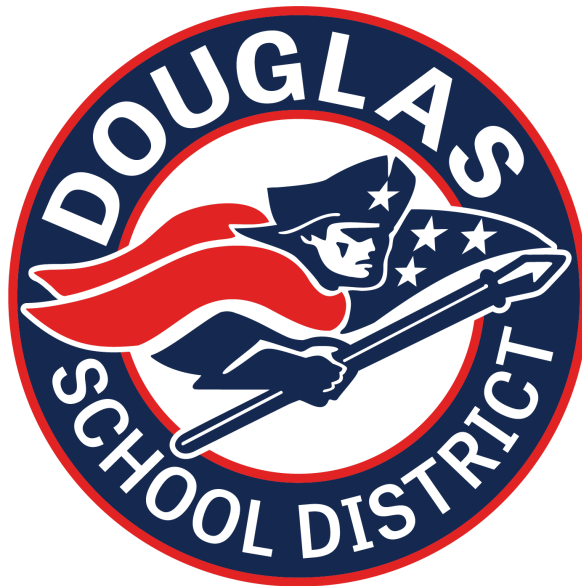


# **Douglas School District**

# **ELEMENTARY SCHOOL**

## **Student Handbook**

SY 2025-2026



### **DOUGLAS MISSION STATEMENT**

**Prepare all students to meet the challenges of an ever-changing world.**

### **DISTRICT EDUCATIONAL PHILOSOPHY**

**The Douglas School District will provide and promote an environment conducive to teaching and learning in which the District works in partnership with the educational community to develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever-changing role.**

**[DSDk12.net](http://DSDk12.net)**

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# **DSD ELEMENTARY BUILDINGS SECTION**

## **CONTACT INFORMATION**

<b><u>Badger Clark (Grades K-3)</u></b>	<b><u>Francis Case (Grades K-3)</u></b>	<b><u>Vandenberg (Grades 4-5)</u></b>
401 Don Williams Drive Box Elder, SD 57719 (605) 923.0080  Principal: Troy Volesky <a href="mailto:troy.volesky@k12.sd.us">troy.volesky@k12.sd.us</a>	441 Don Williams Drive Box Elder, SD 57719 (605) 923.0070  Principal: Jeannie Clark <a href="mailto:jeannie.clark@k12.sd.us">jeannie.clark@k12.sd.us</a>	561 Briggs St. Box Elder, SD 57719 (605) 923.0060  Principal: Shanna Sandal <a href="mailto:shanna.sandal@k12.sd.us">shanna.sandal@k12.sd.us</a>

A complete staff list can be found on the district website DSDk12.net.

## **BUILDING HOURS**

### **School starting and dismissal times are:**

Badger Clark:	8:00 am-3:00 pm
Francis Case:	8:00 am-3:00 pm
Vandenberg:	7:55 am-2:50 pm

### **Breakfast:**

All Schools:	7:30 am
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### **Lunch:**

Dependent upon grade level and schedule. See teacher for exact times.

# SCHOOL CALENDAR

## DOUGLAS SCHOOL DISTRICT 2025 - 2026 SCHOOL CALENDAR



HOME OF THE  
PATRIOTS

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days: Student (8) Teacher (15)  
 Aug. 5-8 New Teacher Orientation  
 Aug. 11-19 District PD Days  
 Aug. 18 Family Walk-Through  
 Aug. 20 First Day of School

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days: Student (17) Teacher (19)  
 Jan. 1-2 Holiday Break  
 Jan. 5-8 District PD Day  
 Jan. 19 Martin Luther King Day

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days: Student (21) Teacher (21)  
 Sept. 1 Labor Day

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Days: Student (19) Teacher (19)  
 Feb. 9, 10, 12 PTC 3:30 - 7:00 (see below)  
 Feb. 13 Conference Comp. Day  
 Feb. 16 President's Day

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days: Student (21) Teacher (22)  
 Oct. 6, 7, 9 PTC 3:30 - 7:00 (see below)  
 Oct. 9 End of 1st Qtr.  
 Oct. 10 Conference Comp. Day  
 Oct. 13 Native American Day  
 Oct. 14 District PD Day

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days: Student (21) Teacher (22)  
 Mar. 12 End of 3rd Qtr.  
 Mar. 13 District PD Day

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days: Student (16) Teacher (16)  
 Nov. 11 Veteran's Day  
 Nov. 26-28 Holiday Break

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days: Student (19) Teacher (19)  
 Apr. 2-6 Spring Break

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days: Student (15) Teacher (15)  
 Dec. 19 End of 2nd Qtr. / 1st Sem.  
 Dec. 22-31 Holiday Break

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8*	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days: Student (13) Teacher (14)  
 May 8 & 15 Inclement Weather Days  
 May TBD Senior Graduation  
 May 21 Last Day for Students  
 (2 hr. Early Release)  
 May 21 End of 4th Qtr. / 2nd Sem.  
 May 22 District PD Day

<span style="background-color: red; color: black;">■</span>	No School - Holiday
<span style="background-color: orange; color: black;">■</span>	No School - Conference Comp.
<span style="background-color: yellow; color: black;">■</span>	No School Students - District PD Day
<span style="background-color: magenta; color: black;">■</span>	Early Release Students: 2 hrs
<span style="background-color: green; color: black;">■</span>	First/Last Day of School
<span style="background-color: blue; color: black;">■</span>	Conferences- Evenings 3:30 - 7:00
<span style="background-color: purple; color: black;">■</span>	End of Quarter / Semester
<span style="background-color: lightblue; color: black;">■</span>	Inclement Weather Days

170 student days  
 (includes conference days)  
 12 certified staff district days

### Grade Reporting Dates

End of 1st Qtr.	Oct. 9
End of 2nd Qtr. / 1st Sem.	Dec. 19
End of 3rd Qtr.	Mar. 12
End of 4th Qtr. / 2nd Sem.	May 21

### Parent Teacher Conference Nights

Mondays	Douglas High School & Vandenberg
Tuesdays	Douglas Middle School, Badger Clark, Francis Case
Thursdays	All Schools

\*The DSD Board of Education has approved forgiving up to six snow days during the 2025-2026 school year. If more than six occur, the 7th and 8th days will be made up on May 8 and May 15, 2026, respectively.

DSD Board Approved 11/12/2024

# **WELCOME LETTER**

## **Dear Parents:**

We welcome all students to the Douglas School District and we wish to extend a warm and cordial welcome to you, the parents. We can assure you, your children are entering schools, staffed with extremely capable teachers who are interested in the educational and personal welfare of the students placed in their care.

We, the administration and staff of the Douglas School District, believe that education is a cooperative venture shared by the school, the home, and other community agencies. As such, it is a continuous developmental process that reflects the society we serve and emphasizes the value of individual worth.

The processes and procedures of the school have been developed for the benefit and protection of every student. These processes and procedures have been developed for the proper operation and function of the school and to protect the rights and privileges of everyone.

Parents are the primary and most important teachers of children. You expect the school to extend and develop your child's education that has begun at home. To do this, the school needs your help and cooperation. We ask that you:

- Keep in close touch with your child's progress by visiting the school.
- Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.
- Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.
- Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.
- Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.
- Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

We look forward to a year of growth for each child. We also look forward to working with you as partners in your child's education.

# SCHOOL BUSINESS

## ACADEMIC INFORMATION

### BELL SCHEDULE

<b>K-3 (Patriot Elementary)</b> <ul style="list-style-type: none"><li>• Breakfast 7:30 am</li><li>• Supervision Bell 7:40 am</li><li>• School Starts 8:00 am</li><li>• Tardy Bell 8:05 am</li><li>• End of Day 3:00 pm</li></ul> <b>Students should not be on school grounds until the time of supervision unless attending breakfast.</b>	<b>4-5 (Vandenberg Elementary)</b> <ul style="list-style-type: none"><li>• Breakfast 7:30 am</li><li>• Supervision 7:35 am</li><li>• School Starts 7:55 am</li><li>• End of Day 2:50 pm</li></ul> <b>Students should not be on school grounds until the time of supervision unless attending breakfast.</b>
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### GRADING

Grades will be reported at least 3 times a year. In addition, progress reports will be shared with families at parent-teacher conferences. Elementaries utilize a standards-based report card. Each grade level reports on their content standards from the state. Utilizing the following rubric:

ACADEMIC PERFORMANCE LEVEL	
Above Benchmark - 4	Student has met all components of the grade level standard and/or is working above grade level.
At Benchmark -3	Student is on target at this point in the year to meet all standards.
Below Benchmark - 2	Students is working at or near the benchmark but needs "strategic" interventions to be successful at the next level.
Well Below Benchmark -1	Student is working one or more grade levels below benchmark and needs "intensive" interventions to be successful at the next level.

### ASSESSMENTS

Students at the elementary level are assessed frequently. Assessments administered include curriculum assessments, universal assessments and diagnostic assessments.

### INTERVENTION/ENRICHMENT

All elementaries have an educational block where students receive instruction based on academic need as determined by diagnostic assessments.

## EXTRACURRICULAR INFORMATION

### FIELD TRIPS

Teachers may choose to expand the learning experiences of students by planning field trips for their classes. Buses will be used for transportation for these trips with teachers, parents, and other staff members being present as chaperones. The school reserves the right to limit the number of chaperones on field trips based on space, safety considerations, and the needs of the trip.

Chaperones are considered a volunteer of the district are expected to abide by the district's chaperone rules. These rules include:

- A chaperone limits cell phone use to emergencies only.
- A chaperone may not bring siblings to the school event.
- A chaperone is responsible for the assigned group of children and must stay with the children throughout

the event. Therefore, the chaperones will ride with the whole group.

- A chaperone assists in supervising children and enforcing classroom and bus rules.
- A chaperone acts as a positive role model.
- A chaperone follows all Douglas School policies including tobacco use.
- A chaperone respects the students' and staffs' right to privacy.
- Chaperone names will be submitted by the building to the district office for final approval. A background check may be conducted prior to approval, per DSD Board Policy IICC and IICD.

## **OUTSIDE ORGANIZATION SALES**

We recognize that many of our students are involved in activities outside of school. Many organizations, such as girl and boy scouts do fundraising to support their organization. Because so many of our children are involved, it is impossible for staff to buy treats from every student. We appreciate the requests, but we ask that these items be sold outside of school time.

## **PARENT INFORMATION**

### **ATTENDANCE - LEAVING SCHOOL FOR THE DAY**

If it is necessary for a student to leave school, a parent or guardian must come to the office to sign out the child on the appropriate form. At that time the student will be called from the classroom. At no time shall a child leave the premises without such a signature, nor will they be released directly from the classroom. **The adult signing the child out needs to be listed on the student's school records.** Identification may be requested. If you want to add a person's name to our records, please stop in the office. **Unless the office has a copy of custody papers limiting parental rights to one parent, children will be released to either parent.**

### **BUILDING VISITORS**

**All doors at Douglas Schools are locked and utilize a secure entry system.**

Upon entry, visitors are required to register in the main office and should check out at the main office when they leave. This will help us to maintain accurate records of visitors in the building.

Parents are welcome and are encouraged to visit school. Contacting the school prior to a visit helps provide a more meaningful experience for all. During instruction time and parties, we ask that parents refrain from bringing siblings with them into the classroom. **For security purposes only staff are allowed on the playground.**

### **BUS CONDUCT**

The bus driver is in charge of the students and the bus. The same courteous conduct expected in the classroom must be observed on the bus. Bus transportation is a privilege. Please visit with your child about bus safety. Help your child understand the importance of exercising caution while waiting for the bus and being seated while riding the bus.

**The teacher must have a written note if your child is not to ride the bus, or if the bus route is to be changed on a particular day.** All bus changes must be made no later than 30 minutes prior to dismissal.

For the safety of your child, we ask that you come to the office and we will assist you in getting your child off the bus. Bus drivers are not acquainted with all of the parents/guardians and do not have the time to ask for identification or the availability to check student records to verify your request.

### **CLASSROOM TREATS**

In order to provide a safe and healthy learning environment for our students, any food items prepared at home will not be served in classrooms. **Any homemade food item received at school for distribution will be placed in a Zip-lock bag with a note for return to the parent.** Only foods that are commercially prepared and include a

complete list of ingredients will be allowed in classrooms. **Healthy treats are encouraged for all items sent to school.**

Parents are welcome to bring in birthday treats for their student, but are asked to simply drop off the items unless the parent has made prior arrangements with the teacher. Teachers will find an appropriate time to distribute the treats.

If a food allergy is identified in a classroom, we ask that all families respect the dietary needs of affected students for their safety. To help maintain a safe learning environment, we encourage adherence to any allergy-related guidelines and request that food not be shared among students.

### **LOST AND FOUND**

Articles found are placed in the “Lost and Found” area. To prevent the loss of a student’s items, it is recommended that articles of clothing, school bags, lunch pails, etc. be clearly marked with the child’s full name. For articles lost on the bus, parents can call 923-0022 (District Bus).

### **PARTIES**

Classrooms celebrate several holiday parties during the year. Individual teachers will give you information on how these holidays will be handled. **Due to the increase in student allergies to latex and plants, it is recommended that you do not send balloon or flower bouquets to school.**

### **TOYS**

Students are not to bring toys and game balls to school. They tend to get lost or stolen. Students may bring items for show and tell if they are in a backpack or other container. **The school is not responsible for stolen items such as electronic devices, trading cards, game balls or any personal items.**

## **STUDENT INFORMATION**

### **ANIMALS AT SCHOOL**

Pets should not be brought to school without teacher or principal approval. Be sure the pet is not ill. Pets brought to school for show-and-tell activities should be taken back home thereafter.

### **DRESS CODE**

The fundamental purpose of the Douglas School District is to support student success. In order to achieve that goal, we must maintain and enhance the learning atmosphere of our schools, be consistent with our district goals, and provide a safe learning environment for our students. The responsibility for the personal appearance of students enrolled in the Douglas School District shall normally rest with the students themselves and their guardians.

Students **MUST** wear:

- Shirt (with fabric in the front, back, and on the sides under the arms)
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoe requirements are permitted (for example sports, cooking, tech ed, etc.)
- Clothing must continuously cover from arm-pit to thigh, including mid-section.

Students may **NOT** wear:

- Hats, caps, hoods on sweatshirts/hoodies or other head covering, unless approved.
- Violent language or images.
- Hate speech, profanity, or sexual references.
- Images, language, or brands depicting drugs, alcohol, tobacco (or any illegal item or activity).
- Clothing identified with gangs or gang-related activities.



- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear
- Bathing suits
- Sunglasses
- Blankets or similar coverings

Student dress or grooming should: maintain the health and safety of students, and support a focused learning environment within the classroom and school.

- All students should be able to dress comfortably for school and engage in the educational environment.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- All students and staff should acknowledge their responsibility to manage personal distractions independently, without imposing restrictions on individual students' attire or self-expression.
- Sources for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.
- Teachers should be able to focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

If there is a disagreement between students and/or guardians and the staff regarding appropriateness of clothing, administration will use their discretion to make the decision.

### **RED FLAG**

During bad weather, a red flag will be flown from the entry of each building. **Such a day will be called if it is raining, extremely windy and/or temperatures with wind chill of zero degrees or below.** The red flag means: All students will enter the building through assigned entryways and go directly to the designated area. Students will go outside on all other days.

### **POSSESSION OF ELECTRONIC DEVICES**

Cell phones, iPods, hand-held gaming devices, etc. are not permitted in classrooms during the academic day. **These are extreme high theft items for which our school will not be responsible.** Cell phones, smart watches, and Gizmo watches may not be used during classroom instruction and may be confiscated. They may be returned at the end of the day. **All electronic devices are to remain in backpacks while on school campus. Please refer to Policy JFCK.**

# DISTRICT BUSINESS SECTION

## ATTENDANCE

### Purpose:

The purpose of this regulation is to define the procedures for addressing and intervening in cases of truancy, in accordance with District Policy JED-JEDA and South Dakota Codified Law (SDCL) 13-27-1. This regulation ensures consistent implementation of truancy interventions and supports improved student attendance.

### Governing Policies

JED  
JEDA  
JEDA-R

### Receive Calls

**Parents are required to notify the school of the reason for their child's absence either prior to the absence or within 24 hours.** Administrative Assistants will answer calls from parents regarding student absences and will attempt to contact parents who do not contact the school. Administrative Assistants will record the date and time of the parent contact, as well as the reason for the absence as provided by the parent. All absences will be recorded in Infinite Campus.

### Purpose:

The purpose of this regulation is to define the procedures for addressing and intervening in cases of truancy, in accordance with District Policy JED-JEDA and South Dakota Codified Law (SDCL) 13-27-1. This regulation ensures consistent implementation of truancy interventions and supports improved student attendance.

### I. Definitions

1. Excused Absence:
  - An absence deemed legitimate due to illness, family emergencies, or other approved reasons as outlined in District attendance policies.
2. Unexcused Absence:
  - An absence not verified or approved by the school, including skipping classes or failure to provide appropriate documentation for the absence.
3. Truancy:
  - Truancy is an absence, by a student under age 18, for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of the compulsory attendance laws of the State of South Dakota, unless the student has graduated or is excused as provided. (SDCL 13-27-1, 13-27-20, 13-27-21)

Unexcused Absence Process	Excused Absence Process
<p>Warning Letter – Sent after 2 cumulative excused absences.</p> <p>Follow-Up Letter – Sent after 4 cumulative excused absences.</p> <p>Final Referral Letter – Sent after 6 cumulative excused absences.</p> <p>Referral to State’s Attorney’s Office – Initiated 6 cumulative unexcused absences.</p>	<p>Notification Letter 1 – Sent after 5 total excused absences.</p> <p>Notification Letter 2 – Sent after 10 total excused absences. Triggers administrative file review.</p> <p>During review, if absences are negatively impacting academic or behavioral success, further absences may require documentation and/or</p> <p>Student may be placed on the "No Additional Excused Absence" list.</p> <p>If placed on this list, all future absences without proper documentation will be unexcused and follow the unexcused absence process.</p>

## II. Absence Notification Process and Intervention Steps

### A. Unexcused Absence Notifications

1. First Notification – Warning Letter:
  - Sent after 2 cumulative days of unexcused absences.
  - Provides the current number of unexcused absences and outlines potential consequences of continued truancy, including possible referral to the State’s Attorney’s Office.
  - Offers resources to support improved attendance and encourages the parent/guardian to communicate with the school to help address any underlying issues.
  - Encourages communication between the parent/guardian and the school to address the issue.
2. Second Notification – Follow-Up Letter:
  - Sent after 4 cumulative days of unexcused absences.
  - Provides the current number of unexcused absences, a summary of prior communications, and outlines interventions already attempted.
  - Reinforces the importance of consistent school attendance and notifies the parent/guardian that continued unexcused absences may result in a referral to the State’s Attorney’s Office.
  - Includes an invitation for a parent/guardian meeting or home visit to address concerns and develop a plan to improve attendance.
3. Third Notification – Referral Notification Letter:
  - Sent after 6 cumulative days of unexcused absences.
  - Provides the current number of unexcused absences, a summary of prior communications, and outlines interventions already attempted.
  - Notifies the parent/guardian that the student will be referred to the State’s Attorney’s Office due to continued unexcused absences as required under SDCL 26-7A-10.

### B. Excused Absence Monitoring and Notifications

1. First Notification--Excused Absence Letter:
  - Sent after 5 cumulative excused absences.
  - Notifies parents/guardians of the student’s total number of excused absences.
  - Reminds families of the importance of regular school attendance and encourages proactive efforts to ensure consistent attendance moving forward.
2. Second Notification--Excused Absence Letter and File Review:
  - Sent after 10 cumulative excused absences.
  - Notifies parents/guardians of the student’s total number of excused absences.
  - Triggers a review by the school administrator, who will assess the student’s attendance, academic performance, and behavior to determine whether the absences are negatively impacting the student’s success.

#### Outcome of Review:

- If there is evidence of decreased academic performance or increased behavioral concerns, the administrator will require a doctor's note or other formal documentation for future absences to be excused. In such cases, the student may also be placed on the "No Additional Excused Absences" list.

#### Decreased Academic Performance may include:

- Secondary students receiving grades of D or F in one or more courses
- Elementary students performing below grade-level expectations on report card or placed in below grade level intervention groupings

#### Increased Behavioral Concerns may include:

- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Elementary-level behavioral referrals equivalent to ISS or OSS
- This determination will be communicated to the parent/guardian in writing.
- Once a student is placed on the "No Additional Excused Absences Without Documentation" list, any undocumented absences will be recorded as unexcused and the student will enter the Unexcused Absence Notification Process outlined in Section II(A).

### III. Intervention Procedures

1. Parent/Guardian Communication:
  - Parents are required to notify the school of the reason for their child's absence either prior to the absence or within 24 hours.
  - Schools will attempt to contact parents/guardians through phone calls, emails, or home visits as unexcused absences accumulate.
2. Student Support Services:
  - Schools will work with students and families to identify barriers to attendance, such as transportation, mental health concerns, or other external factors.
  - Referrals to school counselors, social workers, or community resources may be made as appropriate.
3. Parent/Guardian Meetings:
  - Meetings will be held with parents/guardians, the student, and school staff to develop a plan to improve attendance.
4. Documentation Requirements:
  - All efforts to contact parents/guardians and support the student must be documented, including attendance records, communication logs, and interventions attempted.

#### IV. Referral to the State's Attorney's Office

1. Threshold for Referral:
  - A referral to the State's Attorney's Office will be made when a student reaches 6 cumulative days of unexcused absences unless extenuating circumstances are documented.
2. Referral Process:
  - The building administrator must complete the required referral documentation, which includes attendance records, copies of all truancy letters, communication logs, and a summary of interventions attempted.
  - Documentation must comply with all legal requirements outlined in SDCL 26-7A-10.
3. Collaboration with Authorities:
  - The District will cooperate fully with the State's Attorney's Office and any relevant agencies to ensure the welfare of the student.

#### V. Monitoring and Review

1. Attendance Monitoring:
  - a. School staff will regularly review attendance records to identify patterns of truancy and intervene early.
2. Annual Review of Procedures:
  - a. The District will review this regulation annually to ensure compliance with state law and effectiveness in addressing truancy.

#### VI. Resources for Families

The District provides the following resources to assist families in improving student attendance:

- Access to the Infinite Campus Parent Portal for real-time attendance monitoring.
- School counseling and social work services.
- Referrals to community programs for additional support.

#### SCHOOL ATTENDANCE

~~The Douglas School District recognizes that students, parents/guardians, teachers, and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Douglas School District must attend classes regularly every day school is in session until the completion of the school year. The following information has been taken from SDCL: 13-27-1. This defines the responsibility of a person controlling a child under 18 for school attendance.~~

#### TRUANCY DEFINITION

~~"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.~~

#### EXCUSED ABSENCES

~~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. The following guidelines may be accepted as valid reasons for a student to be excused:~~

- ~~1. Illness or quarantine:~~

2. ~~Bereavement or serious illness in the family.~~
3. ~~Weather so inclement as to endanger the health of the child.~~
4. ~~For observance of major religious holidays.~~
5. ~~Leaves of educational value.~~

~~A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. If a call or note has not been received within 24 hours of the absence, the absence will be considered unexcused. School work missed must be made up.~~

~~Students in grades K-8 who have in excess of 20 days absent for the school year, excused or unexcused, may be considered for retention. Attendance will be reviewed regularly by administrators. An attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.~~

~~It is normal policy/procedure for parents/guardians to receive notification by mail of current attendance. Habitual truancy problems will be referred to the States Attorney's office. Excessive absences (excused or unexcused) will be reviewed by the principal and counselor. Excessive absences (excused or unexcused) may be reported to Juvenile Court Services for truancy and the student may possibly repeat the entire school year.~~

### **STUDENT RESPONSIBILITY**

~~Students are required to be in school every day.~~

~~In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.~~

~~A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.~~

~~If a child is tardy 2 hours or more, they will be marked absent for one half day. This will include excused tardies for medical appointments.~~

### **PARENT/GUARDIAN RESPONSIBILITY**

~~Parents/guardians are required to send students to school every day.~~

~~Because of the concerns with the safety of each student, parents/guardians are to contact the school as soon as possible, but no later than 10 a.m. of the day the student is absent.~~

~~When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student or parent is required to call, email or provide written verification of the reason for the absence on the day or within one (1) full school day of the student's return to class. An unverified absence will be considered an unexcused absence/truancy.~~

~~In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.~~

### **TEACHER RESPONSIBILITY**

~~At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment of lack of attendance, though class participation may be a part of the grading criteria.~~

~~Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.~~

~~Teachers are expected to emphasize the importance of good attendance in order to experience success in class.~~

~~Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.~~

### **ADMINISTRATOR RESPONSIBILITY**

~~The district will be responsible for establishing attendance procedures and for informing students and parents/guardians of these requirements at the beginning of each school year.~~

~~It is the responsibility of school officials to have accurate records of student schedules.~~

~~The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.~~



# **HEALTH AND NURSING SERVICES**

The Douglas School District has nursing services provided at all the buildings. Nursing services are available during school hours to meet the needs of students. In order to provide nursing services in a quality manner to your child, we need to have accurate information available to the school personnel. In case of a typical emergency situation, the procedure below will be used:

1. Contact a parent or guardian at home or work.
2. Contact an emergency contact person.
3. Call 911. In instances where medical attention is needed without delay, the parent/guardian will be called at the same time as the emergency personnel, or immediately thereafter. The child's family will be financially responsible for the care given by emergency personnel.

It is imperative that school records are up-to-date and accurate. The school must be notified immediately of any changes in your address or phone numbers. A second emergency contact number must be provided. If we are unable to contact you, this individual will be called if your student is ill or injured.

## **ILLNESS**

Should your child become ill at school, you will be contacted to take the child home. Conditions that will merit removal from school are as follows:

- Temperature at or above 100.4 degrees and not feeling well. Students should stay home for 24 hours after the temperature is normal.
- Diarrhea (more than one episode). Students should stay home for 24 hours after the last episode.
- Nausea or vomiting. Students should stay home for 24 hours after the last vomiting episode.
- Unidentified rashes accompanied by fever or other illness
- Red, itchy eye(s) accompanied by matting or drainage
- Active head lice
- Contagious Disease
- The child is unable to participate in his/her daily school activities.
- Any situation requiring, in the judgment of staff, further medical evaluation or higher level of care.

These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise. When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

## **MEDICATIONS**

District policy prohibits dispensing any over-the-counter or prescription medications without authorization/release for each medication. If your physician prescribes a medication that will be needed during the school day, please contact the school nurse to arrange for proper handling. Prescription medications must be in the original container from the pharmacy with a current prescription label for dosages and time. The school will accept a 10-day supply of the medication. An authorization must be filled out and signed for each prescription medicine to be given at school. These are available in the front office or from the school nurse.

Over the counter medications must be in the original package and clearly labeled. A written authorization must accompany the medication indicating proper dose and time to be administered. It is the nurse's discretion as to how long over the counter medication will be given at school. If the condition for which medication is being given persists longer than 5 days, it is recommended that the child see a medical professional.

## **PEANUT FREE TABLE**

A peanut free table is provided for students within each cafeteria. Students with peanut allergies may sit at the table to limit their contact with peanut products.

## COMMUNICABLE DISEASE GUIDELINES

Health guidelines for school attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Communicable Conditions	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS/HIV) 6 months - 5 years	Determination should be made by the team process as outlined by the Communicable Disease Policy. Generally no exclusion; considerations may exist if there is potential for bloodborne exposure, Consult healthcare provider for guidance.
Chicken Pox (Varicella)	The student may attend school after all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
COVID-19	Attendance will be based on current CDC and SD Department of Health Guidance.
Enteric Infection (Giardia, Salmonella, Shigella, Campylobacter, Rotavirus, E-Coli, Pin-Worms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Hepatitis A	The student may attend after 1 week from onset of illness and with physician's written permission, and if the student has the ability to take appropriate personal hygiene precautions.
Hepatitis B & C	The student may attend school. Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and the area is dried.
Influenza	The student may attend school if fever has been absent for 24 hours in an unmedicated state. Good washing should eliminate the risk of transfer of infection.
Pediculosis (Lice, Crabs)	The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child is allowed to return to the classroom.
Meningococcal Disease (Meningitis)	The student may attend 24 hours after initiating antibiotic treatment and is cleared by physician to attend.
Infectious Mononucleosis (Mono)	The student may attend school as directed by the physician. The student may need adjusted school days and activities.
Pertussis (Whooping Cough)	The student may attend after completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
Pink Eye (Conjunctivitis)	The student may attend after the eye is clear, under treatment, or with physician's written permission.
RingWorm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment.
Measles (Rubeola)	The student may attend school after a minimum of four days after onset of rash. Students who have had contact with measles may attend school if immunization is up to date.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 12 hours after initiating oral antibiotic therapy, and is clinically well.

# **NUTRITION SERVICES**

## **LUNCH ACCOUNTS**

Douglas School District requires that all lunch accounts operate with a positive balance. Funds can be added to your student's account electronically under the parent portal and food service, or via check or cash. If your student's account becomes low, an electronic notice will be sent to the email address that is on file. It is the responsibility of the parent/guardian to monitor their student(s) account. You may access your account information through the parent portal. Money in your Campus Lunch account rolls over from year to year.

The federal application for free or reduced lunch is available at any time during the school year by contacting the school office, filling the application out electronically through the parent portal, under more and meal benefits, or downloading the printable version on the Food Service home page. Please contact the food service office with any questions (605) 923-0055.

## **LUNCH AND BREAKFAST PROGRAMS**

Students may either participate in the hot lunch program or bring a sack lunch for lunchtime. The cost for school meals are as follows:

Breakfast All Grades – \$2.30	Milk – \$0.75
Lunch K-5 – \$2.80	Adult Breakfast – \$3.00
Lunch 6-12 – \$3.05	Adult Lunch – \$5.20

Reduced Price Meals are as follows:

Breakfast – \$0.30	Lunch – \$0.40
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## **FOOD SUBSTITUTION REQUIREMENTS**

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Annually, parents are required to complete the Special Diet Form, if a food substitution is needed. This form is available through the building nurse's office or through the Food Service Office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided annually. Please contact the food service office with any questions (605) 923-0055.

## **SERVICES TIMES BY SCHOOL**

Breakfast	All Buildings 7:30 AM
Lunch	Based on building schedule

# **SAFETY PROTOCOL**

## **BUILDING SECURITY**

All entrances and exits to the school are safety-locked. All building visitors and late arrivals need to use the main entrance and report to the school office.

## **INCLIMATE WEATHER**

When determining if schools should stay open in extreme winter weather, the safety of students and staff is our priority. The decision to close school is a serious one. While cold temperatures, winter snowstorms, and icy conditions do present challenges, the Douglas School District aims to keep schools open whenever possible.

Prior to and during a bout of winter weather, we monitor up-to-date reports on road conditions, current weather conditions, transportation capability, the status of our buildings and the weather forecast from the National Weather Service. We will keep schools open if these reports indicate we can safely transport children, have students walk to school, and open and operate our buildings.

If reports show substantial challenges, we may decide to implement a late start or close school. Parents and guardians will be notified as soon as possible if it is determined that a late start or a full closure is necessary. The local news outlets and the district's website and social media accounts will also post emergency closure information.

In making this decision to close school, district officials rely on the National Weather Service's warning system and wind chill charts. If the National Weather Service issues a "windchill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will make a decision to if they will remain open, close or call a late start depending on the forecast. If a wind chill advisory is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite.

We trust parents to make the ultimate call when it comes to their child's safety. Not all streets are plowed at the same time, and snow totals may differ from one area of our district boundaries to another. If you do not think it is safe to send or take your kids to school during inclement weather, it is the parent's choice to keep them home.

Parents will be notified via the following channels:

- Infinite Campus Mass Notification through text, phone and email
- Social Media (Douglas School District Facebook)
- District Website -- [dsdk12.net](http://dsdk12.net)
- News Media (TV and radio)

## **LATE START**

Any time school begins two hours late. A two-hour late start includes the following:

- District buses will run two hours later than originally scheduled.
- The Before Care program is **not available** on those mornings.
- **Breakfast is not offered.**
- Staff supervision is not available until 20 minutes prior to the start of the school day. Students should not be dropped off at school until 20 minutes prior to the start of the day.

## **EARLY DISMISSAL**

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home

safely. Please cover this plan with your child periodically to assure he/she can verbalize the operation correctly. It is the parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

## **SAFETY RESPONSE PROTOCOL**

### **Alert, Lockdown, Inform, Counter, Evacuate – (A.L.I.C.E.)**

Douglas School District is a certified ALICE district. ALICE is a response protocol that provides all staff and students with proactive responses in the unlikely event of an active shooter or other violent intruder events. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. These are not sequential steps to be taken, but options to be considered in a dangerous situation. Douglas School District works closely with law enforcement to provide training to all staff and students in ALICE.

Important things for you to know: 1) student safety is our primary objective and will be our focus; 2) in the event of an emergency situation, the district will do all it can to provide you with as much information as possible—keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent; 3) calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for communications with emergency responders; 4) we have rally points should evacuations occur, DO NOT come to the schools—traffic clogging streets will prevent responders from getting to where they need to be.

Parents can find detailed information about the Douglas School District response plan on the website at: [www.dsdk12.net](http://www.dsdk12.net)

All community members are encouraged to report anything unusual to a building office or to the Central Office immediately.

# **STUDENT CONDUCT / DISCIPLINE MATRIX**

## **Discipline Policies K-5**

The Douglas School District strives to assist students in making effective decisions and developing personal responsibility. It is the belief of the Douglas School District that students can make appropriate choices for themselves and demonstrates respect, responsibility and reasoning skills.

The Douglas School District Elementary expects students to:

1. Respect themselves and others.
2. Work and play safely.
3. Walk in a quiet and orderly manner in the school building.
4. Use good manners and appropriate behavior.
5. Allow teachers to teach and others to learn.
6. Come to school ready to learn.

Effective discipline begins in the classroom with clear expectations for positive student behavior. It is also believed there are natural consequences for inappropriate behavior. Consequences, not punishment, are necessary to help the student take responsibility for their actions and lead the student to make positive choices.

Most disruptive behavior can be handled at the classroom level. However, the behaviors listed below require removal of the student from the classroom to the ReFocus Room or principal.

- |                           |                             |                       |
|---------------------------|-----------------------------|-----------------------|
| • Bullying                | • Disregard of School Rules | • Inappropriate Dress |
| • Cheating/Plagiarism     | • Disruptive Behavior       | • Profanity           |
| • Destruction of Property | • Endangerment              | • Theft/Stealing      |
| • Disorderly Conduct      | • Harassment                | • Vandalism           |

**The following behaviors will result in an automatic referral to the principal:**

- |                         |                       |                             |
|-------------------------|-----------------------|-----------------------------|
| • Assault/Battery       | • Fire Alarm          | • Intimidation              |
| • Bomb Threat           | • Flagrant Disrespect | • Intimidation of Staff     |
| • Bullying              | • Gang Activity       | • Physical Assault on Staff |
| • Drugs/Alcohol/Tobacco | • Instigation         | • Vandalism                 |
| • Fighting              | • Insubordination     | • Weapons                   |

The following matrix will be used as a guide to determine appropriate consequences for students with discipline referrals. **Administration reserves the right to alter any disciplinary action based on extenuating circumstances.**

School year Discipline matrix *ISS- In School Suspension *OSS- Out of School Suspension	Formal Warning	1 hour of Time Out	1-3 hours of Time Out	1/2 Day of ISS	1 Day of ISS	1-5 Days of ISS	1-10 Days of OSS
Bullying	Board Policy JFCD will be followed and consequences assigned appropriately.						
Cheating			1	2	*3		
Disorderly Conduct				1	2	*3	
Disregard of School Rules		1		2		*3	
Disrespectful or Obscene Language/Gesture		1		2	3+		
Disruptive Behavior			1	2		*3+	
Endangerment of Self/Others (pushing, shoving, hitting, etc.)			1	2	3	4+	
Fighting						*1	2+
Instigating		1	2		3		
Insubordination/Disrespect to staff			1	2		*3+	
Name Calling			1	2		3+	
Other Local Board Policy Violation			1	2	3	*4+	
Physical Assault on Staff						*1+	
Sexual Harassment	Board Policy ACAA will be followed and consequences assigned appropriately.						
Threat and Intimidation				1	*2	3+	
Threatening Staff Member				1	*2	3+	
Trespassing							1+
Alcohol					*1	2	3+
Arson							1+
Battery							1+
Drugs/other than Alcohol							*1+
Gang Activity	1			2		*3+	
Tobacco					1	*2	3+
Tobacco Distribution					1	*2	3+
Weapons (firearms)							*1+
Weapons (Other)						*1	2+

# **TECHNOLOGY**

## **ACCEPTABLE USE AGREEMENT POLICY IIGBA-E**

Douglas School District (DSD) will assign a laptop computer to each student grades 9–12, and may assign a device to each student grades K-8. To receive the device, the student and accompanying parent/guardian must agree to the following terms and pay the Technology Use Fee.

### **CONDITIONS**

- The device and all of its components are the property of DSD and monitored at all times.
- The device is to be used by the Douglas School District student ONLY.
- The device and its applications must be used in accordance with all school and District policies.
- The user shall have no expectation of privacy of information stored on, accessed from, or used in conjunction with the device; DSD reserves the right to inspect devices and files at any time in accordance with DSD School Board's Search and Seizure policy, GBCBAA
- The user is responsible for intentional or negligent actions leading to damage, loss or theft of the device. In such cases, the student may be subject to criminal prosecution and/or civil liability. In addition, the student may be charged a fee for any needed repairs not to exceed the replacement cost of the device.
- Accessing and/or searching inappropriate web content is strictly prohibited.
- The device may only be connected to trusted non-District Internet access points when in use off campus.
- All applications and software on the device shall remain installed and not disabled.
- Any software a user wishes to load/add to the device must be approved by the school principal and the Technology Coordinator.
- Users must comply with trademark and copyright laws, as well as all license agreements.
- The device, charger and carrying case (applicable to DMS only), shall be returned at the end of the school year in good, clean and working condition.
- Students should review BOE Policy IIBFA regarding the use of Artificial Intelligence.
- Items not specifically covered by the agreement will be reviewed on a case-by-case basis.

### **TECHNOLOGY USE FEE**

The DSD Technology Use Fee provides user protection for accidental damage or loss of the assigned device and is a required annual expense for the student to receive a District device.

The non-refundable Technology Use Fee is \$25.00 per student for each school year, not to exceed \$50.00 per family household. If you have past due accounts, you will NOT receive your laptop until all charges are paid in FULL.

### **DAMAGED OR LOST TECHNOLOGY EQUIPMENT**

In the event of damage or loss, a report must be made with the school resource manager, and a determination of negligence vs. accident will be made by a school administrator. If the damage/loss is determined accidental, there will be no cost incurred by the student. If the damage/loss is determined to be the result of misuse or abuse, the student will not be covered by DSD and will be billed for the replacement or repair of the device at a cost not to exceed **\$400.00**. Replacement Cost for Lost/Misplaced charging cords is **\$40**.

Note: Lost/Misplaced charging cords are not covered by the Technology Use Fee.



# **TRANSPORTATION**

## **OVERVIEW**

The bus driver is in charge of the students and the bus. The same courteous conduct expected in the classroom must be observed on the bus. Bus transportation is a privilege. Please visit with your child about bus safety. Help your child understand the importance of exercising caution while waiting for the bus and being seated while riding the bus.

Children will be picked up and delivered each day to the stop(s) designated by the parents at enrollment time unless other arrangements are made with the school on a permanent basis. Only in the event of a bona fide emergency will we deviate from this policy. Questions or concerns regarding bus transportation should be directed to the Transportation Coordinator: 923-0022.

## **STUDENT CODE OF CONDUCT**

All code of conducts for the schools will be followed on the bus.

There are some extra expectations when riding on the bus and they are as follows:

Students are expected to be at the bus stop 3 to 5 minutes before the pick up time. During times of inclement weather conditions (below freezing temperatures, snow, heavy rain, thunderstorms, hail, etc), students should stay in a covered and warm area. When the bus arrives, students should make their way to the stop with a sense of urgency while still remaining safe.

Students are expected to find their seat once they get on the bus and remain seated during the bus ride. Switching seats, especially while the bus is moving is dangerous. The student could be thrown around if they move out of their seat while the bus is turning or breaking. This could injure them or other students who are riding the bus.

Students are expected to keep their noise level down. Driving a bus takes a lot of concentration and a driver can be easily distracted if there is a lot of yelling and screaming on a bus.

Students are expected to not spray any cologne, perfume, body spray or anything else while on the bus. Busses are a confined area and sprays, as listed above, can irritate students and drivers with breathing issues. This could cause an emergency situation needing immediate attention.

## **PHONE / ELECTRONIC USE**

- Students are allowed to use their phones/electronics on the bus while on the bus with some expectations.
- Students will not take photos or videos while riding the bus.
- Students will turn off their sound or wear headphones while riding the bus.

## **DISCIPLINE PROCEDURES**

Riding the bus is a privilege not a right, and if a student is being unsafe and/or not following the code of conduct, that privilege may be revoked. In general the discipline procedures will go as follows:

1. If the driver is notified or notices an incident, they will inform the Transportation Coordinator and create a write up
2. The Transportation Coordinator will review the video from the bus to confirm the information for accuracy
3. The Transportation Coordinator will finish up the write up and send a copy to the students school for their situational awareness
4. The driver will give the write up to the student as they get off the bus in the afternoon

The discipline will follow this escalating scale depending on number and severity of offense at the Transportation

Coordinators discretion:

- 1st offense - Written warning (all offense will have a written warning)
- 2nd offense - Written warning and possible bus suspension of 3 - 5 days
- 3rd offense - Written warning, bus suspension of 3 - 5 days and or revocation of bus riding privileges
- 4th offense - Written warning, bus suspension of 5 days and or revocation of bus riding privileges
- 5th offense - Written warning and revocation of bus riding privileges

### **TYLER TRANSPORTATION**

The district buses will be utilizing Tyler Transportation for bus routing and student tracking. Parents are encouraged to download the My Ride K-12 app to track their student and send/recieve messages with the Transportation Coordinator concerning student transportation.

### **BUS PARTNERSHIPS**

Ellsworth AFB and Antelope Ridge have their own bus contracts and are not under the direct control of Douglas School District. If there are any questions or concerns about those busses, parents should get in contact with the following individuals:

Ellsworth AFB - School Liaison Officer  
Antelope Ridge - Antelope Front office

# DISTRICT POLICY NOTIFICATIONS

## **Policy Text Disclaimer**

In some cases, an incomplete copy of a policy is included in this handbook due to district policy review and revision timelines. In some instances, portions of policies relevant to students may be referenced. Complete versions of all Douglas School District policies are available in the school office, Douglas School District Administrative Offices, or online at [www.DSDk12.net](http://www.DSDk12.net). Policies may be revised after this handbook has been printed. Douglas School District adheres to Federal, State and Local Regulations. Please see South Dakota Codified Law, <https://sdlegislature.gov>.

Policy	Title	Brief Description
<a href="#">ACAA</a>	Sexual Harassment	The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner.
<a href="#">AEA</a>	Tobacco-Free Schools	The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities.
<a href="#">EBCA</a>	Bomb Threats	The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property.
<a href="#">ECAC</a>	Video Surveillance	The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Videotaped recordings are considered security data and are property of the Douglas School District. Any viewing requests need to go through the superintendent's office.
<a href="#">JFA</a>	Student Due Process Rights	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
<a href="#">JFA-R</a>	Student Due Process Regulation	In Accordance with Douglas School District Board Policies JFA and JFA-R, student due process is provided throughout the discipline procedures. Due process is in accordance with the severity of the action taken against the student. A procedural due process hearing is provided when the suspension extends into the tenth day. Details of the grievance procedures and full due process rights will be made available by the school through the principal's or superintendent's office.
<a href="#">JFC</a>	Student Conduct	The Board expects students in the District schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.
<a href="#">JFCD-R</a>	Bullying - Regulation	Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
<a href="#">JFCE</a>	Terroristic Threats	The Douglas School Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.
<a href="#">JFCG</a>	Smoking and Tobacco Use by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare and safety of all students who attend the district's schools. The School Board believes that student smoking and the use of tobacco is wrong and harmful.

<a href="#">JFCG-R</a>	Smoking and Tobacco Use by Students Regulations	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
<a href="#">JFCH</a>	Alcohol and Other Drugs by Students	The Douglas School Board recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the District's schools. Alcohol and other drug use can interfere with a student's ability to learn and function responsibly in the school setting and in the community.
<a href="#">JFCH-R</a>	Alcohol and Other Drugs by Students Regulation	A written copy of this policy will be made available to parents, staff, and students. Compliance is mandatory.
<a href="#">JFCL</a>	Student Registered Sex Offenders	The State of South Dakota maintains a registry of registered sex offenders for public information. Any interested person is encouraged to contact a local law enforcement agency or the South Dakota Attorney General's Office for further information or to access the registry. Persons using the registry are reminded to obey all laws concerning misuse of the information obtained. This policy does not impose any duty upon any District employee to review the sex offender registry for individuals who may come upon District Property.
<a href="#">JHCDB</a>	Epinephrine Auto-Injectors	The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. Parent/legal guardian of a student with a known severe allergic reaction causing anaphylaxis needs to provide the school with an epinephrine auto-injector prescribed by a licensed physician.
<a href="#">JOA</a>	Student Directory Information	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.
<a href="#">JOA-E</a>	Student Directory Information Notice	The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.
<a href="#">JOB</a>	Student Surveys	No elementary school or secondary school student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning the following subject matters, without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
<a href="#">KO</a>	Non-Student Registered Sex Offenders	No person, other than a student who is enrolled in the Douglas School District #51-1 ("District") who is registered as a sex offender under SDCL Chapter 22-24B, may knowingly be present on the facilities or grounds owned, leased or controlled by the District (the "Property") except for the limited circumstances stated in this policy. A student enrolled in the District who is registered as a sex offender under SDCL Chapter 22-24B shall be subject to Board Policy JECBC.

# FEDERAL AND STATE POLICY NOTIFICATION

Title	Brief Description
FERPA - Family Educational Rights and Privacy Act <a href="#">DSD Policy JO-E</a>	<p>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."</p>
FEDERAL PROGRAM COMPLAINTS <a href="#">DSD Policy AC-R</a>	<p>The Board has adopted a specific procedure to ensure that parental/student/public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation. The Board will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.</p>
Notice of Nondiscrimination	<p>The Douglas School District prohibits harassment and discrimination on the basis of race, color, citizenship, creed, religion, national origin, sex, veteran status, disability, age, or any other protected characteristic under applicable federal or state law, in its program and activities, in employment, and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding District policies and procedures regarding non-discrimination and harassment, contact:</p> <p>Executive Director of Operations            400 Patriot Drive            Box Elder, SD 57719</p> <p>For more information about non-discrimination laws and regulations, or to file a complaint, contact the Office for Civil Rights (OCR); 1-800-421-3481; <a href="mailto:ocr@ed.gov">ocr@ed.gov</a>.</p>
The Every Student Succeed Act (ESSA)	<p>The <a href="#">Every Student Succeeds Act</a> (ESSA) is the federal K–12 education law. ESSA was signed into law in 2015, replaced No Child Left Behind, and reauthorized the Elementary and Secondary Education Act (ESEA). ESSA requires every state to measure performance in reading, math, and science. Every school must inform parents about their standards and their results. ESSA requires every state to provide parents important information on test performance in reading, math, and science. The report cards must also provide data on graduation rates, suspensions, absenteeism, teacher qualifications, and many other areas. South Dakota parents may find this information on <a href="#">SD DOE Webpage</a> and in data reports on the Performance Reporting pages.</p>
Child Abuse and Neglect	<p>SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the following: the building principal, superintendent or designee, the State's Attorney.</p>
Disturbance of School	<p><i>SDCL 13-32-6. Disturbance of School.</i> "A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor." The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.</p>

Weapons in School	<p>The legislature, under SDCL 13-32-7, states “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.” <b>Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.”</b></p> <p>If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.</p>
Disorderly Conduct	<p><i>SDCL 22-18-35. Disorderly Conduct.</i> “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by:</p> <ol style="list-style-type: none"> <li>1. Engaging in fighting or violent or (threatening) behavior;</li> <li>2. Making unreasonable noise;</li> <li>3. Disturbing any lawful assembly or meeting of persons without lawful authority; or</li> <li>4. Obstructing vehicular or pedestrian traffic;</li> </ol> <p>Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”</p>
<b>Title I Parent Information</b>	
The Every Student Succeed Act (ESSA) – Parents Right to Know	Parents of students in Title I schools (schools that receive federal assistance due to their high poverty level) have a “right to know” about the qualifications of their child’s classroom teachers and paraprofessionals [ESSA Title 1 Part A, SEC. 1112(e)(1)(A)].
Title I Parent and Family Engagement <a href="#">DSD Policy ABAA</a>	The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.
Title I Parent and Family Engagement Procedures <a href="#">District Procedures</a> <a href="#">Patriot Elementary</a> <a href="#">Vandenberg Elementary</a>	This policy outlines how DSD will partner with parents and families to support student success. It describes opportunities for collaboration, communication, and shared responsibility between the school and families to strengthen academic achievement for all students.
Title I Compact <a href="#">Patriot Elementary</a> <a href="#">Vandenberg Elementary</a>	The Title I Parent Compact is an agreement between the school, parents, and students that outlines how each will work together to support student learning. It explains the school’s commitment to providing quality instruction, the parent’s role in supporting learning at home, and the student’s responsibility to do their best. The compact is designed to build strong partnerships that help every child succeed.
Title VI/Indian Education	Title VI is designed to ensure that American Indian, Native Hawaiian and Alaska Native students meet challenging state academic content and student academic achievement standards, as well as meet the unique culturally related needs
<a href="#">Testing Transparency Information</a>	South Dakota’s statewide assessments in English language arts, math, science, and writing help track student progress toward graduating college, career, and life ready. Results guide schools and families in supporting learning and are part of the state accountability system. Resources are available at <b>dsdk12.net</b> .



# **DOUGLAS SCHOOL DISTRICT CONTACT INFORMATION**

<b>Douglas Elementary Schools</b>	<b>Phone</b>
Carrousel (Special Services birth - 3 yrs)	605-923-0090
Badger Clark (grades K-3)	605-923-0080
Francis Case(grades K-3)	605-923-0070
Vandenberg (grades 4-5)	605-923-0060
<b>Douglas Secondary Schools</b>	<b>Phone</b>
Douglas Middle School	605-923-0050
Douglas High School	605-923-0030
Douglas High Athletics Dept.	605-923-0040
<b>Douglas School District Administrative Offices</b>	<b>Phone</b>
DSD Central Office Main Line	605-923-0000
Superintendent of Schools	605-923-0000
Educational Services	
Elementary	605-923-1002
Secondary	605-923-0047
Title VI/Indian Education	605-923-0047
Federal Programs	605-923-1002
Special Education & Student Related Services	605-923-0090
Human Resources	605-923-0025
Finance, Budget & Community Development	605-923-1009
Support Services	
Buildings & Grounds	605-923-0005
Nutrition Services	605-923-0056
Technology Services	605-923-0032
Transportation_& Special Education Transportation Coordinator	605-923-0022
Communications Coordinator	605-923-0058
Registration Services	605-923-0017

## **BOARD OF EDUCATION**

Mrs. Tanya Gray  
 Mrs. Amy McGovern  
 Mr. Benjamin Frerichs  
 Mrs. Tonya Welch  
 Mr. Chris Misselt

Associate Member, Ellsworth AirForce Base Representative  
 Associate Member, Ellsworth AirForce Base Representative  
 Associate Member Alternate, Joanne Mulholland

### **Douglas School Board Policies**

This handbook will be administered so as to be consistent with Douglas School District Policies, Administrative Regulations, State of South Dakota Laws, and Federal statutes. All Douglas School District Policies are available for review at [dsdk12.net](http://dsdk12.net).