

Garretson School District 49-4
Garretson, SD
Agenda for Regular School Board Meeting
Garretson High School Library
December 11, 2023

1. Call to Order - 6:00 PM
2. Pledge of Allegiance
3. Welcome to visitors and guests
4. Approval of agenda with proposed additions or corrections
5. Open Forum
6. Consent Agenda.
 - a. Approval of minutes, financial statements and bills for payment.
 1. Minutes from previous meetings
 2. Cash Balance Report
 3. Claims Report
 4. Invoice Listing Report
 5. Imprest Checks Report
 6. Check Register Report
 7. Payroll Report
 8. Check Reconciliation Report
 9. Bank Statements
 - b. Approval of agreements and / or contracts
None
 - c. Fuel Quotes (12-5-2023)

E-10	Diesel
Palisades Oil	2.329
Vollan Oil	No response to request
 - d. Personnel actions
 1. Resignation - Amber Williamson, Head Soccer Coach only, approval contingent upon finding a suitable replacement.
 - e. Surplus property
7. Old Business.
None
8. New Business
 - a. Conflicts of interest, per SDCL 3-23
None
 - b. Consider specs for visitor bleachers area
 - c. Consider specs for scoreboard at the athletic complex
 - d. Consider ESSER / Safe Return to School Plan.
 - e. Information Items:
 1. Elementary Handbook
 2. Secondary Handbook
 3. GBCB: Staff Conduct.
 - f. First Reading
 1. KK: Visitors to Schools
 2. KMC: Annual Notification to Parents
 - g. Second Reading.
 1. KLB: Public Complaints About Curriculum or Instructional Materials
 2. KLB-E: Request For Reconsideration of Instructional Materials

9. Administrative Reports
 - a. ASBSD Delegate Assembly Report
 - b. Superintendent's report
 1. Boiler Replacement
 2. RDA Plan
 - c. Prairie Lakes Coop
 - d. Elementary Principal's Report
 - e. MS/HS Principal's Report
10. Executive Session, per SDCL 1-25-2, subsection 1, a personnel matter.
11. Potential Action After Executive Session
12. Adjourn

SCHOOL BOARD MINUTES

Regular Meeting Garretson School District #49-4 6:00 p.m. November 13, 2023

Present: Board President Shannon Nordstrom, Board Vice President Andy Hulscher, Board Member Tana Clark, Board Member Wyatt Compton, Board Member Jodi Gloe, Superintendent Guy Johnson, & Business Manager Jacob Schweitzer. Others present: Elementary Principal Katie Hoekman, MS/HS Principal Chris McGregor, Jacki Liester, Natasha Mendoza, Garrick Moritz, Kathi Nolz, Amy Pullman, Randall Pullman, Kelli Schleuter, and many others. Others that were present did not sign in and are unable to be recorded in the minutes.

At 6:00 p.m., the Board convened in the Library for its regular meeting of the Garretson School Board. All votes are unanimous, unless specifically noted in the minutes.

President Nordstrom led the Pledge of Allegiance and welcomed guests and visitors.

President Nordstrom called for any additions or corrections to the Board agenda. There was one addition presented. President Nordstrom requested an item be included at the end of the agenda before executive session, to appoint a hearing officer in executive session regarding a student matter.

Action 24-046: Motion by Compton, second by Clark, to approve the agenda as presented with the proposed addition. Motion carried.

Natasha Mendoza spoke during the Open Forum portion of the meeting. She discussed the restrictions placed on children at the school's activities/sporting events and her perception of negative effects it is having on the community.

Action 24-047: Motion by Clark, second by Gloe, to start the review process at the December 11, 2023 board meeting of the board policies as it relates to child and community expectations at school related events. Motion carried.

Action 24-048: Motion by Hulscher, second by Compton, to approve the following consent agenda items as presented. Approval of October 9, 2023 regular board meeting minutes, approval of October 24, 2023 special board meeting minutes, approval of November 6, 2023 special board meeting minutes, approval of payments for October 2023 claims, approval of the financial statements for October 2023, approval of October 2023 payroll, approval of November 1, 2023 fuel quotes, Diesel Fuel from Palisades Oil - \$3.309, and 10% Ethanol from Palisades Oil - \$2.489, and approval of surplus property, which consists of four ThinkPad X130e machines, sixteen Thinkcentre M71z machines, two HP P4015N printers and four Epson projectors. Motion carried.

GARRETSON SCHOOL DISTRICT #49-4

CLAIMS PAID NOVEMBER 13, 2023

GENERAL FUND

A-OX WELDING SUPPLY CO., INC., AG. CYLINDER RENTALS, \$59.95; ACCESS SYSTEMS, COPIER/PRINTER STAPLES- REFILL, \$65.89; ALL AROUND WELDING, BUS MAINTENANCE/SUPPLIES, \$525.00; ALLIANCE COMMUNICATIONS, NOVEMBER 2023 INTERNET & PHONE SERVICES, \$837.00; ASSOCIATED SCHOOL BOARDS OF SOUTH DAKOTA, SCHOOL LAW SEMINAR- 10/18/2023, \$125.00; AUTOMATIC BUILDING CONTROLS, ANNUAL MONITORING CONTRACT- 11/1/2023-10/31/2024, \$480.00; BASS, DENAE, MATH

CURRICULUM BUNDLE- REIMBURSEMENT, \$50.00; BENNETT, LIZ, FALL EVENT TICKET TAKING, \$40.00; BENSON, TAYLER, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$120.00; BONTE, NORA, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$150.00; BRANDON ACE HARDWARE, SAW BLADES, \$249.17; BUCHHOLZ, KELSEY, JOURNALISM ANALYSIS/EVALUATION SUPPLIES- REIMBURSEMENT, \$58.03; CARROLL INSTITUTE, OCTOBER/NOVEMBER 2023 CONTRACT, \$1,536.00; CITY OF GARRETSON, GAS/SEWER/WATER, \$2,644.35; CLIMATE SYSTEMS, INC., ACTUATOR MAINTENANCE & REPAIRS/SERVICE CONTRACT, \$10,179.29; DE WITTE, JORDAN, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$130.00; DEBATES, KASSIDY, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$60.00; DON'S AUTO & TIRE CO., MTP 48/H6 BATTERY FOR 2011 BLUE GRAND CARAVAN, \$175.95; ELLIS, KODIE, FALL EVENT VIDEOGRAPHER, \$20.00; ELO'S CPA & ADVISORS, FISCAL YEAR 2023 AUDIT SERVICES, \$7,500.00; FIEGEN, GRACIE, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$30.00; FIRST BANK & TRUST CREDIT CARD, ACCUTRAIN CORPORATION- CONFERENCE REGISTRATION, \$3,208.00; FIRST BANK & TRUST CREDIT CARD, AMAZON- CLEAR PLASTIC STORAGE BINS, \$108.22; FIRST BANK & TRUST CREDIT CARD, AMAZON- CONAIR HAIR DRYER, \$9.98; FIRST BANK & TRUST CREDIT CARD, AMAZON- MOUSE PAD, \$10.89; FIRST BANK & TRUST CREDIT CARD, AMAZON- SPECIMEN CUPS, \$28.98; FIRST BANK & TRUST CREDIT CARD, CRISIS PREVENTION INSTITUTE- COURSE WORKBOOKS, \$422.91; FIRST BANK & TRUST CREDIT CARD, FLYBOY DONUTS- IN-SERVICE BREAKFAST, \$129.19; FIRST BANK & TRUST CREDIT CARD, HOTELS.COM- CREDIT FOR HOTEL ROOMS, (\$1,071.12); FIRST BANK & TRUST CREDIT CARD, MARRIOTT MARQUIS CHICAGO- CONFERENCE HOTEL, \$1,263.24; FIRST BANK & TRUST CREDIT CARD, SAWSTOP- ARBOR NUT, \$118.32; FIRST BANK & TRUST CREDIT CARD, SDASBO CONFERENCE- REGISTRATION CREDIT, (\$100.00); FIRST BANK & TRUST CREDIT CARD, SOUTH DAKOTA MUSIC EDUCATION ASSOCIATION- MEMBERSHIP, \$103.00; FIRST BANK & TRUST CREDIT CARD, SHAPE SOUTH DAKOTA- CONFERENCE REGISTRATION, \$220.00; FIRST BANK & TRUST CREDIT CARD, TRAVEL GUARD- FLIGHT INSURANCE, \$56.00; FIRST BANK & TRUST CREDIT CARD, UNITED AIRLINES- TRAVEL TO CHICAGO FOR CONFERENCE, \$711.24; FIRST BANK & TRUST CREDIT CARD, UNITED STATES POSTAL SERVICE- POSTAGE, \$8.56; FIRST DAKOTA INDEMNITY CO., WORKER'S COMPENSATION INSURANCE- ENDORSEMENT #1, \$2,695.00; GARRETSON FOOD CENTER, LAUNDRY DETERGENT/SCIENCE CLASS SUPPLIES, \$26.84; GARRETSON GAZETTE, AUDIT FISCAL AFFAIRS/SCHOOL BOARD MINUTES PUBLICATION, \$374.78; GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT, OCTOBER 2023 IMPREST ACCOUNT REIMBURSEMENT, \$6,994.71; GRAHAM TIRE, TIRES FOR SILVER VAN, \$527.56; GUARANTEE ROOFING & SHEET METAL, ROOF LEAK ABOVE KITCHEN- REPAIR, \$379.18; GUIJARRO ALIER, LAURA, FALL EVENT VIDEOGRAPHER, \$20.00; HANSEN, JADA, FALL EVENT VIDEOGRAPHER, \$20.00; HARRIS, ASHLEY, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$100.00; HEALTHEQUITY, HEALTH SAVINGS ACCOUNT CONTRIBUTIONS/FEES, \$200.00; HERMANSON, ZACHARY, FALL EVENT VIDEOGRAPHER, \$20.00; HILLYARD, CLEANING/MAINTENANCE SUPPLIES, \$3,849.46; HORACE MANN, SEPTEMBER 2023 ADMIN. FEES/OCTOBER 2023 PAYROLL ACH'S/FEES, \$526.63; HOSKINS, DAN, FALL EVENT CLOCK/SCOREBOARD, \$40.00; HOVE, ADDISON, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$80.00; HOWE, BEV, FALL EVENT CLOCK/SCOREBOARD, \$40.00; HOWE, BETSY, CHILD ABUSE CONFERENCE- REGISTRATION REIMBURSEMENT, \$150.00; INNOVATIVE OFFICE SOLUTIONS, LLC, CLASSROOM & OFFICE SUPPLIES, \$60.50; INTELLIPRO SECURITY, LLC, BUS CAMERAS, \$584.44; JOHNSON, GUY, MILEAGE REIMBURSEMENT- SCHOOL LAW SEMINAR, \$159.12; JUHL, DANIKA, FALL EVENT VIDEOGRAPHER, \$40.00; KOCH, KAYLIN, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$80.00; KSB SCHOOL LAW, TITLE IX EMPLOYEE TRAINING, \$50.00; LASTING IMPRESSIONS UNLIMITED, INC., SOCCER AWARDS, \$52.50; M.J. DALSIN, INC., LEAK REPAIR/MAINTENANCE, \$452.12; MAC DOCTORS, MACBOOK AIR REPAIR, \$592.00; MIDWEST BUS PARTS, INC., PARK BRAKE, \$196.85; NORTHERN STATE UNIVERSITY, FALL 2023 DIGITAL TEXTBOOKS, \$673.79; NORTHRUP, NORINDA, BINDER- REIMBURSEMENT, \$17.50; OFFICE OF WEIGHTS & MEASURES, RETAIL SCALES, \$56.00; OLSON'S PEST TECHNICIANS, BIMONTHLY PEST CONTROL SERVICES, \$95.00; OLSON, SYDNEY, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$80.00; PALISADES OIL, CO., BULK FUEL, \$3,445.65; PALISADES PROPANE, CO., BULK

PROPANE, \$822.69; PETERSON, CHARLI, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$50.00; POPPLERS MUSIC, INC., BAND MUSIC/INSTRUMENT REPAIRS, \$167.98; RESTAURANT EQUIPMENT REPAIR, BREAKER ISSUE- MAINTENANCE, \$243.84; ROBERTS, CAMERON, FALL EVENT VIDEOGRAPHER, \$60.00; RODNEY LOWE CONSTRUCTION, LOT GRADING, \$96.94; ROOSEVELT HIGH SCHOOL ORAL INTERP., ORAL INTERP ENTRY FEES- 10/27/2023, \$12.00; ROTERT, JACKIE, FALL EVENT CLOCK/SCOREBOARD, \$320.00; ROTERT, MACI, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$90.00; SCHOOL SPECIALTY, LLC, PAPER ROLLS/PLASTIC BINDING, \$301.24; SCHRANK, MATT, MILEAGE REIMBURSEMENT- E-RATE TRAINING, \$27.95; SOUTH DAKOTA SOCIETY FOR TECHNOLOGY IN EDUCATION, 2023-2024 MEMBERSHIP, \$30.00; SIKKINK, AUBREY, FALL EVENT VIDEOGRAPHER, \$20.00; STURDEVANT'S AUTO PARTS, TEFLON TAPE/WEATHER STRIPPING, \$34.06; SWATEK, BRYN, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$60.00; SYSA, ISABELLA, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$120.00; THOMAS, COLEENA, FALL EVENT VIDEOGRAPHER, \$20.00; TOM HILSENDEGER REFEREE SERVICES, 2023 SOCCER OFFICIATING SERVICES, \$169.00; TWO WAY SOLUTIONS, INC., BUS MAINTENANCE/LICENSING RENEWAL, \$571.91; WAGeworks, OCTOBER 2023 ACH FEES, \$967.98; WAGNER, ALEAH, JUNIOR HIGH VOLLEYBALL OFFICIAL, \$90.00; WALTMAN, CONNER, FALL EVENT VIDEOGRAPHER, \$20.00; WASTE MANAGEMENT, NOVEMBER 2023 GARBAGE & RECYCLING SERVICES, \$686.75; WRIGHT SPECIALTY PREMIUM TRUST, INSURANCE PREMIUM- ELECTRIC BUSES, \$3,777.00; XCEL ENERGY, AUGUST-SEPTEMBER 2023 ELECTRICITY, \$10,085.98; ZWEEP, AVERY, FALL EVENT VIDEOGRAPHER, \$20.00;

TOTAL GENERAL FUND, \$71,807.99

CAPITAL OUTLAY FUND

ACCESS SYSTEMS, NOVEMBER 2023 SERVICES/PRINTER SERVICES, \$1,685.63; APPTegy, INC., THRILLSHARE ROOMS SUBSCRIPTION, \$5,665.00; HAUFF MID-AMERICA SPORTS, WRESTLING SINGLETs, \$1,258.95; IXL LEARNING, INC., LICENSE SUBSCRIPTION, \$4,375.00; JJ'S ELECTRIC, EV BUS CHARGERS- INSTALLATION, \$7,033.00;

TOTAL CAPITAL OUTLAY FUND, \$20,017.58

SPECIAL EDUCATION FUND

A TO Z WORLD LANGUAGES, INC., INTERPRETER SERVICES, \$250.00; CHILDREN'S HOME SOCIETY, SEPTEMBER 2023 TUITION, \$2,571.27; GOODCARE, LLC, SEPTEMBER & OCTOBER 2023 SERVICES, \$12,960.45; ISI, LLC, OCTOBER/NOVEMBER 2023 INTERPRETER SERVICES, \$12,292.50; LIFESCAPE, SEPTEMBER 2023 SERVICES/TUITION, \$8,119.50; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, OCTOBER 2023 SERVICES, \$3,333.91; SCHOOL ADMINISTRATORS OF SOUTH DAKOTA, 504 WORKSHOP, \$50.00; TEACHWELL SOLUTIONS, AUGUST-OCTOBER 2023 SERVICES, \$26,959.00;

TOTAL SPECIAL EDUCATION FUND, \$66,536.63

CAPITAL PROJECTS FUND

MAMMOTH SPORTS CONSTRUCTION, COMPLEX PROJECT- APPLICATION #6, \$101,905.29;

TOTAL CAPITAL PROJECTS FUND, \$101,905.29

FOOD SERVICE FUND

LUNCHTIME SOLUTIONS, INC., SEPTEMBER & OCTOBER 2023 FOOD SERVICES, \$66,904.27;

TOTAL FOOD SERVICE FUND, \$66,904.27

CUSTODIAL FUND

FIRST BANK & TRUST CREDIT CARD, AMAZON- CAN OPENER, \$14.90; FIRST BANK & TRUST CREDIT CARD, DOLLAR GENERAL- BINGO PRIZES, \$65.83; FIRST BANK & TRUST CREDIT CARD, DOLLAR GENERAL- ELEMENTARY SUPPLIES, \$13.70;

TOTAL CUSTODIAL FUND, \$94.43

TOTAL CLAIMS: \$327,266.19

IMPREST CHECKS

OCTOBER 2023

GENERAL FUND IMPREST CHECKS

BIG EAST CONFERENCE, ORAL INTERP. TOURNAMENT ENTRIES, \$25.00; BLEGEN, MICHAEL, VOLLEYBALL OFFICIAL- 10/2/2023, \$119.72; BOSCH, RANDI, VOLLEYBALL OFFICIAL- 10/20/2023, \$129.38; BRANDON VALLEY HIGH SCHOOL, ORAL INTERP. ENTRIES, \$24.00; BROOKING SPEECH & DEBATE, FALL FESTIVAL ORAL INTERP. ENTRIES, \$15.00; BUCHHOLZ, KELSEY, PRAXIS TEST- REIMBURSEMENT, \$138.06; CASH, BIG EAST CONFERENCE CHOIR REGISTRATION FEES, \$70.00; CASH, CHOIR REGISTRATION FEES/MEAL MONEY, \$66.00; CASH, ALL-STATE CHOIR MEAL MONEY, \$420.00; CHRISTENSEN, JILL, VOLLEYBALL OFFICIAL- 10/5/2023, \$163.04; DIVISION OF CRIMINAL INVESTIGATION, BACKGROUND CHECK, \$43.25; DUNCANSON, BRIAN, SOCCER OFFICIAL- 9/30/2023, \$102.24; FIEST, DANIEL, VOLLEYBALL OFFICIAL- 10/20/2023, \$120.08; FIRST DAKOTA INDEMNITY CO., POLICY TERM 7/1/2022-7/1/2023 INSURANCE ADJUSTMENT, \$3,164.00; HESLER, LOUIS, SOCCER OFFICIAL- 9/30/2023, \$126.10; JESSE JAMES ROAD RACE, WORLD STRIDES CHECK-REIMBURSEMENT, \$113.00; KOERNER, HERBIE, FOOTBALL OFFICIAL- 10/6/2023, \$133.28; LEE, TREVOR, SOCCER OFFICIAL- 9/30/2023, \$74.32; PARKER VOLLEYBALL FUND, JUNIOR VARSITY VOLLEYBALL TOURNAMENT ENTRY FEE, \$70.00; PIERSON, DEAN, VOLLEYBALL OFFICIAL- 10/24/2023, \$114.68; PIERSON, ROD, VOLLEYBALL OFFICIAL- 10/24/2023, \$156.92; REINESCH, TREVOR, FOOTBALL OFFICIAL- 10/6/2023, \$137.24; REISDORFER, JASON, VOLLEYBALL OFFICIAL- 10/10/2023, \$120.80; ROOK, BRIAN, VOLLEYBALL OFFICIAL- 10/10/2023, \$177.32; SIOUX FALLS CHRISTIAN HIGH SCHOOL, REGION 2A CROSS COUNTRY MEET EXPENSES, \$197.08; SNELL, KRISTEN, ACTIVITY TICKETS- REIMBURSEMENT, \$150.00; SOULEK, TY, FOOTBALL OFFICIAL- 10/6/2023, \$151.28; SOUTH DAKOTA MOTOR VEHICLES DIVISION, ELECTRIC BUSES- PLATE/TITLE FEES, \$80.10; STITZ, JILL, VOLLEYBALL OFFICIAL- 10/5/2023, \$122.60; WEBER, DOUG, FOOTBALL OFFICIAL- 10/6/2023, \$189.26; WEED, KIM, VOLLEYBALL OFFICIAL- 10/2/2023, \$136.52; WEIER, NATHAN, FOOTBALL OFFICIAL- 10/6/2023, \$144.44; TOTAL GENERAL FUND IMPREST CHECKS, \$6,994.71;

TOTAL IMPREST CHECKS: \$6,994.71

Financial Report

The Business Manager presented a financial report of cash balances, expenditures, and receipts for the month of October 2023 as listed below:

Cash Balances as of October 31, 2023: General Fund: \$52,859.82; Capital Outlay Fund: \$1,189,811.58; Special Education Fund: \$85,928.48; Capital Projects Fund: \$207,001.51; Food Service Fund: \$316,035.84; Driver's Education Fund: \$10,212.22; Preschool Fund: (\$16,417.91); Custodial Fund: \$119,812.00.

Expenditures: General Fund: ACH Fees, \$112.40; Claims, \$62,665.77; Payroll, \$301,600.92; Capital Outlay Fund: Claims, \$1,133,916.97; Special Education Fund: Claims, \$17,319.17; Payroll, \$57,009.89; Food Service Fund: Claims, \$12,714.73; Preschool Fund: Payroll, \$9,236.62; Custodial Fund: ACH Fees, \$1,582.21; Claims, \$64,266.13.

Receipts: General Fund: Local Sources, \$46,835.71; Intermediate Sources, \$1,363.46; State Sources, \$203,701.00; Capital Outlay Fund: Local Sources, \$22,528.40; Special Education Fund: Local Sources, \$14,273.44; State Sources, \$15,411.00; Food Service Fund: Local Sources, \$24,870.22; Federal Sources, \$3,422.35; Preschool Fund: Local Sources, \$4,400.00; Custodial Fund: Local Sources, \$113,737.01.

Old Business:

None

New Business:

There were no conflicts of interest.

Board President Nordstrom and Superintendent Johnson took a moment to Recognize American Education Week and thank all the employees that are involved in the education and growth of the children in the district.

President Nordstrom went through each of the standing positions and resolutions that will be reviewed and discussed at the Associated School Boards of South Dakota Delegate Assembly on Friday, November 17, 2023.

Action 24-049: Motion by Gloe, second by Hulscher, to approve an exception to policy KG: Community Use of School Facilities and allow the Junior Olympics volleyball program to use the district facilities without charge. Motion carried.

The following information items were presented to the Board; Policy KK: Visitors to Schools and Policy KMC: Annual Notification to Parents.

The First Readings of the following were presented to the Board as a part of the policy adoption process: Policy KLB: Public Complaints About Curriculum or Instructional Materials and Policy KLB-E: Request for Reconsideration of Instructional Materials.

The Second Readings of Policy BDDD: Quorum (new policy) and Policy KBAA: Public Records were presented to the Board.

Action 24-050: Motion by Gloe, second by Hulscher, to adopt Policy BDDD: Quorum (new policy) and Policy KBAA: Public Records. Motion carried.

Administration provided the Board with four administrative reports:

- a. Superintendent's Report - Superintendent Johnson showed the Board some telematics/screenshots of a few of the electric bus routes, along with some data on fuel efficiency and energy usage.
- b. Prairie Lakes Educational Cooperative Report - Board Member Hulscher reviewed the minutes from the most recent meeting.
- c. Elementary Principal/Curriculum Director's Report - Principal Hoekman informed the Board of a 96% participation rate at parent-teacher conferences. She also reported on the Innovative Schools Summit Conference in Chicago, the Veteran's Day program held on November 10, and Restraint training and Instructional Leadership training. The K-2 Music Concert is scheduled for November 30th. Lastly, she told the Board that she would be ordering samples and working with middle school & high school math and English/language arts teachers to determine needs and begin work on implementation of Social Studies standards.
- d. Middle School/High School Principal Report - Principal McGregor made the Board aware that American Education week is November 13th-17th. He then informed them that the middle school had a 55% participation rate for parent-teacher conferences, while the high school had a 32% participation rate. Next, Principal McGregor told the Board about upcoming events: middle school/high school band and choir concert on

November 14th, winter formal on December 2nd, and a middle school/high school Christmas concert on December 11th. Lastly, he added that Elizabeth Roth qualified for the State Oral Interp. competition in Poetry.

Action 24-051: Motion by Nordstrom, second by Gloe, to appoint Sam Kerr as the hearing officer for executive session as it relates to a student matter. Motion carried.

Action 24-052: Motion by Gloe, second by Clark, to go into executive session, pursuant to SDCL 1-25-2, subsection 1: A Personnel Matter and subsection 2: A Student Matter. Motion carried. The Board entered executive session at 7:03 p.m.

President Nordstrom declared the Board out of executive session at 8:06 p.m.

Action 24-053: Motion by Nordstrom, second by Gloe, to approve the Superintendent’s recommendation for expulsion in the student matter regarding policy violation of the school handbook along with violating state law. Expulsion starting 11/13/2023 and ending at the end of the 2023-2024 school year. Motion carried.

Action 24-054: Motion by Clark, second by Hulscher, to approve the findings of fact, conclusions of law, and final decision as submitted by the Board of Education’s attorney in a parental complaint matter, and to authorize the Board Chair (President) to execute the same to direct the Board of Education’s attorney to serve the findings of fact, conclusions of law, and final decision to the parties. Motion carried.

Action 24-055: Motion by Gloe, second by Clark, to adjourn at 8:08 p.m. Motion carried.

Approved by the Garretson Board of Education this ____ day of _____, 2023.

Board President

Business Manager

Garretson School District #49-4
Statement of Cash Balances,
Cash Receipts, & Disbursements
11/30/2023

	General Fund	Capital Outlay Fund	Special Education Fund	Capital Projects Fund	Food Service Fund	Driver's Education Fund	Preschool Fund	Custodial Fund	Totals
Cash Balance - 11/01/2023	\$ 52,859.82	\$ 1,189,811.58	\$ 85,928.48	\$ 207,001.51	\$ 316,035.84	\$ 10,212.22	\$ (16,417.91)	\$ 119,812.00	\$ 1,965,243.54
Receipts:									
Local Sources:									
Activity Passes								\$	-
Admissions	\$ 415.00							\$	415.00
Book Fair Sales								\$ 59.41	\$ 59.41
Concessions								\$ 336.25	\$ 336.25
FFA Fruit Sales								\$ 28,052.00	\$ 28,052.00
Food Service Sales					\$ 24,813.51				\$ 24,813.51
Insurance Premiums	\$ 2,690.01							\$ 56,228.88	\$ 58,918.89
Interest Income	\$ 400.38								\$ 400.38
iPad Insurance Payments									\$ -
Medicaid Services			\$ 1,288.24						\$ 1,288.24
Miscellaneous Local Revenue	\$ 2,405.00						\$ 15,945.83	\$ 8,884.71	\$ 27,235.54
NPIP Dividends									\$ -
Rentals									\$ -
Student Activities	\$ 4,210.68							\$ 242.34	\$ 4,453.02
Taxes	\$ 358,591.95	\$ 330,988.68	\$ 191,218.06						\$ 880,798.69
Telephone Taxes									\$ -
Tuition							\$ 3,200.00		\$ 3,200.00
Intermediate Sources:									\$ -
County Sources	\$ 1,109.07								\$ 1,109.07
State Sources:									\$ -
Bank Franchise Tax									\$ -
Medicaid Reimbursement									\$ -
Miscellaneous State Revenue									\$ -
State Aid	\$ 180,785.00		\$ 15,411.00						\$ 196,196.00
State Apportionment									\$ -
Federal Sources:									\$ -
Food Service Assistance									\$ -
Grants-in-Aid									\$ -
Miscellaneous Federal Revenue									\$ -
Total Receipts	\$ 550,607.09	\$ 330,988.68	\$ 207,917.30	\$ -	\$ 24,813.51	\$ -	\$ 19,145.83	\$ 93,803.59	\$ 1,227,276.00
Updated Cash Balance	\$ 603,466.91	\$ 1,520,800.26	\$ 293,845.78	\$ 207,001.51	\$ 340,849.35	\$ 10,212.22	\$ 2,727.92	\$ 213,615.59	\$ 3,192,519.54
ACH Fees	\$ (112.40)							\$ (2,739.70)	\$ (2,852.10)
Claims	\$ (63,590.07)	\$ (20,017.58)	\$ (66,536.63)	\$ (101,905.29)	\$ (66,904.27)			\$ (61,191.05)	\$ (380,144.89)
Payroll	\$ (316,562.63)		\$ (62,839.39)				\$ (10,098.68)		\$ (389,500.70)
Total Disbursements	\$ (380,265.10)	\$ (20,017.58)	\$ (129,376.02)	\$ (101,905.29)	\$ (66,904.27)	\$ -	\$ (10,098.68)	\$ (63,930.75)	\$ (772,497.69)
Cash Balance Before Other Adjustments	\$ 223,201.81	\$ 1,500,782.68	\$ 164,469.76	\$ 105,096.22	\$ 273,945.08	\$ 10,212.22	\$ (7,370.76)	\$ 149,684.84	\$ 2,420,021.85
Chargebacks									\$ -
Journal Entries		\$ 105,096.22		\$ (105,096.22)					\$ -
Transfers									\$ -
Voided Checks									\$ -
Total Cash - 11/30/2023	\$ 223,201.81	\$ 1,605,878.90	\$ 164,469.76	\$ -	\$ 273,945.08	\$ 10,212.22	\$ (7,370.76)	\$ 149,684.84	\$ 2,420,021.85
Bank Accounts									
Custodial - Cash Change	\$ 700.00								
Custodial - Certificates of Deposit	\$ 11,756.37								
Custodial - Checking	\$ 137,228.47								
District Checking & Money Market	\$ 2,245,398.80								
Petty Cash & Cash Change	\$ 1,750.00								
Unemployment - Certificate of Deposit	\$ 23,188.21								
Total	\$ 2,420,021.85								

GARRETSON SCHOOL DISTRICT #49-4
BOARD REPORT - DECEMBER 11, 2023
CLAIMS

VENDOR NAME	VENDOR DESCRIPTION	AMOUNT
GENERAL FUND		
A-OX WELDING SUPPLY CO., INC.	Ag. Cylinder Rentals	551.76
ALLIANCE COMMUNICATIONS	December 2023 Internet & Phone Services	770.00
CAROLINA BIOLOGICAL SUPPLY CO.	High School Science Material	182.21
CARROLL INSTITUTE	December 2023 Contract	768.00
CHURCHILL, MANOLIS, FREEMAN, KLUDT & BURNS LLP	Legal Services	2,861.23
CULLIGAN WATER	Purified Salt	62.50
DUENWALD, DAN	Asbestos Re-inspection	400.00
FIRST BANK & TRUST CREDIT CARD	Amazon - Magnetic Strips	173.90
FIRST BANK & TRUST CREDIT CARD	Amazon - Nexcare Gentle Removal Eye Patch	13.99
FIRST BANK & TRUST CREDIT CARD	Amazon - Signature Stamp	15.99
FIRST BANK & TRUST CREDIT CARD	Amazon - Storage Baggies	9.12
FIRST BANK & TRUST CREDIT CARD	Amazon - Training Vest Jersey	36.50
FIRST BANK & TRUST CREDIT CARD	Best Western - SD Shape Conference Hotel	242.58
FIRST BANK & TRUST CREDIT CARD	Corner Pantry - All-State Choir Travel - Fuel	65.22
FIRST BANK & TRUST CREDIT CARD	Crisis Prevention Institute - Workbook	46.99
FIRST BANK & TRUST CREDIT CARD	Ebay - Supplies	45.84
FIRST BANK & TRUST CREDIT CARD	Howard Johnson - All-State Choir Hotel	844.14
FIRST BANK & TRUST CREDIT CARD	Marriott Marquis Chicago - Elem. Conf. Hotel	1,293.14
FIRST BANK & TRUST CREDIT CARD	National Assoc. for Music Educ. - Membership	124.00
FIRST BANK & TRUST CREDIT CARD	Popplers Music, Inc. - Recorders	105.60
FIRST BANK & TRUST CREDIT CARD	Qdoba - E-Rate Training Meal	33.85
FIRST BANK & TRUST CREDIT CARD	Quality Inn - Leadership Training Hotel	154.00
FIRST BANK & TRUST CREDIT CARD	United Airlines - Baggage Fees	280.00
FLANDREAU BOOSTER CLUB	Wrestling Tournament Entry Fee - 12/2/2023	175.00
GARRETSON COMMERCIAL CLUB	2024 Association Dues	75.00
GARRETSON SCHOOL DISTRICT CUSTODIAL ACCT.	November 2023 Imprest Account Reimbursement	1,456.18
HANSEN, AL	Girls Basketball Official - 12/1/2023	136.52
HAUFF MID-AMERICA SPORTS	Basketball Scorebooks/Track Meet Medals	2,683.70
HEALTHY EQUITY	Health Savings Account Contributions/Fees	196.00
HILLYARD	Cleaning/Maintenance Supplies	2,795.44
HORACE MANN	Oct. 2023 Admin. Fees/Nov. 2023 Payroll Fees	526.63
INNOVATIVE OFFICE SOLUTIONS, LLC	Office Supplies	181.35
INTEK CLEANING & RESTORATION	Mold Remediation - Ag. Building	4,329.05
JUNIOR LIBRARY GUILD	Library Books/Materials	3,483.72
LARSON, CHAD	Girls Basketball Official - 12/1/2023	120.80
LARSON, SYLVIA	Department of Transportation Exam - Reimburse	150.00
LASTING IMPRESSIONS UNLIMITED, INC.	Fall Sports Awards - Plaques	145.50
PALISADES PROPANE, CO.	Bulk Propane	2,136.27
PITNEY BOWES	Postage	731.67
POPPLERS MUSIC, INC.	Band Music	324.71
RADFORD, TIFFANY	Library Supplies - Reimbursement	16.78
SANFORD HEALTH OCCUPATIONAL MEDICINE	Department of Transportation Exams	108.00
SHARE CORPORATION	Transportation Supplies	176.89
STEVE'S ELECTRIC & PLUMBING, INC.	Plumbing/HVAC/Electrical Maintenance/Repairs	4,921.09
SWANK MOVIE LICENSING USA	Site License - 12/2023-12/2024	585.00
VANDEBERG, AARON	Girls Basketball Official - 12/1/2023	120.44
WAGWORKS	November 2023 ACH Fees	2,129.47
WASTE MANAGEMENT	December 2023 Garbage & Recycling Services	637.75
XCEL ENERGY	September-October 2023 Electricity	8,180.82
TOTAL GENERAL FUND		\$45,604.34
CAPITAL OUTLAY FUND		
ACCESS SYSTEMS	December 2023 Services/Printer Services	1,478.43
FIRST BANK & TRUST	Series 2020 & 2023 Capital Outlay Certificates	54,775.00
HAUFF MID-AMERICA SPORTS	Wall Mats	5,027.60
PITNEY BOWES	Equipment Lease	218.82
TOTAL CAPITAL OUTLAY FUND		\$61,499.85
SPECIAL EDUCATION FUND		
A TO Z WORLD LANGUAGES, INC.	Interpreter Services	112.50
ASHA	2024 Dues	253.00
CHILDREN'S HOME SOCIETY	October 2023 Tuition	3,883.59
FIRST BANK & TRUST CREDIT CARD	Riverside Insights - Supplies	324.56
FIRST BANK & TRUST CREDIT CARD	SD Special Education Conference - Registration	640.00
GOODCARE, LLC	November 2023 Services	4,288.61
ISI, LLC	November 2023 Interpreter Services	7,517.50
LIFESCAPE	October 2023 Services/Tuition	6,722.50
PRAIRIE LAKES EDUCATIONAL COOPERATIVE	November 2023 Services	3,808.48
TOTAL SPECIAL EDUCATION FUND		\$27,550.74
FOOD SERVICE FUND		
LUNCHTIME SOLUTIONS, INC.	November 2023 Food Services	35,824.17

TOTAL FOOD SERVICE FUND		\$35,824.17
CUSTODIAL FUND		
FIRST BANK & TRUST CREDIT CARD	Amazon - Winter Formal Supplies	107.62
FIRST BANK & TRUST CREDIT CARD	Pizza Ranch - FFA Meal	83.58
FIRST BANK & TRUST CREDIT CARD	Walmart - Frames for FFA	27.51
FIRST BANK & TRUST CREDIT CARD	Walmart - Poster for FFA	14.72
TOTAL CUSTODIAL FUND		\$233.43
TOTAL CLAIMS		\$170,712.53

Vendor ID: ATOZWOR	A TO Z WORLD LANGUAGES, INC.	PO Number:	Invoice Number: 1179-112323	Amount: 112.50
Description: Interpreter Services		Invoice Date: 11/23/2023	Due Date: 12/23/2023 Status: A 1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date: CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319	Interpreter Services		112.50 N	
Vendor ID: AOXWEL	A-OX WELDING SUPPLY CO., INC.	PO Number:	Invoice Number: 0000294599	Amount: 61.75
Description: Ag. Cylinder Rentals		Invoice Date: 11/20/2023	Due Date: 12/10/2023 Status: A 1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date: CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 021 411	K Cylinder - 2		18.60 N	
10 1131 021 411	T Cylinder - 3		27.90 N	
10 1131 021 411	WS ACET Cylinder - 1		9.30 N	
10 1131 021 411	Administrative Compliance		5.95 N	
Vendor ID: AOXWEL	A-OX WELDING SUPPLY CO., INC.	PO Number:	Invoice Number: 0001339431	Amount: 490.01
Description: Class Supplies		Invoice Date: 11/21/2023	Due Date: 12/10/2023 Status: A 1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date: CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 021 411	Class Supplies		490.01 N	
Vendor ID: ACCESYS	ACCESS SYSTEMS LEASING	PO Number:	Invoice Number: 35302859	Amount: 1,342.31
Description: December 2023 Services		Invoice Date: 11/14/2023	Due Date: 12/29/2023 Status: A 1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date: CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
21 1111 000 549	December 2023 Services		335.58 N	
21 1121 000 549	December 2023 Services		335.57 N	
21 1131 000 549	December 2023 Services		335.58 N	
21 2529 000 549	December 2023 Services		335.58 N	
Vendor ID: ACCESYS	ACCESS SYSTEMS LEASING	PO Number:	Invoice Number: 35387374	Amount: 136.12
Description: Printer Services		Invoice Date: 11/27/2023	Due Date: 12/30/2023 Status: A 1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date: CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
21 1111 000 549	Printer Services		34.03 N	
21 1121 000 549	Printer Services		34.03 N	
21 1131 000 549	Printer Services		34.03 N	
21 2529 000 549	Printer Services		34.03 N	
Vendor ID: ALLICOM	ALLIANCE COMMUNICATIONS	PO Number:	Invoice Number: 102391247	Amount: 770.00
Description: December 2023 Services		Invoice Date: 11/30/2023	Due Date: 12/20/2023 Status: AP 1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9301	Check Date: 12/20/2023 CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>
10 2321 000 340	December 2023 Services		192.50 N	

10 2529 000 340	December 2023 Services	192.50	N
10 2410 000 340	December 2023 Services	192.50	N
10 2411 000 340	December 2023 Services	192.50	N

Vendor ID: ASHA	ASHA	PO Number:	Invoice Number: 12060010-2024	Amount:	253.00	
Description: 2024 Dues		Invoice Date: 11/09/2023	Due Date: 12/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 2152 000 640	2024 Dues		253.00	0.00	N	

Vendor ID: CAROBIO	CAROLINA BIOLOGICAL SUPPLY CO.	PO Number: 187130-196	Invoice Number: 52371048	Amount:	240.50	
Description: HS Science Material		Invoice Date: 11/10/2023	Due Date: 12/10/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 000 411	Pigs, Plain, 14"+, Pail		240.50		N	Incomplete

Vendor ID: CARRINS	CARROLL INSTITUTE	PO Number:	Invoice Number: 2026	Amount:	768.00	
Description: December 2023 Contract		Invoice Date: 12/01/2023	Due Date: 12/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2115 000 319	December 2023 Contract		768.00		N	

Vendor ID: CHILHOM	CHILDREN'S HOME SOCIETY	PO Number:	Invoice Number: 23101-23-027	Amount:	1,041.66	
Description: October '23 Tuition/Occupational Therapy		Invoice Date: 10/28/2023	Due Date: 11/28/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1223 000 371	October 2023 Tuition - 7 units		947.31		N	
22 2172 000 319	October Occupational Therapy - 3 units		94.35		N	

Vendor ID: CHILHOM	CHILDREN'S HOME SOCIETY	PO Number:	Invoice Number: 23104-22-015	Amount:	2,841.93	
Description: October 2023 Tuition		Invoice Date: 10/28/2023	Due Date: 11/28/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1223 000 371	October 2023 Tuition - 21 units		2,841.93		N	

Vendor ID: CHURMAN	CHURCHILL, MANOLIS, FREEMAN, KLUDET & BURNS LLP	PO Number:	Invoice Number: 276994	Amount:	2,861.23	
Description: Legal Services		Invoice Date: 12/01/2023	Due Date: 12/16/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2315 000 399	Legal Services		2,861.23		N	

Vendor ID: CULLWAT	CULLIGAN WATER	PO Number:	Invoice Number: 11302023	Amount:	62.50
Description: Purified Salt		Invoice Date: 11/30/2023	Due Date: 12/25/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 411	Purified Salt - 5		62.50		N	
Vendor ID: DUENDAN DUENWALD, DAN						
Description: Asbestos Re-inspection & Design. Person		PO Number:	Invoice Number: 215		Amount: 400.00	
Sequence: 1 Check Type:		Invoice Date: 10/03/2023	Due Date: 12/15/2023	Status: A	1099 Amount: 0.00	
Checking Account ID:		Check Number:		Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 319	Asbestos Re-inspection		400.00		N	
Vendor ID: FIRSBAN FIRST BANK & TRUST						
Description: Series 2020 Capital Outlay Certificates		PO Number:	Invoice Number: 11012023-2020		Amount: 4,425.00	
Sequence: 1 Check Type:		Invoice Date: 11/01/2023	Due Date: 01/15/2024	Status: A	1099 Amount: 0.00	
Checking Account ID:		Check Number:		Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 5000 000 612	Interest		4,175.00		N	
21 5000 000 640	Bond Registrar/Paying Agent		250.00		N	
Vendor ID: FIRSBAN FIRST BANK & TRUST						
Description: Series 2023 Capital Outlay Certificates		PO Number:	Invoice Number: 11012023-2023		Amount: 50,350.00	
Sequence: 1 Check Type:		Invoice Date: 11/01/2023	Due Date: 01/15/2024	Status: A	1099 Amount: 0.00	
Checking Account ID:		Check Number:		Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 5000 000 612	Interest		50,000.00		N	
21 5000 000 640	Bond Registrar/Paying Agent		350.00		N	
Vendor ID: FIRSBANCC FIRST BANK & TRUST						
Description: November 2023 Statement		PO Number:	Invoice Number: 11262023-3566		Amount: 2,129.83	
Sequence: 1 Check Type: Automatic Payment		Invoice Date: 11/26/2023	Due Date: 12/23/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 9302		Check Date: 12/01/2023	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 000 334	Best Western Yankton - SHAPE Conference		242.58	0.00	N	
10 6900 492 315	NAFME - Membership (Sittig)		124.00	0.00	N	
10 1111 000 334	Marriott Marquis Chicago - Conference		631.62	0.00	N	
10 2411 000 334	Marriott Marquis Chicago - Conference		631.62	0.00	N	
10 6900 495 334	Corner Pantry - All-State Choir Travel		65.22	0.00	N	
10 2549 000 411	Amazon - Lockdown Magnetic Strips		173.90	0.00	N	
10 2134 000 411	Amazon - All Purpose Storage Baggies		9.12	0.00	N	
10 2134 000 411	Amazon- Nexcare Gentle Removal Eye Patch		4.49	0.00	N	
10 2134 000 411	Amazon- Nexcare Gentle Removal Eye Patch		9.50	0.00	N	
10 2529 000 334	Qdoba - E-Rate Training Meal		16.93	0.00	N	
10 2227 000 334	Qdoba - E-Rate Training Meal		16.92	0.00	N	
10 2529 000 411	Amazon - Signature Stamp		15.99	0.00	N	
10 1121 000 411	Amazon - Training Vest Jersey		36.50	0.00	N	
10 1111 000 411	Popplers Music - Recorders CREDIT		(24.55)	0.00	N	
10 1111 000 411	Popplers Music - Recorders		130.15	0.00	N	
10 1121 000 411	Ebay - Supplies		45.84		N	

Vendor ID: FIRSBANCC FIRST BANK & TRUST PO Number: Invoice Number: 11262023-6569 Amount: 2,319.59

Description: November 2023 Statement Invoice Date: 11/26/2023 Due Date: 12/23/2023 Status: AP 1099 Amount: 0.00

Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 9302 Check Date: 12/01/2023 CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 495 334	Howard Johnson - All-State Choir Hotel		281.38	0.00	N	
10 6900 495 334	Howard Johnson - All-State Choir Hotel		281.38	0.00	N	
10 6900 495 334	Howard Johnson - All-State Choir Hotel		281.38	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 2411 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 2411 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 1111 000 334	United Airlines - Plane Seat Reservation		35.00	0.00	N	
10 2321 000 411	Crisis Prevention - Course Workbook		46.99	0.00	N	
22 1221 000 315	SD SPED Conference - Registration		640.00	0.00	N	
22 1221 000 411	Riverside Insights - SPED Supplies		324.56	0.00	N	
10 2411 000 334	Quality Inn - Elem. Principal Training		154.00	0.00	N	
10 1111 000 334	Marriott Marquis Chicago - Hotel Fee		22.42	0.00	N	
10 2411 000 334	Marriott Marquis Chicago - Hotel Fee		7.48	0.00	N	

Vendor ID: FLANBOO FLANDREAU BOOSTER CLUB PO Number: Invoice Number: 12022023 Amount: 175.00

Description: Wrestling Tournament Entry Fee - 12/2/23 Invoice Date: 12/02/2023 Due Date: 12/17/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 486 315	Wrestling Tournament Entry Fee - 12/2/23		175.00		N	

Vendor ID: GARRCOM GARRETSON COMMERCIAL CLUB PO Number: Invoice Number: 2024 Amount: 75.00

Description: 2024 Association Dues Invoice Date: 12/11/2023 Due Date: 01/01/2024 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 640	2024 Association Dues		75.00		N	

Vendor ID: GARRFOO GARRETSON FOOD CENTER PO Number: Invoice Number: 11052023 Amount: 11.98

Description: Ag. Class Lab Supplies Invoice Date: 11/05/2023 Due Date: 12/15/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 000 411	Ziploc baggies - 1		6.19		N	
10 1131 000 411	Freezer Wrap - 1		5.79		N	

Vendor ID: GARRCUS GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT PO Number: Invoice Number: 11302023 Amount: 1,456.18

Description: November '23 Imprest Acct. Reimbursement Invoice Date: 11/30/2023 Due Date: 12/15/2023 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 323	All Around Welding- Bus #4 E-brake		431.06	N	
10 2549 000 319	American Recycling- Recycle Printers		20.00	N	
10 2642 000 319	Div. of Crim. Inv.- Background Checks		86.50	N	
10 2549 000 411	Garretson PTO- "G" Paintings		120.00	N	
10 1131 000 411	Menards - Ag. Class Supplies		113.20	N	
10 1131 000 411	Menards - Commercial Club Supplies		129.64	N	
10 1111 000 411	Taylor Schweitzer- Elem Concert Supplies		66.68	N	
10 1131 000 411	Brandon Ace Hardware- Ag. Class Supplies		57.97	N	
10 2549 000 411	Brandon Ace Hardware- Pliers Set		5.99	N	
10 2549 000 411	Brandon Ace Hardware- Screwdriver Set		19.99	N	
10 6900 471 334	Cash - State Oral Interp. Meal Money		22.00	N	
10 1111 000 334	Liz Etrheim- Transportation Expenses		39.96	N	
10 2411 000 334	Liz Etrheim- Transportation Expenses		13.32	N	
10 1111 000 334	Alyxa Hoefert-V- Transportation Expenses		247.40	N	
10 2411 000 334	Alyxa Hoefert-V- Transportation Expenses		82.47	N	
Vendor ID: GOODLLC	GOODCARE, LLC	PO Number:	Invoice Number: 12052023	Amount:	4,288.61
Description: November 2023 Services		Invoice Date: 12/05/2023	Due Date: 12/05/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 2171 000 319	Physical Therapy - 14.77 hrs.		1,225.91	N	
22 2172 000 319	Occupational Therapy - 36.9 hrs.		3,062.70	N	
Vendor ID: HANSAL	HANSEN, AL	PO Number:	Invoice Number: 12012023	Amount:	136.52
Description: GBB Official - 12/1/2023		Invoice Date: 12/01/2023	Due Date: 12/16/2023	Status: A	1099 Amount: 136.52
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6200 484 319	GBB Official - 12/1/2023- v. Baltic		110.00	110.00 N	
10 6200 484 319	Mileage - Driver - 52 miles		26.52	26.52 N	
Vendor ID: HAUFMID	HAUFF MID-AMERICA SPORTS	PO Number:	Invoice Number: 127945	Amount:	2,184.00
Description: Jesse James Track Meet Medals		Invoice Date: 11/13/2023	Due Date: 12/13/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 487 411	Jesse James Track Meet Medals - 624		2,184.00	N	
Vendor ID: HAUFMID	HAUFF MID-AMERICA SPORTS	PO Number:	Invoice Number: 130167	Amount:	4,006.30
Description: Wall Mats		Invoice Date: 11/20/2023	Due Date: 12/20/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 6900 000 479	Wall Mat - 9		3,855.00	0.00 N	
21 6900 000 479	Shipping		151.30	N	

Vendor ID: HAUFMID		HAUFF MID-AMERICA SPORTS		PO Number:		Invoice Number: 130169		Amount:		1,021.30	
Description: Wall Mats				Invoice Date: 11/20/2023		Due Date: 12/20/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
21 6900 000 479		Wall Mat - 2				870.00				N	
21 6900 000 479		Shipping				151.30				N	
Vendor ID: HAUFMID		HAUFF MID-AMERICA SPORTS		PO Number:		Invoice Number: 135812		Amount:		499.70	
Description: Basketballs/Basketball Scorebooks				Invoice Date: 11/21/2023		Due Date: 12/21/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 6100 485 411		Scorebook - 4				40.00				N	
10 6200 484 411		Scorebook - 4				40.00				N	
10 6200 484 411		Basketball - 6				419.70				N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS		PO Number:		Invoice Number: 605310630		Amount:		791.47	
Description: Cleaning/Maintenance Supplies				Invoice Date: 11/16/2023		Due Date: 12/31/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 2549 000 411		Towel Roll 6/case - 5 cases				342.05				N	
10 2549 000 411		Tissue 12/case - 5 cases				210.95				N	
10 2549 000 411		Arsenal 1 Restroom Cleaner - 4				115.80				N	
10 2549 000 411		Force SM 1 Degreaser - 3 Gallons				76.65				N	
10 2549 000 411		Mop Finish MF Hook 18 in. Blue - 6				46.02				N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS		PO Number:		Invoice Number: 605325034		Amount:		25.55	
Description: Degreaser				Invoice Date: 12/04/2023		Due Date: 01/18/2024		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 2549 000 411		Force SM 1 Degreaser - 1 Gallon				25.55				N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS		PO Number:		Invoice Number: 605325035		Amount:		1,978.42	
Description: Cleaning/Maintenance Supplies				Invoice Date: 12/04/2023		Due Date: 01/18/2024		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 2549 000 411		Towel Roll - 6 cases				410.46				N	
10 2549 000 411		Pad 14 in. Polish White - 10				33.40				N	
10 2549 000 411		Arsenal 1 Super Shine-All - 12				387.00				N	
10 2549 000 411		Arsenal 1 Top Clean - 4				153.16				N	
10 2549 000 411		Tissue Opticore 12/case - 6 cases				253.14				N	
10 2549 000 411		Liner 12-16 Gallon Garbage Bags- 4 cases				160.24				N	
10 2549 000 411		Liner 60 Gallon Garbage Bags - 4 cases				252.32				N	
10 2549 000 411		Paper Bag Filters 10 pack - 15				295.95				N	
10 2549 000 411		Aerosol Super Hil Aire Fresh Clean - 5				32.75				N	

Vendor ID: INNOFF		INNOVATIVE OFFICE SOLUTIONS, LLC		PO Number:		Invoice Number: IN4370763		Amount:		56.90	
Description: Supplies				Invoice Date: 11/02/2023		Due Date: 12/02/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 411		Binder Clips - 10 dozen				2.50				N	
10 2529 000 411		Sticky Tape - 2 rolls				15.24				N	
10 2529 000 411		Dot Rolls - 2 packs				15.24				N	
10 2529 000 411		Strip Fastener - 2 packs				4.16				N	
10 2529 000 411		Damage-Free Hook Hanger - 1 pack				19.76				N	
Vendor ID: INNOFF		INNOVATIVE OFFICE SOLUTIONS, LLC		PO Number:		Invoice Number: IN4376673		Amount:		124.45	
Description: Office Supplies				Invoice Date: 11/08/2023		Due Date: 12/08/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 411		Copy Paper - 3 boxes				44.76				N	
10 2529 000 411		Sheet Protector - 1 box				3.83				N	
10 2529 000 411		Pocket File 5.25" - 1 box				25.12				N	
10 2529 000 411		Pocket File 3.5" - 1 box				50.74				N	
Vendor ID: INTECLE		INTEK CLEANING & RESTORATION		PO Number:		Invoice Number: SI-77781		Amount:		4,329.05	
Description: Ag. Building Storage Room/Women's Room				Invoice Date: 11/13/2023		Due Date: 11/28/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 319		Mold Remediation				4,242.46				N	
10 2549 000 319		Excise Tax				86.59				N	
Vendor ID: ISILLC		ISI, LLC		PO Number:		Invoice Number: 038133		Amount:		2,287.50	
Description: November 2023 Interpreter Services				Invoice Date: 11/10/2023		Due Date: 11/24/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319		November 6-10, 2023 Interpreter Services				2,287.50				N	
Vendor ID: ISILLC		ISI, LLC		PO Number:		Invoice Number: 038178		Amount:		2,287.50	
Description: November 2023 Interpreter Services				Invoice Date: 11/17/2023		Due Date: 12/01/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319		Novem. 13-17, 2023 Interpreter Services				2,287.50				N	
Vendor ID: ISILLC		ISI, LLC		PO Number:		Invoice Number: 038193		Amount:		955.00	
Description: November 2023 Interpreter Services				Invoice Date: 11/21/2023		Due Date: 12/05/2023		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:		CC:	
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319		November 20, 2023 Interpreter Services				955.00				N	

Vendor ID: ISILLC	ISI, LLC	PO Number:	Invoice Number: 038263	Amount:	1,987.50	
Description: November-Dec. 2023 Interpreter Services		Invoice Date: 12/01/2023	Due Date: 12/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319	November 28-December 1, 2023 Interpreter		1,987.50		N	
Vendor ID: JUNILIB	JUNIOR LIBRARY GUILD	PO Number:	Invoice Number: 669847	Amount:	3,483.72	
Description: Library Books/Materials		Invoice Date: 12/02/2023	Due Date: 01/01/2024	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2222 000 560	Library Books/Materials		3,483.72		N	
Vendor ID: LARSCHA	LARSON, CHAD	PO Number:	Invoice Number: 12012023	Amount:	120.80	
Description: GBB Official - 12/1/2023		Invoice Date: 12/01/2023	Due Date: 12/16/2023	Status: A	1099 Amount: 120.80	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6200 484 319	GBB Official - 12/1/2023- v. Baltic		110.00	110.00	N	
10 6200 484 319	Mileage - Rider - 60 miles		10.80	10.80	N	
Vendor ID: LARSSYL	LARSON, SYLVIA	PO Number:	Invoice Number: 11152023	Amount:	150.00	
Description: DOT Exam - Reimbursement		Invoice Date: 11/15/2023	Due Date: 12/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 319	DOT Exam - Reimbursement		150.00		N	
Vendor ID: LASTIMP	LASTING IMPRESSIONS UNLIMITED, INC.	PO Number:	Invoice Number: 14164	Amount:	93.00	
Description: Fall Sports Awards		Invoice Date: 11/13/2023	Due Date: 12/13/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6200 498 411	Soccer Award - 1 Plaque		13.50		N	
10 6900 481 411	Cross Country Awards - 2 Plaques		27.00		N	
10 6200 491 411	Volleyball Awards - 3 Plaques		40.50		N	
10 6200 491 411	Shipping & Handling		6.00		N	
10 6200 498 411	Shipping & Handling		3.00		N	
10 6900 481 411	Shipping & Handling		3.00		N	
Vendor ID: LASTIMP	LASTING IMPRESSIONS UNLIMITED, INC.	PO Number:	Invoice Number: 14180	Amount:	52.50	
Description: Football Awards		Invoice Date: 11/14/2023	Due Date: 12/13/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6100 483 411	Football Awards - 3 Plaques		40.50		N	
10 6100 483 411	Shipping & Handling		12.00		N	
Vendor ID: LIFESCA	LIFESCAPE - CHILDREN'S CARE HOSPITAL & SCHOOL	PO Number:	Invoice Number: 11202023	Amount:	6,722.50	

Description: October 2023 Services		Invoice Date: 11/20/2023	Due Date: 12/20/2023	Status: A	1099 Amount: 6,722.50		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
22 1223 000 373	Tuition		5,780.00	5,780.00	N		
22 2152 000 319	Speech Therapy		777.00	777.00	N		
22 2152 000 319	Speech Therapy - Contract Discount		(211.50)	(211.50)	N		
22 2152 000 319	Direct Therapy		518.00	518.00	N		
22 2152 000 319	Direct Therapy - Contract Discount		(141.00)	(141.00)	N		
Vendor ID: LUNCSOL LUNCHTIME SOLUTIONS, INC.		PO Number:	Invoice Number: INV-36094	Amount:	230.83		
Description: Smallwares		Invoice Date: 11/30/2023	Due Date: 12/30/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
51 2562 000 411	Smallwares		230.83		N		
Vendor ID: LUNCSOL LUNCHTIME SOLUTIONS, INC.		PO Number:	Invoice Number: INV-36217	Amount:	35,593.34		
Description: November 2023 Food Services		Invoice Date: 11/30/2023	Due Date: 12/30/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
51 2562 000 399	Student Breakfast - 992		2,249.26		N		
51 2562 000 399	Adult Breakfast - 3		7.97		N		
51 2562 000 399	Student Lunch - 6,267		25,755.49		N		
51 2562 000 399	Adult Lunch - 87		408.41		N		
51 2562 000 399	Head Start Adult Lunch - 35		150.02		N		
51 2562 000 399	Head Start Student Lunch - 127		544.35		N		
51 2562 000 399	Head Start Snacks - 635		689.86		N		
51 2562 000 399	Snack Milk - Non-Reimbursable - 879		285.41		N		
51 2562 000 399	A La Carte- Breakfast Extras- 478		453.31		N		
51 2562 000 399	A La Carte- Snack Food- 4,507.25		4,274.44		N		
51 2562 000 399	A La Carte- Snack Beverage- 1,905.35		1,806.93		N		
51 2562 000 399	A La Carte- Lunch Extras- 1,942		1,841.69		N		
51 2562 000 399	Extra Milk Sales - 416		197.26		N		
51 2562 000 399	Commodity Credit - 3,071.06		(3,071.06)		N		
Vendor ID: PALIPRO PALISADES PROPANE, CO.		PO Number:	Invoice Number: 81885	Amount:	764.92		
Description: Propane		Invoice Date: 09/26/2023	Due Date: 12/31/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2559 000 413	Propane		764.92		N		
Vendor ID: PALIPRO PALISADES PROPANE, CO.		PO Number:	Invoice Number: 81959	Amount:	753.79		
Description: Propane		Invoice Date: 09/26/2023	Due Date: 12/31/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	

10 2559 000 413	Propane	753.79	N						
Vendor ID: PALIPRO	PALISADES PROPANE, CO.	PO Number:	Invoice Number: 88950	Amount:	507.32				
Description: Propane - Bus #2		Invoice Date: 11/20/2023	Due Date: 12/20/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2559 000 413	11/1/23 - Propane - 60.3 Gallons		111.49		N				
10 2559 000 413	11/7/23 - Propane - 52.5 Gallons		97.07		N				
10 2559 000 413	11/14/23 - Propane - 68.4 Gallons		126.47		N				
10 2559 000 413	11/21/23 - Propane - 66.4 Gallons		122.77		N				
10 2559 000 413	SD Highway Propane Tax		49.52		N				
Vendor ID: PALIPRO	PALISADES PROPANE, CO.	PO Number:	Invoice Number: 88951	Amount:	110.24				
Description: Propane - Bus #6		Invoice Date: 11/20/2023	Due Date: 12/20/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2559 000 413	SD Highway Propane Tax		10.76		N				
10 2559 000 413	11/17/23 - Propane - 53.8 Gallons		99.48		N				
Vendor ID: PURCPOW	PITNEY BOWES BANK, INC. PURCHASE POWER	PO Number:	Invoice Number: 11262023	Amount:	502.73				
Description: Postage		Invoice Date: 11/26/2023	Due Date: 12/24/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2529 000 341	Postage		502.73		N				
Vendor ID: PITNBOW2	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	PO Number:	Invoice Number: 3318387494	Amount:	218.82				
Description: Equipment Lease		Invoice Date: 12/02/2023	Due Date: 12/31/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
21 2529 000 479	Equipment Lease		218.82		N				
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2810735	Amount:	34.99				
Description: Repair		Invoice Date: 10/30/2023	Due Date: 11/30/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 6900 492 319	Remo 6" Ebony Pinstripe Tom Head - 1		34.99		0.00 N				
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2812246	Amount:	127.00				
Description: High School Band Music		Invoice Date: 11/02/2023	Due Date: 12/02/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 1131 492 411	Kings of Swing - Concert Band		57.00		N				
10 1131 492 411	Hark! The Herald Angels Swing - Concert		70.00		N				

Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2812693	Amount:	50.00	
Description: Middle School Band Music		Invoice Date: 11/03/2023	Due Date: 12/03/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	Still, Still, Still - Concert Band		50.00		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2812695	Amount:	55.92	
Description: 5th Grade Band Music		Invoice Date: 11/03/2023	Due Date: 12/03/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	Accent On Christmas - Saxophone		6.99		N	Final
10 1121 492 411	Accent On Christmas - Tenor Sax		6.99		N	Final
10 1121 492 411	Accent On Christmas - Trumpet		6.99		N	Final
10 1121 492 411	Accent On Christmas - French Horn		6.99		N	Final
10 1121 492 411	Accent On Christmas - Bass Clef		6.99		N	Final
10 1121 492 411	Accent On Christmas - Tuba		6.99		N	Final
10 1121 492 411	Accent On Christmas - Percussion		6.99		N	Final
10 1121 492 411	Accent On Christmas - Mallets		6.99		N	Final
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2816786	Amount:	36.95	
Description: Repair		Invoice Date: 11/14/2023	Due Date: 12/14/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 492 319	Korg TM-60 Tuner/Metronome - 1		36.95		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2820263	Amount:	13.90	
Description: Middle School Band Music		Invoice Date: 11/22/2023	Due Date: 12/22/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	Yamaha Christmas Ensembles - Tenor Sax		6.95		N	
10 1121 492 411	Yamaha Christmas Ensembles - Flute		6.95		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2821554	Amount:	5.95	
Description: Middle School Band Music		Invoice Date: 11/28/2023	Due Date: 12/28/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	Classic Christmas Carols for Band- Flute		5.95		N	
Vendor ID: PRAILAK	PRAIRIE LAKES EDUCATIONAL COOPERATIVE	PO Number:	Invoice Number: 24033	Amount:	3,808.48	
Description: November 2023 Services		Invoice Date: 11/30/2023	Due Date: 12/30/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 2142 000 313	Psychologists		2,211.13		N	
22 2710 000 313	Director		466.18		N	

22 2142 000 313	CPI Share	1,131.17	N						
Vendor ID: RADFTIF	RADFORD, TIFFANY	PO Number:	Invoice Number: 1383	Amount:	16.78				
Description: Dollar General - Library Supplies		Invoice Date: 12/05/2023	Due Date: 12/15/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2222 000 411	Playdough - Reimbursement		16.78		N				
Vendor ID: SANFOCC	SANFORD HEALTH OCCUPATIONAL MEDICINE	PO Number:	Invoice Number: 750484	Amount:	108.00				
Description: DOT Exams		Invoice Date: 11/30/2023	Due Date: 12/15/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2559 000 319	DOT Exams - 2		108.00		N				
Vendor ID: SHARCOR	SHARE CORPORATION	PO Number:	Invoice Number: 252331	Amount:	176.89				
Description: Transportation Supplies		Invoice Date: 11/17/2023	Due Date: 12/17/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2559 000 411	Four Way Action Aerosol - 6		116.10		N				
10 2559 000 411	Triumph Wipes 70 ct. - 1		17.00		N				
10 2559 000 411	Truck & Trailer Wash 1 Gallon - 1		23.50		N				
10 2559 000 411	Freight		20.29		N				
Vendor ID: STEVELE	STEVE'S ELECTRIC & PLUMBING, INC.	PO Number:	Invoice Number: 11142023	Amount:	4,921.09				
Description: Plumbing/HVAC/Electrical Repairs		Invoice Date: 11/14/2023	Due Date: 12/14/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2549 000 323	4th Grade Boys Bathroom		1,478.36		N				
10 2549 000 323	High School Boys Bathroom		582.52		N				
10 2549 000 323	High School Girls Bathroom		582.52		N				
10 2549 000 323	Main Office Mens Bathroom		110.19		N				
10 2549 000 323	Band Room		195.42		N				
10 2549 000 323	Ag. Barn		540.42		N				
10 2549 000 323	PT/OT Hall Girls Bathroom		157.37		N				
10 2549 000 323	Bus Barn		62.80		N				
10 2549 000 323	Service to Repair All		1,115.00		N				
10 2549 000 323	Excise Tax		96.49		N				
Vendor ID: SWANMOV	SWANK MOVIE LICENSING USA	PO Number:	Invoice Number: 3508328	Amount:	585.00				
Description: Movie License Dec 2023-Dec 2024		Invoice Date: 11/10/2023	Due Date: 12/10/2023	Status: A	1099 Amount: 0.00				
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 2227 000 473	Public Performance Site License 23-24		585.00		N	Final			
Vendor ID: VANDAAR	VANDEBERG, AARON	PO Number:	Invoice Number: 12012023	Amount:	120.44				

Description: GBB Official - 12/1/2023		Invoice Date: 12/01/2023	Due Date: 12/16/2023	Status: A	1099 Amount: 120.44		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 6200 484 319	GBB Official - 12/1/2023- v. Baltic		110.00	110.00	N		
10 6200 484 319	Mileage - Rider - 58 miles		10.44	10.44	N		
Vendor ID: WASTMAN WM CORPORATE SERVICES, INC.		PO Number:	Invoice Number: 7215734-1762-4	Amount:	637.75		
Description: Dec. 2023 Garbage & Recycling Services		Invoice Date: 11/30/2023	Due Date: 01/04/2024	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2542 018 321	Dec. 2023 Garbage & Recycling Services		637.75		N		
Vendor ID: XCELENE XCEL ENERGY		PO Number:	Invoice Number: 1076288194	Amount:	144.25		
Description: 916 Dows St. Oct.-Nov. 2023 Electricity		Invoice Date: 11/27/2023	Due Date: 12/18/2023	Status: AP	1099 Amount: 0.00		
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9300	Check Date: 12/18/2023	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2542 015 321	916 Dows St. Oct.-Nov. 2023 Electricity		144.25		N		
Vendor ID: XCELENE XCEL ENERGY		PO Number:	Invoice Number: 1076290542	Amount:	159.43		
Description: 409 1st St. Oct.-Nov. 2023 Electricity		Invoice Date: 11/27/2023	Due Date: 12/18/2023	Status: AP	1099 Amount: 0.00		
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9300	Check Date: 12/18/2023	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2542 015 321	409 1st St. Oct.-Nov. 2023 Electricity		159.43		N		
Vendor ID: XCELENE XCEL ENERGY		PO Number:	Invoice Number: 1076294398	Amount:	1,433.61		
Description: 700 Nordstrom Ave. Oct.-Nov. 2023 Elect.		Invoice Date: 11/27/2023	Due Date: 12/18/2023	Status: AP	1099 Amount: 0.00		
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9300	Check Date: 12/18/2023	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2542 015 321	700 Nordstrom Ave. Oct.-Nov. 2023 Elect.		1,433.61		N		
Vendor ID: XCELENE XCEL ENERGY		PO Number:	Invoice Number: 1076295385	Amount:	4,875.18		
Description: 401 Main Ave. Oct.-Nov. 2023 Electricity		Invoice Date: 11/27/2023	Due Date: 12/18/2023	Status: AP	1099 Amount: 0.00		
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9300	Check Date: 12/18/2023	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2542 015 321	401 Main Ave. Oct.-Nov. 2023 Electricity		4,875.18		N		

Report 1099 Total: 7,100.26

Report Total: 165,899.98

Garretson School District #49-4

Imprest Checks

November 2023

Vendor Name

Vendor Description

Amount

GENERAL FUND

All Around Welding	Bus #4 E-brake Cable & E-brake Shoes	\$431.06
American Recycling	Recycling - Four Printers	\$20.00
Brandon Ace Hardware	Ag. Class Supplies/Pliers Set/Screwdriver Set	\$83.95
Cash	Meal Money - State Oral Interp.	\$22.00
Division of Criminal Investigation	Background Checks	\$86.50
Etrheim, Elizabeth	Transportation Expenses - Reimbursement	\$53.28
Garretson PTO	"G" Paintings	\$120.00
Hoefert-Veldhuizen, Alyxa	Transportation Expenses - Reimbursement	\$329.87
Menards	Ag. Class Supplies/Commercial Club Supplies	\$242.84
Schweitzer, Taylor	Elementary Concert Supplies - Reimbursement	\$66.68
TOTAL GENERAL FUND		\$1,456.18

TOTAL IMPREST CHECKS**\$1,456.18**

12/06/2023 10:33 AM

Posted; Checking Account ID 2; Processing Month 11/2023

User ID: JDS

Checking Account:	2	2					
Check Number: 5	Check Type: Automatic Payment	Check Date: 11/01/2023	Vendor: FIRSBANCC	FIRST BANK & TRUST	Check Total:	94.43	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
10262023-3566-3	10/26/2023		Dollar General - Snacks for Students	71 415 707	13.70		
10262023-3566-3	10/26/2023		Amazon - Can Opener	71 415 715	14.90		
10262023-6569-3	10/26/2023		Dollar General - Bingo Prizes	71 415 711	65.83		
Check Number: 6	Check Type: Automatic Payment	Check Date: 11/30/2023	Vendor: FIRSBANCC	FIRST BANK & TRUST	Check Total:	233.43	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
11262023-3566-2	11/26/2023		Amazon - Winter Formal Supplies	71 415 705	107.62		
11262023-6569-2	11/26/2023		Pizza Ranch - FFA Meal	71 415 701	83.58		
11262023-6569-2	11/26/2023		Walmart - FFA Poster	71 415 701	14.72		
11262023-6569-2	11/26/2023		Walmart - Frames for FFA	71 415 701	27.51		
Check Number: 22880	Check Type: Check	Check Date: 11/10/2023	Vendor: AFLAC	AFLAC	Check Total:	1,501.53	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
947151	11/12/2023		November 2023 Insurance Premium Billing	71 415 718	1,501.53		
Check Number: 22881	Check Type: Check	Check Date: 11/10/2023	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	698.91	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
13993370	10/31/2023		Frank Beef Hot Dogs 10 lb. - 4	71 415 715	230.44		
13993370	10/31/2023		Dorito Chips 64 1.75 oz. - 1	71 415 715	48.14		
13993370	10/31/2023		Chips Cheetos 64 2 oz. - 1	71 415 715	46.46		
13993370	10/31/2023		Jalapeno Cheese Sauce 6 #10 - 1	71 415 715	72.68		
13993370	10/31/2023		Starbursts 24 ct. - 3	71 415 715	85.86		
13993370	10/31/2023		Dots Original 24 ct. - 3	71 415 715	84.00		
13993370	10/31/2023		Starbursts Asst. Original 36 ct. - 3	71 415 715	119.58		
13993370	10/31/2023		Delivery Fee	71 415 715	11.75		
Check Number: 22882	Check Type: Check	Check Date: 11/10/2023	Vendor: CHESCOM	CHESTERMAN COMPANY	Check Total:	80.67	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
11134341	10/19/2023		Diet Coke 20 oz. - 1	71 6900 724 690	23.00		
11134341	10/19/2023		Coke 12 oz. - 1	71 6900 724 690	13.24		
11134341	10/19/2023		Coke Zero Sugar 12 oz. - 1	71 6900 724 690	13.24		
11134341	10/19/2023		Sales Tax	71 6900 724 690	3.07		
11138416	10/26/2023		Diet Coke 12 oz. - 2	71 6900 724 690	26.48		
11138416	10/26/2023		Sales Tax	71 6900 724 690	1.64		
Check Number: 22883	Check Type: Check	Check Date: 11/10/2023	Vendor: GARRFOO	GARRETSON FOOD CENTER	Check Total:	142.09	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
10172023	10/17/2023		Donuts for FCA Meeting	71 415 719	9.77		
10202023	10/20/2023		Jalapeno Cheese Sauce - 2	71 415 715	27.58		
10202023	10/20/2023		Hot Dog Buns - 10	71 415 715	37.90		
10202023	10/20/2023		Slow Cook Liners - 5	71 415 715	16.95		

Checking Account:	2	2							
10242023	10/24/2023		Milk - 1	71 415 715	2.49				
10242023	10/24/2023		Jalapeno Cheese Sauce - 1	71 415 715	13.79				
10242023	10/24/2023		Hot Dog Buns - 7	71 415 715	26.53				
10312023	10/31/2023		Donuts for FCA Meeting	71 415 719	7.08				
Check Number: 22884	Check Type: Check	Check Date: 11/10/2023	Vendor: HORACEMAN1	HORACE MANN COMPANIES	Check Total:	194.45			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
11062023	11/06/2023		December 2023 Premium Payment	71 415 718	194.45				
Check Number: 22885	Check Type: Check	Check Date: 11/10/2023	Vendor: NORTPLA	NORTHERN PLAINS INSURANCE POOL	Check Total:	47,515.70			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
10282023	11/06/2023		December 2023 Insurance Billing	71 415 716	47,515.70				
Check Number: 22886	Check Type: Check	Check Date: 11/10/2023	Vendor: NORTPLAVIS	NORTHERN PLAINS INSURANCE POOL	Check Total:	767.10			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
10282023	11/06/2023		December 2023 Insurance Billing	71 415 716	767.10				
Check Number: 22887	Check Type: Check	Check Date: 11/10/2023	Vendor: SCHOOBOO	SCHOLASTIC BOOK FAIRS - 8	Check Total:	2,143.08			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
W5418571BF	11/08/2023		2023 Book Fair Sales	71 415 788	2,143.08				
Check Number: 22888	Check Type: Check	Check Date: 11/10/2023	Vendor: STANLIF	STANDARD LIFE INSURANCE COMPANY	Check Total:	308.83			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
10282023	11/06/2023		December 2023 Insurance Billing	71 415 716	308.83				
Check Number: 22889	Check Type: Check	Check Date: 11/17/2023	Vendor: ALLARO	ALL AROUND WELDING	Check Total:	431.06			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
15	10/15/2023		Bus #4 E-brake cable/shoes	71 415 800	431.06				
Check Number: 22890	Check Type: Check	Check Date: 11/17/2023	Vendor: AMERREC	AMERICAN RECYCLING	Check Total:	20.00			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
AMRE2497642	11/13/2023		Recycling - Printers (4)	71 415 800	20.00				
Check Number: 22891	Check Type: Check	Check Date: 11/17/2023	Vendor: DIVOFCRI	DIVISION OF CRIMINAL INVESTIGATION	Check Total:	86.50			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
11102023	11/10/2023		Background Check - 2	71 415 800	86.50				
Check Number: 22892	Check Type: Check	Check Date: 11/17/2023	Vendor: ETRHELI	ELIZABETH ETRHEIM	Check Total:	53.28			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
11042023	11/04/2023		Transportation Expenses - Reimbursement	71 415 800	53.28				
Check Number: 22893	Check Type: Check	Check Date: 11/17/2023	Vendor: GARRPTO	GARRETSON PTO	Check Total:	120.00			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>				
11142023	11/14/2023		"G" Paintings - 3	71 415 800	120.00				
Check Number: 22894	Check Type: Check	Check Date: 11/17/2023	Vendor: HOEFALY	ALYXA HOEFERT-VELDHUIZEN	Check Total:	329.87			

Checking Account:	2	2				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11042023	11/04/2023		Transportation Expenses - Reimbursement	71 415 800	329.87	
Check Number: 22895	Check Type: Check		Check Date: 11/17/2023 Vendor: MENASFE	MENARDS - SIOUX FALLS EAST	Check Total:	549.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11659	11/07/2023		FFA Supplies	71 415 701	307.14	
11659	11/07/2023		Ag. Supplies	71 415 800	113.20	
11659	11/07/2023		Commercial Club Supplies	71 415 800	129.64	
Check Number: 22896	Check Type: Check		Check Date: 11/17/2023 Vendor: SCHWTAY	TAYLOR SCHWEITZER	Check Total:	66.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
10192023	10/19/2023		Amazon - Reimbursement	71 415 800	28.47	
113-0623105-9905041	11/02/2023		Amazon - Reimbursement	71 415 800	20.17	
113-7211880-8765015	11/06/2023		Amazon - Reimbursement	71 415 800	18.04	
Check Number: 22897	Check Type: Check		Check Date: 11/17/2023 Vendor: SDFFAA	SOUTH DAKOTA FFA ASSOCIATION	Check Total:	745.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7720	09/27/2023		Affiliation Fee	71 415 701	680.00	
7720	09/27/2023		Chapter Membership Dues	71 415 701	65.00	
Check Number: 22898	Check Type: Check		Check Date: 11/30/2023 Vendor: BRANACE	BRANDON ACE HARDWARE	Check Total:	120.91
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
68779/5	11/13/2023		FFA Supplies	71 415 701	36.96	
68779/5	11/13/2023		Ag. Class Supplies	71 415 800	57.97	
68912/5	11/17/2023		Pliers Set 2 piece 6" Stanley - 1	71 415 800	5.99	
68912/5	11/17/2023		Screwdriver Set 10 piece - 1	71 415 800	19.99	
Check Number: 22899	Check Type: Check		Check Date: 11/30/2023 Vendor: NATIFFA	NATIONAL FFA ORGANIZATION	Check Total:	124.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CNR81315	11/08/2023		Replacement Badge	71 415 701	10.00	
CNR81646	11/08/2023		Invoice credit - Replacement Badge	71 415 701	(10.00)	
MDS314359	11/28/2023		Men's Official Jacket - 1	71 415 701	60.00	
MDS314359	11/28/2023		Pattern FFA Tie - 1	71 415 701	16.00	
MDS314359	11/28/2023		Shipping/Handling	71 415 701	48.00	
Check Number: 22900	Check Type: Check		Check Date: 11/30/2023 Vendor: DELTDEN	DELTA DENTAL OF SD	Check Total:	4,458.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1896386	11/20/2023		December 2023 Insurance Billing	71 415 716	4,458.00	
Check Number: 22901	Check Type: Check		Check Date: 11/30/2023 Vendor: KIENALY	ALYSHA KIENTOPF	Check Total:	84.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11172023	11/17/2023		Amazon- Pumpkins for Market Plan Display	71 415 701	37.15	
11202023	11/20/2023		USPS - Stamps for Thank You's/Packages	71 415 701	47.40	
Check Number: 22902	Check Type: Check		Check Date: 11/30/2023 Vendor: CASH	CASH	Check Total:	321.00

Checking Account: 2

2

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>
12012023	12/01/2023	
12032023	12/03/2023	

<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Meal Money - State Oral Interp.	71 415 800	22.00
Meal Money - State FFA Convention	71 415 701	299.00

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 61,191.05

	Garretson School District No. 49-4				
	Payroll Report				
	Fiscal Year 2023-2024				
Code		<i>September 2023</i>	<i>October 2023</i>	<i>November 2023</i>	<i>July 2023 - November 2023</i>
	GENERAL FUND				
10-1111-000-111	Elementary Instruction - Certified	\$69,793.10	\$69,274.66	\$69,273.54	\$208,341.24
10-1111-000-119	Elementary Instruction - Other Compensation			\$107.64	\$5,726.34
10-1111-000-120	Elementary Instruction - Substitutes	\$1,431.75	\$1,973.24	\$3,240.28	\$6,645.27
10-1111-000-142	Elementary Instruction - Sick Leave Payback				\$0.00
10-1111-009-111	Elementary Instruction - Class Size Reduction	\$2,945.48	\$2,945.48	\$2,945.48	\$8,836.46
10-1111-011-111	Elementary Instruction - G5 Certified	\$3,496.86	\$3,496.86	\$3,496.86	\$10,490.59
10-1121-000-111	Middle School Instruction - Certified	\$35,891.94	\$35,420.23	\$35,419.94	\$106,732.10
10-1121-000-119	Middle School Instruction - Other Compensation				\$0.00
10-1121-000-120	Middle School Instruction - Substitutes	\$301.42	\$953.25	\$1,817.12	\$3,071.79
10-1121-000-142	Middle School Instruction - Sick Leave Payback				\$0.00
10-1131-000-111	Secondary Instruction - Certified	\$51,432.05	\$50,653.88	\$50,653.05	\$152,738.98
10-1131-000-114	Secondary Instruction - Classified	\$3,885.81	\$3,687.10	\$4,305.56	\$11,944.27
10-1131-000-119	Secondary Instruction - Other Compensation	\$889.14	\$934.60	\$889.14	\$4,712.88
10-1131-000-120	Secondary Instruction - Substitutes	\$904.26	\$1,068.98	\$1,507.10	\$3,480.34
10-1131-000-130	Secondary Instruction - Overtime				\$0.00
10-1131-000-142	Secondary Instruction - Sick Leave Payback				\$0.00
10-1273-000-111	Title I A - Instruction - Certified - Non-Federal	\$2,284.86	\$2,284.86	\$2,284.86	\$6,854.59
10-1273-000-119	Title I A - Other Compensation				\$0.00
10-1273-000-120	Title I A - Substitutes				\$0.00
10-1273-006-111	Title I A - Instruction - Certified - Federal	\$1,904.10	\$1,904.10	\$1,904.10	\$5,712.30
10-1273-006-112	Title I A - Instructional Aides				\$0.00
10-1299-000-111	Garretson Academy - Certified Instructor				\$0.00
10-1299-000-112	Garretson Academy - Educational Supervisor	\$3,029.03	\$2,990.85	\$3,638.72	\$9,658.60
10-1299-000-119	Garretson Academy - Other Compensation				\$0.00
10-1299-000-120	Garretson Academy - Substitutes				\$0.00
10-2121-000-111	Middle School/Secondary Instruction Guidance - Certified	\$11,083.20	\$11,082.18	\$11,082.18	\$33,247.56
10-2121-000-119	Middle School/Secondary Instruction Guidance - Other Compensation	\$545.91	\$545.90	\$545.90	\$1,637.71
10-2122-000-111	Elementary Instruction Guidance - Certified	\$6,389.17	\$6,388.06	\$6,388.00	\$19,108.69
10-2122-000-119	Elementary Instruction - Other Compensation	\$274.49	\$274.48	\$274.48	\$821.07
10-2134-000-319	School Nurse - Professional Services	\$1,180.84	\$1,053.47	\$1,199.79	\$4,130.37
10-2212-000-119	Instruction & Curriculum Development - Other Compensation				\$0.00
10-2212-000-120	Instruction & Curriculum Development - Substitutes				\$0.00
10-2213-000-119	Instructional Staff Training - Other Compensation				\$0.00
10-2213-000-120	Instructional Staff Training - Substitutes				\$0.00
10-2213-009-119	Instructional Staff Training - Other Compensation - Grant				\$0.00
10-2213-009-120	Instructional Staff Training - Substitutes				\$0.00
10-2214-012-119	Title 1003 Staff Training - Other Compensation				\$0.00
10-2214-012-120	Title 1003 Staff Training - Substitutes				\$0.00
10-2222-000-112	Library - Educational Assistants	\$4,078.34	\$4,431.05	\$5,210.50	\$13,719.89
10-2222-000-120	Library - Substitutes				\$0.00
10-2227-000-111	Technology - Certified	\$7,573.52	\$7,180.28	\$7,180.28	\$36,294.64
10-2227-000-119	Technology - Other Compensation				\$600.00
10-2311-000-113	Board of Education - Salaries				\$0.00
10-2314-000-399	School Board/Opt Out Election - Election Board				\$0.00
10-2321-000-113	Office of the Superintendent - Certified	\$12,759.26	\$12,759.26	\$12,759.26	\$63,790.94
10-2321-000-119	Office of the Superintendent - Other Compensation	\$614.04	\$614.04	\$614.04	\$3,669.84
10-2410-000-113	Office of the Principal - Middle/High School - Certified	\$8,383.42	\$8,383.42	\$8,383.42	\$41,412.76
10-2410-000-114	Office of the Principal - Middle/High School - Classified	\$2,671.14	\$2,486.53	\$2,836.33	\$9,683.36
10-2410-000-119	Office of the Principal - Middle/High School - Other Compensation				\$600.00
10-2410-000-120	Office of the Principal - Middle/High School - Substitutes				\$0.00
10-2410-000-130	Office of the Principal - Middle/High School - Overtime	\$278.32	\$15.92	\$89.69	\$431.36
10-2410-000-142	Office of the Principal - Middle/High School - Sick Leave Payback				\$0.00
10-2410-000-399	Office of the Principal - Middle/High School - Contracted Services				\$0.00
10-2411-000-113	Office of the Principal - Elementary School - Certified	\$7,611.96	\$7,611.96	\$7,611.96	\$37,555.46
10-2411-000-114	Office of the Principal - Elementary School - Classified	\$2,671.15	\$2,486.54	\$2,836.33	\$9,683.49
10-2411-000-119	Office of the Principal - Elementary School - Other Compensation				\$600.00

10-2411-000-120	Office of the Principal - Elementary School - Substitutes				\$0.00
10-2411-000-130	Office of the Principal - Elementary School - Overtime	\$278.35	\$15.90	\$89.70	\$431.36
10-2529-000-113	Business Manager	\$7,657.42	\$7,657.42	\$7,657.42	\$38,287.10
10-2529-000-114	Business Office - Classified	\$4,489.92	\$3,968.99	\$4,657.46	\$15,901.36
10-2529-000-119	Business Office - Other Compensation				\$600.00
10-2529-000-130	Business Office - Overtime	\$233.44	\$244.93	\$141.68	\$620.05
10-2549-000-114	Operation and Maintenance - Classified	\$21,750.24	\$16,426.55	\$18,496.52	\$100,086.82
10-2549-000-120	Operation and Maintenance - Temporary	\$391.19	\$878.49	\$1,049.14	\$13,255.17
10-2549-000-130	Operation and Maintenance - Overtime	\$496.74	\$480.82	\$446.55	\$2,855.20
10-2549-000-323	Operation and Maintenance - Repairs & Maintenance		\$1,806.06		\$2,800.06
10-2559-000-114	Transportation - Classified	\$14,330.87	\$13,302.24	\$14,527.19	\$55,628.97
10-2559-000-120	Transportation - Temporary				\$0.00
10-404	Contracts Payable				\$274,366.20
10-457	Benefits Payable				\$67,586.53
10-6100-***-111	Male Co-Curricular - Certified	\$6,415.31	\$1,181.80	\$6,391.45	\$14,650.12
10-6100-000-114	Male Co-Curricular - Classified				\$0.00
10-6100-***-119	Male Co-Curricular - Other Compensation				\$0.00
10-6100-000-120	Male Co-Curricular - Temporary				\$0.00
10-6100-***-319	Male Co-Curricular - Officials and Professional & Tech.			\$875.00	\$875.00
10-6200-***-111	Female Co-Curricular - Certified	\$2,965.51	\$2,948.02	\$2,948.04	\$9,909.21
10-6200-000-114	Female Co-Curricular - Classified				\$0.00
10-6200-***-119	Female Co-Curricular - Other Compensation				\$0.00
10-6200-000-120	Female Co-Curricular - Temporary				\$0.00
10-6200-***-319	Female Co-Curricular - Officials and Professional & Tech.			\$500.00	\$500.00
10-6500-000-114	Transportation - Co-Curricular Activities	\$1,112.50	\$2,101.30	\$339.70	\$4,017.22
10-6900-000-111	Assistant Athletic Director - Certified	\$3,044.76	\$3,044.76	\$3,044.76	\$15,223.80
10-6900-***-111	Combined Co-Curricular - Certified	\$4,665.62	\$4,593.96	\$4,593.97	\$14,333.70
10-6900-000-114	Combined Co-Curricular - Classified		\$48.50	\$48.50	\$97.00
10-6900-000-13*	Official Book/Ticket Selling/Clock & Scoreboard/Etc.			\$2,260.00	\$2,260.00
10-6900-490-114	JR Class/Conc. - Classified Wages				\$0.00
	<i>Total General Fund</i>	<i>\$312,136.43</i>	<i>\$301,600.92</i>	<i>\$316,562.63</i>	<i>\$1,458,111.29</i>
	SPECIAL EDUCATION FUND				
22-1221-000-111	Special Education Instructional Services - Certified	\$8,126.99	\$8,127.00	\$8,127.00	\$25,612.86
22-1221-000-112	Special Education Instructional Services - Classified	\$26,294.58	\$26,042.00	\$30,872.82	\$83,889.01
22-1221-000-119	Special Education Instructional Services - Other Compensation	\$1,893.53			\$1,893.53
22-1221-000-120	Special Education Instructional Services - Substitutes	\$1,205.69	\$2,217.58	\$1,431.75	\$4,855.02
22-1221-000-130	Special Education Instructional Services - Overtime	\$148.83		\$177.49	\$326.32
22-1221-611-111	Special Education Instructional Services - Certified Federal	\$7,731.50	\$7,731.50	\$7,731.50	\$22,486.30
22-1221-611-112	Special Education Instructional Services - Educational Assistants				\$0.00
22-1221-611-120	Special Education Instructional Services - Substitutes	\$452.13	\$150.71	\$828.91	\$1,431.75
22-1226-000-111	Early Childhood Instructional Services - Certified	\$2,800.08	\$2,800.08	\$2,800.08	\$9,535.12
22-1226-000-112	Early Childhood Instructional Services - Educational Assistants	\$412.63	\$446.14	\$491.81	\$1,360.04
22-1226-000-119	Early Childhood Instructional Services - Other Compensation				\$0.00
22-1226-000-120	Early Childhood Instructional Services - Substitutes				\$0.00
22-1226-619-111	Early Childhood Instructional Services - Certified Federal	\$374.88	\$374.88	\$374.88	\$1,302.05
22-1227-000-111	Birth to Three Services - Certified				\$0.00
22-2152-000-111	Speech Therapy Services - Certified	\$5,215.99	\$5,225.88	\$5,225.88	\$15,667.75
22-2152-000-119	Speech Therapy Services - Other Compensation				\$0.00
22-2710-000-113	Special Education Admin. - Director	\$3,894.12	\$3,894.12	\$3,894.12	\$19,255.60
22-2710-000-119	Special Education Admin. - Other Compensation				\$600.00
22-2736-000-114	Special Education - Transportation			\$883.15	\$883.15
22-404	Contracts Payable				\$36,760.54
22-457	Benefits Payable				\$10,385.36
	<i>Total Special Education Fund</i>	<i>\$58,550.95</i>	<i>\$57,009.89</i>	<i>\$62,839.39</i>	<i>\$234,350.87</i>
	DRIVER'S EDUCATION FUND				
53-1132-000-114	Driver's Education - Salaries				\$0.00
	<i>Total Driver's Education Fund</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
	PRESCHOOL FUND				
54-1141-000-111	Preschool Instructional Services - Certified	\$5,145.88	\$5,145.88	\$5,145.88	\$16,161.07

54-1141-000-112	Preschool Instructional Services - Educational Assistants	\$3,713.72	\$4,015.06	\$4,637.11	\$12,450.98
54-1141-000-114	Preschool Instructional Services - Classified				\$0.00
54-1141-000-119	Preschool Instructional Services - Other Compensation				\$0.00
54-1141-000-130	Preschool Instructional Services - Overtime	\$157.57	\$75.68	\$315.69	\$548.94
54-404	Contracts Payable				\$7,501.11
54-457	Benefits Payable				\$2,185.49
	<i>Total Preschool Fund</i>	<i>\$9,017.17</i>	<i>\$9,236.62</i>	<i>\$10,098.68</i>	<i>\$38,847.59</i>
	GRAND TOTAL	\$379,704.55	\$367,847.43	\$389,500.70	\$1,731,309.75
	General Fund - Gross Salaries	\$253,841.90	\$244,145.35	\$258,011.07	\$1,181,221.47
	General Fund - Social Security/Medicare	\$18,455.35	\$17,508.70	\$18,332.88	\$84,577.97
	General Fund - South Dakota Retirement	\$14,055.25	\$13,535.83	\$13,807.64	\$65,593.67
	General Fund - Group Insurance	\$27,677.46	\$26,411.04	\$26,411.04	\$126,718.18
	<i>Total General Fund</i>	<i>\$312,136.43</i>	<i>\$301,600.92</i>	<i>\$316,562.63</i>	<i>\$1,458,111.29</i>
	Special Education Fund - Gross Salaries	\$45,386.26	\$43,767.77	\$48,952.21	\$184,362.54
	Special Education Fund - Social Security/Medicare	\$3,205.98	\$2,968.51	\$3,365.25	\$12,477.83
	Special Education Fund - South Dakota Retirement	\$2,581.22	\$2,452.96	\$2,708.60	\$10,468.93
	Special Education Fund - Group Insurance	\$5,483.96	\$7,820.65	\$7,813.33	\$27,041.57
	<i>Total Special Education Fund</i>	<i>\$58,550.95</i>	<i>\$57,009.89</i>	<i>\$62,839.39</i>	<i>\$234,350.87</i>
	Driver's Education Fund - Gross Salaries				\$0.00
	Driver's Education Fund - Social Security/Medicare				\$0.00
	<i>Total Driver's Education Fund</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
	Preschool Fund - Gross Salaries	\$7,074.15	\$6,912.63	\$7,664.82	\$29,899.61
	Preschool Fund - Social Security/Medicare	\$496.84	\$478.76	\$536.17	\$2,079.42
	Preschool Fund - South Dakota Retirement	\$424.45	\$414.74	\$459.88	\$1,753.64
	Preschool Fund - Group Insurance	\$1,021.73	\$1,430.49	\$1,437.81	\$5,114.92
	<i>Total Preschool Fund</i>	<i>\$9,017.17</i>	<i>\$9,236.62</i>	<i>\$10,098.68</i>	<i>\$38,847.59</i>
	GRAND TOTAL	\$379,704.55	\$367,847.43	\$389,500.70	\$1,731,309.75

Batch Description: November 2023 General Fund Account Bank Recon. Processing Month: 11/2023
Checking Account: 1 1

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	11/30/2023	2,245,630.73

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
50226	DEFENSE SOAP, LLC	02/14/2022	101.75
50434	PRAIRIE REPORTING	04/11/2022	300.00
50951	CHARLI PETERSON	11/14/2022	10.00
50957	MACI ROTERT	11/14/2022	10.00
51415	JACOB BERG	06/12/2023	250.00
51453	NORA ROSS	06/12/2023	47.05
51680	DERRICK VANDER WAAL	09/11/2023	131.20
51759	MN DEPT. OF REVENUE	10/13/2023	50.95
51760	STATE OF IOWA- TREASURER	10/13/2023	120.14
51769	MN DEPT. OF REVENUE	10/30/2023	49.67
51770	STATE OF IOWA- TREASURER	10/30/2023	120.14
51783	BRANDON ACE HARDWARE	11/13/2023	249.17
51784	KELSEY BUCHHOLZ	11/13/2023	58.03
51785	CARROLL INSTITUTE	11/13/2023	1,536.00
51794	GRACIE FIEGEN	11/13/2023	30.00
51802	LAURA GUIJARRO ALIER	11/13/2023	20.00
51803	JADA HANSEN	11/13/2023	20.00
51811	BEVERLY HOWE	11/13/2023	40.00
51818	GUY JOHNSON	11/13/2023	159.12
51841	RODNEY LOWE CONSTRUCTION	11/13/2023	96.94
51843	JACKIE ROTERT	11/13/2023	320.00
51844	MACI ROTERT	11/13/2023	90.00
51851	BRYN SWATEK	11/13/2023	60.00
51858	CONNER WALTMAN	11/13/2023	20.00
51861	AVERY ZWEEP	11/13/2023	20.00
51873	MN DEPT. OF REVENUE	11/15/2023	65.69
51874	STATE OF IOWA- TREASURER	11/15/2023	120.14
51875	CHUVA JOHNSON	11/30/2023	387.87
51876	DAVE VANDER GRIFT	11/30/2023	414.21
51877	ACCOUNTS MANAGEMENT, INC.	11/30/2023	298.12
51878	AMERICAN FUNDS SERVICE CO.	11/30/2023	110.00
51879	AMERICAN GENERAL LIFE INSURANCE	11/30/2023	100.00
51882	HORACE MANN	11/30/2023	855.00
51883	HORACE MANN	11/30/2023	300.00
51884	MN DEPT. OF REVENUE	11/30/2023	61.53
51885	STATE OF IOWA- TREASURER	11/30/2023	120.14
Total:			6,742.86

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	CD Interest Earned	06/20/2022	11.59
	ELO7	06/30/2022	9,319.00
	Annual Report Adj.	06/30/2021	(2,819.66)
Total:			6,510.93

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,245,630.73	(231.93)	2,245,398.80	2,245,398.80	0.00
Cleared Automatic Payment Total:	73,191.44			
Cleared Checks Total:	370,855.50			
Cleared Direct Deposit Total:	(260,340.64)			
Cleared Void Total:				
Cleared Cash Receipt Total:	1,133,472.41			
Cleared Manual Journal Entries Total:	(112.40)			
Cleared Sales Journal Total:				

Batch Description: November 2023 Custodial Fund Account Bank Recon. Processing Month: 11/2023
Checking Account: 2 2

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	11/30/2023	121,596.67

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
6	FIRST BANK & TRUST	11/30/2023	233.43
	Total:		233.43

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
22192	JAYDA SNEDEKER	04/20/2022	50.00
22749	NATHAN BEELER	08/25/2023	128.14
22750	BLAKE BENDT	08/25/2023	152.44
22754	KAYLI COBURN	08/25/2023	51.68
22805	DELL RAPIDS SCHOOL DISTRICT #49-3	09/20/2023	100.00
22817	DERRICK VANDER WAAL	09/20/2023	151.20
22847	TREVOR REINESCH	10/12/2023	137.24
22850	TY SOULEK	10/12/2023	151.28
22875	GARRETSON FOOD PANTRY	10/27/2023	226.00
22877	PARKER VOLLEYBALL FUND	10/27/2023	70.00
22890	AMERICAN RECYCLING	11/17/2023	20.00
22892	ELIZABETH ETRHEIM	11/17/2023	53.28
22898	BRANDON ACE HARDWARE	11/30/2023	120.91
22899	NATIONAL FFA ORGANIZATION	11/30/2023	124.00
22900	DELTA DENTAL OF SD	11/30/2023	4,458.00
22901	ALYSHA KIENTOPF	11/30/2023	84.55
	Total:		6,078.72

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Credit Memo - Credit #CM112518	04/25/2022	34.65
	Cash	06/30/2021	22,150.00
	CD Interest Earned	06/20/2022	16.17
	CD Interest Earned	06/20/2022	16.12
	CD Interest Earned	06/20/2022	16.21
	W/O Flex ACH	06/30/2021	65.00
	W/O Outstanding Dep.	06/30/2021	(474.60)
	05/19/2022 WW Credit Memo - #CM114542	05/19/2022	59.00
	CD Interest Earned	06/20/2022	25.33
	CD Interest Earned	06/20/2022	1.05
	CD Interest Earned	06/22/2022	25.19
	CD Interest Earned	06/22/2022	4.26
	CD Interest Earned	06/20/2022	1.03
	CD Interest Earned	06/20/2022	1.04
	CD Interest Earned	06/20/2022	2.50
	CD Interest Earned	06/20/2022	1.00
	Total:		21,943.95

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
121,596.67	15,631.80	137,228.47	137,228.47	0.00

Cleared Automatic Payment Total:	94.43
Cleared Checks Total:	58,953.81
Cleared Direct Deposit Total:	
Cleared Void Total:	
Cleared Cash Receipt Total:	93,803.59
Cleared Manual Journal Entries Total:	(2,739.70)
Cleared Sales Journal Total:	



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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*****EXCLUDE-General
9150 1.6940 EX 0.000 26 1 2412

GARRETSON SCHOOL
GENERAL FUND
PO BOX C
GARRETSON SD 57030-0381



CUSTOMER SERVICE
Toll-Free: 800.843.1552



WWW.BANKEASY.COM

CHECKING ACCOUNT

Account Title: GARRETSON SCHOOL
GENERAL FUND

INTEREST CHECKING		NUMBER OF ENCLOSURES	112
ACCOUNT NUMBER	ENDING 0057	Statement Dates	11/01/23 thru 11/30/23
PREVIOUS BALANCE	177,688.72	DAYS IN THE STATEMENT PERIOD	30
52 DEPOSITS	571,009.51	AVERAGE LEDGER BALANCE	234,153.48
100 CHECKS/DEBITS	640,326.36	AVERAGE COLLECTED BAL	234,153.48
SERVICE CHARGE	.00	Interest Earned	48.11
INTEREST PAID	48.11	Annual Percentage Yield Earned	0.25
NEW BALANCE	108,419.98	2023 Interest Paid	672.62

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/01	8662240369 MerchPayout SV9T	356.18
	1043575881 23/11/01	
	TRACE# -242071756769432	
11/02	8662240369 MerchPayout SV9T	530.35
	1043575881 23/11/02	
	TRACE# -242071757282915	
11/02	8662240369 MerchPayout SV9T	979.48
	1043575881 23/11/02	



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Brookings, SD 57006

MEMBER FDIC

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GARRETSON SCHOOL
GENERAL FUND
PO BOX C
GARRETSON SD 57030-0381

INTEREST CHECKING ENDING 0057 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/03	TRACE# -242071757291623 8662240369 MerchPayout SV9T 1043575881 23/11/03	21.42
11/03	TRACE# -242071756974186 8662240369 MerchPayout SV9T 1043575881 23/11/03	275.65
11/03	TRACE# -242071756960080 Deposit	205.00
11/03	Deposit	817.00
11/07	8662240369 MerchPayout SV9T 1043575881 23/11/07	657.13
11/07	TRACE# -242071752866267 8662240369 MerchPayout SV9T 1043575881 23/11/07	1,120.39
11/07	TRACE# -242071752873269 Deposit	477.75
11/07	Deposit	508.00
11/07	Deposit	542.00
11/08	8662240369 MerchPayout SV9T 1043575881 23/11/08	239.27
11/08	TRACE# -242071751621833 8662240369 MerchPayout SV9T 1043575881 23/11/08	273.99
11/09	TRACE# -242071751630428 8662240369 MerchPayout SV9T 1043575881 23/11/09	394.20
11/09	TRACE# -242071750393070 8662240369 MerchPayout SV9T 1043575881 23/11/09	486.83
11/09	TRACE# -242071750401556 Deposit	170.00
11/09	Deposit	332.00
11/10	8662240369 MerchPayout SV9T 1043575881 23/11/10	126.29
11/10	TRACE# -242071758834609 8662240369 MerchPayout SV9T 1043575881 23/11/10	1,165.66



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GARRETSON SCHOOL
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INTEREST CHECKING ENDING 0057 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
	TRACE# -242071758823816	
11/10	Transfer from x0131 to x0057	350,000.00
11/14	8662240369 MerchPayout SV9T	7.69
	1043575881 23/11/14	
	TRACE# -242071750989818	
11/14	8662240369 MerchPayout SV9T	2,449.39
	1043575881 23/11/14	
	TRACE# -242071750982638	
11/14	Deposit	343.00
11/14	Deposit	481.00
11/14	Deposit	898.00
11/15	8662240369 MerchPayout SV9T	900.53
	1043575881 23/11/15	
	TRACE# -242071759158845	
11/16	8662240369 MerchPayout SV9T	58.64
	1043575881 23/11/16	
	TRACE# -242071758483025	
11/16	8662240369 MerchPayout SV9T	99.23
	1043575881 23/11/16	
	TRACE# -242071758492852	
11/16	Deposit	400.00
11/17	8662240369 MerchPayout SV9T	328.52
	1043575881 23/11/17	
	TRACE# -242071756588155	
11/17	8662240369 MerchPayout SV9T	369.43
	1043575881 23/11/17	
	TRACE# -242071756577977	
11/20	Deposit	124.00
11/20	Deposit	295.00
11/20	Deposit	614.00
11/21	8662240369 MerchPayout SV9T	364.85
	1043575881 23/11/21	
	TRACE# -242071750640231	
11/21	8662240369 MerchPayout SV9T	1,220.00
	1043575881 23/11/21	
	TRACE# -242071750632713	



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GARRETSON SCHOOL
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PO BOX C
GARRETSON SD 57030-0381

INTEREST CHECKING ENDING 0057 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/22	8662240369 MerchPayout SV9T 1043575881 23/11/22 TRACE# -242071750064658	554.30
11/24	8662240369 MerchPayout SV9T 1043575881 23/11/24 TRACE# -242071758127197	250.18
11/24	8662240369 MerchPayout SV9T 1043575881 23/11/24 TRACE# -242071758136570	298.30
11/27	Deposit	587.00
11/27	Deposit	692.00
11/28	8662240369 MerchPayout SV9T 1043575881 23/11/28 TRACE# -242071752019797	214.82
11/28	8662240369 MerchPayout SV9T 1043575881 23/11/28 TRACE# -242071752025651	691.88
11/29	8662240369 MerchPayout SV9T 1043575881 23/11/29 TRACE# -242071750496390	153.93
11/29	8662240369 MerchPayout SV9T 1043575881 23/11/29 TRACE# -242071750485230	600.47
11/30	8662240369 MerchPayout SV9T 1043575881 23/11/30 TRACE# -242071759325624	174.99
11/30	8662240369 MerchPayout SV9T 1043575881 23/11/30 TRACE# -242071759336720	193.77
11/30	AP ACH STATE OF SOUTH D 6466000364 23/11/30 TRACE# -091408597763841	196,196.00
11/30	Deposit	278.00
11/30	Deposit	305.00
11/30	Deposit	1,187.00
11/30	Interest Deposit	48.11



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INTEREST CHECKING ENDING 0057 (Continued)

WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/09	BILLING MERCH SERVICES 1310281170 23/11/09 TRACE# -242071754797802	112.40-
11/15	PAYROLL GARRETSON SCHOOL 1466002580 23/11/15 TRACE# -091408443140090	114,374.30-
11/17	XCELENERGY XCEL ENERGY-MN 7410448030 23/11/17 TRACE# -091000014304083	8,180.82-
11/21	PAYMENT ALLIANCE COMMUNI 0383913206 23/11/21 TRACE # -031101117722377 200437772781	837.00-
11/30	PAYROLL GARRETSON SCHOOL 1466002580 23/11/30 TRACE# -091408443250094	16,991.92-
11/30	PAYROLL GARRETSON SCHOOL 1466002580 23/11/30 TRACE# -091408443140095	17,051.48-
11/30	PAYROLL GARRETSON SCHOOL 1466002580 23/11/30 TRACE# -091408443250089	111,922.94-

CHECKS IN NUMBER ORDER

DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
11/07	51675	230.00	11/20	51778	480.00	11/14	51792	20.00
11/10	51764*	100.00	11/24	51779	50.00	11/17	51793	7,500.00
11/01	51767*	855.00	11/17	51780	40.00	11/20	51795*	2,695.00
11/01	51768	300.00	11/14	51781	120.00	11/15	51796	26.84
11/21	51771*	250.00	11/14	51782	150.00	11/15	51797	374.78
11/20	51772	65.89	11/17	51786*	2,571.27	11/15	51798	6,994.71
11/20	51773	1,685.63	11/17	51787	2,644.35	11/30	51799	12,960.45
11/21	51774	525.00	11/17	51788	10,179.29	11/21	51800	527.56
11/17	51775	59.95	11/14	51789	130.00	11/20	51801	379.18
11/21	51776	5,665.00	11/15	51790	60.00	11/17	51804*	100.00
11/17	51777	125.00	11/16	51791	175.95	11/17	51806*	1,258.95

* INDICATES MISSING CHECK NUMBER



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GARRETSON SCHOOL
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PO BOX C
GARRETSON SD 57030-0381

INTEREST CHECKING ENDING 0057 (Continued)

CHECKS IN NUMBER ORDER

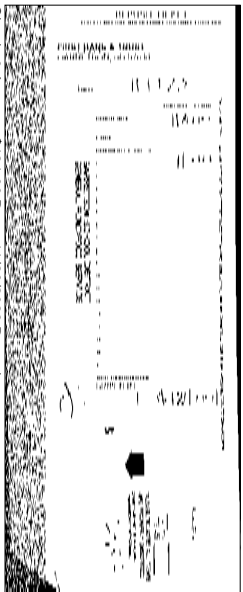
DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
11/14	51807	20.00	11/20	51829	673.79	11/20	51853	26,959.00
11/21	51808	3,849.46	11/14	51830	17.50	11/14	51854	20.00
11/20	51809	40.00	11/22	51831	56.00	11/17	51855	169.00
11/16	51810	80.00	11/17	51832	80.00	11/17	51856	571.91
11/14	51812*	150.00	11/20	51833	95.00	11/20	51857	90.00
11/21	51813	60.50	11/17	51834	3,445.65	11/20	51859*	686.75
11/20	51814	584.44	11/20	51835	822.69	11/24	51860	3,777.00
11/17	51815	12,292.50	11/24	51836	50.00	11/20	51862*	2,021.80
11/24	51816	4,375.00	11/21	51837	167.98	11/14	51863	150.00
11/20	51817	7,033.00	11/20	51838	3,333.91	11/22	51864	248.52
11/16	51819*	40.00	11/17	51839	243.84	11/17	51865	2,447.43
11/16	51820	80.00	11/15	51840	60.00	11/17	51866	301.37
11/21	51821	50.00	11/17	51842*	12.00	11/21	51867	110.00
11/21	51822	52.50	11/17	51845*	50.00	11/30	51868	100.00
11/22	51823	8,119.50	11/28	51846	301.24	11/15	51869	26,625.23
11/17	51824	66,904.27	11/16	51847	27.95	11/15	51870	1,474.43
11/20	51825	452.12	11/21	51848	30.00	11/21	51871	855.00
11/27	51826	592.00	11/27	51849	20.00	11/21	51872	300.00
11/20	51827	101,905.29	11/21	51850	34.06	11/30	51880*	26,654.79
11/20	51828	196.85	11/17	51852*	120.00	11/30	51881	1,474.43

* INDICATES MISSING CHECK NUMBER

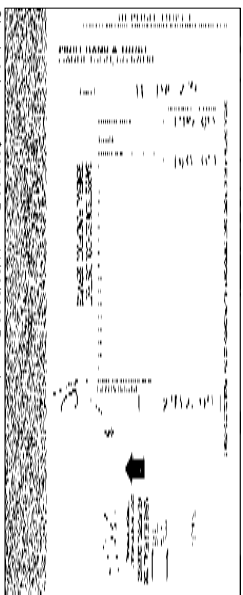


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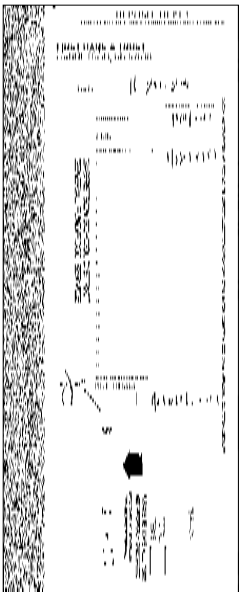
Account #	Statement Date	Page
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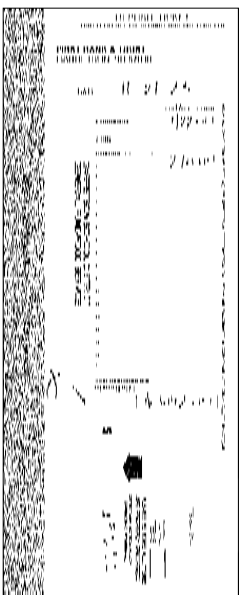
Check: 0 Amount: \$124.00 Date: 11/20/2023 Deposit



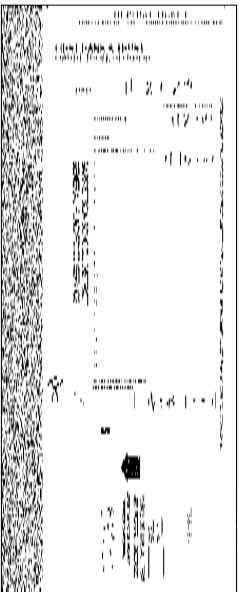
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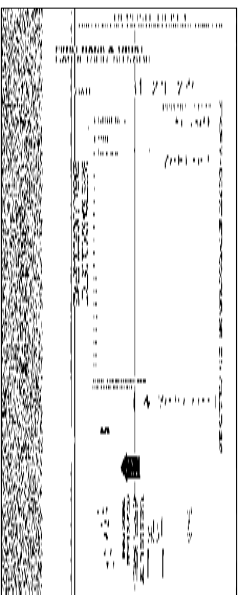
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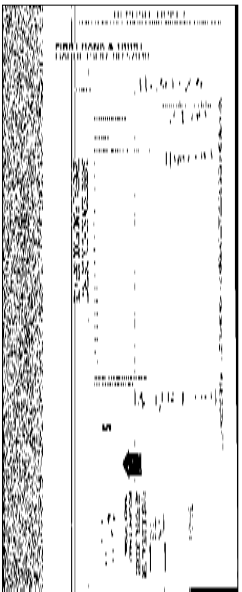
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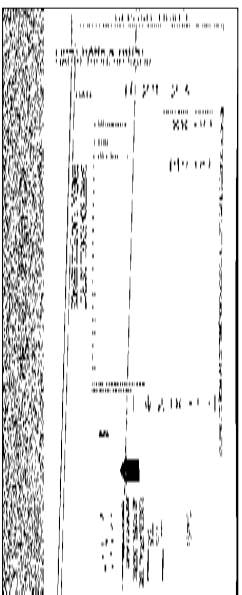
Check: 0 Amount: \$687.00 Date: 11/27/2023 Deposit



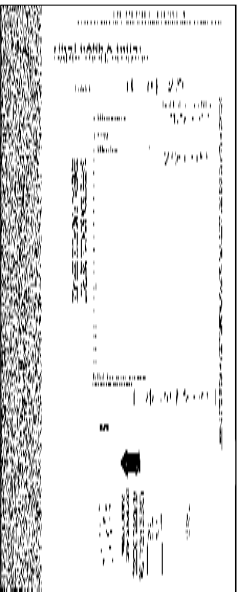
Check: 0 Amount: \$305.00 Date: 11/30/2023 Deposit



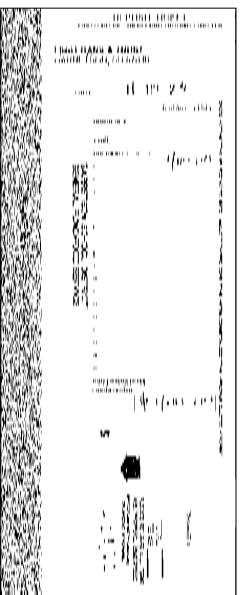
Check: 0 Amount: \$1,187.00 Date: 11/30/2023 Deposit



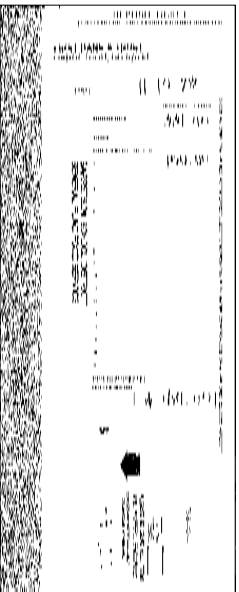
Check: 0 Amount: \$278.00 Date: 11/30/2023 Deposit



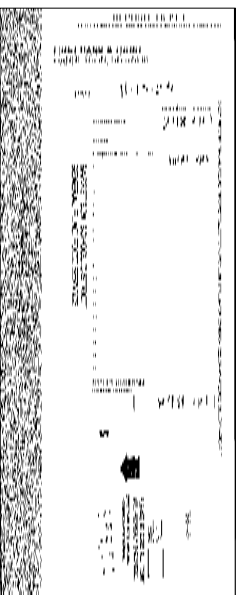
Check: 0 Amount: \$343.00 Date: 11/14/2023 Deposit



Check: 0 Amount: \$400.00 Date: 11/16/2023 Deposit



Check: 0 Amount: \$481.00 Date: 11/14/2023 Deposit



Check: 0 Amount: \$898.00 Date: 11/14/2023 Deposit



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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-9-23
AMOUNT 170.00
TOTAL 170.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$170.00 Date: 11/9/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-8-23
AMOUNT 332.00
TOTAL 332.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$332.00 Date: 11/9/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-7-23
AMOUNT 477.75
TOTAL 477.75
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$477.75 Date: 11/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-7-23
AMOUNT 542.00
TOTAL 542.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$542.00 Date: 11/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-3-23
AMOUNT 508.00
TOTAL 508.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$508.00 Date: 11/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-3-23
AMOUNT 205.00
TOTAL 205.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$205.00 Date: 11/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO, SD 57006
DATE 11-3-23
AMOUNT 817.00
TOTAL 817.00
GARRETSO SCHOOL DISTRICT
GENERAL FUND/FOOD SERVICE

Check: 0 Amount: \$817.00 Date: 11/3/2023 Deposit

GARRETSO SCHOOL
DISTRICT NO. 49-4
WYANDOTA COUNTY, STATE OF SOUTH DAKOTA
GARRETSO, SOUTH DAKOTA 57006
DATE 11/17/2023
AMOUNT 230.00
STATE OF SOUTH DAKOTA
SHAWN HARTZ

Check: 51675 Amount: \$230.00 Date: 11/7/2023 51675

GARRETSO SCHOOL
DISTRICT NO. 49-4
WYANDOTA COUNTY, STATE OF SOUTH DAKOTA
GARRETSO, SOUTH DAKOTA 57006
DATE 11/10/2023
AMOUNT 100.00
STATE OF SOUTH DAKOTA
SHAWN HARTZ

Check: 51764 Amount: \$100.00 Date: 11/10/2023 51764

GARRETSO SCHOOL
DISTRICT NO. 49-4
WYANDOTA COUNTY, STATE OF SOUTH DAKOTA
GARRETSO, SOUTH DAKOTA 57006
DATE 11/1/2023
AMOUNT 855.00
STATE OF SOUTH DAKOTA
SHAWN HARTZ

Check: 51767 Amount: \$855.00 Date: 11/1/2023 51767

GARRETSO SCHOOL
DISTRICT NO. 49-4
WYANDOTA COUNTY, STATE OF SOUTH DAKOTA
GARRETSO, SOUTH DAKOTA 57006
DATE 11/1/2023
AMOUNT 300.00
STATE OF SOUTH DAKOTA
SHAWN HARTZ

Check: 51768 Amount: \$300.00 Date: 11/1/2023 51768

GARRETSO SCHOOL
DISTRICT NO. 49-4
WYANDOTA COUNTY, STATE OF SOUTH DAKOTA
GARRETSO, SOUTH DAKOTA 57006
DATE 11/21/2023
AMOUNT 250.00
STATE OF SOUTH DAKOTA
SHAWN HARTZ

Check: 51771 Amount: \$250.00 Date: 11/21/2023 51771



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Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$65.89. Date: 11/20/2023. Signed by Shawn Hestit.

Check: 51772 Amount: \$65.89 Date: 11/20/2023 51772

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$1,685.63. Date: 11/20/2023. Signed by Shawn Hestit.

Check: 51773 Amount: \$1,685.63 Date: 11/20/2023 51773

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$525.00. Date: 11/21/2023. Signed by Shawn Hestit.

Check: 51774 Amount: \$525.00 Date: 11/21/2023 51774

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$59.95. Date: 11/17/2023. Signed by Shawn Hestit.

Check: 51775 Amount: \$59.95 Date: 11/17/2023 51775

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$5,665.00. Date: 11/21/2023. Signed by Shawn Hestit.

Check: 51776 Amount: \$5,665.00 Date: 11/21/2023 51776

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$125.00. Date: 11/17/2023. Signed by Shawn Hestit.

Check: 51777 Amount: \$125.00 Date: 11/17/2023 51777

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$480.00. Date: 11/20/2023. Signed by Shawn Hestit.

Check: 51778 Amount: \$480.00 Date: 11/20/2023 51778

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$50.00. Date: 11/24/2023. Signed by Shawn Hestit.

Check: 51779 Amount: \$50.00 Date: 11/24/2023 51779

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$40.00. Date: 11/17/2023. Signed by Shawn Hestit.

Check: 51780 Amount: \$40.00 Date: 11/17/2023 51780

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$120.00. Date: 11/14/2023. Signed by Shawn Hestit.

Check: 51781 Amount: \$120.00 Date: 11/14/2023 51781

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$150.00. Date: 11/14/2023. Signed by Shawn Hestit.

Check: 51782 Amount: \$150.00 Date: 11/14/2023 51782

Cheque from GARRETSON SCHOOL DISTRICT NO. 49-4, MINNEHAHA COUNTY, STATE OF SOUTH DAKOTA, GARRETSON, SOUTH DAKOTA 57030. Payable to J. A. FAY, BROOKINGS, SD. Amount: \$2,571.27. Date: 11/17/2023. Signed by Shawn Hestit.

Check: 51786 Amount: \$2,571.27 Date: 11/17/2023 51786



First Bank & Trust
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Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$2,644.35. Date: 11/17/2023. Check number: 51787. Signature: Shawn Heston.

Check: 51787 Amount: \$2,644.35 Date: 11/17/2023 51787

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$10,179.29. Date: 11/17/2023. Check number: 51788. Signature: Shawn Heston.

Check: 51788 Amount: \$10,179.29 Date: 11/17/2023 51788

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$130.00. Date: 11/14/2023. Check number: 51789. Signature: Shawn Heston.

Check: 51789 Amount: \$130.00 Date: 11/14/2023 51789

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$60.00. Date: 11/15/2023. Check number: 51790. Signature: Shawn Heston.

Check: 51790 Amount: \$60.00 Date: 11/15/2023 51790

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$175.95. Date: 11/16/2023. Check number: 51791. Signature: Shawn Heston.

Check: 51791 Amount: \$175.95 Date: 11/16/2023 51791

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$20.00. Date: 11/14/2023. Check number: 51792. Signature: Shawn Heston.

Check: 51792 Amount: \$20.00 Date: 11/14/2023 51792

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$7,500.00. Date: 11/17/2023. Check number: 51793. Signature: Shawn Heston.

Check: 51793 Amount: \$7,500.00 Date: 11/17/2023 51793

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$2,695.00. Date: 11/20/2023. Check number: 51795. Signature: Shawn Heston.

Check: 51795 Amount: \$2,695.00 Date: 11/20/2023 51795

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$26.84. Date: 11/15/2023. Check number: 51796. Signature: Shawn Heston.

Check: 51796 Amount: \$26.84 Date: 11/15/2023 51796

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$374.78. Date: 11/15/2023. Check number: 51797. Signature: Shawn Heston.

Check: 51797 Amount: \$374.78 Date: 11/15/2023 51797

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$6,994.71. Date: 11/15/2023. Check number: 51798. Signature: Shawn Heston.

Check: 51798 Amount: \$6,994.71 Date: 11/15/2023 51798

Cheque from Garretson School District No. 49-4, Minnehaha County, State of South Dakota, Garretson, South Dakota 57030. Payable to First Bank and Trust, Brookings, SD. Amount: \$12,960.45. Date: 11/30/2023. Check number: 51799. Signature: Shawn Heston.

Check: 51799 Amount: \$12,960.45 Date: 11/30/2023 51799



First Bank & Trust
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Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$527.56

DATE: 11/21/2023

51800

Shawn Hestit

Check: 51800 Amount: \$527.56 Date: 11/21/2023 51800

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$379.18

DATE: 11/20/2023

51801

Shawn Hestit

Check: 51801 Amount: \$379.18 Date: 11/20/2023 51801

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$100.00

DATE: 11/17/2023

51804

Shawn Hestit

Check: 51804 Amount: \$100.00 Date: 11/17/2023 51804

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$1,258.95

DATE: 11/17/2023

51806

Shawn Hestit

Check: 51806 Amount: \$1,258.95 Date: 11/17/2023 51806

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$20.00

DATE: 11/14/2023

51807

Shawn Hestit

Check: 51807 Amount: \$20.00 Date: 11/14/2023 51807

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$3,849.46

DATE: 11/21/2023

51808

Shawn Hestit

Check: 51808 Amount: \$3,849.46 Date: 11/21/2023 51808

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$40.00

DATE: 11/20/2023

51809

Shawn Hestit

Check: 51809 Amount: \$40.00 Date: 11/20/2023 51809

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$80.00

DATE: 11/16/2023

51810

Shawn Hestit

Check: 51810 Amount: \$80.00 Date: 11/16/2023 51810

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$150.00

DATE: 11/14/2023

51812

Shawn Hestit

Check: 51812 Amount: \$150.00 Date: 11/14/2023 51812

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$60.50

DATE: 11/21/2023

51813

Shawn Hestit

Check: 51813 Amount: \$60.50 Date: 11/21/2023 51813

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$584.44

DATE: 11/20/2023

51814

Shawn Hestit

Check: 51814 Amount: \$584.44 Date: 11/20/2023 51814

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF
\$12,292.50

DATE: 11/17/2023

51815

Shawn Hestit

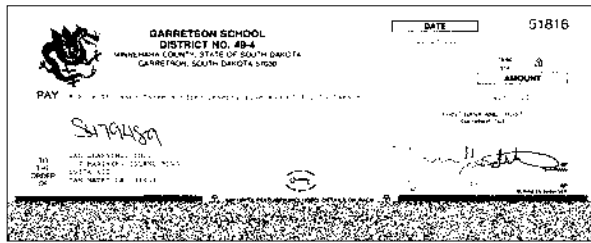
Check: 51815 Amount: \$12,292.50 Date: 11/17/2023 51815



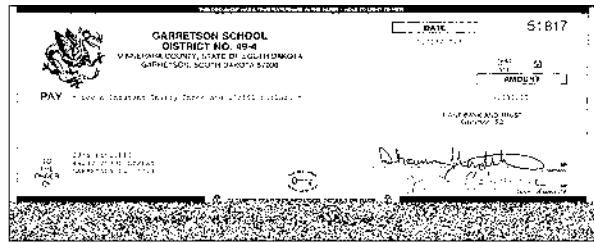
First Bank & Trust
PO Box 5057
Brookings, SD 57006

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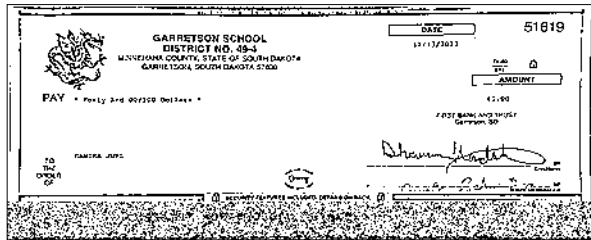
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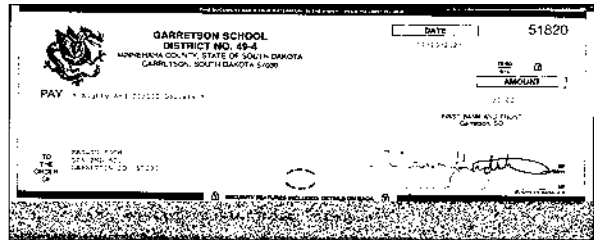
Check: 51816 Amount: \$4,375.00 Date: 11/24/2023 51816



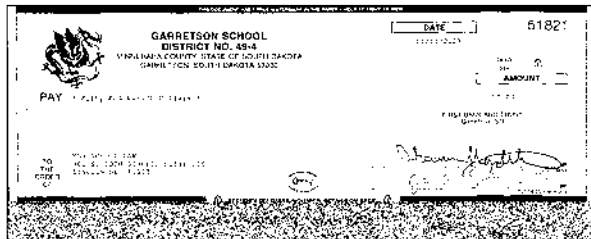
Check: 51817 Amount: \$7,033.00 Date: 11/20/2023 51817



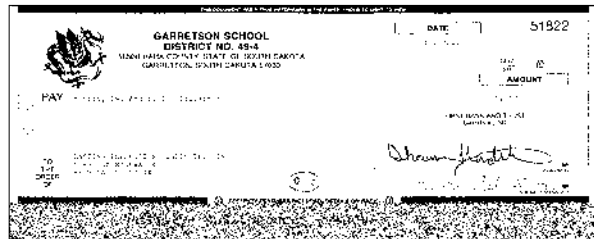
Check: 51819 Amount: \$40.00 Date: 11/16/2023 51819



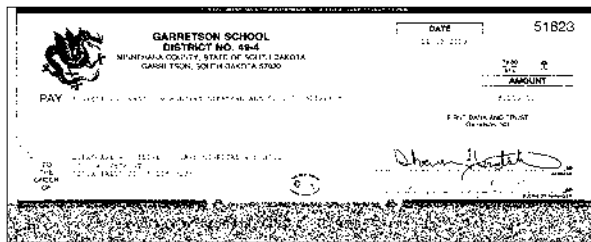
Check: 51820 Amount: \$80.00 Date: 11/16/2023 51820



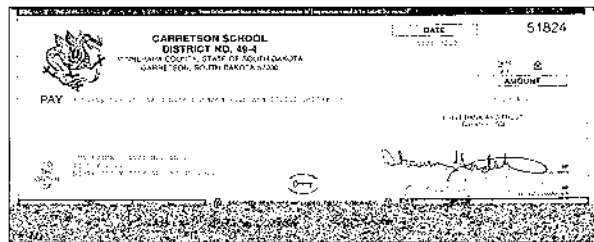
Check: 51821 Amount: \$50.00 Date: 11/21/2023 51821



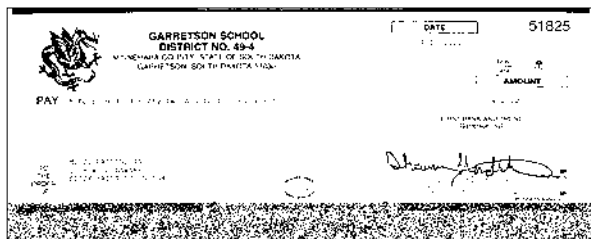
Check: 51822 Amount: \$52.50 Date: 11/21/2023 51822



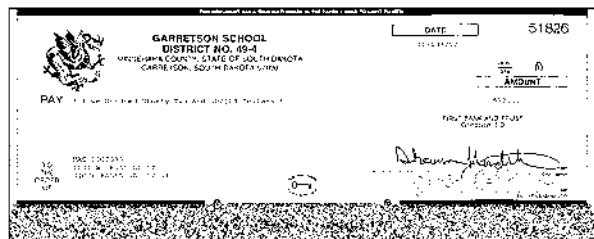
Check: 51823 Amount: \$8,119.50 Date: 11/22/2023 51823



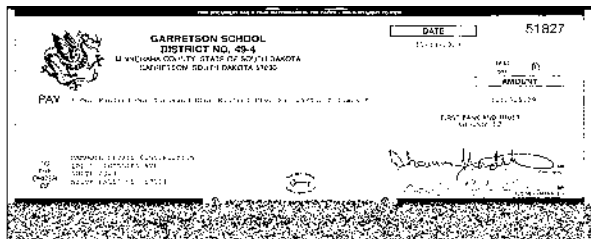
Check: 51824 Amount: \$66,904.27 Date: 11/17/2023 51824



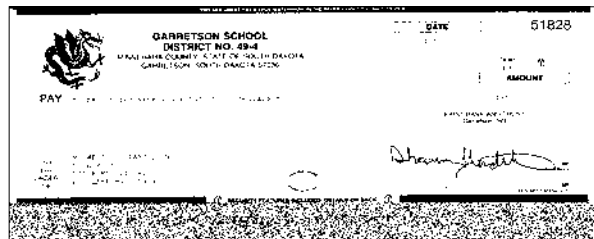
Check: 51825 Amount: \$452.12 Date: 11/20/2023 51825



Check: 51826 Amount: \$592.00 Date: 11/27/2023 51826



Check: 51827 Amount: \$101,905.29 Date: 11/20/2023 51827



Check: 51828 Amount: \$196.85 Date: 11/20/2023 51828



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Check 51829 Amount: \$673.79 Date: 11/20/2023

Check 51830 Amount: \$17.50 Date: 11/14/2023

Check 51831 Amount: \$56.00 Date: 11/22/2023

Check 51832 Amount: \$80.00 Date: 11/17/2023

Check 51833 Amount: \$95.00 Date: 11/20/2023

Check 51834 Amount: \$3,445.65 Date: 11/17/2023

Check 51835 Amount: \$822.69 Date: 11/20/2023

Check 51836 Amount: \$50.00 Date: 11/24/2023

Check 51837 Amount: \$167.98 Date: 11/21/2023

Check 51838 Amount: \$3,333.91 Date: 11/20/2023

Check 51839 Amount: \$243.84 Date: 11/17/2023

Check 51840 Amount: \$60.00 Date: 11/15/2023



First Bank & Trust
PO Box 5057
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Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/17/2023

AMOUNT: \$12.00

CHECK NO. 51842

Check: 51842 Amount: \$12.00 Date: 11/17/2023 51842

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/17/2023

AMOUNT: \$50.00

CHECK NO. 51845

Check: 51845 Amount: \$50.00 Date: 11/17/2023 51845

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/28/2023

AMOUNT: \$301.24

CHECK NO. 51846

Check: 51846 Amount: \$301.24 Date: 11/28/2023 51846

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/16/2023

AMOUNT: \$27.95

CHECK NO. 51847

Check: 51847 Amount: \$27.95 Date: 11/16/2023 51847

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/21/2023

AMOUNT: \$30.00

CHECK NO. 51848

Check: 51848 Amount: \$30.00 Date: 11/21/2023 51848

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/27/2023

AMOUNT: \$20.00

CHECK NO. 51849

Check: 51849 Amount: \$20.00 Date: 11/27/2023 51849

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/21/2023

AMOUNT: \$34.06

CHECK NO. 51850

Check: 51850 Amount: \$34.06 Date: 11/21/2023 51850

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/17/2023

AMOUNT: \$120.00

CHECK NO. 51852

Check: 51852 Amount: \$120.00 Date: 11/17/2023 51852

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/20/2023

AMOUNT: \$26,959.00

CHECK NO. 51853

Check: 51853 Amount: \$26,959.00 Date: 11/20/2023 51853

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/14/2023

AMOUNT: \$20.00

CHECK NO. 51854

Check: 51854 Amount: \$20.00 Date: 11/14/2023 51854

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/17/2023

AMOUNT: \$169.00

CHECK NO. 51855

Check: 51855 Amount: \$169.00 Date: 11/17/2023 51855

Garretson School District No. 49-4
MINNEAPOLIS COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57030

PAY TO THE ORDER OF: *Shawn Hestit*

DATE: 11/17/2023

AMOUNT: \$571.91

CHECK NO. 51856

Check: 51856 Amount: \$571.91 Date: 11/17/2023 51856



First Bank & Trust
PO Box 5057
Brookings, SD 57006

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Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/23/2023

PAY: Fifty and 00/100 Dollars

AMOUNT: \$50.00

TO THE ORDER OF: JESSIE HANSEN
155 2ND ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51857 Amount: \$90.00 Date: 11/20/2023 51857

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/23/2023

PAY: Six hundred and 75/100 Dollars

AMOUNT: \$686.75

TO THE ORDER OF: ARTHUR L. LARSEN, JR.
100 WINDYBUSH DRIVE, S.W.
DALLAS, TEXAS 75243

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51859 Amount: \$686.75 Date: 11/20/2023 51859

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/24/2023

PAY: Three thousand and 300/100 Dollars

AMOUNT: \$3,300.00

TO THE ORDER OF: WAGNER BROADCAST GROUP, INC.
PO BOX 30441
ST. LOUIS MO 63130-0441

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51860 Amount: \$3,777.00 Date: 11/24/2023 51860

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/24/2023

PAY: Two thousand and 202/100 Dollars

AMOUNT: \$2,021.80

TO THE ORDER OF: JESSE H. LUTHER
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51862 Amount: \$2,021.80 Date: 11/20/2023 51862

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/23/2023

PAY: One hundred and 50/100 Dollars

AMOUNT: \$150.00

TO THE ORDER OF: TAYLOR, KATHY R.
24 S.W. 10TH AVE
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51863 Amount: \$150.00 Date: 11/14/2023 51863

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/22/2023

PAY: Two hundred and 48/100 Dollars

AMOUNT: \$248.52

TO THE ORDER OF: JERRY WARD'S TRACT
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51864 Amount: \$248.52 Date: 11/22/2023 51864

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/17/2023

PAY: Two thousand and 447/100 Dollars

AMOUNT: \$2,447.43

TO THE ORDER OF: JAMES AND CRYSTAL TAYLOR
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51865 Amount: \$2,447.43 Date: 11/17/2023 51865

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/17/2023

PAY: Three hundred and 30/100 Dollars

AMOUNT: \$301.37

TO THE ORDER OF: JESSIE H. LUTHER
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51866 Amount: \$301.37 Date: 11/17/2023 51866

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/21/2023

PAY: One hundred and 10/100 Dollars

AMOUNT: \$110.00

TO THE ORDER OF: ARTHUR L. LARSEN, JR.
100 WINDYBUSH DRIVE, S.W.
DALLAS, TEXAS 75243

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51867 Amount: \$110.00 Date: 11/21/2023 51867

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/30/2023

PAY: One hundred and 00/100 Dollars

AMOUNT: \$100.00

TO THE ORDER OF: JESSE H. LUTHER
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51868 Amount: \$100.00 Date: 11/30/2023 51868

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/15/2023

PAY: Twenty six thousand and 252/100 Dollars

AMOUNT: \$26,252.30

TO THE ORDER OF: GARRETTSON TRUST, LIMITED, 2000 LINDSEY AVENUE
155 2ND ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51869 Amount: \$26,625.23 Date: 11/15/2023 51869

Garretson School District No. 49-4
WINDHAM COUNTY, STATE OF SOUTH DAKOTA
GARRETSON, SOUTH DAKOTA 57006

DATE: 11/15/2023

PAY: One thousand and 174/100 Dollars

AMOUNT: \$1,174.43

TO THE ORDER OF: JESSE H. LUTHER
100 W. 10TH ST.
GARRETSON SD 57006

First Bank and Trust
Garretson, SD

Shawn Hesteth
Paul Schmitz

Check: 51870 Amount: \$1,474.43 Date: 11/15/2023 51870



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

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Check: 51871 Amount: \$855.00 Date: 11/21/2023 51871

Check: 51872 Amount: \$300.00 Date: 11/21/2023 51872

Check: 51880 Amount: \$26,654.79 Date: 11/30/2023 51880

Check: 51881 Amount: \$1,474.43 Date: 11/30/2023 51881

Name _____

Address _____

City _____ State _____ Zip _____

Social Security Number _____ Phone Number _____ Date _____



1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front of the statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form at the right should agree with your check register balance. If it does not, read "Hints for Finding Differences" below.

- Recheck all additions and subtractions or corrections.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted any service or miscellaneous charge(s) from your check register balance.
- For information or help on electronic transactions, call 800.843.1552.

We will investigate your complaint and will correct any error promptly. If we take more than ten business days to do this, we will credit your account the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Interest charges begin to accrue immediately upon each advance made under the line of credit agreement. The interest charge on your account is calculated by multiplying the balance subject to interest rate by the annual percentage rate and dividing that by 365 then multiplying that by the number of days in the billing cycle. (To determine the balance subject to interest rate on which each daily interest charge is computed, we take the beginning balance on your account each day, add any new purchases/advances, and subtract any payments, credits, and unpaid interest charges.)

NEW BALANCE		
TRANSFER AMOUNT FROM PAGE 1.		\$
ADD	DEPOSIT(S)	
	MADE SINCE	
	ENDING DATE ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE.		
BALANCE		\$
This should agree with your check register balance.		



First Bank & Trust
PO Box 5057
Brookings, SD 57006

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*****EXCLUDE-General
9151 0.7500 EX 0.000 26 1 2413

GARRETSON SCHOOL
DISTRICT TRANSFER
PO BOX C
GARRETSON SD 57030-0381



CUSTOMER SERVICE
Toll-Free: 800.843.1552



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CHECKING ACCOUNT

Account Title: GARRETSON SCHOOL
DISTRICT TRANSFER

INTEREST CHECKING		NUMBER OF ENCLOSURES	8
ACCOUNT NUMBER	ENDING 0131	Statement Dates	11/01/23 thru 11/30/23
PREVIOUS BALANCE	1,638,969.58	DAYS IN THE STATEMENT PERIOD	30
11 DEPOSITS	912,062.52	AVERAGE LEDGER BALANCE	1,714,360.26
5 CHECKS/DEBITS	414,173.62	AVERAGE COLLECTED BAL	1,714,360.26
SERVICE CHARGE	.00	Interest Earned	352.27
INTEREST PAID	352.27	Annual Percentage Yield Earned	0.25
NEW BALANCE	2,137,210.75	2023 Interest Paid	6,954.51

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/09	Deposit	3,200.00
11/10	HCCLAIMPT SD MMIS	780.35
	9083010000 23/11/10	
	TRACE# -091408593021022	
	TRN*1*515103083422052*14660003	
	64\	
11/14	Deposit	175.00
11/15	Deposit	2,262.00

Account #	Statement Date	Page
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GARRETSON SCHOOL
DISTRICT TRANSFER
PO BOX C
GARRETSON SD 57030-0381

INTEREST CHECKING ENDING 0131 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/15	Deposit	2,388.47
11/15	Deposit	18,678.84
11/17	HCCLAIMPMT SD MMIS	453.19
	9083010000 23/11/17	
	TRACE# -091408592178911	
	TRN*1*515103083427836*14660003	
	64\	
11/20	Deposit	881,907.76
11/24	HCCLAIMPMT SD MMIS	54.70
	9083010000 23/11/24	
	TRACE# -091408590083098	
	TRN*1*515103083433151*14660003	
	64\	
11/30	Deposit	106.00
11/30	Deposit	2,056.21
11/30	Interest Deposit	352.27

WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/02	FBTCC PYMT FIRST BANK TRUST 7262047697 23/11/02 TRACE# -104000017831953	200.68-
11/02	FBTCC PYMT FIRST BANK TRUST 7262047697 23/11/02 TRACE# -104000017831954	408.58-
11/10	Transfer from x0131 to x0057	350,000.00-
11/15	USATAXPYMT IRS 3387702000 23/11/15 TRACE# -061036010045461	31,996.86-
11/30	USATAXPYMT IRS 3387702000 23/11/30 TRACE# -061036010019397	31,567.50-



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/9/23
AMOUNT \$3,200.00
TOTAL \$3,200.00
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$3,200.00 Date: 11/9/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/14/23
AMOUNT \$175.00
TOTAL \$175.00
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$175.00 Date: 11/14/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/15/2023
AMOUNT \$2,262.00
TOTAL \$2,262.00
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$2,262.00 Date: 11/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/15/2023
AMOUNT \$2,388.47
TOTAL \$2,388.47
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$2,388.47 Date: 11/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/15/2023
AMOUNT \$18,678.84
TOTAL \$18,678.84
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$18,678.84 Date: 11/15/2023 Deposit

CHECKING DEPOSIT
FIRST BANK & TRUST
DATE NOV 20 2023
NAME Garretson School
ACCOUNT NUMBER
TOTAL \$881,907.76
MINNEHAHA CO. TREAS.

Check: 0 Amount: \$881,907.76 Date: 11/20/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/30/2023
AMOUNT \$106.00
TOTAL \$106.00
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$106.00 Date: 11/30/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE 11/30/2023
AMOUNT \$2,056.21
TOTAL \$2,056.21
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

Check: 0 Amount: \$2,056.21 Date: 11/30/2023 Deposit

Name _____

Address _____

City _____ State _____ Zip _____

Social Security Number _____ Phone Number _____ Date _____



1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
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NEW BALANCE		
TRANSFER AMOUNT FROM PAGE 1.		\$
ADD	DEPOSIT(S)	
	MADE SINCE	
	ENDING DATE ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE. BALANCE		\$
This should agree with your check register balance.		



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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*****EXCLUDE-General
9152 0.9070 EX 0.000 26 1 2414

GARRETSON SCHOOL
CUSTODIAL ACCOUNT
PO BOX C
GARRETSON SD 57030-0381



CUSTOMER SERVICE
Toll-Free: 800.843.1552



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CHECKING ACCOUNT

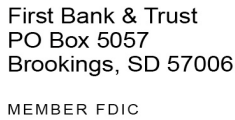
Account Title: GARRETSON SCHOOL
CUSTODIAL ACCOUNT

FREE CHECKING		NUMBER OF ENCLOSURES	36
ACCOUNT NUMBER	ENDING 0444	Statement Dates	11/01/23 thru 11/30/23
PREVIOUS BALANCE	89,581.02	DAYS IN THE STATEMENT PERIOD	30
10 DEPOSITS	93,803.59	AVERAGE LEDGER BALANCE	99,372.58
44 CHECKS/DEBITS	61,787.94	AVERAGE COLLECTED BAL	99,372.58
SERVICE CHARGE	.00		
INTEREST PAID	.00		
NEW BALANCE	121,596.67		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$34.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/07	Deposit	120.00
11/15	Deposit	89.41
11/15	Deposit	390.00
11/15	Deposit	35,094.37
11/16	PAYABLES WILBURELLIS CORP P940981840 23/11/16 TRACE# -042000019058326	1,500.00
11/16	Deposit	25,711.00



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GARRETSON SCHOOL
CUSTODIAL ACCOUNT
PO BOX C
GARRETSON SD 57030-0381

FREE CHECKING ENDING 0444 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
11/27	Deposit	2,341.00
11/30	Deposit	212.34
11/30	Deposit	216.25
11/30	Deposit	28,129.22

WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/01	RECEIVABLE WAGEWORKS FSA 1943351864 23/11/01 TRACE# -042000014267773	12.07-
11/02	FBTCC PYMT FIRST BANK TRUST 7262047697 23/11/02 TRACE# -104000017831951	28.60-
11/02	FBTCC PYMT FIRST BANK TRUST 7262047697 23/11/02 TRACE# -104000017831952	65.83-
11/06	RECEIVABLE WAGEWORKS FSA 1943351864 23/11/06 TRACE# -042000012216680	119.77-
11/07	RECEIVABLE WAGEWORKS FSA 1943351864 23/11/07 TRACE# -042000011724850	54.30-
11/08	SAW PMT Horace Mann 2370726637 23/11/08 TRACE# -021000021758072	185.74-
11/09	HealthEqui HEALTHEQUITY INC 1522383166 23/11/09 TRACE# -091000017986145	16.00-
11/10	AR PAYMENT Horace Mann Serv 3370972590 23/11/10 TRACE# -021000029624749	42.75-
11/15	RECEIVABLE WAGEWORKS FSA 1943351864 23/11/15 TRACE# -042000015092728	105.00-
11/20	RECEIVABLE WAGEWORKS FSA 1943351864 23/11/20	3.02-



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11-7-23
CASH: 120.00
CHECKS: 0.00
TOTAL: 120.00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$120.00 Date: 11/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11/15/2023
CASH: 35094.37
CHECKS: 0.00
TOTAL: 35094.37
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$35,094.37 Date: 11/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11/15/2023
CASH: 390.00
CHECKS: 0.00
TOTAL: 390.00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$390.00 Date: 11/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11/15/2023
CASH: 89.41
CHECKS: 0.00
TOTAL: 89.41
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$89.41 Date: 11/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11-16-23
CASH: 25711.00
CHECKS: 0.00
TOTAL: 25711.00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$25,711.00 Date: 11/16/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11-27-23
CASH: 2341.00
CHECKS: 0.00
TOTAL: 2341.00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$2,341.00 Date: 11/27/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11/30/2023
CASH: 212.34
CHECKS: 0.00
TOTAL: 212.34
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$212.34 Date: 11/30/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11-30-23
CASH: 216.25
CHECKS: 0.00
TOTAL: 216.25
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$216.25 Date: 11/30/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 11/30/2023
CASH: 28129.22
CHECKS: 0.00
TOTAL: 28129.22
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$28,129.22 Date: 11/30/2023 Deposit

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57006
DATE: 11/24/2023
AMOUNT: 75.00
PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22785 Amount: \$75.00 Date: 11/24/2023 22785

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57006
DATE: 11/6/2023
AMOUNT: 126.10
PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22842 Amount: \$126.10 Date: 11/6/2023 22842

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57006
DATE: 11/1/2023
AMOUNT: 1388.24
PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22860 Amount: \$1,388.24 Date: 11/1/2023 22860



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

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Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/2/2023

AMOUNT: \$129.38

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22871 Amount: \$129.38 Date: 11/2/2023 22871

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/20/2023

AMOUNT: \$138.06

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22872 Amount: \$138.06 Date: 11/20/2023 22872

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/1/2023

AMOUNT: \$554.90

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22873 Amount: \$554.90 Date: 11/1/2023 22873

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/3/2023

AMOUNT: \$120.08

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22874 Amount: \$120.08 Date: 11/3/2023 22874

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/3/2023

AMOUNT: \$148.00

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22876 Amount: \$148.00 Date: 11/3/2023 22876

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/7/2023

AMOUNT: \$114.68

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22878 Amount: \$114.68 Date: 11/7/2023 22878

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/1/2023

AMOUNT: \$156.92

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22879 Amount: \$156.92 Date: 11/1/2023 22879

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/21/2023

AMOUNT: \$1,501.53

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22880 Amount: \$1,501.53 Date: 11/21/2023 22880

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/15/2023

AMOUNT: \$698.91

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22881 Amount: \$698.91 Date: 11/15/2023 22881

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/21/2023

AMOUNT: \$80.67

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22882 Amount: \$80.67 Date: 11/21/2023 22882

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/15/2023

AMOUNT: \$142.09

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22883 Amount: \$142.09 Date: 11/15/2023 22883

Garretson School District No. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX 5
GARRETSON, SD 57030

PAY TO THE ORDER OF: FIRST BANK & TRUST, Brookings, SD

DATE: 11/29/2023

AMOUNT: \$194.45

STUDENT ACTIVITY ASSOCIATION

PAID TO: FIRST BANK & TRUST, 2314 N. HYDEMAN AVE., BROOKINGS, SD 57006

Check: 22884 Amount: \$194.45 Date: 11/29/2023 22884



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
*****0444	11/30/2023	6 of 7

Cheque from Garretson School District No. 49-4, dated 11/20/2023, for \$47,515.70. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22885 Amount: \$47,515.70 Date: 11/20/2023 22885

Cheque from Garretson School District No. 49-4, dated 11/20/2023, for \$767.10. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22886 Amount: \$767.10 Date: 11/20/2023 22886

Cheque from Garretson School District No. 49-4, dated 11/15/2023, for \$2,143.08. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22887 Amount: \$2,143.08 Date: 11/15/2023 22887

Cheque from Garretson School District No. 49-4, dated 11/15/2023, for \$308.83. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22888 Amount: \$308.83 Date: 11/15/2023 22888

Cheque from Garretson School District No. 49-4, dated 11/21/2023, for \$431.06. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22889 Amount: \$431.06 Date: 11/21/2023 22889

Cheque from Garretson School District No. 49-4, dated 11/24/2023, for \$86.50. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22891 Amount: \$86.50 Date: 11/24/2023 22891

Cheque from Garretson School District No. 49-4, dated 11/17/2023, for \$120.00. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22893 Amount: \$120.00 Date: 11/17/2023 22893

Cheque from Garretson School District No. 49-4, dated 11/20/2023, for \$329.87. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22894 Amount: \$329.87 Date: 11/20/2023 22894

Cheque from Garretson School District No. 49-4, dated 11/24/2023, for \$549.98. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22895 Amount: \$549.98 Date: 11/24/2023 22895

Cheque from Garretson School District No. 49-4, dated 11/24/2023, for \$66.68. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22896 Amount: \$66.68 Date: 11/24/2023 22896

Cheque from Garretson School District No. 49-4, dated 11/28/2023, for \$745.00. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22897 Amount: \$745.00 Date: 11/28/2023 22897

Cheque from Garretson School District No. 49-4, dated 11/30/2023, for \$321.00. The check is payable to the Student Activity Association and is signed by Jacob Schmitzer. The bank is First Bank & Trust, Brookings, SD.

Check: 22902 Amount: \$321.00 Date: 11/30/2023 22902

Name _____

Address _____

City _____ State _____ Zip _____

Social Security Number _____ Phone Number _____ Date _____



1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front of the statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form at the right should agree with your check register balance. If it does not, read "Hints for Finding Differences" below.

- Recheck all additions and subtractions or corrections.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted any service or miscellaneous charge(s) from your check register balance.
- For information or help on electronic transactions, call 800.843.1552.

We will investigate your complaint and will correct any error promptly. If we take more than ten business days to do this, we will credit your account the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Interest charges begin to accrue immediately upon each advance made under the line of credit agreement. The interest charge on your account is calculated by multiplying the balance subject to interest rate by the annual percentage rate and dividing that by 365 then multiplying that by the number of days in the billing cycle. (To determine the balance subject to interest rate on which each daily interest charge is computed, we take the beginning balance on your account each day, add any new purchases/advances, and subtract any payments, credits, and unpaid interest charges.)

NEW BALANCE		
TRANSFER AMOUNT FROM PAGE 1.		\$
ADD	DEPOSIT(S)	
	MADE SINCE	
	ENDING DATE ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE. BALANCE		\$
This should agree with your check register balance.		

ELEVATED ANGLE FRAME BLEACHER

PART 1 - GENERAL

1.1 SCOPE OF WORK

- A. Furnish and completely install an Elevated Angle Frame design permanent bleacher, as manufactured by approved manufacturer. Furnish and install foundation and concrete slab as required by the manufacturer. The minimum front elevation shall be 30", measured from the top of the concrete slab to top of the decking on the front walkway. Entrances/exits to the bleacher shall be via step assemblies and ramp per the manufacturer recommendation. Placement of aisles shall be to obtain the maximum number of net seats in the bleacher. 12:1 ramps and wheelchair areas shall be provided to meet code.

The bleacher shall be: 10 Rows by 39' Long
Minimum of 200 gross seats
Minimum of 4 ADA accessible areas

1.2 REFERENCE STANDARDS

- A. Aluminum Association (AA) Specification for Aluminum Structures, Aluminum Design Manual
- B. ASTM A 307 Standard Specification for Carbon Steel Bolts, Studs, and Threaded Rod
- C. AWS D1.1/D1.1M Structural Welding Code

1.3 SUBMITTALS

- A. Submit manufacturer's shop drawings, including plans, elevations, sections, and details.
- B. Submit manufacturer's certification that materials comply with specified requirements and are suitable for intended use.
- C. Provide Engineer stamped drawings by a South Dakota licensed structural engineer.
- D. Submit manufacturer's standard warranty.

1.4 BIDDER'S QUALIFICATIONS

- A. The bleacher seating system shall be the design-product of a manufacturer with not less than 10 years of satisfactory experience in the design and production of the system specified. For bid qualification, the manufacturer shall furnish the name and location of at least 10 installations of similar type and quality in South Dakota for the Owner's review. Bidder must have a full-time sales and installation firm living in the territory for representation and communication at weekly meetings as necessary.

Corporation, or Engineer approved equivalent. Dur-Kyn meets or exceeds the physical and performance properties of AAMA 2603. Colors shall be selected by the Owner from the manufacturer's standard colors.

2.3 VERTICAL AISLES

- A. The aisles shall be of proper placement to meet all applicable codes. Aisle center rails shall be required by code. Material utilized shall be consistent with prior specifications. Handrails for vertical aisles should be weld and bent (external connectors will not be allowed). At each step an aluminum nosing extrusion (minimum 1" x 1") of contrasting color shall be provided to delineate the horizontal and vertical plains of the stepping surfaces.

2.4 GUARDRAIL SYSTEM

- A. Guardrail materials to be: minimum piping to be 1-5/8" O.D., schedule 40, anodized aluminum; vertical supports to be 3" x 3" x 1/4" galvanized steel. On the back, sides and elsewhere as required, there shall be 9 gauge, 2" mesh, chainlink fencing. All railing shall be designed so that any vertical post does not extend past the top of any horizontal top rail, nor shall a bolt be in or above the top rail, thus creating a snag-free top rail surface for gripping.

2.5 RAMP

- A. All decking on the 12:1 ramp shall run **across** the ramped plains so the traffic is perpendicular to the extrusion flutings. The decking shall be interlocked to eliminate individual plank deflection. Rest platforms shall be provided every 30 feet at a maximum. Both ramps shall have a 2 x 6 toeboard and off-set railing as well as turn-arounds at all railing ends. The ramps are to utilize a chainlink fence guardrail system.
- B. Provide two ramps as shown on the drawings.

2.6 EXIT STEP ASSEMBLIES

- A. All exit steps shall have aluminum extrusions of no less than 2 x 12 nominal dimensions for the steps with contrasting nosing extrusions to match those utilized in the aisles. All risers shall likewise be closed with aluminum extrusions, having an anodized finish. Chain link fence, with offset handrails, shall be utilized on the exit steps.

2.7 MATERIALS

- A. Planks – extruded aluminum alloy 6063-T6, mill finish.
- B. Seat planks – extruded aluminum alloy 6063-T6, clear anodized 204R1.
- C. Riser Planks - extruded aluminum alloy 6063-T6, clear anodized 204R1.
- D. Hardware – steel bolts ASTM A 307 Galvanized, clips shall be aluminum.

- E. Hold-down clip assembly – aluminum alloy 6063-T6.
- F. Channel end caps – aluminum alloy 6063-T6, clear anodized for seats and mill finish for reads.

PART 3 – QUALITY ASSURANCE

3.1 GUARANTEE

- A. The bleacher and installation shall be guaranteed against all defective materials and workmanship for a period of one year after date of completion.

3.2 ENGINEER'S CERTIFICATION

- A. All shop and/or fabrication drawings for structural components of the bleacher system shall be designed and certified by a registered structural engineer currently licensed to practice in the state of South Dakota. Complete certified structural calculations shall accompany submission of shop drawings. Drawings and calculations shall clearly note all design loads in accordance with the South Dakota State Building Code.

END OF SECTION

SCOREBOARD

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Scope of Work:

1. It shall be the responsibility of the successful contractor to provide all labor, materials, tools, and equipment to remove and install the scoreboard as specified in this section and shown on applicable drawings.
2. Owner reserves the right to award alternate bid package 3 to the responsible bidder they chose. It will be the owners right to determine which bleacher system is of best value and will award accordingly.

1.2 REFERENCES

- A. Standard for Electric Signs, UL 48.
- B. Standard for CSA C22.2 #207.
- C. Federal Communications Commission Regulation Part 15.
- D. National Electric Code.

1.3 SUBMITTALS

- A. Submit shop drawings after contract award, including mechanical and electrical drawings.
- B. Submit five (5) O&M manuals following installation.
- C. Submit three (3) copies of warranty following installation.
- D. Submit signed engineered drawings of scoreboard foundation and supports by a licensed PE for review and approval after contract award.

1.4 DELIVERY, STORAGE AND HANDLING

- A. Product delivered on site. Scoreboard and equipment to be housed in a clean, dry environment.

1.5 PROJECT/SITE CONDITIONS

- A. Manufacturer shall field verify measurements with Owner furnished surveyor prior to installation.

1.6 WARRANTY

- A. Provide 5 years of no cost parts exchange including standard shipping on electronic parts and radios due to manufacturing defects.
- B. Provide 1 year of no cost on-site technical service by manufacturer trained technician.
- C. Provide toll-free service coordination
- D. Provide technical online and phone support during standard business hours.
- E. Provide repair service center within 100 miles of Garretson, South Dakota.

PART 1 PRODUCTS

1.1 MANUFACTURERS

- A. Daktronics, Inc., 201 Daktronics Drive, P.O. Box 5128, Brookings, SD 57006-5128
- B. Or Engineer approved equal/equivalent.

1.2 PRODUCT

- A. Single-sided football scoreboard displays period time to 99:59, HOME and GUEST scores to 99, DOWN/TO GO/BALL ON/QTR (quarter) information, and T.O.L. (time outs left) to nine. Arrows indicate possession. During the last minute of the period, the clock displays time to 1/10 of a second.
- B. Live video display - shows live and recorded video clips, real-time scores/stats, animations, graphics, and text messages. Modules feature 3 through-hole LEDs per pixel (1 red, 1 green, 1 blue) with 16 mm row and column spacing.
- C. Football Scoreboard Scoring Software and Controller
- D. Video Display Control System (Including software and computer)
- E. Accent Truss
- F. Sponsor Panel

1.3 FOOTBALL SCOREBOARD

- A. General information

1. Dimensions: 4'-0" (1.22 m) high, 25'-0" (7.62 m) wide, 0'-8" (203 mm) deep
2. Base weight: 584 lb (265 kg) with backlit captions
3. Base power requirement: 620 W (white digits) with backlit captions
4. Color: provide over 150 colors to choose from

B. Construction

1. Alcoa aluminum alloy 5052 for excellent corrosion resistance
2. Scoreboard back, face, and perimeter: 0.063" (1.60 mm) thick
3. Scoreboard top and bottom: 0.125" (3.18 mm) thick

C. Digits & Indicators

1. LED color: White
2. HOME, GUEST, and Clock digits: 18" (457 mm) high
3. DOWN, TO GO, BALL ON, QTR, and T.O.L. digits: 15" (381 mm) high
4. Seven bar segments per digit
5. PanaView® LED digit technology or Engineer approved equivalent
6. All digits and indicators are sealed front and back with weather-tight silicone gel

D. Captions

1. HOME and GUEST Backlit Captions: 14" (356 mm) high
2. DOWN, TO GO, BALL ON, QTR, and T.O.L. Backlit Captions: 8" (203 mm) high
3. Color: White

E. Accessory Equipment

1. Vinyl striping applied around the clock and scoreboard face
2. Horn

1.4 FOOTBALL SCOREBOARD SCORING SOFTWARE AND CONSOLE

- A. Modern interface allows control via provided laptop and touchscreen tablet.
- B. Score the following sports:
 - Football
 - Soccer
- C. Create team profiles, rosters, and matchups ahead of game time.
- D. Assign common or custom rule profiles to fit the level of play.
- E. Seamlessly switch between scoring the game and changing video display content with Display Software Hot Buttons:

1. Manually play content directly from the Scoring Control Software.
 2. Automatically play content via game triggers, such as when a team scores.
- F. Multiple data outputs send Real-Time Data (RTD) to video displays and control fixed-digit numeric scoreboards.
- G. Create custom color schemes for different teams/operators.
- H. Support for tactile start/stop switches ensures precise timing during critical moments.
- I. Provide All Sport® 5000 controller or Engineer approved equivalent.
1. Scores multiple sports using changeable keyboard inserts
 2. Controls multiple scoreboards and displays, including other All Sport 5000 controlled displays currently owned by the Garretson School District
 3. Recalls clock, score, and period information if power is lost
 4. Console capable of automatically calculating and displaying DOWN & TO GO for each play
 5. Runs Time of Day and Segment Timer modes
 6. Console includes:
 - a. Rugged aluminum enclosure to house electronics
 - b. Sealed membrane water-resistant keyboard
 - c. 32-character LCD to verify entries and recall information currently displayed
 - d. Power cord that plugs into a standard grounded outlet; 6 watts max
 - e. Control cable to connect to the control receptacle junction box (wired system only)
 - f. Hand-held switch for main clock start/stop and horn
 - g. Soft-sided carrying case
- J. Accessory Equipment
1. 2.4 GHz spread spectrum radio system with frequency hopping technology and 64 non-interfering channels; system includes a transmitter installed inside the console and a receiver installed inside the scoreboard(s).
 2. Dak Score App for control of football scoreboard and other All Sport 5000 controlled displays currently owned by the Garretson School District, or Engineer approved equal.
 3. Live Score Bug portable device that provides a game-in-progress (GIP) scoreboard data overlay for online video streams, or Engineer approved equal. Choice of default layouts or customized team colors, team logos, and sponsor graphics.
 4. Fiber backup signal scoreboard control

1.5 VIDEO DISPLAY

A. General information

1. Cabinet Dimensions: 8.4' (2.56 m) high, 25' (7.62 m) wide, 11.0625" (281 mm) deep
2. Matrix size: 154 x 440
3. Weight: 2200 lb (998 kg)
4. Power requirements: 8820 W
5. Filler panel width: 0.5' (0.15 m) @2]

B. Cabinet Paint Color

1. Standard: Semi-gloss black on sides only

C. Construction

1. All-aluminum construction for light weight and corrosion resistance
2. Service Access: Front or Rear

D. Display Capabilities

1. Color Capacity: 16 bit (281 trillion colors)
2. LED Refresh Rate: 4800 Hz as defined by the number of times per second the LED image is repainted in intensity
3. Display has signal redundancy allowing for signal path both forward and backwards through modules allowing for loss of only 1 module vs. rows or blocks of multiple modules or panels in case of failure.

E. Viewing Characteristics

1. Module Intensity: 9500 nits (adjustable)
2. Brightness Control: 256 levels (manual, scheduled or automatic)
3. Suggested Viewing Angle: 160° horizontal and +25°/-45° vertical

F. Pixel Characteristics

1. Each pixel consists of 3 through-hole LEDs per pixel (1 red, 1 green, 1 blue).
 - a. Pixels with an overbalance of one color (e.g. 2 red, 1 green, 1 blue) are not acceptable.
2. Pixel spacing measurement must be measured from the center points of neighboring physical pixels, rather than neighboring physical and virtual pixels.

G. LED Module Characteristics

1. Module shall be for outdoor use.
2. Module shall have anti-reflective paint or coating applied to display face. Black state across all modules shall exhibit a Delta E color variation of no more than .4.

3. Modules shall have horizontal louvers running between LEDs or pixels.
4. Modules shall be able to be removed and installed from both the front and rear of the display.
5. It is not necessary to remove or insert screws in order to remove or install modules.
6. Module shall be silicon potted on face beneath louver and rear, providing a 100% waterproof seal, regardless of module, cabinet or panel construction.

H. Video Processing

1. Video Frame Rate: 50/60 frames per second
2. Graphic Frame Rate: 30 frames per second
3. Processing Architecture: 22-bit distributed
4. System Architecture: 100% digital
5. Video Enhancement: Color space conversion, adjustable gamma correction, proprietary sharpening technology and enhancement algorithms for optimal picture quality

I. LED Quality

1. Quality Control: Sorted by intensity and color wavelength
2. LED Lifetime: 100,000 hours of operation as defined by time at which display intensity has decreased to 50 percent of the original intensity

J. Calibration

1. Pixel-to-pixel and module-to-module optical color calibration must be performed at the factory. The manufacturer must also provide easy-to-use calibration software that allows individual modules and pixels to be independently adjusted while in the display.
2. If modules should need replacement during the life of the display, the calibration software must match newer modules' brightness levels to older modules' levels to preserve picture quality and maintain a uniform display appearance.

K. Display Interface

1. The full-color video display must be able to interface and display real-time data from the control system without the need for a duplicate or redundant input.

1.6 1 VIDEO INPUT CONTROL SYSTEM

A. Equipment Rack

1. Dimensions: 15" (381 mm) H x 10.65" (271 mm) W x 14" (356 mm) D; 8HU
2. A larger rack may be required based on additional optional equipment.

B. Media Player

1. Provide a Digital Media Player (DMP).
2. Animation rates of up to 60 frames per second
3. Resolution: 1080p 59.94
4. Video Input: up to 1080p 59.94
5. Video Output: DisplayPort to Video Image Processor
6. Audio Output: balanced 3-pin XLR
7. Ports: USB 2.0 @4, USB 3.0 @2
8. Memory: 16 GB DDR4
9. Storage: 1 TB
10. Networking: 10/100/1000 Ethernet (RJ-45 LAN) @2
11. Dimensions: Half-width 1RU; 1.75" (44.5 mm) H x 8.75" (222 mm) W x 12" (305 mm) D

C. Video Processor

1. Provide a Video Image Processor (VIP).
2. Video Input: DVI from Daktronics DMP, or Engineer approved equal
3. Video Output: Daktronics ProLink® 6 (fiber optic) @2, or Engineer approved equal
4. Color space conversion: Proprietary LED conversion
5. Networking: 10/100/1000 Ethernet (RJ-45 LAN) @1
6. Dimensions: Half-width 1RU; 1.75" (44.5 mm) H x 8.75" (222 mm) W x 12" (305 mm) D

D. Network Router

1. 8-port gigabit

E. Portable Rack

1. A portable system allows the control rack to be taken from the control location when the event is finished.
2. This option is available only for systems with one (1) Digital Media Player and one (1) Video Processor.

F. Remote Network Control Panel

1. This 8-button network control panel allows display operation when the primary control room is not accessible, or the Show Control laptop has been taken elsewhere. Using Power over Ethernet (PoE), a single Ethernet cable runs between the existing control rack and the network control panel location, up to 250' (76 m) away from the rack.

1.7 VIDEO DISPLAY CONTROL COMPUTER

A. Laptop

1. Operating System: Windows® 10 Pro 64
2. Processor: Intel® Core™ i5
3. Memory: 16 GB RAM
4. Hard Drive: 500 GB
5. Form Factor: Dell Latitude 5510
6. Laptop may be removed from the control location so content can be created and modified elsewhere. When the laptop is reconnected to the rack, updated content is synced in a matter of minutes.

1.8 VIDEO DISPLAY CONTROL SOFTWARE

- A. Manufacturer must provide a Windows® 10 based laptop computer with the control software loaded, configured, and ready to control display at startup.
- B. Must be developed by the manufacturer of the Display, Media Player, and Video Processor.
- C. The display's control software must provide simple, user-friendly features for creating, editing, scheduling, running and deleting messages.
- D. Include 10 years of software subscription fees and licenses
- E. Display Software features:
 1. Direct control of an infinite number of displays located on a network
 2. Simultaneous display and edit capability
 3. Content playlists with loop, shuffle, random and next play functionality
 4. Thumbnail preview of content clips
 5. Onscreen display monitor
 6. Unlimited, color-coded buttons with adjustable sizes
 7. Multiple operator workspaces
 8. Support input devices such as a mouse, keyboard, touch screen, and dual monitor
 9. Icon and pull-down menu programming features
 10. Help screens
- F. Content Editor Software features:
 1. Display of TrueType fonts and other Windows® compatible character fonts
 1. Inline text editing
 2. Outlined, Drop shadowed, Bold, Italic, and Underlined text modes
 3. Ability to copy and paste text from most Windows applications
 4. Import common image and animation formats, including BMP, JPEG and AVI
 5. Content preview
 6. Content layering
 7. Real-time data (RTD) integration allows operators to create messages with information that automatically updates without user intervention. Such data may include scores, game time, player/team statistics, time-of-day, date or temperature.

8. Profanity protection and Spell Check
9. Multiple transition effects for entry, hold and exit

G. Video Display Content

1. Provide 20 pieces of custom content utilizing the school logo and colors

1.9 ACCENT TRUSS

A. General information

1. Dimensions: 4' tall x 25' wide x 3" deep
2. Weight: 340 lb
3. Color: over 150 colors to choose from, plus unlimited digital image selection

B. Construction

1. Accent and logo area shall be made of durable, lightweight aluminum.
2. All sheet metal parts shall be constructed of 0.050" aluminum with an alloy content of 5052-H34 minimum.
3. All painted surfaces shall be primed and painted using automotive industrial finish or better.

C. Sign decoration

1. Sign decoration shall be constructed using self-adhesive vinyl materials with a minimum of a 3-year outdoor warranty.

1.10 NON-BACKLIT SPONSOR PANEL

A. General information

1. Dimensions: 2'6" high x 25'0" wide x 8" deep
2. Weight: 55 lbs
3. Color: provide over 150 colors to choose from, plus unlimited digital image selection

B. Construction

1. Signage cabinetry and metal parts shall be made of durable, lightweight aluminum.
2. All sheet metal parts shall be constructed of 0.050" (1.3 mm) aluminum with an alloy content of 5052-H34 minimum.

3. All painted surfaces shall be primed and painted using automotive industrial finish or better.
- C. Sign decoration
1. Sign decoration shall be constructed using self-adhesive vinyl materials with a minimum of a 3-year life expectancy.
 2. Digitally produced graphics shall be UV protected.

PART 2 EXECUTION

2.1 EXAMINATION

- A. Verify that mounting structure is ready to receive scoreboard.
- B. Verify that placement of conduit and junction boxes are as specified and indicated in plans and shop drawings.
- C. Verify concrete has cured adequately according to specifications.

2.2 PREPARATION

- A. The surrounding features and buildings shall be protected, if required, during installation.

2.3 INSTALLATION

- A. All power and control cables to scoreboards and displays will be routed in conduit.
- B. General or electrical contractor to provide power to base of the structure, including electrical disconnect and distribution panel.
- C. General or electrical contractor to provide signal conduit with a pull string from control location to base of structure.
- D. General contractor to provide and install foundations, columns, and necessary sub-structure for product attachment. General contractor to provide finished (primed and painted) structure. Confirm structure design aligns with product attachment requirements from the product vendor.
- E. Display vendor to attach product to structure in location detailed and in accordance with manufacturer's instructions. Verify unit is plumb and level.
- F. Display vendor to provide and install required signal cable from control location to product termination points. This is to include required conduit from base of structure to the product termination points.

G. Display vendor to connect power from General Contractor provided distribution panel to all product termination points.

H. Display vendor to provide on-site scoring control software training

2.4 INSTALLATION – CONTROL CENTER

A. Provide boxes, cover plates and jacks in locations per plans.

B. Display vendor to connect control unit to all jacks and check for proper operation of control unit, scoreboard and all features. Leave control unit in carrying case and other loose accessories with owner's designated representative.

C. Verify earth ground does not exceed 15 ohms.

END OF SECTION



Garretson School District
Home of the Blue Dragons

 [EXPLORE](#)
[EXPLORE](#) 

 [TRANSLATE](#)

[OUR DISTRICT](#)[BOARD OF EDUCATION](#)[STAFF RESOURCES](#)[COMMUNITY](#)[P](#)

GARRETSON SCHOOL DISTRICT // GARRETSON SCHOOL DISTRICT COVID PLAN

2023-24 SCHOOL RESTART PLAN



Health Concerns



Transportation



Food Service



School Procedures



Classroom Procedures



Encore Classes

The Garretson School District is committed to making the educational experience of our students the best it can be. This plan will serve as a guide for decision making as the COVID-19 pandemic continues to play out in the 2023-2024 school year. The district reserves the right to modify the guide or recommendations based on local conditions as they change. Priorities in the district continue to be student and staff safety as well as providing the best possible educational experience for our students. We have considered and will continue to consider recommendations from the CDC, the SD Medical Association, the SD Department of Education, the SD Department of Health and other organizations in preparation of this plan. Accommodations to health and safety policies will be made on an individual basis to ensure all students including students with disabilities have access to instruction and district services.

Risk Levels:

The plan is organized around and based on the science surrounding COVID-19. The plan may be modified or changed as the knowledge base surrounding this virus continues to grow. As new variants are discovered and the pandemic changes over time, the plan may need to be modified based on current conditions within the school district, the region and the state of SD.

The plan outlines three levels of risk for infection and transmission of COVID-19 for students and staff.

Green: Low risk of infection and transmission.

Yellow: Moderate risk of infection and transmission

Red: High risk of infection and transmission

Instructional Format:

Our intent is to offer face-to-face learning in the schoolhouse for the 2023-2024 school year. While some aspects of the learning may look slightly different, all classes will be held in-person, with attendance required for all students.

Opting for Distance Ed

The District will not be offering a long-term distance learning option to our students in the 2023-2024 school year. Families that do not wish to send their children to school must submit the appropriate “exemption from public education” materials to the Department of Education prior to the start of the school year.

Vaccinations

The Garretson School District recommends that all students, staff and parents get vaccinated for COVID-19. The district does not intend to require vaccination as a condition of attendance in school.

Physical Distancing and PPE use

The CDC recommends keeping 3 feet of distance between individuals in the school setting. The CDC recommends use of masks for all people above the age of two years who have not been vaccinated. The Garretson School District recommends that all unvaccinated students use appropriate face coverings while attending school.

Regardless of the “level,” all staff and students should follow the CDC’s recommendations that everyone wash hands frequently and thoroughly, and also practice good respiratory etiquette (cover all coughs and sneezes). After coughing or sneezing, it is recommended that the person also wash hands thoroughly.

Students in Headstart / preschool will be required to comply with all federal directives related to the use of face coverings and other mitigation measures.

Green: The use of face coverings is optional for both vaccinated and unvaccinated individuals. In settings where 3 feet of distance is not possible, masks are strongly recommended.

Yellow: The use of face coverings are recommended for all students and staff, and strongly recommended for individuals who have not been vaccinated.

Red: The use of face coverings is required for all students and staff, regardless of vaccination status.

Health Screenings.

Parents should screen their children’s health every day before sending the children to school or on the bus. Parental health screening should include asking children if they are experiencing any of the signs or symptoms of COVID-19. Individuals with a temperature of 100.4 degrees or higher, without fever reducing medication, should not be present in school.

District personnel may conduct temperature checks at school throughout the day.

Staff are responsible for assessing their own symptoms and should not attend school if they are showing symptoms or an elevated temperature.

If a student or staff member has COVID-19 symptoms, the individual is directed to visit their health care provider and follow all instructions from them. Anyone with a positive COVID-19 test must quarantine for a minimum of five days, and must be symptom and fever-free, without fever-reducing medication, for a minimum of 24 hours before returning to school. Students and staff who exhibit symptoms of COVID-19, but do not have a positive test may not return to school until symptom and fever free for 24 hours (without fever reducing medication).

The Garretson School District will not be conducting screening at the school, but will support testing done in conjunction with the SD Department of Health or medical providers.

Contract Tracing:

The district will not expend resources on contact tracing. The SD Department of Health has the statutory authority and responsibility for contact tracing and quarantine directives. The Garretson School District will cooperate and coordinate with the SD Department of Health.

Transportation

Face coverings are strongly recommended on all school transportation. However, students and staff who have been vaccinated do not need face coverings.

Seats will be sanitized daily.

Arrival at School / Start of the school day

Elementary students: Students may enter the building through the West Gym Entrance or the Main school entrance. Parents are reminded that students should not come to school until after 8:00. Students who wish to have breakfast may proceed to the commons. Students in grades k-3 will proceed to the playground until staff bring them into the building. Students in grades 4 and 5 should proceed to the old gym.

Middle School and High School students: Students should not arrive in the building prior to 8:00 AM unless they are here for a specific program. Students may enter the building using the Main entrance, Locker Room entrance or the building's Northeast high school entrance. Students who wish to participate in the Breakfast program may proceed to the commons for breakfast. All breakfast items must be consumed in the commons. Students may not bring breakfast items into the MS/HS hallways or classrooms. Students will not be permitted to "hang out" in the commons, locker rooms or any other area. Students not participating in Breakfast should proceed to their first class.

Classroom Seating and Materials:

Physical Distancing measures will be in place in each classroom. In classrooms where a 3' distance cannot be maintained, face coverings / masks are recommended for those students or staff who have not been vaccinated.

Specials / Elective Coursework

Music classes may be held in an alternate location in order to encourage appropriate distancing of students. Students who have not been vaccinated are encouraged to wear a face covering in vocal music and instrumental music classes. Further mitigation strategies may be employed if the district moves to a "yellow," or "red" status.

Technology:

Students in grades k-1 will have intermittent access to technology devices throughout the day. Students in grades 2-12 will have access daily access to their assigned iPad. Students in grades 6-12 may take their device home, while students in grades 2-5 will leave their device at school. Students will be encouraged to clean their device regularly, following instructions from the technology director.

Breakfast and Lunch

Green / yellow: Breakfast and lunch will be served in the commons / lunchroom area. Additional sanitation measures will be taken between groups. Some food items may be limited.

Red: Breakfast and lunch will be served in the commons, lunchroom and supplemental seating area in order to encourage appropriate distancing. Masks are required for all students and staff when not eating.

End of the School day

Students are encouraged to leave the building directly after the school day ends. HS/MS students will not be allowed to loiter on school grounds after school.

Water Fountains

All students and staff are encouraged to bring a water bottle and use bottle fillers. Drinking fountains will be functional for the 23-24 school year.

Sanitizer stations

Sanitizer stations will be placed in each classroom near the entrance/exit. Students will be encouraged to use hand sanitizer whenever entering or exiting the classroom.

Large Group Gatherings:

Green / Yellow: At the elementary level assemblies and large group gatherings are discouraged. When assemblies or large group gatherings are necessary, students are strongly encouraged to wear a face covering when in attendance at large group gatherings or assemblies.

At the MS/HS level, students who have not been vaccinated are strongly encouraged to wear an appropriate face covering when in attendance at the assembly.

Red: Large group assemblies and large group gatherings will be limited, with appropriate distancing.

Grading:

Standards based grading will be used in grades k-5. Standard grading procedures will continue to be used in grades 6-12

Staff Attendance:

Staff are expected to attend school, as normal.

School Activities:

Students who participate in interscholastic activities are strongly encouraged to get vaccinated.

The school will comply with directives from the SDHSAA with respect to students who become ill and their safe return to play.

The school district reserves the right to make restrictions on crowd size, or, as necessary postpone or cancel events based on seven or fourteen day trend data made available from the SD Department of Health, active and new case levels, hospitalizations and other relevant data and guidance from local, county and state officials.

All individuals will be responsible for their own safety while in attendance at school events and are encouraged to follow appropriate distancing protocols and use an appropriate face covering.

Use of School Facilities by Non-School Groups:

School facilities will be open to use by non-school groups. All groups who use the school will be responsible for appropriate measures to ensure that unvaccinated attendees are aware of the expectation to keep themselves safe through appropriate distancing or wearing a face covering. All groups who use school facilities are responsible for providing and using appropriate sanitization techniques when finished with the facility.

Decisions to restrict the use of school facilities by outside groups will be made by the superintendent based on 7 and 14 day trend data from the SD Department of Health, active and new case levels, hospitalizations and other relevant data and guidance from local, county and state officials.

Student and Staff Social, Emotional and Mental Health:

The Garretson School District has put in place a number of supports for students for the 23-24 school year. The district trained all staff in the Masonic Model of Student Support Teams, and has implemented the support teams k-12. Additionally, new programming at the 6-12 level includes the REACH program, which is intended to offer mental health, social and academic support to students who may need it.

Staff who are experiencing needs related to social, emotional or mental health should contact the school's Employee Assistance Program (EAP):

[healthadvocate.com/standard3](https://www.healthadvocate.com/standard3) (888)293-6948. For questions about the program, please contact Business Manager Jacob Schweitzer.

The Board approved this plan at a special meeting on May 26, 2022, granting the administration the flexibility to modify the plan as necessary based on local conditions within the District. An opportunity for public commentary was provided during the meeting.



Find Us

Garretson School District
505 2nd Street, PO Box C,
Garretson, SD 57030
605.594.3451
605.594.3443

Schools

Garretson School District

Stay Connected



Garretson Student Handbook

2023-2024



A source of information on school policies, behavioral
standards, curriculum & activities

Grades PreK-5
Garretson School District No. 49-4
Garretson, South Dakota

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Standards and Guidelines Elementary

ACTIVITY TICKETS

Elementary students may purchase activity tickets in the main business office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events. Student and adult ticket prices are subject to change, but are determined by the school board at the July meeting before each school year.

ACTIVITIES

Band is a school-sponsored activity at the elementary level. Band is offered to 5th grade students. School sponsored athletic teams do not begin until seventh grade.

ALCOHOL/DRUGS AND TOBACCO

No student shall possess, use, sell, or dispense any over the counter medication, controlled or mind altering substance or drug paraphernalia including, but not limited to: tobacco, vaping pens, e-cigarettes, jules, glue for inhaling, marijuana, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property, which includes buildings, grounds, parking lots, and school buses. Any student who reports to school or an activity with evidence of having used the above substances, shall be subject to disciplinary action. Because it is our goal to keep our school drug-free, anything that resembles a drug (although artificial in means) that a student shall possess, use, sell, or dispense may result in a consequence under the Garretson Elementary Discipline Chart.

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

ARRIVAL/DISMISSAL AT SCHOOL / BUILDING HOURS

The school building will be locked until 7:25 every morning. Students will not be allowed in the school building before 7:25. Students will not be allowed to remain in the building after 3:20 unless they are under adult supervision. Unless students are accompanied by an adult, they will not be allowed to play on the playground when school is dismissed. All doors will be locked after 8:20 and not reopened until 3:15.

Adult supervision begins at 8:00 a.m. 4th and 5th grade students should report to the old gym 8:00 (no earlier). Kindergarten, 1st, 2nd and 3rd graders should remain on the playground until 8:15. Primary classrooms, lockers, and hallways are not accessible to students until 8:15 as those areas are not supervised until then. In the event of inclement weather, K-3 students will have assigned locations in the new gym.

Custodians will lock ALL school doors at 4:00 p.m. with the exception of the gym lobby doors on the nights there are events.

School hours are: 8:15 a.m. - 3:20 p.m.

ATTENDANCE

Education is a state function under the control of the legislature. It is compulsory that all children from age six by September 1 to eighteen regularly attend school. Attendance is part of each student's permanent record. A casual attitude toward a regular school attendance extends into adulthood. It is the duty of the school officials to know the whereabouts of students during the school hours. Attendance is taken daily. A record of absences is kept and is recorded quarterly on report cards and on permanent school records at the end of each school year.

Be aware that a note from home does not automatically excuse a student from school. When possible, students should notify teachers in advance of an absence and parents are required to call or email when their student is absent. The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

- A. Generally, the only excused absences are:
 - Personal illness
 - Family emergency
 - Funeral
 - Dental or medical appointments that cannot be made on Saturdays or after school hours
 - Parent's request for other special family events (students who go on extended vacations during the school year will be encouraged to read and write every day)
- B. If a student is expected to be absent from school, parents should call the school by 8:30 A.M. If no call is received by 8:30 A.M., the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent.
- C. If a student becomes ill while at school, he/she shall report to the office. A parent will be contacted to take make arrangements for their child to go home. All parents will be asked to list two (2) emergency contacts whom the school may call when contact cannot be made with either parent.
- D. In the case of an excused absence, an unexcused absence or truancy, students will complete all missed assignments and receive full credit. Making up a test or quiz due to an absence will be at the discretion of the teacher. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Parents are encouraged to request work before a planned student absence.

- E. If a student is absent for more than one and one half hours anytime during the school day, the student will be counted as absent for 1/2 of the day. If a child misses more than four (4) hours, that child will be counted as absent for the day.
- F. Students are asked to present documentation from a doctor's office for medical absences of more than three (3) consecutive school days.
- G. Whenever any student is absent more than seven (7) days in any one quarter, more than ten (10) days in a semester, or more than seventeen (17) days during the entire school year, the parents shall be notified that the student's absentee record is being reviewed by the school principal. If a student should reach 17 days within the school year, any other "parent requests" will be considered unexcused absences unless a doctors note can be provided. Should a student start falling behind with academics, parents will be requested to meet with the teacher and principal.
- H. A student is marked tardy when not present in their classroom from 8:25 until 9:50. After 9:50, student will be given a morning absence. Parents of students who have excessive tardies will be contacted by the school to discuss methods to improve on-time behavior.
- I. Unexcused absences are those absences which are not excused by the school. This means that even though the parents excuse the student, the administration may not. The administration reserves the right to determine when an absence shall be excused.

BICYCLES/SCOOTERS

Students may ride bicycles and scooters to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, bicycles and scooters must be walked on school sidewalks and should be properly parked in the bike racks outside the front entrance. Bicycles or scooters are not to be ridden during recess and noon hour. We strongly suggest locking the bicycles and scooters. The school is not responsible for lost or stolen bikes or scooters.

BOOKS

Textbooks – Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students to whom they are issued. Should the textbook get lost or receive excessive damage, a fine will be levied against the student to whom it was issued. Fines will be determined by the teacher and the principal based on the actual cost of replacement of the book.

Library Books – The school library and community library all operate under Siouxland Library System. It is the responsibility of the students to return books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library in which a book was checked out of.

BREAKFAST & LUNCH PROGRAM

A hot lunch program is offered through Lunchtime Solutions for all K-12 students at the Garretson School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches are available upon request. Extra entrees' are available for purchase if students have a positive balance in their account.

- A. Lunch accounts are set up as STUDENT ACCOUNTS
- B. Lunch accounts are computerized individually
- C. To ensure proper credit to the account, the student's lunch account number should accompany payments
- D. Payments can be made in the form of a check or made on line
- E. All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day
- F. If accounts reach a \$-10.00 balance, your child will not be able to purchase a reimbursable meal or extra entree item until money is available in the account
- G. If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge
- H. The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$20.00 or below
- I. Notification via email and text are sent out daily when a student's balance reaches \$20.00 or lower
- J. Balances cannot go below \$-10.00
- K. Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594 8337
- L. Cost of meals are published in the fall before school starts and can be found in the newsletter and on the Garretson School website
- M. Application forms for free and reduced meals are included in the August newsletter sent to all families through the mail. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.
- N. **Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will**

have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.

- O. After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits
- P. After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court.

The Garretson School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home may be sent or brought in. Only water or milk is allowed during the breakfast and/or lunch serving times.

BUSING

The Garretson School District provides a fleet of buses to those who ride to and from school on them. The Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and abide by the stated rules when being transported to and from school and/or school related activities.

Together, bus drivers and administration have the right to remove a student from a bus route for a period of time. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. A student's absence due to suspension of bus privileges is an unexcused absence.

- A. Students should be on time. If the bus had to wait as much as one minutes at each stop, it would be 20 to 30 minutes late to school.
- B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
- C. All students must be seated while the bus is in motion.
- D. Arms and hands must be kept inside the bus.
- E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
- F. Boisterous or profane language will not be tolerated.
- G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
- H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
- I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
- J. Students will assist the driver in keeping the interior of the bus clean. Students are not allowed to chew gum on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
- K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
- L. Students will not open or close the windows without the permission of the bus driver.
- M. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
- N. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver.
- O. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
- P. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
- Q. Inappropriate use of cell phones on the bus will result in the phone being confiscated by the driver and turned over to administration.

CELL PHONES

The use and possession of cell phones in the general classroom are prohibited at the Garretson Elementary School during normal school hours (8:15-3:20). Cell phones shall be kept in student lockers during the school hours listed above. Students may be asked to remove wearable electronic devices during class and place them in their lockers or hold them until after the class is over. If it continues to be an issue a student may be asked to either leave these devices at home or leave them in the office during the school day. Students found violating this policy will have the phone or wearable device confiscated and turned in to the office. A parent will be contacted to come and retrieve it. Inappropriate use of cell phones on the bus will result in the phone being confiscated by the driver and turned over to administration.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER See High School policy.

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If any parent has a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless a court order is on file in the office, we must acknowledge equal rights for both natural parents.

COMMUNICABLE DISEASES – SEE HEALTH POLICIES

CONDUCT AT SCHOOL ACTIVITIES

Assembly Programs, Plays, Concerts, etc. - Students are expected to attend, listen, and be courteous.

Athletic Events - Garretson students (Pre-K through grade 5) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 5 who are not supervised will be asked to leave the complex or school. Frisbees and footballs will not be allowed at sporting events. Elementary aged students are not to bring food and drink into sporting events. Students are expected to watch the game and support the team. Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.
Parents or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
 - A. The parents or eligible students may ask the Garretson School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - B. If the Garretson School District decides not to amend the record as requested by the parent or eligible student, the Garretson School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - A. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Garretson School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Garretson School Board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - B. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
 - C. Upon request, the Garretson School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave, SW
Washington, DC 20202-8520

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District or the Family Policy Compliance Office

DANGEROUS ITEMS

The school district recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons or look alike weapons in school buildings, vehicles or on school premises result in police and/or resource officer referral and possible long term ISS.

1. A *dangerous weapon* is defined as any firearm or air gun, knife or device, instrument, explosive material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.
2. A *look alike weapon* is any item which resembles guns, water rifles, pistols, slingshots, toy guns, toy grenades, toy knives, swords, and other similar items. No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle, or any vehicle used by the school or for school purpose, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. At the elementary level, students are prohibited from imitating violent acts and weapon use.

DISCIPLINE

Disciplinary action may be taken by any teacher or the principal. Parents will be advised of disciplinary action when the principal or teacher feels it necessary. Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations. Encourage students to accept responsibility for any willful misbehavior.
2. Maintaining an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Being open-minded to the viewpoints of all who are involved.
4. Speaking positively about school and teachers in front their children.

Discipline issues that are not specifically mentioned or detailed in the chart below will be dealt with in an effective manner. Administration reserves the right to assign alternative consequences.

Class One (Per Quarter)	1 st Offense	2 nd Offense	3 rd Offense	Habitual
Name calling, Taunting-teasing, Classroom disruption, Playground violation, stealing, Disrespectful/profane language	Teacher and Administrator Discretion.	Teacher and Administrator Discretion.	Teacher and Administrator Discretion.	Teacher and Administrator Discretion.
Class Two (Per Quarter)				
Insubordination	Conference with teacher and principal. Parents notified.	Loss of privileges. Plan & behavior contract written. Counselor meetings. Parent meeting.	SST Loss of privileges. Partial day ISS. Parent meeting.	Full day ISS SST Referral
Class Three (Per Semester)				
Threatening/harassment, Physical/verbal aggression, Intimidation, Pornographic Material	Conference with teacher and principal. Parents notified. Loss of privileges.	Loss of privileges. Plan & behavior contract written. Counselor and/or Resource officer meetings. Parent meeting. Partial day ISS.	Partial day ISS SST	Full day ISS SST Referral
ILLEGAL OFFENSES Class Four (Per Year)				
Tobacco,Gross insubordination, Destruction of property	Parent notification. Partial day ISS. Resource officer	Parent meeting. Full day ISS. SST Counselor and/or	Full day ISS SST Referral	Two day ISS

	meeting	Resource officer meetings		
Class Five (Per Year)				
Arson, Drugs/Alcohol, Weapons, Endangering others	Police/Resource Officer Referral Long term ISS or OSS			

DRESS CODE

It is expected that all students at Garretson Elementary School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered. For reasons of health and other considerations, the following restrictions will be observed.

- A. Shoes must be worn at all times. Slippers are not acceptable footwear. Flip flops and sandals may be worn in the school building, but tennis shoes and socks are required for recess and PE
- B. Students may not wear anything on their heads in the building or classroom unless a designated reason to do so has been set (ie: hat day)
- C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, low-cut muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.
- D. Shorts may be worn during the 1st and 4th nine-week periods. Only shorts and skirts of reasonable length (mid-thigh or longer) are permitted.
- E. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.
- F. During winter months all elementary students must have footwear for indoor use and snow boots for outdoor wear. During winter months students in grades K-5 will not be allowed to play on snow hills without snow pants and boots.

DUE PROCESS

In compliance with SDCL 14-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards of procedural due process guaranteed a public school student when suspended or expelled from school. The Garretson School District is in compliance with the resolution, which sets forth the following minimum standards:

- Adequate notice of charges.
- Reasonable opportunity to prepare for and meet the charges.
- An orderly hearing adapted to the nature and circumstances of the situation, and
- A fair and impartial decision.

Due process as defined in Article 24:07 Administrators Rules of the Division of Education (DOE).

EARLY CHILDHOOD

The Garretson School is committed to the belief that early education is essential to the future success of children. Through this commitment the Garretson Early Childhood program has developed into a two section pre-school for three, four, and five year olds. The program cost is set by the school board in July and to be charged for the months of September – April.

Eligibility and Entrance Requirements

All students must have an Early Childhood screening before being considered for entrance into the Early Childhood Program. Students will then be considered eligible for the program based on one of the following three criteria:

- A. **Special Needs and/or Head Start eligible:** Three, four, and five year olds on a current academic or language (not articulation) IEP and/or who meet the eligibility criteria for Head Start, will be given top priority for entrance. The program fee is waived for these students.
- B. **At Risk:** Using the DIAL-R as a screening tool, students whose scores fall in the "Potential Delay" range in two areas or on the total score, or scores in the "Potential Delay" in one area. Other factors may be taken into consideration as potential delay factors also. Students in this category must be three on or before September 1st of the current school year to be considered for school entrance.
- C. **Non-At-Risk:** Four and five year olds whose screen scores fall in the average or above average range will be considered for enrollment. Students must be four or five on or before September 1st of the current school year to be considered for school entrance. Students 3 on or before September 1 will be considered based on availability.

Food/Beverages

No outside food or beverages are allowed for the morning or the afternoon sessions of preschool. This includes birthday treats or for special occasions.

Required Documentation

Each student entering the program will be required to have documentation of a current physical, updated immunizations, and a certified birth certificate. These documents must be on file before each student will be allowed to start school. Please refer to the elementary policy for more information on these items.

Attendance

Attendance in the Early Childhood program is not required but is strongly recommended. If a student is enrolled in the program, it is very important that they be there as much as possible. It is important to each young child to have a consistent routine in order to get maximum benefit from the program.

- A. Attendance is taken each day. It will also become a part of each student's permanent record.
- B. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. for the morning section, or between 12:30 and 1:30 p.m. for the afternoon section.
- C. If a student becomes ill while at school, he/she shall report to the principal's office. A parent will be contacted to take the student home. Parents will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

Field Trips

Parents will be notified at least two days in advance of any upcoming trip. Parents are required to sign a Field Trip Permission form at the beginning of the year if they want to have their child go on such trips. This form is designed to cover all trips taken throughout the year. Some trips may require money, lunches or other materials to be sent with each student. Please let your student's teacher know at least one day in advance if your child will not be able to attend a class trip.

Late Starts / Early Dismissals

Each winter we face the possibility of bad weather and school cancellations. Parents will be notified through a variety of communication tools including the school's website, automated messaging system, social media, and local media outlets. The following school schedule changes will affect the Early Childhood classes.

- A. If school starts late, the morning session will be canceled. Missed sessions will not be rescheduled.
- B. If school dismisses early, the afternoon session will follow the revised schedule. These sessions will not be rescheduled. The students will be transported in their usual manner to their normal drop off site. If there are to be changes in transportation or drop off sites for these days, please have that listed on the Student Enrollment Information Sheet given at the beginning of the school year.
- C. If school is canceled for the entire day, make up days will be added to the end of the school year. Parents will be updated on changes to the last day of school

Parent Involvement

There are a number of opportunities throughout the year for parents to participate in the school setting.

- A. Parent-teacher conferences are held twice a year. Schedules for these conferences will be sent home with each student.
- B. Field trip chaperones are often needed. Notes will be sent home when there is a need for these.
- C. Parents are always welcome in the classroom. If any parent would like to spend a day in the Early Childhood classroom, notify the teacher in advance.

Program Schedules

Each section of the Early Childhood program will run four days per week, Monday through Thursday.

- A. Morning Session: 8:00-10:45.
- B. Afternoon Session: 12:30 - 3:15 (snack will be included in this session).
- C. Early release schedules will be communicated as needed.
- D. Students should not be dropped off any more than 10 minutes prior to the start of class. Teachers and assistants have other duties before each class, therefore supervision will not be guaranteed before this time. Students must not be left unattended in the classroom.

Supplies

Parents will be required to supply their student with some basic school supplies. A list will be sent out prior to the first day of school. Supplies should be sent the first day that the student attends school.

Transportation

All students in the Early Childhood program are eligible for school transportation based on the priority of students and availability. Students who are on an IEP or are part of the Head Start program have priority. The school has limited transportation services outside of the school bus. We encourage families to transport their preschoolers to and from school if at all possible.

- A. Students who live within the city limits have the option to be picked up for and dropped off from school by the school van.
- B. If a student lives or goes to day care in the country, they will be transported on a school bus at the beginning and ending of the regular school day.
- C. Students attending a rural daycare (within district boundaries) will be transported to and from preschool by a school van in the middle of the day (at the end of the morning section or at the beginning of the afternoon section).
- D. The school van will run on a curb to curb basis. Your child should be brought to and picked up at the van by an adult.
- E. If your student will not be using school transportation for a day, please contact the school or transportation driver prior to 7:30 a.m.
- F. Parents must call the school when there is an address change for pickup and/or drop off.

G. Families who qualify for Head Start and/or IEP services qualify for transportation to and from school.

EMERGENCY PROCEDURES

Procedures to be followed in the event of tornado or other emergency will be announced and posted for each building the first week of school with revision as needed.

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

ENTRANCE REQUIREMENTS

Children may enter kindergarten if they have reached their fifth birthday by September 1 of the school year. All children enrolling in the Garretson School district must have the following on file at the time of enrollment:

- Certificate of immunization or letter of religious exemption
- A certified copy of your child's birth certificate.
- Copies are placed in students' permanent cumulative folders at school.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

FINES

Students who owe the school district money for such things as book fines, repair cost, replacement costs and any other type financial obligation will be held responsible for payment before the end of the school year.

FOOD IN THE CLASSROOM

Pop, juice, gum, candy, or sunflower seeds are not allowed in the school building unless arrangements are made by the teacher to have these items as part of a class incentive/reward or party.

Gum is allowed if it is deemed necessary by the classroom teacher, IEP, or SST team to benefit individual students.

Students are encouraged to bring a healthy snack to school every day and are allowed to have water bottles in class (with water only).

Elementary classrooms have a milk and snack break each day. Examples of healthy snack options are popcorn, crackers, granola bars, string cheese, fruit/fruit snacks, raisins, etc. We discourage high-sugar snacks and prohibit candy at snack time.

Garretson school is not a peanut-free school, but classroom teachers will make families aware if a classroom needs to be peanut-free.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls or e-mails will be subject to consequences as determined by school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration.

Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SYSTEM

The following grading system will be used in grades 3-5:

- 100 - 94% = A
- 93 - 88% = B
- 87 - 80% = C
- 79 - 70% = D
- 69 - 0% = F

K-2 students are graded on a standard-based reporting system.

GUIDANCE AND COUNSELING

The counselor visits each classroom, performs individual and small group counseling activities, and works with parents and teachers in promoting positive social and emotional student growth. School counselors assist students in the development of those lifelong skills necessary for optimum character development, coping with life's difficulties, and building cohesive relationships. Students and parents should feel free at any time to ask the help of the Guidance Counselor with the assurance that confidentiality will be maintained. Garretson School District does have access to outside counseling services that only serve students through a referral process and with parent or guardian permission.

HARASSMENT AND VIOLENCE POLICY

See High School policy.

HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does employ a full time nurse on staff. In addition, the school district has another nurse that is contracted one day per week. The school nurse conducts hearing and vision screenings throughout the year at various grade levels, tracks student immunizations, is in charge of emergency response policies and procedures, and oversees the school health program. Screenings can be done on students throughout the school year upon parent or teacher request if suspecting a problem.

If your child becomes ill or is hurt during school hours (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Information Update Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury and EMS will be activated.

Communicable Diseases

Rules for school attendance: When ill, students should not be sent back to school until they are vomit, diarrhea, or fever-free (without medication) for 24 hours.

Chicken Pox	The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.
Pink Eye	Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician and drops administered for 24 hours.
Common Cold	Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100.4 should be excluded from school.
Ring Worm	Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.
Impetigo	Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.
Scabies	Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.
Head Lice	Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all

nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks.

If live lice or evidence of nits is found on the student during the school day, will be asked to go home for treatment. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if there are no live lice present. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission.

Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.

Influenza Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

Common communicable disease guidelines and questions can be found on the South Dakota Department of Health website: <http://doh.sd.gov/diseases/infectious/diseasefacts/>

MEDICATIONS POLICY

The following procedure will be followed for those students who take any medications while at school. Medication includes all prescription and nonprescription (over the counter) drugs.

- A. Students in grades PreK-5 are not allowed to administer, or have in their possession any medications, including over the counter and/or prescription medications. They are required to fill out the medication and treatment authorization form and have a parent and physician signatures for any and all medications being administered while at school.
- B. All prescription medication is required to be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. Medication and Treatment Authorization Form needs to be filled out and signed by parent and physician for medications to be administered at school. First dose of any new prescription medications must be given at home, and can't be given at school.
- C. Prescription medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.
- D. Over the counter medication administered at school by school staff must be in original labeled container. Medication that is not in original container will not be administered.
- E. All medication to be taken in school must be accompanied by a Medication and Treatment Authorization Form. Extra forms may be obtained from the office or downloaded from the school website.
- F. A daily log of medication taken by the student will be kept and overseen by school nurse.
- G. In the event of a school-sponsored field trip, your child's medication may be sent with designated personnel in the amount to be administered during the activity, unless otherwise specified by the parent or guardian.
- H. If medication is not picked up within 1 week after school is out, it will be destroyed.

HOME SCHOOL ALTERNATIVE INSTRUCTION

The Garretson School District will accept students transferring from non-accredited schools may be subject to the following conditions and guidelines to determine placement within the district:

- A standardized achievement test shall be administered to the transfer student. The administration and evaluation of the test will be done by the principal and appropriate staff of the school to which the student is seeking admission.
- Based on the evaluation of the standardized test, the principal will make an appropriate placement. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade placement thereafter. After initial placement, the student may be advanced according to the student's demonstrated performance.

HOMECOMING

All students K through 5th grade will walk with their class during the homecoming parade and remain with their class until dismissal from school. If a parent provides a **written or personal** request for the release of a student from homecoming activities, the student will be counted absent according to our absence policy and the school will be released from responsibility.

HOMEWORK

K-5 students may have routine, weekly assignments that are expected to be completed at home (ie: Thursday night spelling work) in addition to unfinished classroom assignments. When necessary, incomplete work will be made up during recesses. Students have an extra day to turn in assignments that are given on the day of an absence. When possible, teachers should be notified of absences ahead of time to keep students from falling behind in their work.

INJURIES

Students are encouraged to play safely and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes. When an accident report is deemed necessary, it is submitted to the principal and parents are notified by the classroom teacher.

INTERNET POLICY

Student Use of Computer Networks:

The School District shall encourage use of local and wide area networks for improvement of instructions and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules for Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

- Be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/or consent;
- Immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
- Not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
- Be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
- Not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
- Not give out his/her home address, phone number, or password.
- Student accounts are considered the property of the District. The School District expressly reserves right, in its sole discretion to:
 - Change or eliminate any portion of any transmission of any user without notice or liability;
 - Review and edit any material to be transmitted by anyone on the network, including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.)
 - Remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.
- By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Garretson School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Garretson School Computer network and Internet as communicated in the Acceptable Use Agreement and school policy handbook will be subject to consequences determined by the administration.

LIBRARY

All elementary classes are scheduled for 30 minutes of library time once each week. Library skills are taught during this time and books can be checked out. Students may check out books from the school library for one week (K-3) and two weeks for grades (4-6).

The school library and community library, all operate under Siouxland Library System. It is the responsibility of the students to return books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. The school library will also notify parents through a paper note sent home with students as needed for overdue books. Replacement costs for books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library from which a book was checked out of.

LOST AND FOUND

A lost and found box will be maintained in the K-3 wing of the elementary school. Lost articles should be reported and found articles turned into the office. Students and parents are encouraged to check the box periodically for lost articles. Items will be on display during parent-teacher conferences and donated after the completion of each conference event if not claimed.

MEDICATIONS – SEE HEALTH POLICIES

MESSAGES

Phone messages left with the secretary or principal will be delivered to students and teachers in a timely manner. When possible, we encourage messages to students be sent electronically and directly to teachers and cc'd to the secretary. Students may use the office phone for valid reasons but will not be permitted to use a telephone without permission from office staff.

PARENT-TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal. Conferences are scheduled two times a year once in the fall and once in the spring according to the adopted school calendar. Administration and teachers will provide sign-up times available for both conferences.

PARTY INVITATIONS

Parents are encouraged to send party invitations by mail or invite children by phone or e-mail. School personnel are not permitted to disclose phone numbers and email addresses unless given permission by parents within classroom. If invitations are sent to school for delivery, they need to be given to the teacher privately, who will then deliver them to bookbags at an appropriate time.

If parties require extra students to ride the bus home with your student, arrangements need to be made with the driver to make sure there is adequate room on the bus. However, we do encourage parents to take care of transporting extra students.

PATRIOTISM

The Garretson School encourages patriotism. The school day begins with each classroom reciting the Pledge of Allegiance. In addition, the National Anthem is played before varsity athletic events.

PICTURES

Student pictures are taken two times in the school year, once in the fall and once in the spring. Students have the opportunity to purchase packets of pictures but are not required to. Regardless of making a purchase or not, pictures of every student will be taken for student records from the fall picture event.

PHYSICAL EDUCATION

All students K-5 have the opportunity for Physical Education during the school week. Each student must wear his/her tennis shoes.

All students are required to participate in Physical Education unless a written excuse is given. If a student must miss Physical Education for an extended period, a doctor's excuse is required.

PUBLIC CONCERNS AND/OR COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

(See High School Policy.)

RECESS AND INCLEMENT WEATHER

All students will be taken out for recess. It is important that the students get fresh air and the activity made possible at recess. If students are ill, they may infect others in their class and should probably stay home from school that day rather than staying in for recess. A written note from a doctor may be required if a child is to stay in during recess for an extended period of time. In the event of inclement weather and/or when the wind chill or temperature is 0° or below, students will be kept inside for an indoor recess. These rules apply to before school recess. If there is indoor recess before school, notice will be posted on the doors for students and they should follow the indoor recess procedure listed in the school arrival policy.

Playground Rules:

- No gum, candy, pop, seeds, etc. are allowed on the playground during school hours.
- No balls or toys from home are allowed on the playground.
- No throwing rocks, snowballs, leaves, etc.
- Students are not to play around cars or delivery vehicles.
- Students must ask permission to retrieve a ball from the parking lot or street. Adult eye contact and proximity is to be present when students retrieve balls. Retrieved balls need to be given to the teacher for the remaining part of recess.
- Students must ask permission before entering the building or leaving the playground. When returning to the playground, please let the teacher know.
- Students are not to climb fences.
- Spitting is prohibited.
- Jump ropes and other toys are to be used for their intended purpose.
- Climbers must stay off the top of the monkey bars and are not allowed to hang from their knees
- No swinging side to side, twisting, or standing on swings. No underdogs.
- No climbing up the slide. Sliders must go down feet first. The slide must be cleared before going down it.
- No pushing, shoving, tackling, or other rough play on the playground or snow hills.
- Students are not to play tag on the jungle gyms.
- Students are not to climb trees.
- Students are not to stand on the table, benches, or garbage cans.

Winter Weather Rules:

- K-5 must wear coats, snow pants, gloves/mittens and boots to play on snow hills.
- General safe play is allowed on snow hills. No pushing, shoving, tackling, or other rough play on snow hills.
- Students will slide down the snow hills, feet first.
- No throwing snow or snowballs.

Recommended Temperature Chart for Outdoor Recess:

- Under 50 degrees: Warm coat with hat and gloves.
- 51-55 degrees: Warm sweatshirt or coat
- 55-60 degrees: Light sweatshirt or long sleeve shirt
- Shorts are only permitted to be worn first and fourth nine-week periods.

Teachers reserve the right to prohibit any activity if students are not playing safely.

RETENTION POLICY

Retaining of students at a given grade level is a procedure practiced when students are functioning at a level below grade level expectations. Criteria used to determine whether or not a student should be retained are:

- Basic skills mastered in reading and math
- Physical, emotional, and mental maturity
- Work habits and attitude
- Any of these in addition to a significant number of absences

No child will be retained until such decision is reached jointly by parents, teacher(s), and principal.

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

The superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health and safety of students and personnel. When this happens, the school will use a variety of tools to communicate relevant information to the public, including the school's website, automated messaging system, social media and local media outlets.

In the event of school closure due to weather, all school practices and events will be canceled, with the exception of district, region, and state level events. In those cases, the superintendent will make the decision to travel in conjunction with school officials hosting the event. In the case of canceled or postponed activities, the superintendent or activities director will post those scheduled changes to the school's website and social media to announce the schedule change.

Any days missed due to weather, emergency or disease will be made up to meet the school term as established by the school district.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would benefit their child's educational experience.

STUDENT RELATIONSHIPS

Students are to refrain from use of excessive affection in the hallways, classrooms, on school property or at a school activity. Excessive affection is defined as anything more than holding hands. Examples include: kissing, excessive hugging, touching of inappropriate areas, etc.

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit.

We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Garretson School. If you are interested in helping out at school, please inform your child's teacher. Unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Garretson School. This includes those involved with the mentoring program.

WITHDRAWAL AND TRANSFER

If you are moving out of the district, the school needs to be notified at least a day in advance. Student records are electronically sent to new schools upon request.

TITLE ONE PARENT INVOLVEMENT POLICY

The Board of Education of Garretson School District recognizes the necessity and value of parent involvement to support student and academic achievement. In order to assure collaborative partnerships between parents and schools, the board is committed to achieving the following goals in ways that recognize and respect the diversity and differing needs of families. The Garretson School District intends to include parents in all aspects of the district's Title 1 program. The goal is a home-school partnership that helps all students in the district succeed.

The following provisions and activities have been reviewed and considered appropriate to the Title 1 program by parents, teachers, administration and school board.

- A. Involving parents as partners in school governance, including decision making.
- B. Establishing effective two-way communication with all parents.
- C. Developing strategies and programmatic structures to enable parents to participate actively in their children's education.
- D. Providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.
- E. Utilizing community resources to enrich the educational environment and promote family and student success.
- F. Supporting parents in their roles as the child's first and most important teacher.
- G. Providing parents at least 2 open meetings for Title 1 activities each year. Dates and sites of meetings will be printed in the school newsletter and the local paper.
- H. Parents will have access to the Garretson School District Consolidated Application and the District Improvement Plan.
- I. The Garretson School District will be receptive to parental requests for information and ideas which will enhance the Title 1 program and activities.
- J. Special forms are designated for Title 1. Parents will be informed of a student's referral and placement in a Title 1 program. Written progress reports will be sent home quarterly.
- K. Parent/School Compacts will be developed and disseminated to parents of participating students each year prior to the fall Parent/Teacher Conferences.

DISCIPLINE DEFINITIONS

Bus Behavior: While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

Computer Violation: Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. (i.e. - copying administrative files = theft; destroying files = destruction of property; not following computer rules = insubordination.) Violations may result in restriction and or loss of computer privileges.

Conflict Resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Destruction or Stealing Property: Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

Disrespectful/Obscene Language: Use of obscene or disrespectful language, communication or action.

Electronic Devices: Electronic devices including items such as, cellular phones, wearable smart watches, air pods, and laser lights will be used under school guidelines or will be confiscated and returned only to the students' parents.

Expulsion: Denial of a student's membership in school for a period of time.

Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property; including parking lot and buses.

In School Suspension (ISS): A student's temporary denial to participate in a class, as determined necessary by the school principal. Suspension will be served in school and students will be given credit for the work completed while not in class.

Insubordination/Habitual Disobedience: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

Intimidation/Threat To Others: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

Long-Term Suspension: Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days.

Out of School Suspension (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in class or classes. Suspension will be served out of school.

Nuisance Items: Items that disrupt the teaching and learning process or could cause harm or disturbance to a fellow student or teacher.

Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.

Suspension After School (SAS): An option for the principal to use in place of ISS that requires students to serve suspension before or after school.

Student Support Team: A team of staff members who work together to help students become and remain successful in school.

Garretson Student Handbook 2023-2024



A Source of Information on
School Policies, Behavioral Standards, Curriculum and
Activities

Grades K-12

Garretson School District No. 49-4
Garretson, South Dakota

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Standards and Guidelines 6-12

All students in the Garretson Schools, 6-12, and their parents should be familiar with the policies included in this section. Items are listed alphabetically. For your convenience a complete list of topics is found in the Table of Contents.

ACADEMIC ELIGIBILITY POLICY

This policy will apply to all students in extra-curricular activities in grades 6-12. This includes anyone associated with the team including managers and statisticians.

- 1. Participation in activities is a privilege and not a right, and academic achievement should take priority over participation in activities. Garretson High School students who choose to participate in activities shall assume responsibility for maintaining good academic standing in all of their classes, and the following policies are in place to assist them in doing so.

2. To participate in activities sanctioned by the South Dakota High School Activities Association, high school students must meet the scholastic eligibility requirements set by the SDHSAA which are as follows: "Students, unless they are entering high school for the first time, shall have successfully passed twenty hours of high school work per week (4 full credit) classes for the preceding semester of attendance at any accredited high school."
3. In addition to the SDHSAA requirements, the following rules will govern participation in activities for Garretson High School students:
 - a. Students will be academically eligible for all activities at the beginning of each school year provided they meet the minimum state guidelines.
 - b. Students will be eligible for the first two (2) weeks of each semester of the school year. Upon week three (3) and week 20 (second week of second semester) of the school year, a grade report will be run Monday morning at 10:00am. If a student is failing (F) one or more classes, they will be ineligible for any activities for a period of one week, beginning at 12:00am on the day following the grade check and ineligibility notification and run through 11:59pm the next Monday.
 - c. Grade checks will take place on the first school day of each subsequent week with students informed of their ineligibility by the end of that day. An attempt will be made to inform parents, but ultimately it will be the student's responsibility to inform parents.
 - d. The first two (2) weeks of Quarter 2 and Quarter 4, there will be no grade checks. Students with no failing grades for Quarter 1 and Quarter 3 will be eligible those two (2) weeks. Students that failed a Quarter 1 or Quarter 3 class will be ineligible for the first two (2) weeks of Quarter 2 and Quarter 4.
 - e. At the end of each semester, quarter grades will be used to determine eligibility going into the holiday and summer breaks. If a student has a failing grade (F) in one or more classes, they will be ineligible for one week immediately following the end of the semester. At the end of the first semester, that would involve a time period during Christmas break. At the end of the second semester, that would involve a time period after the last day of classes possibly including region and state track or golf. The exact one-week period of ineligibility will be determined on a semester by semester basis depending on the last day of classes and when grades are submitted by teachers.
 - f. There is no minimum of number of events for which a student must be ineligible for failing more than one class, and it is possible there are no events during a period of ineligibility.
 - g. Students are not ineligible for activities that are part of the grade for a class. Such graded activities must be clearly defined in the course syllabus.
 - h. The coach or advisor will determine whether an ineligible student may/must participate in practices.
 - i. The coach or advisor will determine whether an ineligible student may/must attend an activity/event. However, an ineligible student may not leave school before the end of the school day to attend an activity or event.
 - j. With the exception of SDHSAA eligibility requirements as defined in number 2 above, academic eligibility requirements for students on Individual Education Plans (IEP's) will be consistent with these policies unless the student's IEP team specifies alternative requirements clearly documented in the student's IEP.

Academic Eligibility for Activities for Middle School Students

1. Eligibility for 6th, 7th, and 8th grade students in co-curricular activities are the same as high school students and applied to all activities that middle school students are eligible to participate in.
2. 7th and 8th grade students who participate in a high school activity will be required to follow high school eligibility requirements.

ACADEMIC LETTERING POLICY

A student can earn an academic letter by accumulating a grade point average of 3.5 or higher for current school year. (Note: All subjects in which the student is enrolled in will be counted in the accumulation of the GPA.)

The awards will be given out in the following order:

First Year Lettering	Letter "G" with Academics
Second Year	Lamp of Learning Pin
Third Year	Lamp of Learning Pin
Fourth Year	Lamp of Learning Pin

ACCESSORIES IN LOCKERS

All book bags, backpacks, gym bags and coats or jackets will remain in the students' lockers throughout the school day.

ACTIVITY TICKETS

Students may purchase activity tickets in the main business office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events. Student ticket prices are subject to change and can be purchased through the school office.

The price of admission to all athletic events will be \$6.00 for adults, \$4.00 for students.

Senior citizens (62 and older and residents of the Garretson School District) are admitted free to all Garretson school activities except tournaments sponsored by other organizations.

ATHLETICS

Football, Soccer, Cross Country, Boys Basketball, Girls Basketball, Wrestling, Volleyball, Track, and Golf are the major sports offered at Garretson High School. Students who wish to participate in two or more sports during a season must work with both head coaches to create a mutually acceptable schedule.

Extra-curricular activity may present up to three (3) awards that are sponsored by the school. Additional awards will be at the discretion of the coach or advisor and any expenses incurred for these awards will be the responsibility of the coach or advisor.

ATHLETIC LETTERING POLICY:

An athlete who letters for the first time will be awarded a cloth letter "G". All subsequent letters will be recognized by certificate.

1. Football – To win an award, a player must have played in at least one-half of the total quarters of season games.
2. Basketball – A player must have played in at least $\frac{1}{4}$ of the total season games.
3. Soccer – Player must appear in over 50% of varsity halves.
4. Track –
 - A. Set a school record
 - B. Qualify and go to State Meet
 - C. Earn a total amount of points set up by the coach
5. Wrestling – To win an award, a wrestler must earn at least 72 points. Points are awarded as follows:
 - A. Double actual team points earned for varsity matches and tournaments.
 - B. Actual team points earned for junior varsity matches.
 - C. Qualify and go to the State Meet.
6. Cross Country – Place in Conference or Region Cross Country Meet or earn a total amount of points set up by the coach.
7. Volleyball – Must participate in half the number of total games.
8. Golf – To win an award, a player must participate as a member of the varsity team in at least one half of the scheduled meets.
9. Cheerleading – Varsity Cheerleaders will be awarded a varsity letter at the end of the year if they fulfill these requirements: Cheerleaders begin each school year with fifteen (15) merit points. If a varsity cheerleader does not lose all merit points through the demerit guidelines or is not removed from the squad by the coach, administration, or athletic director.
10. Club Softball – To win an award, a player must play in at least 50% of the defensive innings.
11. Fine Arts – To win an award a student will be required to earn a total of 40 points during their four years of high school in order to letter in Speech and Theater. After the initial letter the student must continue to earn at least 15 points every subsequent year to earn another drama pin.
12. Club Baseball – To win an award a player must play in at least 50% of the defensive innings.
13. Trap Club – Athlete must average 18 points or more per round in competition play at the end of the season.
 - Athlete must not miss any competition weeks (weeks 4-8) during the season.
 - Athlete participates in the State Tournament.
 - Athlete must participate consistently with the team for 2 years or more.

Athletes may receive awards in any sport for conscientious attendance at practice even though failing to meet the listed requirements.

The coaching staff will make the final decision.

ATTENDANCE

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter

Attendance is taken in each class and study hall and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

Be aware that a note from home does not automatically excuse a student from school. A note is merely a request to have a student excused. The school reserves the right to excuse a student from school.

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:
 - Personal illness
 - Family emergency (death, serious illness)
 - Funeral
 - Dental or medical appointments that cannot be made on Saturdays or after school hours.
 - a. School sponsored activities
 - b. Parental request 6-12: Parental request will be discouraged for repair of vehicles, shopping without parents, employment or babysitting outside of the home, oversleeping, recreational trips and vacations without parents, or missing class to study for another class. Lessons assigned and class discussions for the duration of a parental request absence becomes the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible.

2. If a student is expected to be absent, parents should call the school by 8:30am. If no call or email is received by 8:30am, the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent.
3. A student shall not leave school during the school day without reporting to the principal's office or attendance clerk and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence.
4. If a student becomes ill while in school, he/she shall report to the principal's office or attendance clerk. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
5. If a student knows he/she is going to be absent, he/she should communicate the intended absence to his/her teachers and make arrangements to make up all schoolwork before the absence.
6. In the case of an excused absence, an unexcused absence or truancy, the student shall be afforded the opportunity to make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. The following example will illustrate the above policy: Student A misses three days of school. Monday, Tuesday, and Wednesday. He now has four school days to make up the work missed and receive full credit, Thursday, Friday, Monday, and Tuesday. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period ends within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
7. Attendance will be taken every period of the day.

All absences, excused or unexcused will be processed as follows for students in grades 6-12.

Students who miss more than 15 minutes of a class period will be assessed one absence. Students who are late to the beginning of a class by 15 minutes or less will be assessed one tardy.

1. After a student has been absent five (5) times, the student and parent/guardian will be notified by the high school office. The notification will stress the importance of attendance in school achievement. The parent will also be informed that should the number of absences exceed eight (8) the student may be dropped from the class. A student conference or referral to a counselor will also take place at this time.
2. After a student has been absent seven (7) times, a second student and parent notification will be given emphasizing the importance of attendance for that class period the remainder of the semester. Also included in the notification will be detailed information regarding policy relating to the number of allowed absences and consequences for exceeding this number.
3. After a student has been absent eight (8) times from any class during a semester, notification will be given to the parent of the student stating this fact and further, that any additional absences may result in dropping the student from the course.

When the student has been absent from any class nine (9) times during a semester, the student may be deemed to not have sufficient credit in the affected class to obtain a passing grade and will be dropped from the course with an "F" recorded. A student may be referred to the Board of Education for long term suspension in the event a student no longer has at least three (3) valid classes.

4. A student who is dismissed from a class because of excessive absences will be afforded the opportunity to buy back one absence per class per semester by spending 3 hours in Saturday School. If this is done the student may remain in the class and still obtain full credit as long as they do not accumulate any more absences in that particular class.

For Clarification:

- (1) School Sponsored Activities. No count for any school related activities. (Athletic contests, music, debate, field trips, and any other approved by the School Administration or Counselor.)
- (2) Absences due to prolonged illness, hospitalization, counseling, or a series of medical treatments will be counted as one (1) absence whenever the number of absences reaches three consecutive school days and the treatment is supported by a physician's statement.
- (3) Absences due to bereavement or serious illness in the student's immediate family will be counted as one (1) absence.
- (4) A student may be excused for any other exceptional reason with approval by the Administration.

- B. Tardiness:** Tardiness is defined as failure to be at the assigned work station when the final bell rings. A student who is late arriving for any period class must report to the study hall where the tardy must be accounted for. An admit slip to enter class or study hall will be given upon receiving accountability.

Following the fifth tardy during a quarter, the principal will inform the parent or guardian of a potential problem, and the student will receive detention for this tardy and any subsequent tardiness. Following the eighth tardy during a quarter, the student will receive a Saturday School. Further tardiness will result in continued Saturday Schools and possible ISS.

- C. Truancy:** Unexcused Absence from school. One day, or any part thereof, equals one violation. Unexcused absences are those absences which are not excused by the school. This means that even though the parents excuse the student, the administration may not. The administration reserves the right to determine when an absence shall be excused. Unexcused absences may result in detention or Saturday School being assigned. Excessive unexcused absences will result in the student and parents having to meet with the administration to discuss possible loss of credit or other consequences.

BUILDING HOURS

The school building will be locked until 7:25a.m. Students will not be allowed in the school building before 7:25am. Students will not be allowed to remain in the building after 3:20p.m. unless they are under adult supervision. All doors will be locked after 8:20 and not reopened until 3:15p.m..

Custodians will lock ALL school doors at 4:00 p.m. with the exception of the gym lobby doors on the nights there are events.

From 8:00am until the start of the school day, students are expected to be in the commons unless students have arranged to be with another teacher. -In order to cut down on excessive traffic in the Middle School and Senior High complex, the following additional procedures apply:

1. Custodians will lock all outside doors at 4:00 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have left. If necessary, students may wait in the area just inside the front doors.
3. The advisors of any non-athletic activity held after 6:15pm will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.

4. Coaches will require players or participants to remain in the practice area at all times during practice.
 5. Arrangements will be made so that a coach is the last to leave after everyone is out of the locker room and the door is locked.
- A student in the school during non-building hours and is not under the direct supervision of a school employee or a responsible adult designated by a school official will be subject to disciplinary action based upon the frequency and seriousness of the violation.

BUSING

The Garretson School District has provided a fleet of buses for those who ride to school on them and the Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Violation of these rules could mean a reprimand, detention, or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

- A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.
 - B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
 - C. All students must be seated while the bus is in motion.
 - D. Arms and hands must be kept inside the bus.
 - E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
 - F. Boisterous or profane language will not be tolerated.
 - G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
 - H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
 - I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
 - J. Students will assist the driver in keeping the interior of the bus clean. No food, gum or drink will be consumed on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
 - K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
 - L. Students will not open or close the windows without the permission of the bus driver.
 - M. Bus drivers will not discharge riders at any other place than the regular stops without proper written authorization from the parent or school official.
 - N. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
 - O. In the event of road emergency, students are to remain in their seats unless otherwise directed by the bus driver.
 - P. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
 - Q. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
 - R. Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without prior approval from the administration.
- S. The Garretson School District realizes that cell phone use is an important line of communication between parents and their child
- Cell phones may be used for emergency purposes only.
 - Cell phones may be placed on vibrate but may not be visible while on the school bus.
 - Using the cell phone for taking pictures/video of self or others to transmit or store, and/or illegal activities will be considered inappropriate use of the cell phones.
 - Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

BUSING FOR STUDENT ACTIVITY TRIPS

- A. All school district bus rules will be in effect.
- B. Students taking part in school sponsored activities must use school provided transportation when going out of town. They can be released to their parents if the parents come to the person in charge and sign a release form. The parents may transport his/her own son or daughter home from the activity.
- C. C. For Fan Bus:
 1. There will be a charge which will be determined at the time of the activity trip.
 2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.
 3. Only students in grades six through twelve are permitted to take the bus for "away" games.
 4. The bus leaves for home immediately after the game.
 5. Adults may ride spectator bus.

CELL PHONES

The use and possession of cell phones in the general classroom are prohibited at the Garretson School during normal school hours (8 a.m.-3:25 p.m.) unless permission is granted by the classroom teacher. Cell phones shall be kept in student lockers during the school hours listed above with the exception listed below.

Students may be asked to remove wearable electronic devices during class and place them in their lockers or have teachers hold them until after the class is over. If it continues to be an issue a student may be asked to either leave these devices at home or leave them in the office during the school day.

Students found violating this policy will have their ECD confiscated and turned in to the office. For the first and second violations, a parent will be contacted and the device will be returned at the end of the day.

Students who continue to violate this policy (third offense or greater) may have their ECD confiscated for a reasonable period of time pending a conference with parents/guardians and a resolution of an investigation into the matter.

EXCEPTION: For Garretson Middle and High School Students...The use of cell phones and electronic devices will be allowed in the school's "PHONE ZONE" which is identified as the main entrance area, lunchroom ramp and lunchroom during the dedicated lunch periods, respectively.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

Any student caught cheating or plagiarizing on any test and/or assignment may have a zero assigned to that test and/or assignment. All cases will be referred to the principal and the teacher will notify the parents of the infraction. Disciplinary action will be taken and will be left up to the discretion of the teacher and the principal.

CHURCH NIGHT – WEDNESDAY

There are to be no school activities scheduled on Wednesday evening after 6:15. Only state sanctioned events will be scheduled on Wednesday evening.

CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support all school sponsored functions. The following rules apply.

A. School Parties, Mixers or Dances

1. All administration approved school parties, mixers, or dances may continue until 12:00am.
2. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after having once left. Doors may be closed or locked one-half hour after the start of dance or party.
3. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future mixers and/or activities for the remainder of the school year.
4. All faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend the dances (provided they abide by school rules).
5. Combination Jr. & Sr. High dances may be permitted with prior approval from the administration.
6. Any party, mixer, or dance will have as many adult chaperones as classes invited.

B. Athletic Events, Assemblies, Concerts, Plays, and Programs:

Garretson students (Pre-K through grade 8) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 8 who are not supervised will be asked to leave the stadium or school.

Students are expected to watch the game and support the team. Food and drink may not be brought from outside of the school to these activities.

Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.
- (2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave, SW
Washington, DC 20202-8520

FERPA DIRECTORY INFORMATION:

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as:

- Student's name

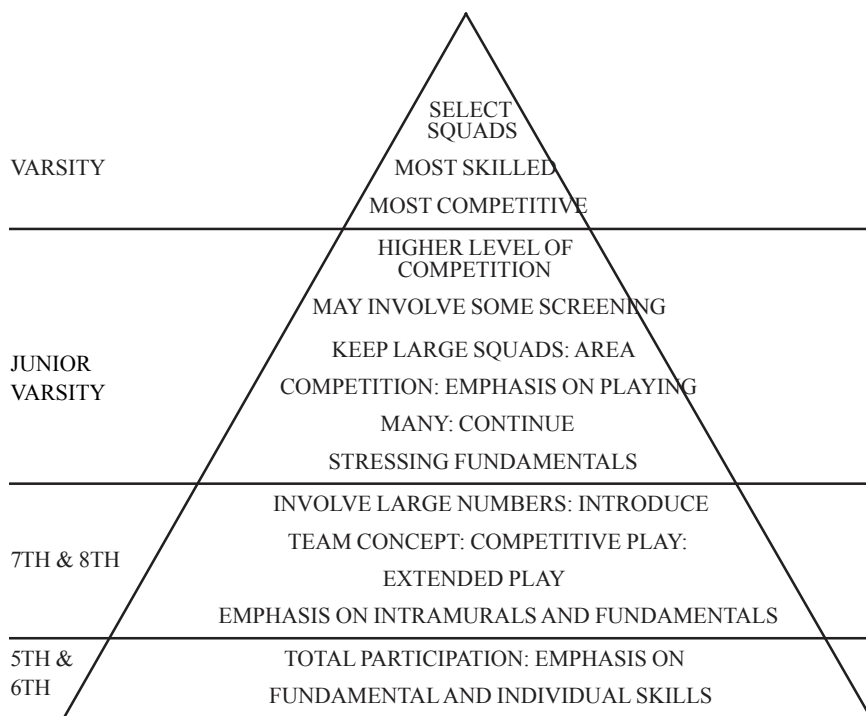
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District.

CO-CURRICULAR ACTIVITIES PHILOSOPHY

- I. PURPOSE:
 - A. For the student: Co-curricular programs provide opportunities for developing fine school morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.
 - B. For the participant: Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develops the understanding that the rules of the activity are similar to the rules of everyday life.
 - C. For the community: Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside the Garretson School District.
- II. THE SCHOOL PROVIDES:
 - A. An opportunity for every student to participate in some phase of the activities
 - B. Leadership in the form of coaches and other supervisors
 - C. Necessary equipment and facilities
- III. THE STUDENT PROVIDES:
 - A. Sacrifice, self-discipline, desire, determination, and dedication
 - B. A good attitude which would include:
 1. High regard and willingness to conform to training rules
 2. Proper care and accounting of equipment
 3. Acting as a representative of the school, student body, and community
 4. An understanding of the team concept before individual goals
- IV. THE PARENTS PROVIDE:
 - a. Positive encouragement to their son or daughter
 - b. Support and enforcement of training rules
 - c. Support to the program in which their son or daughter is participating
- V. CO-CURRICULAR COACHES AND SUPERVISORS PROVIDE THE FOLLOWING:
 - A. The proper ideals of sportsmanship, ethical conduct, and fair play.
 - B. Emphasis of the values derived from participating in the activity fairly.
 - C. Cordial courtesy to visiting teams, officials, and participants.
 - D. A respectful relationship between visitor and host.
 - E. The respect, integrity, and judgement of officials.
 - F. A thorough understanding and acceptance of the rules of the game and/or activity standards of eligibility.
 - G. Leadership, use of initiative and good judgement by the participants on the team.
 - H. Recognition that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

The chart shown below describes the Garretson Schools Athletic Philosophy at the various level of the program. The base of the triangle represents total participation. The apex represents the highly competitive level.



CURFEW

The incorporated towns within our school district have established curfews. The City of Garretson cooperates with the school district in extending that curfew 1/2 hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances. They can be found below:

ORDINANCE NO. 594

AN ORDINANCE OF THE CITY OF GARRETSON, SD, AMENDING THE MUNICIPAL ORDINANCES OF THE CITY OF GARRETSON, SD, BY AMENDING TITLE 8, MISCELLANEOUS OFFENSES, CHAPTER 8-4, MINORS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARRETSON, SD:

Section 1. That Chapter 8-4, of the Municipal Ordinances of Garretson, SD, is hereby amended to read as follows:

8-4-1 CURFEW HOURS AND EXCEPTIONS

No person under the age of eighteen (18) years shall be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots, or other unsupervised public places within the city between the hours of 11:00 p.m. and 6:00 a.m. of the following day, unless accompanied by his or her parent, guardian or other adult person having the care and custody of the person or where the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or such other adult person having the care and custody of the person. The provisions shall not apply to any minor within the half hour following the formal dismissal time of any service or authorized activity of any church, school, club or other adult sponsored organization provided said minor shall have actually attended said service or authorized activity.

8-4-3 RESPONSIBILITY OF PARENTS OR GUARDIANS

It shall be unlawful for the parents, guardian or other adult person having the care and custody of a person under the age of eighteen (18) years to knowingly permit such a person to be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots or other unsupervised public places within the City between the hours of 11:00 p.m. and 6:00 a.m. of the following day, except when the person is accompanied by his or her parent, guardian or other adult person having the care and custody of the person or when the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or other adult person having the care and custody of the person.

Adopted this 14th day of December, 2009.

DANGEROUS ITEMS

The Board recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class I misdemeanor and is strictly prohibited by this policy. (This does not include law enforcement officers.)

A dangerous weapon is defined as: any firearm, air gun, knife, instrument, object, destructive device, explosive material or substance, whether animate or inanimate that is calculated or designed to inflict death or serious bodily injury. This definition also includes "look-alike weapons" which are defined as any item which resembles or appears to be a weapon, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items.

SDCL 13-32-7. Possession of firearms on or in elementary or secondary school premises or vehicle as misdemeanor--Exceptions. Any person, other than a law enforcement officer or school sentinel acting pursuant to § 13-64-1, 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 noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

Source: SL 1961, ch 49; SL 1979, ch 120; SL 1982, ch 86, § 145; SL 1990, ch 129; SL 1991, ch 147, § 1; SL 1993, ch 142; SL 2002, ch 90, § 1; SL 2013, ch 93, § 8.

Any student who brings an item fitting the above definition on to any school premises, vehicle, or building leased for any school function, activity, or event may be expelled for not less than twelve months and will be referred to law enforcement authorities. Any student who threatens to inflict death or serious bodily injury by way of written message, verbal message, telephone message, or e-mail message will be subject to the same consequences. The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case by case basis but may not increase the length of the period of expulsion.

DETENTION

Students that are assigned to detention will report on the day specified by the principal. If a student cannot come before school because of transportation problems, an effective alternative may be worked out by the principal.

1. Detention – Middle School and Secondary School

A detention can be assigned by any certified and/or classified employee of the Garretson School District. Detention will be conducted every morning from **7:30AM-8:00AM** as needed. Exceptions may be made if the absence is caused by circumstances beyond the student's control. The absence will be confirmed by the principal before the exception is granted. An unexcused absence from an assigned detention will result in the student being assigned a subsequent detention.

A school staff member may assign an informal detention which is a detention served with the assigning staff member. Some infractions will require Saturday School, detention, and suspension:-

DISCIPLINE POLICY

A student in violation of a Garretson School policy will be assigned the appropriate consequence per the school-adopted discipline chart. It will be the student's responsibility to work around the inconveniences of family obligations, work, and school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

The administration of Garretson School reserves the right to implement effective disciplinary measures after due process procedures. Discipline problems that are not specifically mentioned or detailed will be dealt with in an effective manner.

CODE OF BEHAVIOR

Garretson Middle and High School's Uniform Code of Behavior has been developed by Faculty and Administration. The Code contains three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practiced at Garretson Middle and High School.

GARRETSON MS/HS EXPECTATIONS

- **Respect yourself, others and property through your words and actions**
- **Follow Directions**
- **Keep hands, feet and objects to yourself**
- **Be in your classroom and have materials ready when the bell rings.**

Inappropriate Behavior:

Offense: An incident which takes place during normal school hours or school activities in the halls, cafeteria, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights or are not in the best interest of the school.

CLASS ONE

Name Calling: Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.

Taunting / Teasing: Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words, gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time.

Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment, will not be permitted.

Profanity / Graffiti: Use of obscene language or communication either verbal, written or graphic. Communication with sexual overtones and innuendo are included. The writing or graffiti on school property does not need to be permanent or damage said property.

Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning environment.

CLASS TWO

Failure to Serve Office Detention: Failure to appear for detention at the time assigned or expected by the principal. Also includes leaving or being dismissed before the entire detention has been served.

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

Academic Misconduct: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit may be allowed.

Intimidation: To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.

Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

CLASS THREE

Leaving Without Authorization: Leaving the high school building to go to another place without permission of the principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

Threaten: An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment.

Pushing / Shoving: To push or shove.

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

Harassment: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.

Gross Misconduct: Insulting teachers, administrators, or any other staff member in a way that is disrespectful.

CLASS FOUR

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer programs, files, or systems.

Expulsion from Saturday School: Being dismissed before the completion of the Saturday School assignment as a result of violating Saturday school rules.

Excessive ISS: Excessive ISS accumulates all class period ISS assignments together.

Alcohol: Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in an alcohol prevention class for alcohol violations.

Tobacco: Using, possessing, selling, or dispensing, tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations. This includes the use of e-cigarettes or any other means of nicotine delivery.

Fighting: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

CLASS FIVE

Arson: The act of setting fire to school property or personal property within a school building to cause destruction of said property.

Drugs: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, other drugs or material represented to be a controlled substance or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

Weapons: A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm. This includes items meant to simulate or look like a dangerous weapon.

Endangerment to Life: Any negligent, threatening or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

Because it is not possible to list every inappropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this code.

DISCIPLINE CHART

Offense	1st	2nd	3rd
CLASS ONE	Detention	Multiple Detentions	*Saturday School/*ISS
CLASS TWO	Multiple Detentions	*Saturday School	*ISS/*OSS
CLASS THREE	*Saturday School/*ISS	*#ISS/*OSS	*#OSS (Possible Long Term)

CLASS FOUR	*#ISS/*#OSS	*#ISS/*#OSS	*#OSS (Possible Long Term)
CLASS FIVE	*#OSS (Possible Long Term)	*#OSS (Possible Long Term)	*#Possible Expulsion

*-Denotes Parent Contact

#-Referral to Law Enforcement

Administration reserves the right to assign alternative consequences.

DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY

Any student who steals or intentionally or accidentally damages school and/ or private property, or who shall deface by cutting or with writing or pictures, any fence, furniture, building or other school and/or private property shall immediately compensate for said damage or theft and upon refusal to do so, may be suspended from school until compensation has been made, or compliance with whatever decision has been made by the administration or Board of Education.

DISCIPLINE PROCEDURE FOR DETERMINING ALLEGED MISCONDUCT OR VIOLATIONS

The following steps will be utilized when appropriate:

1. The principal shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred requiring Saturday school detention, ISS, or OSS, the principal will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated, and, if needed, the time and place where a hearing will be conducted by the principal.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

DRESS CODE

It is expected that all students at Garretson Middle School and Garretson High School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered. For reasons of health and other considerations, the following restrictions will be observed.

- A. Shoes must be worn at all times. Novelty slippers are not acceptable footwear.
- B. Students may not wear anything on their heads in the building or classroom unless required for safety or health reasons. This includes sweatshirt hoods.
- C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.
- D. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.
- E. Shorts may be worn during the 1st and 4th nine-week periods. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length. Shorts must be of acceptable length and remain that length the entire circumference of the short. EXCEPTION: Student may wear shorts during 2nd and 3rd nine-week periods if they wear leggings or tights underneath the shorts.
- F. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
- G. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.
- H. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.
- I. Pajamas or bed garments are not permitted. Under garments shall not be exposed or worn as outer garments.
- J. Costumes are not to be worn in school except on school approved dress-up days.
- K. Spikes, chokers, dog collars, and chains are not permitted.
- L. All backpacks, purses or carry bags must be left in the student's locker.
- M. Winter Coats/Parkas are not to be worn during school hours.

Parents should take care that children are dressed appropriately for the weather conditions. Unless otherwise stated, this policy applies to all school activities, practices, and trips. Inappropriate dress will result in the appropriate action to remedy the issue. Continuous disregard for this policy may result in detention, suspension and/or the student may be required to relinquish the item in violation of school policy.

Acceptability of attire will be determined by the building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request of change of clothes from a parent or guardian. Students will not be allowed back into the classroom until they have changed.

DRUGS/ALCOHOL ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of tobacco or any nicotine delivery device or substance, alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Violation is a Class 4 Offense of the discipline chart.

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property or at school sponsored events:

A. First Offense –

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.

B. Second and Subsequent Offenses –

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension;
4. The administration may recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance –

- A. The administration will notify parent(s)/guardian(s) in writing of the suspension;
- B. Supplying or selling chemicals may result in a ten (10) day suspension.
- C. The administration will refer the case to available law enforcement authorities;
- D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

Students whose observed behavior indicates possible use of alcohol and or other drugs will be referred to the building administrator. The building administrator and/or law enforcement will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

The school district will encourage in anyone in violation of this policy to seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. Individuals that enroll and complete such a program may have their consequences modified to reflect the intervention.

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

DUAL CREDIT

Students who attend Garretson High School and are either Juniors or Seniors are afforded the opportunity to take college level courses via the Distance Learning program, the Internet, Correspondence courses, AP program, and dual credit classes offered through the South Dakota Board of Regents. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or post-secondary vocational-technical institution. The student shall obtain the district's approval of the course prior to enrolling. Students will be required to carry a full load of courses while at Garretson. Exceptions to this can only be determined by the administration.

If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Garretson School will award a 1/2 credit per semester upon successful completion of a post-secondary course regardless of the course being a three (3), four (4), or five (5) semester credit hour course. Garretson School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the principal. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript. See GRADING SCALE.

ELASTIC CLAUSE

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. The best interest of the student, school, and community will be considered.

ELIGIBILITY RULES FOR EXTRA- OR INTRA-CURRICULAR ACTIVITIES

Attendance:

A student must be in school no later than the start of the 2nd period in order to participate in extra- or intra-curricular activities, including practice. This includes all school-sponsored activities that are not part of the regular day. Medical appointments are excused if the student has a slip signed by the medical practitioner. Special cases may be reviewed by the administration.

Middle School student participation in HS athletic activities:

The SDHSAA sanctions the participation of students in grades 7-12 in activities. Students in grade 6 are not eligible for participation in school-sponsored athletic activities with the exception of 6th grade students who may participate in wrestling and participate in “middle school” or exhibition matches only.

Student athletes in grades 7 and 8 may participate in individual sports (XC, Track and Field, Wrestling and Golf) if their objective performance warrants their participation at the high school level.

Student athletes in grades 7 and 8 may participate in team sports (football, volleyball, Boys basketball, girls basketball and **soccer) only if the following conditions are met.

** See paragraph following conditions

1. Petitions for students in grades 7 and 8 may only be initiated by the Head Coach of the sports in which the athlete may be allowed to participate at the high school level. Coaches are not able to petition for students in grades 7 and 8 to participate on Junior Varsity teams. The skill level of the student athlete must be such that the student will see significant playing time at the Varsity level in order to be considered to play up.

2. After the Head Coach initiates the petition for participation on the Varsity team with the Activities Director, a meeting will be held with the coach, parents, Middle School Principal and Athletic Director. This team will consider the athlete’s level of skill in the game, physical maturity, academic maturity and social maturity in making the decision to allow a 7th or 8th grade student to participate on the High School Varsity team. The decision to allow a 7th or 8th grade student to participate on the Varsity Team must be unanimous, with all team members agreeing that participation is in the best interest of the child.

3. Decisions made by this team are final. There is no opportunity for appeal.

At this time, the Garretson School District does not have a program for middle school soccer. In order to be considered for participation on the Varsity Soccer Team, all potential 7th or 8th grade students must participate in a skills test to determine if their skill level meets the requirement set in #1 above. The Head coach will be responsible for identifying the components of the skills test and for conducting the test at a time when the Athletic Director and Middle School Principal can be present to assist with the assessment.

GMS/GHS Activity Guidelines

The Garretson School District believes that it is important that our student athletes understand the importance of exhibiting proper conduct as a member of our school and community. For this reason, the Garretson Possession/Use Policy will be in effect for the entire calendar year.

A violation of the possession/use policy consists of a student possessing, using, distributing, ingesting, or inhaling any of the following: Tobacco or any other nicotine delivery device or substance, alcohol, drugs, or controlled substances.

This policy also addresses conduct unbecoming of a student/athlete and unlawful activity of student/athletes as stated below.

- Students are required to attend and participate in all practices. The student will be expected to travel with and attend extra-curricular activities at the discretion of the coach/advisor and activities director.
- Violations will accumulate during grades 7-12
- Policy is in effect 24/7 and 365 days/year
- Penalties will apply to the activity(s) the student is participating at the time. If the full ineligibility period is not served during a season or activity, it will continue the next season or activity in which the student is a participant. (IE. Football to Wrestling; Volleyball to Basketball, etc.)
- Dismissal from a team, the student ceasing their involvement with the activity or unsatisfactory participation during the ineligibility period will result in the suspension being voided and carried over to the next season/ activity. This is at the sole discretion of the head coach or activity advisor and the activities director.
- Activity which would constitute a felony or misdemeanor (other than minor traffic offenses) are also violations of this policy and subject to the same consequences.
- The administration and coach/advisor reserve the right to take disciplinary action for any conduct unbecoming of a student/athlete.

**A student charged by law enforcement of possession/use of tobacco, alcohol, illegal drug or controlled substance or for illegal activities other than minor traffic offenses will be considered in violation of this policy until said charges are dismissed or the student has been adjudicated.*

First and Second Offenses: See chart for length of ineligibility for extra-curricular activities offered by Garretson School District. Before eligibility is reinstated the student must have or verify they have made arrangements for a chemical abuse or dependency assessment (**First Violation**); or verify completion of chemical abuse or dependency program (**Second and Third Violations**) before eligibility will be reinstated.

- A second offense or third offense may also result in forfeiture of any awards or honors for the applicable season(s).
- Numbers below are by session - examples of sessions are (not limited to):

- Volleyball tournament with three games in one day = 1 Session
- Varsity football on Friday and junior varsity football on Monday = 1 Session
- Junior varsity basketball followed by varsity basketball = 1 Session (Same with VB)
- National FFA Conference = 1 Session
- All State Band or Choir or Band Choir trip = 1 Session
- Student-athletes that participate in junior high and high school track meets. Ineligibility will be for two (2) varsity meets and any junior high meets that fall between those varsity meets.

Number of Sessions of Ineligibility:

- * *For students that are involved in multiple activities, the ineligibility period for each activity may be different. The ineligibility period will be deemed complete for each activity when the appropriate number of sessions of ineligibility have been met. Cancelled or postponed sessions DO NOT count toward meeting the requirements.*
- * *If involved in numerous activities - ONLY activities that take place during the time period outlined above will be missed.*

Sport/Activity	Violation #1	Violation #2	Violation #3
Football	2	4	1 Calendar Year
Volleyball	4	8	1 Calendar Year
Cross Country	2	4	1 Calendar Year
Soccer	2	4	1 Calendar Year
Basketball	4	8	1 Calendar Year
Wrestling	2	4	1 Calendar Year
Track and Field	2	4	1 Calendar Year
Golf	2	4	1 Calendar Year
Club Baseball	2	4	1 Calendar Year
Club Softball	2	4	1 Calendar Year
Oral Interpretation	2	4	1 Calendar Year
Trap Club	1	2	1 Calendar Year
FFA	2	4	1 Calendar Year
+Band	1	2	1 Calendar Year
+Choir	1	2	1 Calendar Year
1-Act Play	1	2	1 Calendar Year
3-Act Play	1	2	1 Calendar Year
#Cheerleading	Same # as sport Same # as sport 1 Calendar Year		

***Homecoming Royalty**

*Prom	If occurs during ineligibility period - 1	1 Calendar Year
	If occurs during ineligibility period –	1 Calendar Year

***Homecoming Royalty and Prom:** Students who are ineligible for extracurricular activities are also ineligible for prom and homecoming (royalty, head usher, flag-bearer) if these events occur during the ineligibility period.

Also, students who have violated policy and have not met ineligibility requirements through another extra-curricular activity prior to homecoming or prom will serve their ineligibility with these events. For prom this includes sophomores' eligibility to serve as waiter or waitresses or any other student eligible to attend prom. For homecoming this includes participating as a member of the royalty court or as a head usher or flag-bearer.

*****IF A STUDENT IS NOT INVOLVED IN ANY EXTRA-CURRICULAR ACTIVITIES AT GARRETSON HIGH SCHOOL and VIOLATES ANY OF THE POLICIES LISTED IN THE Activity Guidelines THEY ARE SUBJECT TO THE ABOVE HOMECOMING ROYALTY AND PROM INELIGIBILITY.**

+Band and Choir ineligibility will include: All-State events; honor band and choir events; band and choir contests; band or choir trips. Band and choir members will be required to participate in any event that is part of the classroom grade.

#Cheerleading: Other organized performances (pep rallies, homecoming coronation, etc.) **ARE NOT** recognized as a session.

Third Offense: A third violation or subsequent violation greater than three

(3) will result in a suspension from all extra-curricular activities for a period of one (1) calendar year.

RESET Option – Any student who violates the Garretson possession/use policy as stated above will have a reset option and rewarded for subsequent adherence to school policy. If the student is not in violation of the possession/use policy for fifteen (15) months from the date of reinstatement, the student will move down one offense level.

EXAMPLE: A student who has satisfactorily completed the ineligibility period of a First Violation and does not violate the possession/use policy for 15 months (calendar), any subsequent violation after this time will be considered as a first violation.

**RESET Option may only be used 1 time.*

VIOLATION and CREDIBLE WITNESS: Judgment as to whether a student has violated this code will be based upon an arrest, citation, or notification from law enforcement, self-admission, court proceedings or credible witness. Credible witness is defined as law enforcement or parents of the violator. Additional witnesses may enter evidence to be considered if they are willing to submit information in a signed statement.

Suspension from Extracurricular Activities for use or possession of controlled substances or marijuana—SDCL 13-32-9

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

Any suspension served under the above rule for SDCL 13-32-9 will not run concurrent with the suspension from activities for a violation of the Possession/Use Policy. These suspensions will be served separately and consecutively. See GMS/GHS ACTIVITY GUIDELINES.

DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)

In the event a student has become ineligible to participate in school sponsored activities the student will be afforded their due process in the following manner.

1. The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.
2. The student and parent(s) or guardian(s) will be afforded a hearing before the administration.
3. A determination of eligibility shall be made by the administration and will become effective immediately.

The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

EXPULSION – See DUE PROCESS

Shall mean denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board, but in no instance shall expulsion extend beyond the end of the current school year.

FINES

Students who owe the school district money for book fines, repair costs, replacement costs and any other financial obligation will be held responsible for payment.

Textbooks are furnished by the district. Replacement costs will be expected for books damaged through inappropriate use or handling. Students should make teachers aware immediately of any damage to their textbook or any other school property. Lost books will be paid for based on actual value of the article.

iPads® damage is outlined in the technology handbook that each student must sign prior to being given a device.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

FOOD AND DRINK

Food and beverages other than water will not be allowed in students lockers or hallways. Water bottles will be allowed as long as they are in clear containers.

Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem.

School lockers are subject to search and any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to consequences determined by the school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration. Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SCALE

<u>%</u>	<u>Grade</u>	<u>GPA</u>
95-100	A	4.0
92-94	A-	3.67
89-91	B+	3.33
86-88	B	3.0
83-85	B-	2.67
80-82	C+	2.33
77-79	C	2.0
74-76	C-	1.67
70-73	D+	1.33
68-69	D	1.0
65-67	D-	0.67
64 and below	F	0.0

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript.

Ex. Student A receives a 92% in college level/AP class and the grade was an A due to it being in the college grading scale. It would be an A on our grading scale and with the .33 weight the GPA recorded to the Student A's transcript would be a 4.33.

*If the class is a locally offered AP class, the weight would only be added to the class if the student completed the entire year of the course.

Grades are available on the internet for parent's convenience. On the Garretson School homepage, click Parent/Student Portal. Call the school if you do not have an account.

GRADUATION EXERCISE REQUIREMENTS

Students must be actively engaged and working towards all graduation requirements set forth by the South Dakota Department of Education and the Garretson School District and must have accumulated a total of 20 credits before being allowed to participate in the graduation exercises at Garretson High School. No High School Diploma will be awarded until all graduation requirements of the state and the district are completed in full.

GRADUATION REQUIREMENTS (See Chart)

In order to graduate from Garretson High School a student is required to have completed 23 units of credit. In addition to the requirements approved by the South Dakota Department of Education, the Garretson School District has adopted the following requirements for graduation:

- 0.5 additional unit Language Arts
- 1.0 unit Employability
- 1.0 unit Computer

Students may not drop a class after the first week of each semester. The principal, teaching staff and guidance counselor retain the right to make the final decision.

Selection of Garretson High School Valedictorian and Salutatorian will be made after the seventh high school semester. The senior student with the highest grade point average after the seventh semester will be the class valedictorian and the student with the second highest will be the salutatorian.

Garretson Graduation Requirements:

The following are the base requirements to graduate from Garretson High School. Every student, at a minimum, must complete the requirements below. Students will earn graduation endorsements based on curriculum they attain in addition to the base requirement. (See Endorsement Descriptions).

*23 credits required to graduate from Garretson High School

- (4.5) Language Arts –
 - Writing – 1.0 Units
 - Literature – 1.0 Units *Must include .5 unit of American Literature
- (3.0) Mathematics –
 - Algebra I – 1.0 Units
- (3.0) Lab Science –
 - Biology – 1.0 Units
- (3.0) Social Science –
 - U.S. History – 1.0 Units
 - U.S. Government – .5 Units
- (1) Of any of the following –

- Approved CTE & Technical Education
- Capstone Experience or Service Learning
- World Language

(1) Fine Arts

(5) Personal Finance or Economics

(5) Physical Education

(0.5) Health or Health Integration

Additional required credits for Garretson High School (23 required)

0.5 unit in Language Arts (4.5 Total)

1.0 unit Employability

1.0 unit in Computer

ENDORSEMENTS

Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement <i>*All Coursework at a C or higher</i>
4.0 of Language Arts <ul style="list-style-type: none"> • Writing – 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) <ul style="list-style-type: none"> • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit 	4.0 of Language Arts <ul style="list-style-type: none"> • Writing - 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) <ul style="list-style-type: none"> • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit 	4.0 of Language Arts <ul style="list-style-type: none"> • Writing - 1.5 units • Literature - 1.5 units (must include .5 unit of American Literature) <ul style="list-style-type: none"> • Speech or Debate - .5 unit • Language Arts elective - .5 unit
3.0 of Mathematics - must include: <ul style="list-style-type: none"> • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit 	3.0 of Mathematics - must include: <ul style="list-style-type: none"> • Algebra I - 1 unit • Math Electives – 2 units 	4.0 of Mathematics - must include: <ul style="list-style-type: none"> • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit • Advanced Math – 1 unit
3.0 of Lab Science - must include: <ul style="list-style-type: none"> • Biology - 1 unit • Lab Sciences – 2 units 	3.0 of Lab Science - must include: <ul style="list-style-type: none"> • Biology - 1 unit • Science Electives – 2 units *State-approved computer science course may be used as 1 elective unit.	4.0 of Lab Science - must include: <ul style="list-style-type: none"> • Biology - 1 unit • Any Physical Science - 1 unit • Chemistry or Physics - 1 unit • Science elective – 1 unit
3.0 of Social Studies - must include: <ul style="list-style-type: none"> • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units 	3.0 of Social Studies - must include: <ul style="list-style-type: none"> • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units 	3.0 of Social Studies - must include: <ul style="list-style-type: none"> • U.S. History - 1 unit • U.S. Gov - .5 unit • World History - .5 unit • Geography - .5 unit • Social Studies elective - .5 unit

1.0 unit of the following-any combination: <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning 	2.0+ units of the following-any combination: <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning AND <ul style="list-style-type: none"> • Attainment of an industry-recognized credential or National Career Certificate 	2.0 units of the following-any combination: <ul style="list-style-type: none"> • Approved Career & Technical Education • Capstone Experience or Service Learning • Modern or Classical Language (including American Sign Language) – Must be in the same language.
1.0 of Fine Arts	1.0 of Fine Arts	1.0 of Fine Arts
.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics
.5 unit of Physical Education	.5 unit of Physical Education	.5 unit of Physical Education
.5 unit of Health or Health Integration	.5 unit of Health or Health Integration	.5 unit of Health or Health Integration
6.5 Units of Electives	5.5 Units of Electives	3.5 Units of Electives

Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities.

If a student fails a class, the following options are available:

1. Retake the course
2. Correspondence course
3. Summer school, or
4. Alternative class

GRADUATION - EARLY

Early graduation is defined as gradating prior to 8 consecutive semesters of high school beginning with the first semester of the student's freshman year. Early graduation at Garretson High School will be allowed under the following guidelines:

1. Early Graduation request form must be completed and filed with the principal prior to the start of the student's sixth (6th) semester.
2. Early graduation is only allowed at the end of the seventh (7th) semester.
3. All graduation requirements for Garretson High School Graduation must be met.
4. Graduation exercises and the awarding of diplomas for early graduates will be on the same date of graduation for his/her classmates corresponding to the year they entered Garretson High School. Students that graduate early are encouraged to participate in the graduation exercises.
5. Students who graduate early will no longer be considered a student at Garretson High School and will forfeit student privileges upon their completion of required credits. These include but may not be limited to being recognized as valedictorian and salutatorian and participation in any school activities during the traditional eighth (8th semester) of their senior year.

6. Transcripts will be finalized for students that graduate early as soon as possible after confirmation that the student has met all requirements at Garretson High School.

EARLY GRADUATION REQUEST FORM (SAMPLE)

(Can be Obtained from the Principal or School Counselor)

Must be completed and filed with principal prior the start of the student's sixth (6th) semester.

_____ has requested to graduate early from Garretson High School. He/She understands the following requirements for

early graduation.

- Arrange a conference with the principal, school counselor and parents to form the plan of study for the 6th and 7th semesters for the student to ensure all requirements are met. All courses must be approved by the principal.
- Complete a minimum of seven (7) semesters.
- Maintain a minimum of C+ average (2.33 GPA) at the end of the student's junior year.
- Complete all requirements by the conclusion of the first semester of the senior year (7th semester) including the required Senior Project.

Student Signature / Date: _____

Parent Signature / Date: _____

High School Counselor Signature / Date: _____

High School Principal Signature / Date: _____

HARASSMENT AND VIOLENCE POLICY

It is the policy of the Garretson School District that racial, sexual, religious/ ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the school superintendent

HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does employ a full-time school nurse. The school nurse conducts hearing and vision screenings throughout the year at various grade levels, tracks student immunizations, is in charge of emergency response policies and procedures, and oversees the school health program. Screenings can be done on students throughout the school year upon parent or teacher request if suspecting a problem.

If your child becomes ill or is hurt during school hours (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Information Update Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury and EMS will be activated.

Communicable Diseases

Rules for school attendance: When ill, students should not be sent back to school until they are vomit, diarrhea, or fever-free (without medication) for 24 hours.

Chicken Pox

The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.

Pink Eye

Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician and been on drops for 24 hours.

Common Cold

Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100.4 should be excluded from school.

Ring Worm

Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toenails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.

Impetigo

Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.

Scabies

Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.

Head Lice

Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks.

If live lice or evidence of nits is found on the student during the school day, the student will be required to go home for treatment. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if there are no live lice. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission.

Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.

Influenza

Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

MEDICATIONS POLICY

The following procedure will be followed for those students who take any medications while at school. Medication includes all prescription and nonprescription (over the counter) drugs.

1. Students in grades PreK-5 are not allowed to administer, or have in their possession any medications, including over the counter and/or prescription medications. They are required to fill out the medication and treatment authorization form and have a parent and physician signatures for any and all medications being administered while at school.
2. Students in grades 6-12 are allowed to self-administer 1 dose only of over the counter medication, only when it will not be a potential health risk to your child or others. Epi Pen, Auvi-Q, and inhalers are also allowed for 6-12th grade students if they have been instructed to self-administer. All medications must be kept on the student at all times and are not allowed in desks, backpacks, lockers, etc.
3. All prescription medication is required to be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. First dose of any new prescription medications must be given at home and can't be given at school.
4. Prescription medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.

5. Over the counter medication administered at school by school staff must be in original labeled container. Medication that is not in original container will not be administered.

1. All medication to be taken in school must be accompanied by a Medication and Treatment Authorization Form. Extra forms may be obtained from the office or downloaded from the school website.
2. A daily log of medication taken by the student will be kept and overseen by school nurse.
3. In the event of a school-sponsored field trip, your child's medication may be sent with designated personnel in the amount to be administered during the activity, unless otherwise specified by the parent or guardian.
4. If medication is not picked up within 1 week after school is out, it will be destroyed.

HOME SCHOOL / ALTERNATIVE INSTRUCTION

ADMISSION OF NEW RESIDENTS AND STUDENTS FROM UNACCREDITED SCHOOLS

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

The Principal will consider the following when placing a student in grades K-8 from an unaccredited school:

- A Standardized achievement test may be administered to the transfer student. The administration and evaluation of the test will be carried out by the principal or other designated staff.
- The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six (6) and annual advancement thereafter. After initial placement the student may be advanced according to his demonstrated performance.

Credit shall be accepted for students in grades 9-12 from schools accredited by the SD Department of Education or other parallel state accrediting agency. Initial, temporary placement in high school courses will be based on an interview with the Principal until it is determined which courses the student needs in order to satisfy graduation requirements of the Garretson School District and the State of South Dakota. High School credit may be granted for courses taken from an unaccredited school based on the following criteria:

- Placement in, and credit awarded for Mathematics and English coursework will be determined by the level of achievement demonstrated the student on a standardized achievement test, criterion-referenced achievement test or appropriate end of course exam as determined by the Principal.
- Placement in, and credit awarded for other classes may be determined by a combination of end of course exam / departmental exam, interview with the student conducted by the Principal and/or appropriate classroom teachers and a review of completed work.
- Credit will not be granted for any lab science course, unless the student is able to pass the end of course / departmental exam and is able to provide documentation of completion of lab experience which is parallel to and consistent with requirements in the District's science course.

Only students who have completed at least six semesters in a state-accredited school will be considered for academic honors related to the student's Grade Point Average (GPA). In order to receive a diploma from Garretson High School, students who have completed at least a portion of their high school experience in an unaccredited school must meet all of the Garretson School District graduation requirements and be enrolled as a full time student the entire senior year

HONOR AND MERIT ROLL—GRADE POINT AVERAGE SCALE

The Honor and Merit Roll will be computed at the end of each quarter. Only those courses that are considered to be full credit classes will be used in computing grade point averages. Grade point average will be computed on a 4.0 scale:

See **GRADING SCALE** to see grade point average calculation.

To be recognized for the Honor Roll, a student must average 3.67 for the quarter in all subjects. To be recognized for the Merit Roll, a student must average 3.0 for the quarter.

IMMUNIZATIONS AND BIRTH CERTIFICATES – NEW STUDENTS

South Dakota Codified Law 13-28-7.1 (Rev. 2016) requires that any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola (measles), rubella, mumps, tetanus, meningitis and varicella (chickenpox), according to the recommendations of the State Department of Health.

This law applies to ALL children entering a South Dakota school district for the first time. This would include children in early intervention programs, preschool, as well as kindergarten through twelfth grade. Children under 4 need to be age-appropriately immunized.

Minimum immunization requirements for kindergarten through twelfth grade are defined as receiving at least:

1. Four or more doses of **diphtheria, pertussis and tetanus containing vaccine**, with at least one dose administered on or after age 4. Children 7 years or older needing the primary series only need three doses. Children receiving six doses before age 4 do not require any additional doses for kindergarten entry. The maximum a child should receive is six doses. If a child 7 years or older has an incomplete DTaP primary series, please contact the Department of Health for assistance.
2. Four or more doses of **poliovirus vaccine**, at least one dose on or after age 4. *(Although not the recommended schedule - If a child has three doses of polio with the third dose administered on or after the age of 4 and at least 6 months after the second dose, no other doses are required.)*
3. Two doses of a **measles, mumps, and rubella vaccine (MMR or MMRV)**. The minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. Two doses of **varicella vaccine (Varicella or MMRV)**. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided the minimum interval between the two doses is 3 months.

REQUIREMENTS FOR 6TH GRADE ENTRY:

5. One dose of **Tdap** is required for 6th-grade entry **IF** the child is 11 years old. If the child is 10 years old when entering 6th-grade they have **45 days** after their 11th birthday to receive the Tdap vaccination. If a child has a contraindication to Tdap, Td is acceptable. If a child aged 7 through 9 years receives a dose of Tdap as part of a catch-up series, an adolescent Tdap vaccine dose **must** be administered by the 45th day following the child's 11th birthday. A dose given at age 10 will count for the 6th grade Tdap requirement. If a child 7 years or older has an incomplete DTaP primary series, please contact the Department of Health for assistance.
6. One dose of **meningococcal vaccine (MCV4)** is required for 6th-grade entry **IF** the child is 11 years old. If the child is 10 years old when entering 6th grade they have **45 days** after their 11th birthday to receive the meningococcal vaccine. If a child receives a dose at age 10 or after, the dose does not need to be repeated.

NOTE: Hib, Hepatitis A, Hepatitis B, HPV, annual Influenza, and Pneumococcal vaccines are recommended but not required.

ICU - INTENSIVE CARE UNIT

Garretson Middle School and High School has implemented the Power of ICU program during the final 20 minutes of each class day. The purpose of this program is to create accountability with students in the middle school and high school. ICU provides a time for students that may require more individualized instruction to work with teachers in the specific content areas requiring attention. ICU is not optional for students. They are assigned to ICU by teachers on an "as-needed" basis. That being said, ICU is also not a disciplinary tool, rather it's a time for students to be able to have the guidance they may require to be more successful in the classroom.

Students that have a missing assignment, unsatisfactorily completed assignment, poor quiz or test grade, etc. MAY be assigned to ICU by the teacher of the class in which it occurred. The student reports to that teacher during the ICU time at the end of the school day to work toward remedying the issue. GMS/GHS students that have their work completed at quality levels are free to leave school at the beginning of the ICU period.

If a student misses or skips an ICU assignment, they will be required to attend a morning ICU session the next day. If missing or skipping ICU becomes a habitual occurrence, students will be referred to the principal.

INJURIES

Students are encouraged to play safe and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes.

INTERNET POLICY

Student Use of Computer Networks:

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules of Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

2. be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/or consent;
3. immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
4. not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
5. not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
6. be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
7. not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
8. not give out his/her home address, phone number, or password.

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

- (a) change or eliminate any portion of any transmission of any user without notice or liability;
- (b) review and edit any material to be transmitted by anyone on the network including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) and
- (c) remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Garretson School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Garretson School Computer Network and Internet as communicated in the Acceptable Use Agreement will be subject to consequences that will be determined by the administration.

LIBRARY

Library Books – The school library, community library, and bookmobile all operate under Siouxland Library System. It is the responsibility of the students to return library books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for library books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library in which a book was checked out.

Students who would like to use the library may do so with permission from a teacher accompanied with a signed hall pass. Students must maintain appropriate behavior in the library or will be asked to return to their class.

The following rules apply to use of the library:

1. Current magazines may not leave the library.
2. All materials must be personally checked out by the student using those materials. The student is responsible for retuning the materials in the same condition they were loaned.
3. Reference books (which include encyclopedias) may not leave the library because of their high cost and needed availability in the library at all times.
4. Students with overdue materials may not check out additional materials. Students with outstanding fines have no library privileges until the fines are paid and the book(s) are returned or renewed.
5. Students are responsible for any materials checked out to them and will be required to pay the replacement cost plus \$1.00 processing fee for any lost or damaged items. In the event the item is returned later, the replacement cost minus fines and processing fee will be refunded.
6. No students, except library aides, are allowed behind the counter or in the Audio Visual room in the library.

LOCKERS

Each student will be issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in unlocked lockers. Lockers can be locked, students are encouraged to do so but locks are not provided by the school.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Inspection of school property including lockers may be conducted at any time and for any reason.
2. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

LOST AND FOUND

A lost and found department will be maintained in the principal's office. Lost articles should be reported and found articles turned into the office.

LUNCH and BREAKFAST PROGRAM

A hot lunch program is offered through Lunchtime Solutions for all K-12 students at the Garretson School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches are available upon request. There are a la carte items available for purchase if students have a positive balance in their account.

- Lunch accounts are set up as STUDENT ACCOUNTS
- Lunch accounts are computerized individually
- To ensure proper credit to the account, the student's lunch account number should accompany payments
- Payments can be made in the form of cash, check, or online through the Parent Portal
- All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day
- If accounts reach a negative \$10.00 balance, your child will not be able to purchase a reimbursable meal or a la carte item until money is available in the account
- If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge
- The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$0.00 or below
- Notification via email and text are sent out daily when a student's balance reaches negative \$10.00 or lower
- Balances cannot go below negative \$10.00
- Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594-8337
- Cost of meals are published in the fall before school starts and can be found in the newsletter and on the Garretson School website
- Application forms for free and reduced meals are sent to all homes in the fall, along with a letter which provides information of the school income criteria. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.
- Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.
- After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits
- After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court

The Garretson School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home.

MARRIED STUDENTS

The educational opportunities provided by the Garretson School will be available to all students, married or unmarried, on an equal basis.

NATIONAL HONOR SOCIETY GUIDELINES

Selection Process

Students at Garretson High School first become eligible for selection to National Honor Society in the spring of their freshman year. Qualified sophomores and juniors may also be selected as new members. Students who have a cumulative grade point average of 3.25 on a 4.0 scale after the first semester of the current school year are invited by the advisors to an informational meeting at which the criteria for membership and for

dismissal are explained. Selection to the society is based on outstanding scholarship, leadership/service, and character. Students who meet all criteria are invited to join the society.

Criteria for Selection

Scholarship Students must have an accumulative scholastic average of 3.25 on a 4.0 scale.

Leadership/ Candidates must participate in three of the following areas or

Service Similar areas per academic year. Candidates fill out a form listing their areas of participation.

Character

Candidates and members are expected to be good school and community citizens. They will be held to a standard of conduct to include, but not limited to: No cheating on a quiz, test, or project specified by the respective teacher and must not have admitted to, been adjudicated a delinquent in connection with, or been convicted of a violation of the law other than minor traffic violations.

Candidates will be evaluated on their performances in the above areas the year (12 months) prior to their eligibility date (spring selection) except in the case of scholarship which is based on an accumulative grade point from freshman through senior year.

DISMISSAL GUIDELINES FOR NATIONAL HONOR SOCIETY

Once selected to the National Honor Society, members have a responsibility to the Chapter and themselves to maintain their eligibility. A student may be dismissed from the society if he/she no longer meets the standards described under the scholarship, leadership/service and character sections. If a member fails to meet these criteria once he/she has been admitted, he/she will be subject to the following warning and dismissal system:

Scholarship: A warning letter will be issued to a member and their parents who drops below a "B" average. He/she will have a semester to return his/her average to the acceptable standard. If he/she fails to do so, he/she will be dismissed from the society.

Leadership: A warning letter will be sent to the student and his/her parents if the student fails to participate in at least three areas of school activities or community service by the end of the third nine weeks. The purpose of this letter is merely to remind the student that he/she has only one nine weeks left to become active in an activity. If he/she fails to do so by the end of the year, he/she will be dismissed from the society.

Character: A warning letter will be sent to the student and his/her parents if the student is found guilty of cheating on a quiz, test, or project or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations. If the student is found guilty of cheating or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations a second time he or she will be immediately dismissed from the National Honor Society and written notification will be sent to the student and the parents/ guardians at the time of the dismissal.

* An incident of Out of School Suspension by a NHS member will be reviewed on a case by case basis by the Garretson School Board before dismissal from the society is determined.

* Expulsion: An expulsion from school will automatically result in dismissal from the National Honor Society.

Once a student is dismissed from National Honor Society, he/she may never be readmitted. Dismissed students will return society pins.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences will be scheduled yearly and those dates published in the adopted school calendar.

PARKING POLICY

The main entrance (northeast) parking lot will be designated for staff and visitors. Visitors should use the allotted visitor parking available in this lot. The west lot is available for all students.

The following rules will apply to the search of vehicles that are parked on school property and seizure of items therein.

1. There should be reasonable suspicion for school authorities to believe that articles kept in the vehicle whose possession constitutes a crime or violation of the school handbook before searching.
2. Search of a vehicle on school property shall be for, but not limited to, a specific item.
3. Illegal items in vehicles parked on school property (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and/or proper law enforcement officials.

PHYSICALS

Athletic physicals are required as stipulated in Article I, Section 11 of the South Dakota High School Activities Association Constitution and Bylaws:

"Doctor's Health Statement. Every year every student, before being allowed to participate in interschool athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly licensed doctor of medicine or a duly licensed four-year college trained osteopath, on official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Secretary by each member school."
The student will pay the full cost of the physical.

PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price if they so desire. At the junior-senior high level these are used for the annual and/or activity tickets as well

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

Constructive criticism of the schools is welcomed by the Garretson School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively. The Public Complaints from policy can be found here:

Public Complaints About School Personnel or Procedures

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the school. The Policy for Public Participation at Board Meetings can be found here:

Policy for Public Participation at School Board Meetings

SCHOOL COUNSELOR SERVICES

School counseling services are provided throughout the Garretson School system to help each student develop toward social, emotional, and intellectual maturity. In addition to the school counseling offices available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school at any time the activities of the student indicate that he or she is not working for the improvement of him/herself or for the welfare of his or her fellow students.

Our school counseling program provides individual and group counseling, career guidance and the district wide testing program under the direction of the district guidance offices.

Students should feel free at any time to ask for the help of the school counselor with their problems with the assurance that confidentiality will be maintained. The counselor will assist the individual student in discovering why he or she is unsuccessful in school work, what favors are producing financial, emotional, social or family difficulties, and will help to find ways of altering the unsatisfactory conditions to the advantages of the individual, and help the student to explore the various alternatives.

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

The superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health or safety of students and personnel. When this happens, the school will use a variety of tools to communicate relevant information to the public, including the school's website, automated messaging system, social media and local media outlets.

In the event of school closure due to weather, all school practices and events will be cancelled, with the exception of district, region and state level events. In those cases, the superintendent will make the decision to travel in conjunction with school officials hosting the event. In the case of cancelled or postponed activities, the superintendent or activities director will post those schedule changes on the school's website and social media to announce the schedule change.

SENIOR PRIVILEGES

It shall be understood and accepted that with "Senior Privileges" goes a corresponding emphasis on "senior responsibilities!" The primary purpose of Senior Privileges is to bridge the responsibility gap between high school and college, vocational school, or other post-high school endeavors. Other reasons may include: (1) as an incentive to maintain or improve grades in each subject; (2) as an opportunity to work part-time in planning for post-high school expenses; (3) to help at home as time permits; (4) to assume greater responsibility for using unscheduled time wisely. Seniors who meet eligibility requirements will not be required to be present during their study hall period or over the noon hour. Seniors will be permitted to leave the building promptly at the beginning and for the duration of the study hall period - NO LOITERING. A parental permission letter will be sent home with eligible students and must be returned with permission for Senior Privileges to be granted. With this parental permission, students will be allowed to drive motor vehicles or ride with others during the school day.

Revocation of Senior Privileges: As stated above "Senior Privileges" go hand-in-hand with "senior responsibilities!" Senior privileges are just that – privileges– not rights. Senior privileges may be revoked at any time for reasons involving academic matters, violations of school policies, etc. Students will be informed of the reason and duration of time privileges are lost if and when they are revoked. The duration of the revocation of said privileges is at the sole discretion of the administration.

It is the sole responsibility of the student to know whether or not they have had their privileges revoked. Unexcused absence from school while privileges are revoked will result in termination of privileges for that individual.

SEMESTER TESTS (ASSESSMENT)

Student assessment is a pivotal piece to the measurement of school success. Student assessment is a means to set targets for student achievement, focus staff development, provide for instructional accountability, and encourage curriculum reform.

All teachers at the high school level at Garretson School will be required to assess student performance in their classroom on a semester basis using a semester examination or test. Each teacher will be responsible for assessment of student performance at the course level or grade level during the semester.

The post-semester assessment will be used to determine a semester grade as follows:

Two nine weeks grades – 4/5

Semester examination – 1/5

A student must have passing grades in at least two (2) of the three (3) major grades offered in a course during a semester. These two passing grades do not guarantee a student will pass the course if the average of these grades is failing.

(A major grade includes two (2) quarter grades and the post-semester exam grade.)

Teachers will be responsible to hand in semester exams for each course taught in the semester to the principal. A semester test schedule will be created to provide equitable test distribution.

SEMESTER TEST PROCEDURES: (All students 9-12)

All students in grades 9-12 will take semester tests in all classes in both the 1st and 2nd semesters.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would be helpful.

SUSPENSION / DUE PROCESS

Suspensions shall mean temporary denial of a student to participate in any of the school day, extra-curricular, co-curricular, organization or club or school activity for the length of the assigned suspensions.

SDCL 13-32-4.2. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action; and the board, upon request, shall grant a hearing to the appealing party.

No pupil may be suspended unless: (DUE PROCESS)

1. The pupil is given oral or written notice of the charges against him;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than ten school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

1. **Short-Term Suspensions** shall mean suspensions for a period of ten (10) school days or less. A school principal shall have authority to invoke a short-term suspension. However, a conference involving the student, principal, and one or both parents shall be held before the student is readmitted.
2. **Long-Term Suspensions** shall mean a suspension for a period of eleven (11) school days or more. Long term suspensions may be ordered only by action of the Superintendent. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
3. **In-School Suspensions** shall mean a suspension up to five (5) days to be served in the school building in the central office.
4. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long term suspensions or expulsion.
5. All daily work shall be made up on suspensions days.
6. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspensions(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
7. Any student on a full day suspensions will not be able to participate in any co-curricular or extra-curricular activities and/or practices for that day or evening.
8. **Regulations regarding special education** - See the "Comprehensive Plan for Special Education".

TELEPHONES

The phone in the school's central office is available for student use before school, at noon and after school. The phone should only be used for essential communication between students and parents at these times.

TESTING PROGRAM-DISTRICT WIDE

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Garretson School as follows:

Early Childhood Screening - Ongoing

The SmarterBalanced Assessment will be administered to all students in grades 3-8 & 11 in the spring of the year.

THE FOLLOWING TESTS ARE AVAILABLE TO HELP DETERMINE ELIGIBILITY FOR SCHOLARSHIPS, JOB PLACEMENT, AND MILITARY, VOCATIONAL, AND HIGHER EDUCATION ENTRANCE:

PSAT-NMSQT, ACT - Eleventh Grade

ACT, SAT, GATB - Twelfth Grade

TITLE IX GRIEVANCE PROCEDURE

GARRETSON SCHOOL DISTRICT GRIEVANCE PROCEDURE REQUIRED BY TITLE IX

Title IX Coordinator, Superintendent

TITLE IX of the 1972 EDUCATION AMENDMENTS prohibits discrimination on the basis of sex. It requires that:

... No person ... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Garretson School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Garretson School District.

Step 3: The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

TOBACCO FREE ENVIRONMENT

Effective July 2001, the use of any substance or item which contains tobacco, including but not limited to any tobacco product that contains nicotine or any device that is used for inhaling or ingestion unless used for medical purposes with a prescription, cigarettes, cigars, pipes, or other smoking tobacco, or its use as snuff or smokeless tobacco, in school buildings, any time of the day or night, by all people who utilize the Garretson School District #49-4 school buildings is prohibited. This policy also prohibits having in one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to all school grounds, school administration buildings, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses, and field trips, other school vehicles, and other school buildings.

TRANSFERRING IN

Students transferring in to the Garretson School should arrange for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation.

TRANSFERRING OUT OR WITHDRAWING

1. The office will give the student sign-out sheet which he or she must present and have signed by each of his or her teachers, showing the student has returned all school property.
2. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
3. Please make final check-out with the building principal.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment.

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit. We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Garretson School. If you are interested in helping out at school, please inform your child's teacher unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Garretson School. This includes those involved with the mentoring program.

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state as these affect their work, the policies of the board, and the regulations designed to implement them.

In the area of personal conduct, the board expects that all employees will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern and respect for all students in the Garretson School District. The Board expects its employees to conduct themselves in a manner that is congruent with the adopted mission, motto and collective commitments.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Adoption date: October 8, 2007
Revised: March 11, 2019

Executive Summary - Activities supervision.
Contact: Guy Johnson

Purpose: To inform the board regarding expectations for k-8 students at HS athletic events.

1. Current practice.

RED text indicates relevant passages from handbooks and district policy.

Elementary handbook page 6.

CONDUCT AT SCHOOL ACTIVITIES Assembly Programs, Plays, Concerts, etc. - Students are expected to attend, listen, and be courteous. Athletic Events - **Garretson students (Pre-K through grade 5) must have parental supervision at all school activities outside of the regular school day.** These events are being held for the enjoyment and educational benefit of all students. **Students Pre-K through grade 5 who are not supervised will be asked to leave the complex or school. Frisbees and footballs will not be allowed at sporting events.** Elementary aged students are not to bring food and drink into sporting events. **Students are expected to watch the game and support the team.** Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs

MS/HS handbook, page 8

CONDUCT AT SCHOOL ACTIVITIES Students are encouraged to attend and support all school sponsored functions. The following rules apply.

B. Athletic Events, Assemblies, Concerts, Plays, and Programs: **Garretson students (Pre-K through grade 8) must have parental supervision at all school activities outside of the regular school day.** These events are being held for the enjoyment and educational benefit of all students. **Students Pre-K through grade 8 who are not supervised will be asked to leave the stadium or school. Students are expected to watch the game and support the team.** Food and drink may not be brought from outside of the school to these activities. Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

Policy GBCB: Staff Conduct:

...Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. **Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.**

Current practice at football games is that students are expected to be either in the stands or with their parents.

Reasons for this practice:

1. Student safety. In the past, we allowed kids to play without intervention. The behaviors on “the hill,” or in other areas did result in students getting hurt. Some of the injuries were serious, including broken bones.
2. Students who typically have limited interest in the game range in age from K through middle school. If they have another option besides watching the game, they typically engage in other activities. Play that we observe generally is that of students chasing one another, wrestling, generally rough-housing, or if there is a ball (or an empty soda pop bottle is often times a substitute), tackle football.
3. Prior to keeping students in the stands or with parents, we experienced a significant number of complaints on Monday following games with respect to students who were physically hurt or bullied the previous Friday night. This was most prevalent in the MS population and the upper elementary population, although there were times when younger kids would get caught up in the “action,” and get hurt by bigger kids.

Current practice at volleyball / basketball games is that students in K-5 need to sit with, and be accompanied to the restroom / concessions area by a parent.

Reasons for this practice:

1. If children are accompanied to the commons area, they are much more likely to return to the gym. Past experience has shown us that elementary students frequently do not return to the gym, rather, unaccompanied students would often times play tag in the commons and were often times found in all areas of the school. Because of the way the school is set up, there is no easy way to lock off the gyms from the rest of the building.
2. The safety concerns with elementary / middle school students playing tag in the commons is two-fold. The first concern is for the safety of the students themselves, as they rarely watch where they’re going if engaged in a game of chase or tag with friends. The second is concern for other, older individuals who are legitimately trying to get to the concessions area safely. We fielded complaints that some of those folks didn’t feel safe, as elementary students would play their chase games in the commons.
3. Having the game of “tag” move into the hallways and other parts of the building represent not only a safety risk, but also a security risk, as the custodial staff frequently open multiple doors when they are cleaning an area of the school.
4. As the elementary students would run the baseline, we noted that they are frequently unaware of the game. This can create both a safety risk to the elementary student and also the high school game participants. There is also a danger that the elementary student would disrupt play.
5. For those parents who want to teach their children to be a “big kid” and buy a candy bar, they are welcome to accompany their child to the commons and then watch their progress as

“big kids” from a distance, congratulate the child as they get back together and then accompany them back to their seats.

Do we need to supervise?

District policy GBCB: Staff Conduct establishes that all district staff place student safety and welfare as a top priority. The policy also requires that district personnel ensure that all students are under supervision at all times.

Legally, we also have a duty to keep students in our care safe.

How do courts determine if a school district is liable for damages after an “accident?” Those cases of “negligent supervision” typically have a four part test under the law. Was there a duty? Was there a breach of that duty? Was the breach of duty the cause of the injury? The fourth piece is that there needs to be a specific injury.

1. Duty

As schools, we have an obligation to keep people safe at our events. Board policy establishes this duty, with “**Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.**” We know that rough-housing and free play is dangerous, as evidenced by the injuries that our students have experienced when allowed to do so. Likewise, we know from past experience that a lack of supervision will result in social harm as well, through bullying.

2. Breach of Duty

This is generally a failure to provide supervision or prevent harm to students, when we know that the potential for harm exists.

3. Causation

The question of causation is basically that of determining if the accident was “foreseeable.” We know through past experience that kids get hurt at football games when allowed to run free.

4. Injury

This one is self-explanatory. Significant injury that could have been prevented. Think broken bones, concussions, etc. can be expected if we allow students to run free. The old adage “it’s always fine, right up until the point where it is not. We already know that kids at our events have experienced significant injuries when we let them run free.

If we get sued, will the district win?

That one is hard to say. It would all depend on the specific facts of the case. **If our policy is specifically to “not” supervise or control student behavior**, the district would likely lose.

It is important to note, that our insurance will pay to defend officers and agents of the school, so long as they are operating within the parameters of district policy and applicable law. Typically, when districts face a lawsuit, the district itself is named, as are board members, individually, and administrators, individually. If we choose to operate outside of district policy, we would be “on our own” as far as paying for legal defense.

Also worthy of note, defending lawsuits, even if we would win, is very expensive. While we do have insurance that would pay for our legal defense, we could certainly expect that the district would pay every subsequent year through increased insurance premiums.

Other thoughts:

1. Some parents would say that it would be easy to supervise the play of the kids, just like recess. The first problem with this thought is that it is not recess. The event is a high school athletic event. The second problem with this is the number of staff it would take to supervise kids PK-8. At recess, we provide at least two supervisors and we also schedule it in such a way that there is not a mix of “little kids” and “big kids” out there at the same time. This is purposeful and is one of the ways we keep things safer for the students. If we were to do something similar, we’d need to have at least three different “areas” PK-2, 3-5 and 6-8. For this number of kids, we’d have to ask at least six more staff members to sign up (or assign) for that “duty,” three hours, for \$20 a night (a little under \$6 per hour). The number of staff willing to supervise this kind of endeavor is exactly zero. If we force them to do so, we can expect that it would have a significant negative impact on our ability to keep staff working in the district.
2. Some parents have suggested that we bring up tables, chairs and art supplies to keep their kids occupied while they chat with friends. The event is a high school football game. The event itself takes approximately 2 hours to set up. If we were to do this, we would need to transport tables and chairs from the building and take them down after the event. We do not provide child care at our high school sporting events. We do not have a staff member who would be willing to plan the “art activities,” nor do we have expenses for supplies built into the budget. **The event, itself, is the entertainment.**
3. As with all things, this is not the same world that it was 20 years ago. Many of us recall days gone by, where the football game nights were a “free for all” for younger students. We

remember that being fun, even though kids got hurt. I may have positive feelings about the football games and “kill the carrier,” from my own youth, but do the kids who were bullied or seriously injured have the same recollection of fun times? Probably not.

4. Most of the time, it'll be ok. Right up until it's not. In this case, we know that it is not a safe environment to allow kids to run amok. There is a good chance that most of the injuries are minor. However, very same parent who thinks we ought to let them run will likely change their tune when their kindergarten or first grade student gets concussed after getting run over by a 7th grader playing tackle football. The following Monday, we will likely be asked to punish the kid who hurt the little one, or pay for medical expenses.
5. From past experience, we know that on Mondays, principals would certainly be expected to address the bullying that happened as the kids were not closely supervised. We also know that we would take calls from parents who wanted kids to be punished for hurting or mistreating their child.
6. I have heard that from community members that we probably don't have to worry about getting sued in Garretson because we're a small town and our people just wouldn't do that. Reality is different than this thought. Even if the parents of the child who experiences a traumatic injury choose not to file a lawsuit, in the event that significant medical expenses result from our negligence, the parents may have nothing to do with the lawsuit, other than have a medical insurance company that chooses to attempt to recover some of their expenses through a settlement.
7. If the board chooses to direct administration to “not” supervise, I would respectfully request the board to take action through a motion directing the administration to “not” supervise the children in grades k-8 while at our events. Understand that by doing so, the board will specifically take responsibility for liability arising from accidents that could have been prevented.

VISITORS TO THE SCHOOLS

The board and staff of the school district welcome members of the community and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits. **All visitors must follow District policies and building procedures.**

~~The superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the board; ensure that such visits will enhance the effect of the educational program.~~

All visitors must report to the school office and receive permission to be on the school grounds. ~~Any person on school property who has not registered with the school office will be requested to report to the office for permission to remain.~~ Any request to be on school property for any purpose deemed by the school **administration** to be disruptive of the educational process will be denied permission to remain. **The Superintendent and Principals have the authority to request that a visitor leave the premises if it is in the best interest of the school and continued safety of the students and/or staff.**

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

ANNUAL NOTIFICATION TO PARENTS

The school board seeks to keep students, parents, and the public informed of their rights and responsibilities. The district will comply with federal law to ensure parents, guardians, and adult students receive annual notices on the following topics, as required by federal law:

- All notices as required under ~~No Child Left Behind~~ **Every Student Succeeds Act**
- All notices as required under the Family Educational Rights and Privacy Act
- All notices as required under the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required under Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act and the **Boy Scouts of America Equal Access Act**
- All notices as required by the Individuals with Disabilities Education Act

Method of Notice

~~The standard method of the school district is to send notices to parents, guardians, or adult students through postal mail. The school board also recognizes the legal right of parents, guardians, or adult students to receive annual notices from the district or school by electronic mail in lieu of regular mail. In order to receive notices by electronic mail, the parent, guardian, or adult student must provide the school with an electronic mail address to which the notifications may be sent.~~

The District shall give the notices in the manner required by federal and state law. Should federal or state law not specify the manner in which notice is to be given, the District may publish the notice in the legal newspaper, post the notice on the District's website, or mail the notice through the US Postal Service. The parent or guardian of any student, or an emancipated student enrolled in the District may opt to receive any notifications or correspondence from the District by electronic mail in lieu of regular mail if the parent provides the district with an e-mail address to which the notifications can be sent.

Adoption date: November 11, 2013

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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

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

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the board.

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

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained, the complainant will be requested to complete the form "Request for Reconsideration of Instructional Materials" before proceeding to Step 3.
3. The superintendent will appoint a review committee composed of the following members:
 - The building principal
 - The building librarian
 - Two building teachers
 - Three adult citizens

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the superintendent. If the complainant is not satisfied, he may continue with Step 4.

4. The superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the board in Step 5.
5. The complainant will appear before the board as the final step in the request for reconsideration of instructional materials.

CROSS REFS.: IIA, Instructional Materials
 IIAA, Textbook Selection and Adoption
 IIAC, Library Materials Selection and Adoption

Adoption date: November 11, 2013

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of Complainant	Address	Phone Number
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Please complete the following information and respond to the questions. Attach additional pages, if necessary.

Author _____

Title _____

Where was this material used?

School	Teacher	Class	Grade Level
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1. To what in the material do you object? Please be specific.
2. Did you read, view, or listen to the entire material? _____ If not, what parts didn't you?
3. What value is there in this material?
4. What do you feel might be the result of using this material?
5. Are you aware of any judgment of this material by professional critics?
6. What do you believe is the theme or purpose of this work?
7. Are you aware of the teacher's purpose in using this material?
8. What would you prefer the school do about this material?
9. What work of equal value would you recommend in place of this material?
10. Additional comments:

Signature of Complainant	Date
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Adoption date: November 11, 2013



November 22, 2023

Guy Johnson
Superintendent
Garretson School District

RE: Hot Water Boiler Replacement
Garretson, SD

Guy:

Climate Systems Inc is pleased to offer for your consideration, replacing the failed Fulton Boiler with a Lochinvar Boiler on the above referred project. Pricing includes the following:

- Removal and disposal of the existing Fulton boiler
 - Staging of the demoed boiler on the roof with plywood awaiting the crane for a one time visit
- Installation of the replacement Lochinvar boiler
 - Repiping of the supply and return lines as needed
 - It is assumed the existing isolation valves are functional and the system will not have to be drained to installation or cause a down time of the heating system
 - If there is an unknown issue it will be presented and priced accordingly immediately
 - New intake and exhaust ventilation piping as needed
 - Crane fees for removal of the old boiler and getting the new boiler on roof.
 - Electrical allowance of \$1,500 for disconnect and reconnect
 - Tie back into the existing Schneider Electric building automation system.

If you have any questions, please feel free to contact our office.

Your Cost \$97,545.00

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dean R. Welch". The signature is written in a cursive, flowing style.

Dean R. Welch

Garretson Action Plan

Team Members and contact information	Kayli Coburn, Tim Hughes, Guy Johnson, Chris McGregor, Sherri Schoenfish, Angela Bly, Kim Macziewski			
Goal 1:	By the Spring of 2025, 5% or more general education and SPED students per year will move to proficient or advanced math/ELA scores.			
Data used:	NWEA MAPS/Smarter Balanced			
Rubric Areas Aligned to the Goal:				
Steps to be completed by:	Actions Step - Question to Address - Strategy - Intervention - ETC	Projected Completed Date	RESPONSIBLE PERSON(S)	EVIDENCE OF PROGRESS (data to implement or use to determine effect)
Steps that can be taken immediately	Inservice for NWEA/SmarterBalanced data dig	October 6th	All Staff	(agenda from 10/6/23)
	SLO goal geared toward NWEA MAP Skill growth	October 6th	All Staff	(Google Drive SLO on 10/6/23)
1 month after data retreat	Send out vocabulary in ELA/Math to all staff	11/2/23	Principals	(Email sent 11/2/23)
	SmarterBalanced Growth data review to compare to NWEA/Early Warning Report	November Admin Team Meeting	Admin	(agenda)
	SmarterBalanced Blueprint review for all staff	Wednesday??	All Staff - Principal send out?	(emailed to staff from principal)
	Add more writing/reading content to ipads for practice	Daily	All Staff	Lesson Plans
	Typing options presented to students (keyboard, ipad keyboard options)	November	Technology Teacher	Lesson Plans
	Math instruction for writing in problem solving	Weekly	All math teachers	Lesson Plans
	Revisit vocabulary in ELA/Math that was email to all staff	During a staff meeting in November	Principals/SPED teachers	
	Meeting with Professional Development Committee to determine how to best get this in front of staff. Have the PD committee assess and provide feedback on overall plan.	November	Admin	
	Develop ELA (Central Ideas) Rubric (Smarterbalanced rubric review and discussion)	Wednesday	All Staff (by grade level)	Rubric from SB
	Develop MATH (Problem Solving) Rubric (Smarterbalanced rubric review and discussion)	Wednesday	All Staff (by grade level)	Rubric from SB

Nov-Dec	Collect work samples	Weekly?	All Staff	
	After PD review/changes - roll out entire plan to entire staff	Staff meeting?	Principals	
	Run IXL Diagnosis (every 10 days)	Every other week	Gen Ed Staff	
Jan-Feb	Prepare teachers for SmarterBalance practice test administration	Wednesday	Katie - Gen Ed staff / Chris - Gen Ed staff	
	SmarterBalanced Practice Test with students	Beginning January?	Gen Ed Staff	
	Interim assessment review from group that went to training	Wednesday	Katie and ELEM teachers - talk to all staff	
	Give ineterim assessment to students		Content teachers	Lesson Plans
	Share and discuss work samples	February Inservice	All Staff	
	Individual goal setting meetings with students on MAPS Winter scores to prepare for SB scores	January	All grade levels 3 and up (Math/Science, ELA/SS)	
Mar-Apr	3rd week in January - mid check in with RDA Coach Lisa	January (3rd week)	RDA Team/Llisa	
	Run IXL Diagnostic (every 10 days) Every other week Gen Ed Staff	Every other week	Gen Ed Staff	
	Do MAPS Winter assessment		Gen Ed Staff	
	Run IXL Diagnosis (every 10 days) Every other week Gen Ed Staff	Every other week	Gen Ed Staff	
Mar-Apr	Do MAPS Spring assessment		Gen Ed Staff	
	Teacher promotion for students to take SBA			

Garretson School District 49-4

"Growing Our Future - Every Child, Every Day"

505 Second Street, P.O. Box C
Garretson, SD 57030
(605) 594-3451
Fax (605) 594-3443
www.garretson.k12.sd.us

Guy Johnson, *Superintendent*
Jacob Schweitzer, *Business Manager*
Katie Hoekman, *Elementary Principal*
Chris McGregor, *HS/MS Principal*
Kayli Coburn, *Special Education Dir.*

Elementary Principal School Board Update December 11, 2023

1. November 14-15 - Instructional Leadership Training
 - a. Walk Throughs/Formal Observations
2. November 30 - K-2 Music Concert
3. December 1 - Visits to the Bank and Museum for Open House and Model Trains
4. December 6 - Math and ELA rubric discussions with staff to help guide students to prepare for State Assessments
5. December 11-15 - NWEA/MAP Testing Window
6. 9 Days of Christmas Count down

Curriculum Director Update

1. Met with MS/HS Math teachers this past week to begin looking at options and what our needs are for Curriculum updates and had two phone conferences with companies to order sample materials. We hope to have samples here after Christmas.