this period are violations of these expectations permitted.

The Activities Director(s) and/or Principal(s) are responsible for investigating alleged violations of these training rules. Information may be gathered from a variety of sources, including but not limited to students, parents/guardians, school personnel, community members, and law enforcement.

All determinations will be based on credible and verifiable information. Students will provide notice of alleged violation and an opportunity to respond prior to the final determination. A violation may be substantiated when one or more of the following criteria are met:

- Admission of responsibility by the student
- Credible statement or confirmation from a parent or guardian acknowledging the violation
- Verified and reliable evidence demonstrating that a violation occurred
- Citation or official report issued by a law enforcement agency
- Enrollment in, or acceptance into, a court approved diversion program related to the violation

Decisions will be made using a preponderance of the evidence standard. Violations of these training rules will result in disciplinary action in addition to any consequences imposed under applicable school or District policies. Consequences related to activity participation will be applied consistently and may include a suspension or removal from participation as outlined in the sections that follow.

Teams/Activities with Large Competition Schedules:

Activity (Based off HS Schedules)	1st Offense (Calculated based on 25% of competitive season)	2nd Offense (Dismissal from team)	3rd Offense (Ineligible for DSD Activities for the remainder of the school year)
Basketball	5 games	x	x
Competitive Cheer/Dance	2 competitions	x	x
Cross-Country	2 meets	x	x
Debate	4 competitions	x	x
Football	2 games	x	x
Golf	4 meets	x	x
Soccer	4 games	x	x
Track & Field	4 meets	x	x
Volleyball	5 competitions	x	x
Wrestling	5 competitions	x	x

Teams/Activities with Shortened or No Competition Schedules: Clubs, Fine Arts, & Other Activities

1st Offense - A student will be on probation for two weeks and will not be allowed to participate in any contests, performances, or activity sponsored events that may fall within that time period.

2nd Offense - A student will be suspended from all activity events of any kind for two months.

3rd Offense - A student will be ineligible for all DSD sponsored activities for the remainder of the school year.

During the time that a student is serving their 1st penalty, they are expected to participate in practices those days, but will not participate in after school events. They will not be allowed to travel to away contests or events, or sit the bench for any contests.

If a student is deemed to be in violation of the Douglas training rules during the school year while they are NOT participating in an activity, the punishment will carry-over into the next activities season or school year if necessary. Students must remain an active participant on the team and complete the entire season for the number of events required to apply to the given season and any attempt to bypass the rules by quitting a team could result in suspension from all DSD activities for the remainder of the year. Suspensions not completed within one season will carry over to the next and suspensions not completed in one school year will carry over to the next school year, or at the discretion of the administration.

The parents of the offender(s) and law enforcement will be notified. The student/athlete will not letter in an activity if he/she does not finish the season in good standing.

In the event it appears there is a violation, the following steps shall be taken:

1. The student will be advised of the concern
2. Allow the student to explain his/her position
3. Notify the parent(s) or guardian(s) of the alleged violation and provide an opportunity for a parent conference with any of the following personnel present: coach/advisor, activities director, principal, and student. This conference may be used to determine the action taken.
4. The activities director will notify all parties of the decision rendered
5. Consequences will begin the date the guilty decision is rendered
6. The decision may be appealed following [Douglas Policy JFA](#).

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SDHSAA and SDCL Policy Regarding Drugs and Marijuana

Suspension from Extra-curricular activities for use or possession of controlled substances or marijuana:

The information listed below is a summary of the regulations outlined in the following state statutes:

- SDCL 13-32-9; SDCL 13-32-9.1; SDCL 13.32.9.2 ***Please note that the statutes, not the summary, will be used when implementing consequences for all violations***

Any student who has any form of court ordered consequences for possession, use or distribution of controlled drugs, substances or marijuana or ingesting, inhaling or otherwise taking into the body any substance prohibited by SDCL 22-42-15 will be subject to the following punishment under South Dakota Law:

Suspension from all extracurricular activities sponsored by the SDHSAA for a period of one (1) year

For a first offense, a student can have their suspension reduced to thirty (30) days by petitioning the school board and completing an assessment with a certified and licensed addiction counselor. If the assessment indicates a higher level of care required, then that must be completed before the reduction to the suspension is applied. For a second offense, a student can petition the school board for a reduction of the one-year suspension to sixty (60) days if they complete an intensive prevention or treatment program and provide proof of

completion. A third offense results in a permanent suspension from all SDHSAA extracurricular events for the remainder of their school career.

As per SDCL 13-32-9.2 – any suspension that is imposed for the above listed violation a student must miss a minimum of two (2) SDHSAA sanctioned events for the first violation and six (6) events for a second violation regardless of whether the suspension is reduced or not. This means that a student's suspension could last longer than the required number of days to meet the criteria. Students must remain an active participant on the team and complete the entire season for the minimum number of events required to apply to the given season and any attempt to bypass the rules by quitting a team could result in the suspension upheld for the entire (1) year. Suspensions not completed within one season will carry over to the next and suspensions not completed in one school year will carry over to the next school year.

Start dates for the suspension can begin one of two ways:

1. The day following a notification by the Unified Judicial System that a student received a court ordered consequence.
2. The day following a self-report by the student, with a parent or guardian present, to a school administrator. NOTE: This option would speed up the penalty by starting the suspension earlier

Nothing in this policy shall relieve the school district from complying with any other state law, including the requirements set forth in SDCL 13-32-9.

Social Media Guidelines ([District Policy JFCK](#))

~~Douglas Activities recognizes its student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. All student-athletes must remember that they represent the Douglas School District, and are expected to portray themselves, their team, and the Douglas Activities Department, in a positive manner at all times.~~

~~If you participate on a social networking site:~~

- ~~• Everything you post is public information. Texts and photos are out of your control once placed online.~~
- ~~• Use caution when adding or inviting friends.~~
- ~~• Limit information about your location or plans.~~
- ~~• Use of disrespectful comments and behavior online will not be tolerated by the Douglas Activities Department. This includes but is not limited to:~~
 - ~~☐ Comments or photos that depict unlawful or prohibited conduct.~~
 - ~~☐ Derogatory, defamatory, harassing, or discriminatory posts related to teammates, opponents, coach or coaching staff, officials or the Douglas Activities Department, that will adversely affect team chemistry.~~
 - ~~☐ Comments that create a serious danger to the safety of another person or that constitute a credible threat of emotional or physical injury to another person~~

~~Situations involving any of the above activities will result in a meeting with the Athlete, Parents, Coach, Principal, and Athletic Director. The results of that meeting could range from just having a meeting to different levels of suspension. Those involved in the decision will be the Coach and Administration.~~

~~This applies to all activities' participants in the Douglas School District participating in school sponsored teams in grades 6-12. It is in effect from the first sports practice of the year through the final sporting event of the year. All penalties will be administered to align with the Douglas Training Rules procedures.~~

The Douglas School District recognizes students' rights to freedom of speech, expression, and association, including the use of social media and other online platforms. At the same time, students who participate in school-sponsored activities are representatives of the Douglas Patriots and are expected to conduct themselves in a manner that reflects positively on themselves, their team, and the District.

Student expression, including online activity, may be subject to school consequences when it materially and substantially disrupts the educational environment, interferes with team or activity operations, or infringes upon the rights, safety, or well-being of others. Students are encouraged to use good judgment and discretion when participating in social media or other online activities. Students should be aware that:

- Content shared online may be public, permanent, and widely accessible
- Once posted, text, images, and videos may be difficult or impossible to fully remove or control
- Sharing personal information, including location or future plans, may present safety risks
- Online associations and interactions may reflect on the student and their participation in school activities

The following online behaviors are prohibited when they are connected to a student's role in school activities or when they create a disruption or harm within the school environment:

- Posting or sharing content that depicts or promotes unlawful or prohibited conduct under District policy
- Making derogatory, defamatory, harassing, bullying, or discriminatory statements towards teammates, opponents, coaches, staff, officials, or others associated with school activities
- Engaging in conduct that negatively impacts team cohesion, undermines the authority of coaches or sponsors, or disrupts the activity environment
- Posting content that threatens, intimidates, or creates a reasonable risk to the safety or well-being of any individual, including credible threats of emotional or physical harm

Violations under these expectations may result in disciplinary action under the activities training rules and/or other applicable District policies. Consequences will be determined by the coach and administration.

Activities Attendance & Behavior Expectations

The Douglas School District believes that academic attendance is vital for the success of all students who participate in extracurricular and co-curricular activities. Any students who choose to participate in activities offered by the school must meet expectations of behavior and attendance. Attendance & behavior expectations shall be:

- Students are expected to adhere to any and all District Policies on proper handling of absences and attendance for the academic day ([Douglas Policy JED](#) & [Douglas Policy JEG](#))
- ~~— A student must be in classes all day prior to an extracurricular or co-curricular to participate in the activity unless the student has been excused through the high school or middle school office. The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. Refer to Douglas Policy JED for what may be valid reasons for a student to be excused.~~ Students participating in extracurricular activities, performances, competitions, practices, or school-sponsored events must be in attendance for the full school day on the day of the event in order to participate. Any absence on the day of the activity will result in the student being ineligible to participate unless prior approval has been granted by school administration. Exceptions may be considered for circumstances such as medical appointments, family emergencies,

school-sponsored activities, or other situations approved in advance by administration. It is the responsibility of the student and parent/guardian to communicate with the school administration regarding any anticipated absence. Administration reserves the right to determine eligibility for participation based on the circumstances of the absence.

- Students are expected to arrive at all classes on time. Students who receive excessive tardies MAY be ineligible to participate in that day's activities at the discretion of the principal and activities director.
- ~~Students with an unexcused absence may not be allowed to participate in that day's activities, which include performances, competitions, practices and/or rehearsals. An absentee report will may be run at the end of each school day and/or at the time of an activity dismissal to determine any violations.~~ Excessive unexcused absences may result in extended removal from an activity at the discretion of the coach, activities director and principal.

Student Conduct/Behavior Expectations (Douglas Policy JFC)

Participation in activities at Douglas ~~Middle &~~ High School is a privilege, not a right. All students involved in athletics, fine arts, and extracurricular clubs are expected to represent the school, their teammates, and themselves with integrity, responsibility, and respect.

Student behavior is important when representing the Douglas School District. Therefore, it should be understood by all students that the Activities Director, Administration, and Coach/Advisor reserve the right to administer discipline for inappropriate behavior not covered in this code. Such discipline may include removal from the team, suspensions from an activity, or other disciplinary actions.

Students involved in activities are expected to be leaders in the classroom as well as on the field, stage, or court. Academic success and respectful conduct in school are essential components of eligibility. This includes, but is not limited to showing respect for teachers, staff, and classmates, following all classroom rules and school-wide behavior expectations, and avoiding disruptions, inappropriate language, or disrespectful conduct. Coaches, advisors, and administrators may use the Student Conduct/Discipline Matrix listed in the ~~DMS/DHS~~ Student Handbook when resolving issues that arise.

Students who are cited, charged with, or convicted of criminal activity—whether on or off school grounds—will be subject to consequences as determined by the school administration, in addition to any legal or judicial penalties. Participation in school-sponsored activities requires a high standard of behavior that reflects positively on Douglas ~~Middle,~~ High School, and the community.

Students shall not engage in any forms of bullying as outlined in Douglas Policy JFC

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" includes, but is not limited to: any intentional, knowing, or reckless act directed against a student. Discipline for hazing may range from temporary suspension from their activity to permanent removal from the activity. School consequences may also apply.

Participation in extracurricular and co-curricular activities at Douglas Middle School and High School is a privilege, not a right. Students involved in athletics, fine arts, and extracurricular activities are expected to represent themselves, their team or program, and the Douglas School District with integrity, responsibility, and respect. Students participating in activities are held to a high standard of conduct both on and off campus. In addition to complying with all District policies and school rules, students are expected to demonstrate positive behavior in the classroom, during activities, and in the community.

Students involved in activities are expected to:

- Demonstrate respect for teachers, staff, peers, and community members
- Follow all classroom rules and school-wide behavior expectations
- Refrain from disruptive behavior, inappropriate language, or disrespectful conduct
- Serve as positive role models in both academic and activity settings

Academic success and appropriate conduct are essential components of continued eligibility. Coaches, advisors, and administrators may reference the Student Conduct/Discipline Matrix outlined in the DMS/DHS Student Handbook when addressing behavior concerns.

The Activities Director(s), building administration, and coaches/advisors have the authority to address student behavior that negatively impacts the activity environment, even if the specific conduct is not explicitly outlined in this section. Consequences may include, but are not limited to:

- Warnings or probationary status
- Suspension from practices or activities
- Removal from a team or activity
- Additional school-based disciplinary action

Students who are cited, charged, or convicted of criminal activity - whether on or off school grounds - may be subject to school and activity-related consequences, as determined by school administration, in addition to any legal penalties. Such determinations will be made based on the nature and severity of the conduct and its impact on the school or activity environment.

Students are prohibited from engaging in bullying, harassment, or intimidation as defined in Douglas School District Policy JFCD. Violations will be addressed in accordance with District policy and may result in disciplinary action including consequences related to activity participation.

Hazing in any form is strictly prohibited. Hazing includes any intentional, knowing, or reckless act directed against a student for the purpose of initiation into, affiliation with, or maintaining membership in any school-sponsored activity, when such conduct endangers the physical or mental health or safety of a student. Students shall not solicit, encourage, aid, or engage in hazing. Violations of this rule may result in disciplinary action ranging from suspension from an activity to permanent removal from participation, in addition to any applicable school disciplinary consequences.

School Based Suspensions

In-school suspensions will require the student to be in attendance for **the entirety of their assigned suspension.** ~~from 7:55 am - 3:10 pm at the high school and 7:55 am to 3:05 pm at the middle school.~~ In addition to being isolated from classes, students serving in-school suspension will be expected to participate in practice that day but **will not participate in after-school events. They will not be allowed to travel to away contests or sit on the bench for any contests that day.**

Students serving out-of-school suspension will not be allowed to participate in ANY school events (games, events, or practices) as either a participant or as a spectator.

Participant/Spectator Ejections

Any participants that are ejected from an event and/or activity will serve the SDHSAA mandatory one game suspension and complete the NFHS Sportsmanship course before returning to participation. Any spectator that is ejected from a DSD event or activity will be required to complete the NFHS Sportsmanship before returning to DSD activities, and will be required to miss a minimum of one event.

Activity Practices

Douglas School District will make every effort to have practices preceding or concluding the school day. However, due to limited facilities space, later practices may be scheduled.

- Students who choose to participate as a member of a Douglas School District activity are expected to be at all practices, rehearsals, lifts, or competitions unless excused by the head coach.
- Wednesday practice during the school year must be concluded by 6:00pm and students out of the buildings by 6:30pm. Student participants may be excused from practice on Wednesdays by their parents/guardians for religious activities. Such excusal(s) should be communicated to the head coach/advisor.
- Sunday Practices
 - Practices will not occur in school facilities on Sunday morning or on Sunday evening
 - Practices may occur on Sunday afternoon in school facilities if at least one (1) of the following conditions are met:
 - The practice may only occur if there is a scheduled or rescheduled varsity event or performance on the next day (Monday)
 - The practice may occur if the team is currently involved in State level competition (i.e. Football playoffs, District/Regional Tournaments, etc.
 - Even when criteria is met, Sunday practices must be approved by the Activities Director or Superintendent.

Transporting Participants to/from Events

All participants **are expected to ride the bus or school vehicle(s) to and from an event unless arrangements are made ahead of time with the head coach/advisor.** Douglas School District strongly encourages all participants to ride home with the team as we consider this a vital part of the team building experience.

A student shall be allowed to leave following the event with the parent/guardian, or the parent/guardian's designee, provided that the parent/guardian has personally verbally communicated with the coach/advisor prior to the student being allowed to leave with the parent/guardian/designee. Written authorization to release the student to parent/guardian/designee after the event will not be accepted. (Douglas Policy JEDB). **NO STUDENT CAN LEAVE AN EVENT WITHOUT CHECKING OUT WITH THE HEAD COACH/ADVISOR.**

Douglas High School offers a transportation waiver for students of legal driving age to drive to events located in Box Elder and/or the Rapid City Area. Waivers should be picked up in the high school Activities Office and turned into the head coach or advisor of their activity. Note: **Allowance of waiver use is at the discretion of the head coach/advisor and should be communicated and approved by them ahead of time.**

The Activities Director, Principal, or Superintendent can amend these expectations in an emergency situation*

Douglas Policies JFCC & JFCC-R outline conduct expectations of students on buses and potential repercussions for violations of the policies.

Overnight/Out-Of-State Travel

Students who participate as members of high school activities, including 7th-12th grade programs, may be afforded the opportunity to partake in events that require out-of-state and/or overnight travel. In such an instance, The district will provide a per diem allowance for food, and provide transportation and lodging for all

traveling team members, coaches/advisors, and official district personnel. Students must have the proper paperwork turned into the activities office to be eligible to travel for overnight/out-of-state events.

Middle school students will NOT be allowed to travel to activities that involve overnight stays, unless they are participating/performing/competing with a high school program. Middle school students/families who wish to participate in an overnight middle school-specific activity, will be required to do so at their own expense.

State & National Competitions & Travel

Participation at the State level is one of many goals of our activities programs. Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level. The district will provide a per diem allowance for food, and provide transportation and lodging for all qualifying team members, qualifying team coaches, and official district personnel when a team qualifies.

Teams that qualify for state events that are hosted in the Rapid City Area will be offered the above allowances. Acceptance of these opportunities will be at the discretion of the qualifying team's coaching staff and the Activities Director.

Douglas High School student fans are considered unofficial personnel, but may receive School Exemption to attend SDHSAA state events when Douglas' teams are participating. Student fans must submit written parent permission to the high school Main Office before missing school or they will be considered truant. Parent permission will be verified by the Main Office. Student fans are responsible for all expenses they incur while traveling and attending activities and state events.

Any activities that qualify for competition in a National level event must be funded completely by the individual program's activity account through fundraisers and/or donations.

Team Selection, Tryouts, & Participation

Philosophy - Douglas High School's philosophy of activities is to encourage as many students as possible to participate in the activities programs at Douglas High School. We encourage coaches/advisors to retain as many students as they can without compromising the integrity of their activity. Time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular activity.

Cutting Policies

1. Choosing members of activity squads is the sole responsibility of the coaches/advisors with accepted input from outside evaluator(s). An outside evaluator may be utilized to provide an unbiased perspective. The evaluator cannot be affiliated with the squad's school.
2. Sub-varsity level coaches shall take into consideration the expectations established by the head coach in their program when selecting final team rosters.
3. Prior to tryouts, the coach/advisors shall provide the following information to all candidates and parents for the team:
 - Extent of tryout period
 - Criteria used to select the team
 - Commitments required if they make the team
4. When a squad cut becomes necessary, the process will include the following:

- Ensure that a consistent selection process exists in the High School programs for all student activities to include objective criteria rating instrument utilization. The rating sheet must be the basis for any cuts that are made. Each participant must have individual skills/abilities rated & recorded, resulting in an overall try-out score. These rating sheets will be used to provide feedback to the participant and parents if requested.
- Ensure there is no pre-selection of participants.
- Ensure that participation in Summer Camps/Activities is not included in the criteria utilized for your selection. Provide extended periods of “tryouts” for students involved in the selection process.
- Ensure that consistent teams of evaluators exist on each campus and that the selection process is clearly communicated to all participants and parents/guardians
- At the conclusion of tryouts, provide final selection process utilized for all activities as well as review of participants selected for participation to the activities director

5. Appeal Process

- The parent/guardian and the student activity participant may request a meeting with the activities director if the parent/guardian and the student activity participant disagree with the decision of the coach. The decision of the activities director may be appealed using the formal public complaint process ([Douglas Policy KL](#) & [KL-R](#))

Middle School Students Petition Up Procedures

1. Middle school athletes may be petitioned up to higher levels of competition than their current grade level (ie. 6th to 7th or 8th to high school level if selected during the tryout process.)
2. The following criteria will be taken into consideration whenever a high school head coach petitions for a 7th or 8th grade student to participate on a high school team (As per SDHSAA, 6th graders are not eligible to compete at the high school level):
 - a. Each individual case will be considered on its own merits.
 - b. The petition process will be initiated by the head coach/advisor.
 - c. Parent permission must be obtained.
 - d. The physical and emotional maturity of the individual will be considered.
 - e. When a student is given approval to compete in a high school program by the building administration, he/she becomes subject to the eligibility requirements of the high school to which he/she is petitioned.
 - f. Middle school student athletes participating in an SDHSAA sanctioned club or sport must have an updated annual physical on file at the high school.
 - g. Students must be in good standing in the following areas: grades, attendance, and behavior.
 - h. If petitioned, participants shall be able to start the season with the high school students. They will not be required to wait until the conclusion of the middle school season.
 - i. For those high school activities that have a squad selection process, middle school students must participate in this process.
3. If the petition is successful, the student will compete on the high school level according to the following:
 - a. The student's day will end at the regularly scheduled middle school day.
 - b. Middle school students competing at the high school level are required to meet high school eligibility standards.
 - c. Transportation, for practice, from the middle school to the high school site will be the responsibility of the student, parent, and/or guardian. Transportation will be provided for games/performances.

- d. If a 7th/8th grade student competes inter-scholastically at the high school level in a particular activity, he/she will not be allowed to move back to the middle school level of competition in that activity with the exception of 7th/8th grade students who are petitioned for a specific formal tryout period. These students will be allowed to move back to the middle school if they do not make the team.
- e. If a student has been petitioned to the high school level as a 7th grader, he/she is not guaranteed a high school position as an 8th grader.

Dual Activity Participation

~~A student/participant may participate in two activities during the same season provided that the student, coach(es)/advisor(s), parent/guardian(s) provide an agreed upon schedule to the activities director prior to the beginning of the seasons. The student is responsible to communicate with the coach/advisor of both programs prior to the beginning of the season.~~

Students may be permitted to participate in more than one school-sponsored activity during the same season, provided that all expectations outlined below are met:

- A mutually agreed upon participation plan must be submitted to and approved by the Activities Director prior to the first contest or performance
- In the event of a scheduling conflict, the approved participation plan will determine the student's obligation
- If conflicts arise that are not addressed in the original plan, the AD will make the final determination
- Students are expected to remain in good standing in both activities, including meeting attendance, performance, and conduct expectations
- Failure to follow the agreed-upon plan may result in removal from one or both activities

The student is responsible for proactively communicating with all coaches/advisors involved before the season begins and throughout the season as needed.

Return to Play Procedures

An athlete who is suspected of sustaining a concussion or head injury during a practice or competition shall be removed from participation at that time. Any athlete who has been removed from participation during a practice or competition based on a suspected concussion may not participate in practice or competition until the athlete no longer exhibits signs, symptoms, or behavior consistent with a concussion and has received written clearance from a licensed healthcare provider. A licensed health care provider is ([Douglas Policy IGDJ](#)):

1. Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and
2. Trained and experienced in evaluation, management, and care of concussions.

Undue Influence for Participation

Students shall enjoy as many activities as the student and their parents wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities. Students may switch activities once the season has started with approval from both head coaches involved. Student participants may begin their next season when their current activity is completed or with approval of the head coach of the current activity.

Participation of Alternative Instruction Students

Alternative instruction students are allowed to participate in school-sponsored activities and activities sanctioned by the SDHSAA within the school district in which the student resides. Alternative instruction student participants have the same rights and responsibilities as enrolled students. Alternative instruction participation requirements can be found in [Douglas Policy IGDK](#)

Chain-of-Command - Athlete/Parent Concerns

In order to ensure a fair appeal process for everyone involved, any concerns by athletes or parents - other than legal or ethical concerns - should go through the proper chain-of-command and first be brought to the head coach by the athlete. If the issue is not resolved AFTER speaking with the head coach then it can move through the chain of command by the individual voicing the concern. The chain of command is as follows:

1. Head Coach or Advisor
2. Activities Director
3. High School Principal
4. Superintendent
5. School Board

Each level has the authority to hear and decide an appeal from the level above it. Jumping the chain-of-command may hinder the opportunity for the next level to fairly hear an appeal and make a decision. Concerns with assistant coaches can be brought to the head coach and do not need to start with the assistant to maintain the integrity of the process. Legal and ethical concerns can be brought to the Activities Director.

The “24-Hour Rule”

The “24-Hour Rule” refers to the handling of situations that may be of concern immediately following the completion of a competition or performance. Parents should address this concerns in the following manner:

- During business days allow coaches/advisors until the following day to respond to your concerns.
- During weekends allow coaches/advisors until the next business day to respond to your concerns. Feel free to reach out via email to communicate your concerns to bring coaches/advisors awareness of your concerns in order to respond in a timely manner.

Parent/Coach/Advisor Communication

When your student becomes involved in the Athletic, Fine Art, and/or Club programs within the Douglas School District, they will experience some of the most memorable and rewarding times of their high school days. It is important to understand that there will also be times when things do not go the way you or your student(s) would like. At these times, discussion with the coach/advisor at an appropriate time is encouraged. It is very difficult to accept your student not playing as much as you may hope. Coaches/Advisors are professionals and have to make judgment decisions based on what they believe to be best for **all** students involved. There are certain things that can and should be discussed with your student’s coach/advisor. There are other things that need to be left to the discretion of the coach.

Concerns Appropriate to Discuss with Coaches:

- The treatment of your student mentally and physically.
- How to help your student improve their skills.
- Concerns you have about your student’s academics, behavior, and practice habits.

Concerns Inappropriate to Discuss with Coaches:

- Other student athletes
- Other coaches and/or school personnel
- Team Strategy
- Play Calling
- Playing Time

Activities Inclement Weather/Air Quality Procedures

The Douglas School District Activities Department is committed to ensuring the safety and well-being of middle and high school students during inclement weather and unhealthy air quality conditions, and will make informed decisions regarding practices and games. In the event that activities are affected by inclement weather or air quality issues, the communication procedures will be as follows:

- General - Coordination of all messaging including Infinite Campus, VM, and Social Media with Communications Coordinator.
- School District Announcement - Ensure that Administrators are notified of all pending public communication prior to disseminating.
- Parent and Student Notification - Use of the school's communication system to notify parents and students about activity cancellations or changes as early as possible.
- Public Announcements - Post updates on school websites, social media accounts, and other relevant platforms.

Douglas School District Inclement Weather/Air Quality Matrix:

Weather Conditions	Games/Performances	Practices/Rehearsals
Normal School Day	Continue as normal	Continue as normal
Early Release Days for Weather	Canceled	Canceled
School Closures for Weather*	Canceled	Canceled
Temperature Below -35°F w/windchill	Canceled	Canceled
Temperature Above 98°F or Extreme Heat Index	Canceled	Canceled/Moved in Doors
Heavy Rain or Thunderstorms	Canceled/Postponed when including lightning	Canceled/Moved Indoors
AQI 100-150	Continue as normal/monitored	Continue as normal/monitored
AQI 150-200	Continue as normal/monitored	Continue with potential shortenings or modifications
AQI 200-300	Canceled or Postponed	Canceled/Moved Indoors
AQI 300 or ↑	Canceled	Canceled

Equipment Usage

A student participant is required to return his/her school issued uniform and/or equipment at the end of the season. A student who fails to return school equipment at the end of the season assumes financial responsibility

for the equipment. The student will be required to pay for any repairs needed due to negligence while the equipment was in the student's control. In addition, the student agrees to pay for, or replace with comparable equipment, any items lost or stolen while in his/her care. ([Douglas Policy JN & JNB](#)) Seniors who have any outstanding fees or fines at the end of the school year will have their diplomas held until resolved. Non-seniors who have any outstanding fees or fines at the end of the school year will be deemed ineligible for all activities until resolved.

Special Events

~~Seasonal Award Ceremonies - Award ceremonies will be hosted near the end of each high school activities seasons (Fall, Winter, Spring) to provide DHS activities an opportunity to recognize their participants and any major achievements over the course of their seasons. The Spring seasonal award ceremony will include school~~
District Awards - ~~district awards voted on by the coaches and advisors.~~ These awards are: Rapid City Officials' Outstanding High School Male and Female Athlete; Bernard Colvin Memorial Award for Male and Female Athlete; Betty Stearn Memorial Award for Managers; Fine Arts Students of the Year for Debate, Drama, & Music.

Team Awards Ceremonies - Each head coach/advisor reserves the right to hold a program specific awards ceremony to acknowledge achievements and honor any program specific awards.

Collegiate Signing-Days - Douglas High School will hold 2-4 collegiate signing-day ceremonies to honor any senior students participating in activities and planning to continue their involvement in said activity at the collegiate level. Dates will be selected and announced in the Fall of the school year by the Activities Office. Any students planning to participate in a signing-day will need to contact the Activities Office with their intent to participate.

Special Events/Pep Rallies - Douglas High School and Middle School reserve the right to hold special events during the course of the school year to support and/or celebrate our students and student groups. The Activities Office will make every attempt to recognize any State Qualifying teams/groups, given that it does not negatively impact the school day.

Middle School Awards - Each year, Douglas Middle School recognizes our 8th graders with the following three awards:

Pev Evans Athletic Award - Most outstanding male and female athlete. Must have participated in 2 or more athletic activities during their 8th grade year while maintaining an 86% or better GPA. These nominees have shown that they have the leadership, work ethic, time-management skills, and character that embodies being both a high performing student and athlete alike.

Booster Club Fine Arts Award- Most outstanding male and female in fine arts. Must have participated in 2 or more fine arts activities their 8th grade year while maintaining an 86% or better GPA. These nominees have shown that they have the leadership, work ethic, time-management skills and character that embodies being both a high performing student and activities representative alike.

Gutzon Borglum Award- An 8th grader who has demonstrated an act of bravery, who has overcome a handicap, or who has overcome an adverse situation. This student must be recognized for showing improvement and leadership qualities.

American Legion Award- is awarded to an 8th grade boy and an 8th grade girl. The award is sponsored by the Post 22 American Legion. The criteria used includes:

1. The student places emphasis on the development of the qualities of courage, honor, leadership, patriotism, scholarship and service.
2. Develops those ideals of Americanism among young people which will make them citizens of the highest quality.
3. Gives recognition to the boy and girl who show high qualities of citizenship and true Americanism.



Douglas Patriots Middle School & High School Coaches Handbook **2026-27**

**Middle School Activities Director: Tori Nielsen
High School Activities Director: Joshua Haaland**

Updated: 6/8/2026

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Mission Statement

“Our mission is to cultivate a culture where every student engages in activities that foster leadership skills, personal development, and a strong sense of responsibility.” Our vision is to promote a competitive spirit and to inspire individuals to excel, both in the classroom and as part of their collective teams and groups. We aim to develop well-rounded leaders who are ready to embrace challenges and drive positive change.”



Vision Statement

“Our vision is to promote a competitive spirit and to inspire individuals to excel, both in the classroom and as part of their collective teams and groups. We aim to develop well-rounded leaders who are ready to embrace challenges and drive positive change.”

Douglas Middle School & High School Coaching/Advising Philosophy

The Douglas School District considers all coaches and advisors as essential to the educational experience of all students. We must assume that the individual coach/advisor will apply him/herself to extra curricular and co-curricular assignments in the same professional manner displayed in a formal classroom situation. All athletics, clubs, and fine arts are considered to be an extension of the classroom.

Coaches/Advisors have a tremendous opportunity to influence young people. Extra curricular and co-curricular activities are an extension of the school day and the coach/advisor is the “teacher”. The “classroom” becomes the environment in which students practice, rehearse, perform, and/or compete. Every “classroom” provides opportunities for a coach/advisor to help young people become better students and better human beings.

All coaches will abide by the procedures and expectations laid out by the MS/HS Coaches/Advisors Handbook and all DSD Policies

Qualifications of a Coach/Advisor

The South Dakota High School Athletic Association (SDHSAA) is the governing body of interscholastic activities in South Dakota. As such, the SDHSAA website (sdhsaa.com), summarizes their coaching certification requirements as shown below:

Per SDHSAA Bylaws, all athletic coaches in grades 9-12 in member schools are required to meet the educational standards as established by the Board of Directors. The standards that have been established for all coaches, whether paid or volunteer, are completion of the following NFHS online education courses at www.nfhslearn.com prior to the individual beginning their coaching responsibilities (Course requirements may vary by activity) :

- Fundamentals of Coaching - Completed one time
- Concussion in Sports - Must be renewed every year after June 1st
- Heat Illness Prevention - Must be renewed every year after June 1st
- First Aid, Health & Safety - Must be renewed every 2 years
- The Collapsed Student - Must be renewed every 2 years
- Cheer & Dance Course - Must be completed only once per SDHSAA requirement, must be renewed every 4 years for continued liability insurance coverage

The Douglas School District also requires all coaches in grades 6-8, whether paid or volunteer, to complete the aforementioned NFHS online education courses.

All coaches, whether paid or volunteer, will be required to complete a mandatory background check through the Douglas School District and be board approved.

(Removed from NFHS)
Coaches Code of Ethics

~~—The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:~~

- ~~1. **The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.~~
- ~~2. **The Coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.~~
- ~~3. **The Coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.~~
- ~~4. **The Coach** shall avoid the use of alcohol and tobacco products when in contact with players.~~
- ~~5. **The Coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.~~
- ~~6. **The Coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.~~
- ~~7. **The Coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.~~
- ~~8. **The Coach** shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.~~
- ~~9. **The Coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.~~
- ~~10. **The Coach** shall not exert pressure on faculty members to give students special consideration.~~
- ~~11. **The Coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association~~

Coach/Advisor Conduct

~~Coaches/Advisors who fail to uphold the integrity of the DSD extracurricular and co-curricular programs and do not follow the coach's conduct/expectations will be reprimanded, including, but not limited to, an administrative conference, letter of reprimand, or dismissal from the activities department.~~

~~— Language~~

- ~~— Carefully consider the language used when speaking to or in the vicinity of any of our students, parents, and members of the community.~~
- ~~— Sport officials are not to be subjected to profane outburst and those who either use or tolerate the use of profanity are subject to be penalized.~~

~~— Ejection from an Event~~

- ~~— If a coach/advisor is ejected from an event, they are to be suspended for a minimum of one event.~~
- ~~— If a coach/advisor is ejected from an event, they must complete the NFHS Sportsmanship Course, per SDHSAA rules and regulations.~~
- ~~— An ejected coach/advisor is required to have a follow-up discussion with the Activities Director. Current and future coaching positions may be in jeopardy if a coach has multiple game ejections.~~

~~— Communication with Students~~

- ~~— Texting an athlete is only acceptable for the following reasons:~~
 - ~~— Practice times/game times~~
 - ~~— Missing practice/rehearsal~~
 - ~~— Being late for practice/rehearsal~~
 - ~~— Change in Schedule~~
 - ~~— Items Directly related to an activity or team/group~~
- ~~— Coaches should not have personal conversations with athletes on personal cell phones. Conversations should be limited to program/school related topics and are to remain at a professional level at all times. Conversation that diverts from program/school topics is considered inappropriate.~~
- ~~— Networking Websites and/or Blogs~~
 - ~~— Social networking sites such as Facebook, Instagram, Twitter, and Snapchat are structured to be closed environments, and as such the Douglas School District discourages students and teachers from using them to communicate with one another.~~

~~— Social Networking Sites for Personal Use ([DSD Policy GBCBB](#))~~

~~The personal use of social networking sites creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District. The following guidelines have been developed:~~

- ~~— If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you do, you must state that you are expressing your own opinion, not that of the District. If you identify yourself as a District employee, remember, your actions will reflect not only on you but on the District as well. If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are on your own.~~
- ~~— Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.~~
- ~~— Do not use the District's official logos, mascots, or other graphics -- including photographs -- during your personal online activities or on any personal sites.~~
- ~~— Weigh whether a particular posting puts your effectiveness as a teacher at risk.~~
- ~~— If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:

 - ~~— Posting of photographs, regardless of content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;~~
 - ~~— Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene may be a violation of state and/or District rules and policies. Exercise caution with regards to exaggeration, colorful language, guesswork, legal conclusions, and derogatory remarks or characterizations.~~~~
- ~~— You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.~~
- ~~— It is *inappropriate* for District employees to communicate with current students enrolled in the district on any public social networking site. This includes becoming “friends” or allowing students to access your personal page to communicate.~~
- ~~— Employees should refrain from providing their personal email addresses to students currently enrolled in the District.~~
- ~~— During the work day, employees should refrain from participating on any social networking website for personal reasons, even from personal equipment (i.e. their phones).~~
- ~~— If a staff member learns of information on a social networking site, that falls under the mandatory reporting guidelines, they must report it as required by law.~~

Coaches and advisors are expected to uphold the integrity and reputation of Douglas School District extracurricular and co-curricular programs. Failure to meet these expectations may result in

disciplinary action, including but not limited to an administrative conference, written reprimand, suspension, or dismissal from coaching/advising responsibilities.

- Professional Conduct and Language - Coaches and advisors must model appropriate behavior at all times when interacting with students, parents/guardians, officials, and community members:
 - Professional and respectful language is expected at all times
 - The use of profanity, inappropriate remarks, or abusive language is prohibited
 - Coaches/advisors shall not engage in or tolerate unsportsmanlike conduct toward officials, opponents, or spectators
- Ejection from an event - any coach/advisor who is ejected from a contest or event will be subject to the following:
 - Suspension from a minimum of one subsequent contest or event, in accordance with applicable rules
 - Completion of the required NFHS Sportsmanship course
 - A required follow-up meeting with the Activities Director
 - Repeat ejections or patterns of inappropriate conduct may result in further disciplinary action, including review of current and future coaching/advising assignments
- Communication with students - Communication between coaches/advisors and students must remain professional, appropriate, and related to school-sponsored activities.
 - Permissible communication includes:
 - Practice, rehearsal, and event schedules
 - Changes to schedules or logistics
 - Attendance-related matters (ex. Absences or tardiness)
 - Information directly related to the activity or program
 - Expectations:
 - Communication must be limited to school-related topics
 - Personal or non-school-related conversations are not appropriate
 - Whenever possible, communication should occur through District-approved platforms or include parents/guardians
- Electronic communications and social media - The Douglas School District discourages direct, private communication between staff and students through personal social media accounts:
 - Coaches/advisors shall not “friend”, follow, or privately message current students on personal social media accounts
 - Communication with students through social media should occur only through approved, program related accounts when applicable
 - Personal email addresses should not be used for communication with current students
- Personal use of social media (DSD Policy GBCBB) - Coaches and advisors are expected to exercise sound judgement when using social media in personal capacity, as such may impact their professional role. Guidelines include:
 - Employees who identify themselves as District staff must make clear that their views are personal and not representative of the District

- Online conduct should reflect professionalism and not undermine the employee's effectiveness in their role
- Employees shall not misrepresent their identity or post anonymously about District matters
- District logos, mascots, or official images shall not be used on personal accounts without authorization
- Prohibited or concerning conduct includes
 - Posting content that is defamatory, discriminatory, harassing, obscene, or otherwise in violation of law or District policy
 - Sharing confidential or proprietary District information
 - Posting images or content that could reasonably be viewed as unprofessional or harmful to the District's reputation
 - Employees should be aware that online activity - even in a personal capacity - may have professional consequences
- Mandatory Reporting
 - If a coach/advisor becomes aware of information through any source, including social media, that may involve abuse, neglect, harassment, or other reportable conduct are required to report it in accordance with state law and District policy.

Head Coach/Advisor Duties & Responsibilities

Professional Expertise:

- Instruct participants in fundamental skills, training, and strategies necessary to achieve success.
- Has knowledge of rules, regulations, and policies set forth by the SDHSAA, conference affiliations, and the Douglas School District; and implements these rules on a consistent basis.
- Follows all expectations and regulations of the DSD Activities and Coaching handbooks and instructs staff and athletes in accordance with these rules.
- Engages and promotes regular professional development through attendance at clinics, conferences, and/or staff/department meetings.

Administrative Responsibilities

- Assists the Activities Director in coordinating plans for special events for the program.
- Coordinates facility use with the Activities Office, maintenance staff, and other programs.
- Creates and implements a program "handbook" in conjunction with the DSD Activities handbook. This handbook will be approved by the Activities Director.
- Responsible for coordination with the Activities Office for travel schedules for program events.
- Submits all leave requests for program events in a timely manner.

School Relationships

- Maintains communication with the Activities Office for records such as physicals, activities packets, parent consent forms, etc.
- Assigns staff specific duties, supervise implementation, analyze program effectiveness, and work in conjunction with the Activities Director for end of season evaluations.
- Supports all school programs.

Community/Parent Relationships

- Is responsible for good public relations with media, booster clubs, parents, and officials.
- Releases positive information to the media on a regular basis.
- Promotes positive culture among parents, players, and fans at all times.

Fiscal Responsibilities

- Responsible for annual club sheets, fundraisers, and other fiduciary financial obligations for the program.
- Responsible for all equipment inventory and identifying the cost of any misplaced equipment.

Other Responsibilities

- Monitors and supervises rehearsals, practices, performances, competition areas, and locker rooms before and after events.
- Utilizes the strength and conditioning program in season a minimum of 1x per week.
- Secures proper doors, windows, and gates before leaving the facility.
- Develops in each participant a respect for school property and its care.
- Records and maintains statistical data, records, awards, highlights, etc. for a program throughout the entire “season”. Submits updated records to the Activities Office.
- Performs other duties as assigned by the Activities Director.

Assistant Coach/Advisor Duties and Responsibilities

Professional Expertise:

- Instruct participants in fundamental skills, training, and strategies as directed by the head coach, necessary to achieve success.
- Has knowledge of rules, regulations, and policies set forth by the SDHSAA, conference affiliations, and the Douglas School District; and implements these rules on a consistent basis.
- Follows all expectations and regulations of the DSD Activities and Coaching handbooks and instructs staff and athletes in accordance with these rules.

Assistant Administrative Responsibilities:

- Assists the head coach in implementing a program “handbook” in conjunction with the DSD Activities handbook.
- Assists the head coach in developing of in-season and off-season schedules and events
- Submits all leave requests for program events in a timely manner.

School Relationships

- Assists in communication with the Activities Office for records such as physicals, activities packets, parent consent forms, etc.
- Engages in professional development through attendance at clinics, conferences, and/or staff/department meetings.
- Carries out assigned duties throughout the season and works in conjunction with the Activities Director for end-of-season evaluations.
- Supports all school programs.

Community/Parent Relationships

- Is responsible for good public relations with media, booster clubs, parents, and officials.
- Promotes positive culture among parents, players, and fans at all times.
- Refers all requests and grievances to the proper chain of command.

Fiscal Responsibilities

- Assists head coach in carrying out program-based fundraisers, events, and/or purchases.
- Assists head coach in annual equipment inventory.

Other Responsibilities

- Monitors and supervises rehearsals, practices, performances, competition areas, and locker rooms before and after events.
- Secures proper doors, windows, and gates before leaving the facility.
- Develops in each participant a respect for school property and its care.
- Assists in recording and maintaining statistical data, records, awards, highlights, etc. for a program throughout the entire “season”.
- Performs other duties as assigned by the Activities Director and/or head coach.

Volunteer Coaches Duties and Responsibilities

[Volunteer Application Form](#)

Activity Responsibilities:

- Volunteer coaches/advisors are welcome as part of all offered Patriot activities. Volunteers must follow the below process to become an allowed coach/volunteer within a program:
 - Interested individual(s) must meet with the head coach/advisor of the desired volunteer position.
 - After coach/advisor approval, individual(s) must turn in a volunteer application to the respective Activities Office.
 - AD will submit the application to the School Board for approval/acknowledgment
 - After approval/acknowledgment, individual(s) must visit the Central Office to get fingerprinting done at their own cost.
 - *Individuals may begin working with programs prior to Board approval but must quit immediately if the Board rejects*
- Volunteers are expected to abide by Douglas School Policies IICC and IICD.

Athletic Responsibilities:

- Any volunteer(s) who works with an athletic program will be required to complete the below state-mandated NFHS Learn classes prior to the start of their respective seasons. Any classes that require payment will be paid for by the volunteer:
 - Fundamentals of Coaching - Must take once (\$35)

- Concussion in Sport - Must be taken every year after June 1st (Free)
- Heat Illness Prevention - Must be taken every year after June 1st (Free)(Sport Dependent)
- First Aid, Health, & Safety - Must be taken every two years (\$35)
- The Collapsed Athlete - Must take every two years (Free)
 - Information for the above classes can be found on NFHSLearn.com

Other Responsibilities:

- May only assist in supervising students when a certified coach employed by the district is present.
- Communicate regularly with the head coach/advisor on expectations and/or responsibilities.
- Assists coaching staff as directed and serves only when District staff is present.
- Refers all requests and grievances to the proper chain of command.
- Volunteers may not be afforded meal money and lodging on extended trips in which they participate.

Coaching Evaluations

The purpose of coaching evaluations is to identify, recognize, and praise quality coaching and instruction; to make an objective assessment of the program's effectiveness; and to identify and improve areas that directly impact a program's overall contribution to student success.

Head Coaches/Advisors

- All head coaches/advisors will have mandatory end-of-season evaluations with their respective Activities Director. The Activities Director will be responsible for scheduling these evaluations.
- Head coaches/advisors will be formally evaluated for three consecutive years, and every other year after that, when in charge of a program.
 - This applies to each program separately
- Head coaches/advisors will still have an end-of-year meeting with their respective Activities Director on years they are not formally evaluated.
 - Head coaches/advisors may be formally evaluated on "off years" if concerns or extenuating circumstances arise.
- Head athletic coaches will be subject to any of the following methods of in season evaluations as part of their entire evaluation process:
 - Informal evaluations (practice walk throughs)
 - Immersive Evaluation (AD sits in on game day routine/competition)
 - Immersive evaluations would be set up between the HC and AD
 - Practice evaluation (AD sits in on an entire practice)
 - Practice evaluations would be set up between the HC and AD
- The Activities Director will share a copy of the evaluation tool prior to the start of the school year. (See Evaluation Tools Section)

Assistant Coaches/Advisors

- All assistant coaches/advisors will have end-of-season evaluations with their respective Activities Director. The Activities Director will be responsible for scheduling these evaluations.
- Assistant coaches/advisors will be formally evaluated every other year while a member of a program
- Assistant coaches/advisors will still have an end of the year meeting with their respective Activities Directors on years they are not formally evaluated.

Volunteer Coaches/Advisors

- Volunteer coaches/advisors will not have any formal evaluations at the completion of their program's season.
- The Activities Director may set up an end of the year meeting if necessary.

*** The Activities Director will be responsible for the contract recommendation for each activities staff members***

School Business Activity Leave Requests/Travel

DSD staff members who are coaches/advisors must utilize proper DSD school business leave requests when traveling for school sponsored events, professional meetings, or professional development. Coaches/advisors must submit a Substitute request online if their classes need to be covered for any leave.

Registration fees and travel expenses *may be* available from the general fund budget of that specific activity when the information and invoices are submitted a minimum of three weeks in advance.

When students are traveling, team travel arrangements, lodging, and meal money will be arranged by the Activities Office. Overnight and out-of-state travel will be approved by the Central Office. A list/roster of students traveling will be supplied by the coach to the Activities Office and the Main Office attendance secretary.

Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level. The district will provide a per diem allowance for food, and provide transportation and lodging for all qualifying team members, qualifying team coaches, and official district personnel when a team qualifies.

Teams that qualify for state events that are hosted in the Rapid City Area will be offered the above allowances. Acceptance of these opportunities will be at the discretion of the qualifying team's coaching staff and the Activities Director.

Activity Travel Expectations

General Expectations:

- The coaching staff will assume all responsibility for conduct and discipline on the bus, in conjunction with the driver, who is responsible for providing safe transportation.
- The coaching staff is responsible to see that all vehicles utilized for transport, buses included, are left in a clean condition.
- The coaching staff is responsible for keeping an updated travel roster and updating the Main Office attendance secretary of who is on the designated transportation prior to leaving for an event by using the DHS Travel List document
- Students are expected to be properly clothed according to school expectations at all times on the bus.
- Males and females **MUST** be segregated on the bus and in vans.
- Only approved personnel may ride on school transportation; no spectators or family members may ride without permission from the Activities Director.
- All participants are expected to ride to and from events with the team. Travel release forms will be allowed to be used at the discretion of the head coach. Any participants utilizing a travel release form must have approval from the head coach and have the form turned into the head coach prior to the event.

Travel Delays, Accidents, Breakdowns

- In the event there is a transportation delay, accident, and/or breakdown, the following expectations must be met:
 - The coach is responsible to provide for the supervision and safety of the students
 - Students should remain together in the transportation vehicle unless instructed otherwise by the driver or an authority figure.
 - Coaches will remain with the students at all times.
 - Coaches should call the Activities Director and/or the Transportation Coordinator at the first available opportunity:
 - HS Activities Director - Joshua Haaland - 605-204-0799
 - MS Activities Director - Tori Nielsen - 605-484-2947
 - Transportation Coordinator - Jerry Bowman - 307-921-1361
 - Coaches should instruct students to inform their parents/guardians of any delays.

Student Release from Class for School Activities

- Students will be dismissed 15 minutes prior to bus departure. Coaches should Update the DHS Travel List prior to leaving for an event. (Football will be dismissed 30 minutes prior to departure)
- Trips that leave during a lunch period will be allowed to dismiss 30 minutes prior to dismissal per coaches request to allow students time to eat.
- Team and club meetings and fundraising events are NOT exempt and must take place out of instructional time.

Overnight / Out-of-State Trips Procedures

- ~~Following approval, but prior to the trip, the coaching staff should share an itinerary with parents/guardians and participants that should include:~~
 - ~~— Purpose and destination~~
 - ~~— Date and time of departure and return~~
 - ~~— Lodging phone number and address~~
 - ~~— Contact information for parents and coaches in case of an emergency~~
 - ~~— Method of travel~~
 - ~~— Expenses to be borne by the student/family and estimated amounts~~
 - ~~— List of items the student should bring~~
 - ~~— Expectations of student behavior~~
- ~~The Activities Office will be responsible for selecting and reserving hotel rooms. Coaches may provide input or recommendations. The Activities Office will take into consideration the location, safety, price, availability of a complimentary breakfast, and other amenities when choosing a lodging site.~~
 - ~~— Coaches/advisors will submit a room list to the Activities Office prior to the trip.~~
 - ~~— Coaches/advisors will be responsible for finding more chaperones if needed.~~
 - ~~— Coaches/advisors will report any damages to the hotels immediately.~~
 - ~~— Coaches/advisors must provide direct supervision at the hotel and in the pool area if students use it.~~
 - ~~— Only males are allowed in boys' rooms and females allowed in girls' rooms.~~
 - ~~— Coaches/advisors must check out and collect invoices to return to the Activities Office.~~
 - ~~— Coaches/advisors will ensure safety and respectful behavior of all team personnel~~
- ~~Meal Money/Per Diem - volunteers are not guaranteed per diem on activity trips~~
 - ~~— Meal money will be provided via cash by the district on overnight trips and trips of longer than 10 hours, with trip distance being taken into consideration. The Activities Director reserves the right to reject per diem on events that last more than 10 hours but are within a reasonable distance of the school district (ex. track meets).~~
 - ~~— DSD current rates of per diem for students are:~~
 - ~~— \$5 - breakfast (if not provided by hotel)~~
 - ~~— \$7 - lunch~~
 - ~~— \$9 - dinner~~

- ~~— DSD current rates of per diem for coaches/advisors are:

 - ~~— \$6 - breakfast (if not provided by hotel)~~
 - ~~— \$14 - lunch~~
 - ~~— \$20 - dinner~~~~
- ~~— Coaches/advisors distributing per diem money must do the following:

 - ~~— Be sure to pick up and cash the per diem check in a timely manner~~
 - ~~— Be responsible for proper distribution of funds to the students (if utilizing such style)~~
 - ~~— Be responsible for gathering signatures of all students on the travel list who receive per diem~~
 - ~~— Be responsible for updating the list of students on the travel list who receive per diem if different from the original list~~
 - ~~— Be responsible for returning any left over per diem to the Activities Office prior to leaving for the event~~~~
- ~~— Coaches/advisors distributing per diem money may utilize any of the following:

 - ~~— Each student receives their allotted amount to use on his/her own accord~~
 - ~~— Coaching staff utilizes the lump sum towards team meals, and any unused money is distributed properly to the students at the end of the trip (ex. After a team meal, students would still have \$2 a piece, that money should be given to the students)~~~~

All overnight and out-of-state travel must receive approval from the Douglas School District. Once approved, the following procedures and expectations will apply:

- Pre-Trip Communication - Prior to departure, coaches/advisors must provide students and parent/guardians with a detailed itinerary that includes:
 - Purpose and destination of the trip
 - Dates and times of departure and return
 - Method of transportation
 - Lodging name, address, and phone number
 - Emergency contact information for coaches/advisors and parent/guardians
 - Estimated costs to be borne by the student/family
 - List of required and recommended items
 - Expectations for student conduct and behavior
- Lodging and Supervision - The Activities Office is responsible for selecting and reserving all lodging accommodations. Coaches/advisors may provide input; however, final decisions will be based on facts including location, safety, cost, and available amenities:
 - Coaches/advisors must submit their rosters to the DHS Travel list prior to departure
 - Adequate adult supervision must be provided at all times, including in common areas and hotel facilities
 - Coaches/advisors are responsible for securing additional chaperones when necessary
 - Students must be assigned to rooms in accordance with school guidelines; students may not enter rooms assigned to students of a different gender
 - Coaches/advisors must conduct periodic room checks and enforce curfews as appropriate
 - Any damage to lodging facilities must be reported immediately to hotel management and the Activities Office

- Coaches/advisors are responsible for ensuring safe, respectful, and appropriate behaviors at all times.
- Coaches/advisors must check out of the lodging facility and submit all invoices and receipts to the Activities Office
- Meal Money/Per Diem - Per diem may be provided by overnight trips and for trips exceeding ten (10) hours in duration, taking into account travel distance and scheduling. The Activities Director reserves the right to adjust or deny per diem when meals are otherwise reasonably accessible. Per diem is not guaranteed for volunteers.
 - Per diem may be distributed using one of the following methods:
 - Individual Distribution: Each student receives allotted amount directly
 - Team Meal Option: Funds are used for group meals; any remaining balance must be distributed equitably to participating students
- National Events
 - Any program(s) that qualify for a National competition/event will cover all costs through their fiduciary account via fundraisers and/or donations.

Coaches/Advisors Professional Development

~~Coaches/Advisors are encouraged to attend coaching clinics and other professional growth opportunities. Fine arts and clubs will request professional development support through the main high school office. Athletic coaches will be subject to the terms below:~~

~~Regional PD Workshops (Conferences/Clinics/Seminars/etc.)~~

~~High School & Middle School~~

- ~~Regional workshops are defined as happenings within the state of South Dakota or within an acceptable distance across state boundaries of neighboring states as deemed appropriate opportunities by Administration.~~
- ~~All head and assistant coaches/advisors will be allowed to attend 1 annual regional professional development workshop (conference, clinic, seminar) with support provided by Douglas School District.~~
- ~~Support provided by DSD for regional professional development workshops will include:

 - ~~Registration paid for by Activities Office~~
 - ~~School transportation offered but not required~~
 - ~~In special circumstances, lodging may be requested through the Activities Director~~~~
- ~~Anticipated attendance to regional professional development workshops should be communicated to the Activities Office before the end of the school year the year PRIOR to the anticipated workshop (ex. 2025-26 workshop requests need to be requested before the end of the 2024-25 school year).~~
- ~~Administration recognizes workshop information may not always be available in a timely fashion. In those situations, requests should be made with as much information as possible for budgeting purposes.~~

Coaches and advisors are encouraged to participate in coaching clinics, conferences, seminars, and other professional growth opportunities that support their role. Fine arts and club advisors should request professional development support through the high school office. Athletic coaches are subject to the guidelines below.

- Regional Professional Development (Clinics, Conferences, Workshops, Seminars)
 - Regional professional development is defined as events located within South Dakota or in neighboring states, as approved by administration based on relevance and opportunity
 - Each head coach/advisor and assistant coach/advisor may attend one (1) regional professional development event per year with district support, subject to approval and budget availability. District support may include:
 - Payment of registration fees through the Activities Office
 - Use of District transportation (optional when available)
 - Lodging approval in special circumstances, as determined by the Activities Director
- Requests for anticipated professional development should be submitted to the Activities Office by the deadline set by the Activities office of the preceding school year (ex. 2026-27 requests submitted by the end of 2025-26). If event details are not available in advance, requests should still be submitted with as much information as possible to assist with planning and budgeting. All attendance is subject to administrative approval.

~~National PD Workshops~~

~~—High School ONLY~~

- ~~—National workshops are defined as happenings outside of the State of South Dakota and deemed appropriate opportunities by Administration.~~
- ~~—All high school athletic programs will be allowed to attend a National professional development workshop as a staff with support provided by Douglas School District once every 4 years as determined by a rotating schedule set forth by the Activities Office.~~
- ~~—Support provided by DSD for National PD workshops will include:~~
 - ~~—Registration paid for by Activities Office~~
 - ~~—School transportation, if possible~~
 - ~~—Airfare for up to \$300 per staff member~~
 - ~~—Lodging for up to \$800 per program – Lodging is expected to be utilized efficiently which may require coaches to “bunk” with other coaches~~
- ~~—National professional development workshops should be communicated to the Activities Office the year prior to a program's scheduled year that is set by the Activities Office.~~

- ~~—Administration recognizes workshop information may not always be available in a timely fashion. In those situations, requests should be made with as much information as possible for budgeting purposes.~~
- ~~—Not all members of a staff will be required to attend the National workshop to be eligible for district support, but it is highly encouraged.~~
- ~~—Should a staff decide against attending a National workshop the year of their rotation, they will not be eligible for district support at the National level until their next scheduled year.~~
- ~~—On Nationally scheduled years, staff members should make every effort to find workshops that fall outside of school time as to minimize the amount of educational hours missed.~~
- ~~—Middle school staff members who are coaches within a high school program will adhere to the high school guidelines for national workshops~~
- National Professional Development Workshops (high school only)
 - National professional development workshops are defined as events held outside of the state of South Dakota and approved by administration based on relevance and educational value.
 - High School athletic programs may attend one (1) National professional development workshop as a staff every four (4) years, according to the rotating schedule established by the Activities Office. District supports may include:
 - Payment of registration fees through the Activities Office
 - District transportation when available and feasible
 - Airfare reimbursement up to \$300 per staff member
 - Lodging reimbursement up to \$800 per program, with expectations for cost-efficient arrangements, which may include shared accommodations among staff
 - National workshop participation must be coordinated through the Activities Office during the year prior to the program's scheduled rotation year whenever possible. If workshop details are not available yet, requests should still be submitted with all available information to support budgeting and planning. All participation is subject to administrative approval and budget availability.
 - Participation expectations:
 - Attendance by all staff members is encouraged but not required for District support eligibility
 - Programs that decline participation during their assigned rotation year will not be eligible for National-level District support again until their next scheduled rotation
 - Staff are encouraged to select workshops that minimize disruption to instructional time whenever possible

National Professional Development Schedule (4-year rotations)

Program (number of coaches to attend)	2026-27	2027-28	2028-29	2029-30
Boys & Girls Basketball (x8)	x			
Cheer/Dance (x4)		x		
Cross-Country (x2)	x			
Football (x6)				x
Golf (x1)		x		
Boys & Girls Soccer (x4)			x	
Track & Field (x6)			x	
Volleyball (x4)		x		
Wrestling (x4)				x

* - In the event that not all high school coaching staff members attend National Conventions, there will NOT be an allowed substitute of a coach at a lower level.

Facilities & Activities Supervision

Activities Supervision

- The Activities Director and School Administration is responsible for crowd control at all home activities. When designated, coaches/advisors may be designated for supervision/administration of home or away events.
- Coaches/advisors must provide supervision of all student-participants at all times. Students should not be participating in a school sponsored activity or event without supervision of a coach, advisor, DSD staff member, or administrator.

Facilities Requests

- Building use requests may be submitted to the Activities Office via **Bound reservation system utilizing your team reserver accounts.** ~~email, online requests, or in writing.~~ Priority of facilities falls in order of importance:

- Activity sponsored by that building
- DSD in season activity from ~~from~~ other buildings
- DSD out-of-season activities
- Out-of-district activities - Requires approval by Buildings and Grounds

Facilities Supervision

- It is the coaches/advisors responsibility to be present at the time that the participants are to report for practice, games, meets, home or away, and stay until the last participant has left.
- Coaches/advisors shall inspect facilities regularly during the season and report all issues to the Activities Director.
- Coaches/advisors shall ensure that locker rooms and practice areas are clear, lights off, all doors locked, and equipment is secured when leaving practice.
- All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Principal's secretary. Coaches may retain keys if permission has been granted for summer use of facilities.
 - ***Coaches are not to give students their keys, with the exception of student managers, during practice sessions***
- Lost keys should be reported directly to the Principal's secretary.
- Coaches will be given access codes to disarm and arm the security system.

Facilities Access & Keys

- Only DSD personnel should have access for the use of DSD facilities. Each coach/advisor will have a set of activities keys checked out to them that allow them access to necessary facilities for their program(s).
- Each program will be given one key that will allow for barring the main doors and security doors open during practice times to allow student-participants to enter the building.
- Doors will not be propped open at any time.
- Coaches/Advisors will turn in their keys to the activities office annually at the end of the school year. They may have their keys returned by the start of June, unless directed otherwise by the District.

Speciality Rooms

- Equipment Rooms are to be kept orderly and locked at all times
 - Upstairs storage: basketball, cheer, football, soccer, track, volleyball, wrestling
 - Hallway storage room between gyms: golf
 - Whitehead storage room: in season athletic balls, dance, band
 - Whitehead stage storage room: cheer mats (in season), wrestling mats
 - Cafeteria storage room: cheer mats (out of season), yearbook, Activities Office
 - Activities Office storage room: Booster Club, electronics, Activities Office items
 - Stadium West End storage room & practice field shed: football
 - Stadium East End storage room & shed: track & field, **soccer**
 - MS Storage Room in Boys Locker room: All uniforms and football helmets
 - MS Shed- Football protective gear and track equipment

- Training Room
 - The training room is staffed by a Certified Athletic Trainer provided by the Black Hills Surgical Hospital. The trainer will be available at practices and home events. The trainer is not available during the summer time.
 - Athletes should only be in the training room while they are receiving treatment.
 - All use of the medical or rehabilitation equipment and training room equipment must be authorized by proper personnel of the school district.

- Weight Room
 - During unreserved times, the weight room may be used by Douglas High School and Middle School students under the supervision of Douglas staff or District approved coaches/consultants.
 - All Douglas coaching/advising staff members present are responsible for enforcing rules and lifting guidelines posted in the weight room to ensure the safety of all weight room users.
 - Language, behavior, clothing, and music in the weight room must be school appropriate.

- Facilities Rules & Enforcement
 - Each facility utilized by Douglas Activities requires continuous enforcement of rules and expectations to help with the upkeep and preservation of the facilities. Below is a list of expectations set forth for the use of Douglas School District facilities:
 - Track and Field/Turf
 - No Sharp Objects - No tent stakes, corner flags, or other objects that can penetrate the surface of the track or field
 - Approved Athletic Equipment only - No metal or screw-in studs on the football field. Molded cleats or other athletic shoes only. Running shoes with metal spikes are allowed on the track as long as they do not exceed the legal length set by the SDHSAA
 - No smoking, spitting, or alcohol.
 - NO PETS
 - Water Only - no food, including gum & sunflower seeds, soft drinks, or colored drinks
 - Approved Vehicles Only - No bicycles, scooters, skateboards, roller skates or other unapproved vehicles.
 - Proper designated entrances should be used at all times.
 - Wrestling Room
 - Wrestling shoes and socks ONLY
 - No food or drinks other than water allowed
 - Athletic clothing required
 - Mats must be cleaned after every use
 - use district approved cleaners ONLY
 - No weights, hurdles, med balls, boxes, etc. on the mat
 - No tables, chairs, televisions, etc. on the mat
 - Basketball Courts

- Students, coaches, teachers, etc., MUST have tennis shoes ONLY on the surfaces. Socks are acceptable.
- There should be no food or drink on the court at any time. Should something get spilled, proper cleaning protocols should be enforced and a custodial staff member should be called as needed.
- No unorthodox equipment should be used on the courts without proper permission from the Activities Directors (ex. indoor implements, rollout mats, etc.)
- Proper designated entrances should be used at all times.
- Theater/Auditorium
 - There should be no food or drink in the theater at any time.
 - Access to the light booth/catwalk is only for designated adults.
 - Costume room is only available to the drama/music department unless approved by the head drama/music advisors.
 - Woodshop area is only for designated drama students and advisors. Tools should only be used under proper supervision.
 - Technology should only be used by trained individuals for all events.

Equipment & Inventory

- Issuing of Activity Equipment
 - Each coaching/advising staff is directly responsible for the care and control of all equipment used in their program.
 - An annual inventory list is to be maintained by the coach/advisor and submitted to the Activities Office after the ending of each season. Clubs and fine arts should submit their inventory list by the end of the school year.
 - Coaches/advisors issuing equipment must have the knowledge to insure properly fitted equipment.
 - Coaches/advisors shall inspect equipment regularly during the season and report all issues to the Activities Office.
 - Activities equipment of the school district MAY be loaned to outside groups with an approved request submitted to the Activities Office.
 - Coaches/advisors are encouraged to use the DHS laundry facility for uniforms and practice apparel.
 - Coaches/advisors will submit lists of student fees for equipment not turned in to the Activities Office.
 - Coaches will submit requisitions for needed equipment and surplus lists at the end of each season.
 - Technology equipment must be turned into the Activities Office at the end of each school year for annual IT maintenance.
- Uniform Rotation
 - As set forth by the Douglas School District, athletic teams will be allowed the opportunity to submit for new uniforms through Capital Outlay on a 5-year rotation. The current rotation is as follows:

Activity(HS)	2027-28	2028-29	2029-30	2030-31	2031-32
Boys Basketball		x			
Competitive Cheer				x	
Competitive Dance					x
Cross-Country			x		
Football			x-home	x-away	
Girls Basketball		x			
Golf				x	
Soccer		x			
Track & Field					x
Volleyball			x		
Wrestling (Boys & Girls)	x				

- Each sport will be allowed to purchase one home set and one away set of jerseys on their rotation.
 - Track, football, dance, cheer, and cross-country will be allowed to purchase one set of jerseys unless special approval from the Activities Office.
- Teams are expected to purchase enough jerseys to fit their varsity program. This may vary from program to program. Speak to the Activities Director when you begin your search.
- Extra jerseys, replacement jerseys, and practice jerseys are to be paid for through fiduciary funds, but coaches may **request** to utilize the general fund to assist.
- The DOUGLAS SCHOOL BOARD will have the final say on approving of uniform purchases.

Financial Procedures

Purchasing

- All purchasing of equipment and supplies must be done through the Activities Office and must be within the approved budget, or without overdrawing of fiduciary funds. The purchasing process should be followed as such:
 - The requesting coach/advisor must submit a requisition form to the Activities Office with as much detailed information as possible regarding the desired purchase.

- The Activities Office will approve or deny the order based on, but not limited to, budget, cost, quality of item, delivery time, and necessity of purchase.
- If approved, the Activities Office will submit the requisition to the Business Office for approval.
- The coach/advisor will work with the Activities Office to order any approved purchases.
- The coach/advisor will notify the Activities Office of any defective or incomplete orders.
 - Orders should be delivered to the Activities Office for receiving confirmation.
- Coaches/advisors who purchase equipment/supplies without a purchase order may be denied reimbursement

Capital Outlay

- Capital Outlay requests are annual requests by coaches/advisors to the Activities Office of items that meet, but is not limited to, the following criteria:
 - Long-term permanent items that exceed \$1000
 - Annual jersey rotation (see above chart)
 - Replacement and/or safety items that exceed \$1000
- Capital Outlay requests must be submitted to the Activities Office by the deadline set forth by the Douglas School District. The deadline will be conveyed to coaches/advisors by the Activities Office.
- Capital Outlay requests must be approved by the Activities Director and submitted to the Business Manager for Board approval.

Club Sheets & Fiduciary Accounts

- Club Sheets
 - Teams/clubs must submit an annual Club Sheet to the Activities Office for approval on all income and expenditures during the school year. Club sheets should be filled out as in depth as possible.
 - No deposits or expenditures may be made to or from the fiduciary account prior to Club Sheets being submitted to the Activities Office.
 - Fiduciary purchases and incomes must be pre-approved by club officers/captains and noted on the Club Sheet or on club meeting minutes.
 - Club Sheets may be updated throughout the year through submission of club meeting minutes to the Activities Office with approval by club officers/captains.
- Purchases
 - Purchases from fiduciary accounts must be submitted to the Activities Office, prior to ordering, via a requisition form.
 - Fiduciary purchases are NOT TAX EXEMPT. All state and local taxes will be applied to purchases.
- Fundraising

- Fundraisers submitted on the Club Sheet will be approved or denied by the Activities Office based on, but not limited to, the following:
 - Number of fundraisers per program
 - Similarity of fundraisers across programs
 - Integrity of the fundraiser
 - Length of the fundraiser
- Approved fundraisers will need to submit a Request for Fundraising Form to receive approval prior to implementation of the fundraising event.
- External Vendors will not be given permission to contact/sell/solicit donations from community members or local businesses on our behalf.
- Approved fundraisers may be intended to reach individuals known to the student, student's parents, or the Box Elder community.
- The team/club participants are fully responsible for the implementation and follow up/ and delivery of any fundraising items in a timely manner.
- Students must be made aware of their personal liability should they lose their fund-raising items or money.
- Coaches/advisors involved with the fundraiser are responsible for the overall planning, implementation, and supervision of a fundraising event.
- Coaches/advisors will be held accountable for proper receipts, deposits, delivery of items, and/or refunds through the usage of the team/club receipt book.
- Fundraiser donations are NOT TAX DEDUCTIBLE.

- Concession Stands
 - General Guidelines for ALL Concession Stand Operations
 - A minimum of one adult supervisor must be present in the concession stand at all times.
 - The concession stand will open a minimum of 30 minutes before the start of an event and remain open throughout $\frac{3}{4}$ of the varsity event.
 - Workers will be clean, prompt, and courteous.
 - The concession stand should be thoroughly cleaned upon closing (sweeping, mopping, washing dishes, etc.)
 - Ensuring sanitary conditions and product quality in the concession stand.
 - Indoor concessions
 - Indoor concessions will be the responsibility of the junior class each year to raise funds for prom and other expenses during their junior and senior years.
 - The junior class officers are responsible for securing student workers in the concessions for all indoor home events.
 - The Activities Office will provide a list of indoor home events that will require concession services.
 - In the event that the junior class is unable to cover a scheduled home event, the opportunity will be opened up to all other activities on a first come basis.
 - Outdoor Concessions
 - The Activities Office will schedule teams/clubs to be responsible for the outdoor concessions.

- Each team/club's coach/advisor is responsible for the following items when operating the concession stand:
 - Purchasing, stocking, and pricing products for sale in the concessions.
 - Completing proper paperwork and submitting receipts for deposit and reimbursements.
 - Securing, assigning, and supervising student workers for all outdoor events at Patriot Stadium.
 - Submitting Income Revenue forms and money to the Activities Office after each event.
 - The Activities Office will provide a list of outdoor home events and assignments that require concession services.
 - Funds raised during the course of a calendar year will be divided and deposited into the fiduciary accounts of the teams/clubs that operated concessions during that year.

Chain-of-Command - Parent/Coach/Advisor Communication

Coaches/Advisors Chain-of-Command

- The chain-of-command refers to the proper lines of communication for addressing and handling of situations that may be of concern by coaches/advisors within a team/clubs program. Coaches/advisors should go through the proper chain-of-command - other than legal or ethical concerns - when handling program based situations. Issues should first be brought to the head coach/advisor. If it is not resolved AFTER speaking with the head coach/advisor then it can move through the chain of command by the individual voicing the concern. The coaches/advisors chain-of-command is as follows:
 1. Head Coach or Advisor
 2. Activities Director
 3. High School Principal
 4. Superintendent
 5. School Board
- Each level has the authority to hear and decide an appeal from the level above it. Jumping the chain-of-command may hinder the opportunity for the next level to fairly hear an appeal and make a decision. Legal and/or ethical concerns can be brought directly to the Activities Director.

The "24-Hour Rule"

- The "24-Hour Rule" refers to the handling of situations that may be of concern immediately following the completion of a competition or performance. Coaches should utilize the "24-Hour Rule" in the following ways:
 - During business days coaches/advisors will have until the following day to respond to your concerns.
 - During weekends coaches/advisors will have until the next business day respond to your concerns.

Parent/Coach/Advisor Communication

- Coaches/Advisors are professionals and have to make judgment decisions based on what they believe is best for **all** students involved. Below is a list of topics that should and should not be discussed with parents/guardians and coaches/advisors:
 - Concerns appropriate to discuss with parents
 - Mental and physical concerns of their student
 - How their student may improve their skills
 - Concerns about their student's academics, behavior, and practice habits.
 - Concerns Inappropriate to discuss with parents
 - Other student participants
 - Other coaches and/or school personnel
 - Team Strategy
 - Play Calling
 - Playing Time

Accident/Injury Report Procedures

Reporting Procedures

- The coach or athletic trainer will complete the "Accident Report" form immediately following all injuries or accidents that involve any student under their control during a practice, contest, performance, or while traveling to or from a contest
- A copy of the report shall be turned into the Activities Office by the following school day. Coaches should retain a copy as well.
- Injured students will be referred to the Certified Athletic Trainer or appropriate medical personnel.

Return to Participation

- Athletes that have been held out of participation due to illness or injury, and were under the treatment of the trainer or a physician must have a written statement allowing return to competition.
- Students with a suspected concussion will be assessed by the Certified Athletic Trainer or appropriate medical personnel before resuming participation. Medical personnel and post-impact testing will be used to determine when a concussed athlete may begin "return to play" protocols under the guidance of the Certified Athletic Trainer.
- The Certified Athletic Trainer DOES NOT have the authority to clear a participant of a concussion. A licensed physician must submit a statement allowing return to competition.

Out of Season Training

Coaches and advisors are expected to provide and encourage off season training opportunities within the guidelines of the SDHSAA and approved by DSD.

Students should be strongly encouraged to participate in multiple sports, activities, and the after school/summer strength and conditioning program.

Coaches/advisors should provide a minimum of one camp opportunities for the levels of middle school and/or elementary school students.

All summer training programs at DSD will be directed/monitored by DSD activity staff members.

Summer league and team camps may be limited to the students with a certain skill level or those who have committed the most time to conditioning and training.

Summer training, camps, and conditioning are open to DSD students in grades 7-12 and may have fees that are the responsibility of the student.

Open gyms/fields during the school year will be encouraged for out of season athletes with the purpose of developing skills and abilities while following all SDHSAA rules and regulations:

- Head coaches/advisors must be aware of an open gym/field event.
- Open gyms must be supervised by an approved adult with current first aid training
- All open gym/field activities must be open to all Douglas secondary students who demonstrate commitment through purposeful activity regardless of their skill level.
- Open gym time requires building use approval by the activities office.

Coaches/Advisors will adhere to the two SDHSAA sanctioned moratorium periods. During these times coaches/advisors are to have no contact with their student participants, no strength programs, no open gyms/fields, or any other team events as outlined per the SDHSAA moratorium rules and regulations.

Publicity & Media

The Communications Director, Jade Temple, is responsible for promotions and media releases that originate from and for the Activities Department. The procedures for publicity and/or media promotions (other than the DHS Activities Social Media Page) will be as followed:

- Staff will submit information to the Activities Office.
- The Activities Office will review and submit appropriate information to the Communications Director as needed.
- The Communications Director will review and submit appropriate promotions and media releases

Coaches/Advisors hold certain responsibilities for publicity/media reporting following completion of contests and/or performances:

- Report results and statistics following contests to the local news outlets and the SDHSAA Bound website.

- Arrange for student media interview sessions when requested and provide guidance prior to interviews.
- Develop informational flyers for clinics, camps, open gym sessions, and strength and conditioning programs.
- Report individual and team accomplishments and records to the Activities Office.

Coaches/Advisors may access contact information using the [Media Contact List](#) sheet provided by the Activities Office or through known connections to sport/activity media outlets.

Awards, Records, & Recognitions

Awards & Recognitions

- Each team/club is encouraged to have annual team based awards & recognitions for their respective programs. Awards will be paid for out of fiduciary accounts.
- Coaches/Advisors will be responsible for the proper submission of any documents and/or voting procedures for District, Conference, Region, and/or State awards and recognitions.
- Coaches/Advisors will be responsible for assisting the Activities Office in dispersing information regarding special event recognitions such as pep rallies, collegiate signing days, and team award ceremonies.

Program Records

- Coaches/Advisors will track and update individual, team, and season records for their respective programs.
- An updated list of records should be submitted to the Activities Office annually.
- Programs may use fiduciary funds to purchase approved record displays for their programs.
- Coaches/Advisors are responsible for the proper rotation of program records in the event of a change in regime.
- Coaches/Advisors may create “new” records given they are unable to track down past accomplishments.

Activities Inclement Weather/Air Quality Procedures

It is the responsibility of the coaching/advising staff to understand and carry out the DSD inclement weather/air quality procedures as outlined. Coaches/Advisors should have a weather app available on their phone to track and potential inclement weather/air quality conditions. DSD procedures for inclement weather/air quality are below:

Communications procedures:

- General - Coordination of all messaging including Infinite Campus, VM, and Social Media with the Communications Coordinator.
- School District Announcement - Ensure that Administrators are notified of all pending public communication prior to disseminating.

- Parent and Student Notification - Use of the school's communication system to notify parents and students about activity cancellations or changes as early as possible.
- Public Announcements - Post updates on school websites, social media accounts, and other relevant platforms.

Inclement Weather/Air Quality Matrix

Weather Conditions	Games/Performances	Practices/Rehearsals
Normal School Day	Continue as normal	Continue as normal
Early Release Days for Weather	Canceled	Canceled
School Closures for Weather*	Canceled	Canceled
Temperature Below -35°F	Canceled	Canceled/ Moved in Doors
Temperature Above 98°F or Extreme Heat Index	Canceled	Canceled/Moved in Doors
Heavy Rain or Thunderstorms	Canceled/Postponed when including lightning	Canceled/Moved Indoors
AQI 100-150	Continue as normal/monitored	Continue as normal/monitored
AQI 150-200	Continue as normal/monitored	Continue with potential shortenings or modifications
AQI 200-300	Canceled or Postponed	Canceled/Moved Indoors
AQI 300 or ↑	Canceled	Canceled

The Douglas Activities Offices recommends the usage of one of the following weather apps:

- Weatherbug
- The Weather Channel
- AccuWeather
- My Radar
- EPA Air Now
- Any weather application that allows for notifications of air quality alerts and lighting notifications

New

Locator: _____
Date Approved

DOUGLAS SCHOOL DISTRICT 51-1

POSITION TITLE & DETAILS			
TITLE	<u>Federal Grant Administrator and Grant Writer</u>		
WORK DAYS	236	REPORTS TO	Superintendent/Business Manager
SALARY SCHEDULE	Negotiated	SUPERVISES	None
GROUP	Coordinator	EVALUATION	Performance will be evaluated by the Superintendent based on responsibilities and goals.
FUNCTIONS	Reporting directly to the Superintendent or designated administrator, this position will serve as the District's primary resource for researching, writing, coordinating, and managing federal grant applications and awards. They will work collaboratively with district leadership, school administrators, teachers, and community partners to secure funding that enhances student achievement, supports innovative programming, expands educational opportunities, and strengthens district operations. This role is ideal for a highly motivated professional with strong grant writing, project management, and compliance experience who is passionate about advancing educational opportunities for students through external funding.		

MINIMUM REQUIREMENTS	
EDUCATION	Bachelor's degree in Education, Public Administration, Business Administration, Communications, Grant Management, or a related field; master's degree preferred.
QUALIFICATIONS	- Ability to work independently and as part of a team. Strong organizational skills and attention to detail are essential. - Demonstrated success in securing and managing federal grant funding. - Knowledge of federal grant regulations, including 2 CFR Part 200 (Uniform Guidance) and applicable Department of Education requirements. - Strong grant writing, editing, research, and project management skills.

DUTIES AND RESPONSIBILITIES

New

- Administer and manage all HUD CPF grant award workflows to ensure absolute compliance with federal requirements.
- Develop, manage, and maintain specialized tracking systems to quantify and report on project metrics in alignment with HUD standards.
- Oversee and assist with the management of grant budgets, expenditures and drawdowns.
- Collaborate with internal team members and external partners to align programmatic activities with organizational goals and regulatory requirements.
- Serve as the primary point of contact for HUD regarding reporting, audits, and comprehensive compliance reviews.
- Read, interpret and communicate complex federal regulations and compliance updates to internal organizational stakeholders.
- Maintain continuous expertise in HUD regulations, Office of Management and Budget (OMB) Uniform Guidance, and evolving federal grants management best practices.
- Maintain a comprehensive grants calendar to track and monitor application deadlines, reporting requirements, and funding cycles.
- Identify, evaluate, and prioritize new federal, state, and foundation grant opportunities to ensure alignment with organizational goals and program development.
- Lead the planning, writing, and editing of competitive, technically precise federal grant proposals in strict compliance with funding agency evaluation criteria.
- Collaborate with internal teams and external stakeholders to gather data, establish project scopes, design program narratives, and develop compliant grant budgets.
- Translate complex data and program metrics into compelling, evidence-based narratives that clearly demonstrate project impact and necessity.
- Draft and submit budget modifications, program amendments, and progress narratives for grant renewals or project extensions in accordance with federal agency protocols.
- Demonstrated knowledge of federal grant compliance knowledge (2 CFR Part 200, OMB Uniform Guidance)
- Prior experience with HUD program administration, particularly CPF grants from either governmental or private sector.
- Knowledge of federal HUD grant reporting systems, preferably HEROS (HUD Environmental Review Online System).
- Familiarity with governmental environmental review tiers and requirements desired.
- Strong communication skills, with the ability to effectively engage with the internal team, along with federal, state, and funder's grant and compliance officers.
- Demonstrated ability to work independently and as part of a team. Strong organizational skills and attention to detail are essential.

New

- Execute other duties as assigned to support the overall objectives and compliance of the grants department.
-

PROFESSIONAL CHARACTERISTICS

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

POSITION TITLE & DETAILS

TITLE	<u>Elementary Administrative Intern Position</u>		
WORK DAYS	195	REPORTS TO	Building Principal
SALARY SCHEDULE	Negotiated Agreement	SUPERVISES	
GROUP	Certified Teacher	EVALUATION	Performance will be evaluated by the Building Principal based on responsibilities, leadership growth, and established goals.
FUNCTIONS	The Elementary Administrative Intern position assists the Building Principal in fostering a positive school climate, supporting student attendance, promoting instructional leadership, and overseeing daily building operations. This position provides leadership and support in student discipline procedures, attendance systems, staff development, and instructional improvement initiatives. The Administrative Intern assists with learning and performing a wide range of administrative duties and functions, gaining practical experience in school leadership, decision-making, problem-solving, communication, and organizational management.		

MINIMUM REQUIREMENTS

EDUCATION	Bachelor's Degree required; Master's Degree preferred.
QUALIFICATIONS	Valid South Dakota Teaching Certificate. Administrative certification preferred or working toward administrative licensure.

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

- Assists the Building Principal in daily school operations and administrative responsibilities.
- Supports the implementation of district and building policies, procedures, and student expectations.
- Assists with student supervision and building management.
- Helps coordinate and maintain effective discipline procedures and restorative practices.
- Assists in monitoring student attendance procedures and interventions.
- Uses discipline and attendance data to identify trends and support school improvement efforts.
- Participates in leadership meetings, school improvement initiatives, and professional development activities.
- Assists with communication between students, parents, staff, and administration regarding behavioral and attendance concerns.
- Supports the principal in maintaining a safe and positive learning environment.

STUDENT SUPPORT & DISCIPLINE

- Assists in investigating and resolving student discipline concerns.
- Collaborates with counselors, teachers, families, and support staff to address student behavioral needs.
- Supports implementation of intervention strategies for student success.
- Maintains accurate student discipline documentation and records.
- Helps develop proactive systems to improve student behavior, attendance, and engagement.
- Assists with supervision during school events and activities as assigned.

INSTRUCTIONAL LEADERSHIP

- Supports teachers and staff in implementing effective instructional strategies and classroom management practices.
- Assists with instructional leadership initiatives aligned with district goals.
- Participates in classroom walkthroughs and instructional observations.
- Supports professional learning and collaboration among staff.
- Assists in monitoring curriculum implementation and student achievement efforts.

PERSONNEL

- Assists the Building Principal with evaluations of certified and classified staff in accordance with district procedures.
- Provides support, coaching, and feedback to staff members.
- Promotes positive staff relationships and effective communication.
- Participates in staff development and mentoring opportunities.

PROFESSIONAL GROWTH

- Develops administrative leadership skills through practical leadership experiences and mentorship.
- Participates in administrative training, leadership development, and professional learning opportunities.
- Demonstrates professionalism, ethical behavior, and continuous growth as an educational leader.

OTHER

- Performs other duties and responsibilities as assigned by the Building Principal.
- Supports district initiatives and contributes positively to the overall school culture.