

**STANLEY COUNTY SCHOOL DISTRICT, #57-1
P. O. BOX 370
FORT PIERRE, SD 57532-0370**

Accredited By The
Division Of Elementary And Secondary Education Of South Dakota
And Approved By The
Section Of Special Education And Division Of Vocational Education

ADMINISTRATIVE STAFF

Dr. Joel Price – Superintendent
Kim Fischer - Business Manager
Mike Busch – Middle School/High School Principal
Terri Mehlhaff - Elementary Principal
Krystal Simons- Director of Special Education
Kelcy Nash – Activities Director

SCHOOL BOARD MEMBERS

Shannon Schweitzer – President
Sarah Carter – Vice President
Shaun Cronin - Member
Teri Heninger - Member
Gary Nickerson – Member

Reviewed and Approved: 2018-19 School Year

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EQUAL OPPORTUNITY

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

Inquiries concerning the application of Title VI, Title IX, Affirmative Action, and the Americans with Disabilities Act may be referred to the

Superintendent of Schools, Dr. Joel Price, Title IX Coordinator

112 East First Street
P.O. Box 370
Fort Pierre, SD 57532-370
Telephone: (605) 223-7741

or to the: Regional Director, Department of Education
Office for Civil Rights
1244 Spear Blvd. Suite 310,
Denver, Colorado 80202-3582.

POLICIES

The policies of a school system state in general and specific terms the means of achieving the educational goals of the school. The primary purpose of a set of school policies is to better the educational program of the students and to enable the board of education and the school staff to discharge their duties with a minimum of misunderstanding and complications.

Policies consist of a compilation of history, tradition, custom, court decisions, law, and the educational philosophy of the board of education. They are intended as a guide to all personnel, certified and non-certified, who are connected with the school.

School policies serve as a framework for decision making. They should be broad enough to permit initiative and freedom of choice but also specific enough to influence overall direction of actions.

School policies are not intended to be static. In a constantly changing society, we must be aware of the need for change in our educational and social patterns.

The following pages state the basic policies to be used in carrying on the educational program of the Stanley County School District, #57-1.

RELATIONS WITH POLITICAL ORGANIZATIONS

School district funds, whether derived from local, state, or federal sources, cannot be used for partisan political purposes.

Chapter I - PHILOSOPHY AND PURPOSE

Mission Statement: "To Prepare and Challenge Students to Become Lifelong Learners and Productive Citizens in a Global Society."

We believe that education is an individual process whereby students grow in knowledge and skills at a rate conducive to their ability and surroundings. To this end, the Stanley County School District #57-1 is dedicated to the extent the human and material resources of the economy of the district will allow.

More specifically stated, the purpose of the schools of Stanley County School District #57-1 is:

- 1.01** To provide each student an opportunity to acquire a reasonable mastery of the basic skills of reading, writing, oral communications, mathematics and the fundamental skills of learning.
- 1.02** To provide assistance to each student in formulating educational, social, and vocational objectives.
- 1.03** To provide the means by which each student can meet the requirements for the admission to post high school educational institutions.
- 1.04** To provide the means of exploring a variety of academic, vocational, and recreational areas.
- 1.05** To assist each student in developing a sense of personal and group worth and the building of strong habits of moral and healthful living.
- 1.06** To assist each student in acquiring an understanding and appreciation of the basic concepts supporting our American institutions and the civic skills and attitudes to ensure the perpetuation of our process of self-government, and the responsibilities of citizenship.
- 1.07** To assist each student in building attitudes which recognize the importance of wise use of human and natural resources.
- 1.08** To build in each student an awareness and appreciation for beauty and a high regard for the arts.
- 1.09** To promote each student to be self-directed lifelong learners by increasing knowledge, competencies, and orientations.

(Updated 2/11/13)

Chapter II- STANLEY COUNTY SCHOOL DISTRICT BOARD OF EDUCATION

2.01 Definitions:

As cited in the School Laws of South Dakota: "The School Board is an elected or appointed body which has been created according to the laws of the state for the purpose of organizing, maintaining and conveniently locating schools for the education of all children of school age within a school district."

2.02 Legal Basis:

The School Board exists under and derives its power from the Constitution of the State of South Dakota and the legislature thereof.

2.03 Composition and Election of the School Board:

The School Board of the Stanley County School District consists of five (5) members who are elected by the voters of Stanley County. The elections will be separate from the City of Fort Pierre elections.

2.04 Vacancies:

When a vacancy occurs on the Board for a reason allowed by law, the remaining Board members are responsible for the appointment of a new Board member. The new appointee will qualify as if elected, at or before the next School Board meeting. They will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

(Updated 2/11/13)

2:05 Unexpired Term Fulfillment

Appointments to unexpired terms will be made by the Board as follows:

- a. An announcement of the vacancy will be published in the official newspaper.
- b. The announcements will invite individuals to submit a letter to the Board by a date set by the Board. A letter form may be obtained at the school business office.
- c. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
- d. The Board will interview potential appointees in executive session.
- e. The appointment of the new member will be made by a majority of the Board members at an open meeting.
- f. Action on the appointment will be included on the published agenda for the meeting.

(Updated 2/11/13)

2:06 Board Member Conflict Of Interest: CONFLICT DISCLOSURE AND AUTHORIZATION (Updated per SDCL 3-23-6 as of July 1, 2016).

No board member, fiscal agent, officer, or executive of a local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity that receives money from or through the state may have an interest in a contract nor receive a direct benefit from a contract that the local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity is a party to the contract except as provided in § 3- 23-8.

This policy prohibits school board members, the school district fiscal agent (business manager), school officers and executives (school administrators) from having an interest in a contract, or receiving a direct benefit from a contract, if the school district is a party to that contract or has a separate contract which is related to the contract of the school board member, business manager or school administrator, unless the school board grants a waiver. Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies, or equipment of any kind, and any kind of contract related to facilities.

Disclosure is required by the school board member, the business manager or a school administrator in each of the following situations:

1. When the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
2. If the spouse of the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
3. If another person with whom the school board member, business manager or school administrator lives and commingles assets has an interest in a contract or receives a direct benefit from a contract.

A school board member, business manager or school administrator derives a direct benefit from a contract, or their spouse or other person with whom assets are commingled derives a direct benefit from a contract:

1. If the person has more than a five percent ownership or other interest in an entity that is a party to the contract;
2. If the person derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract;
3. If the person acquires property under the contract; or
4. If the person serves on the board of directors of an entity that derives income directly from the contract or acquires property under the contract.

A person does not derive a direct benefit from a contract based solely on the value associated with the person's investments or holdings, or the investments or holdings of other persons the state officer or employee lives with and

commingles assets. If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts.

A waiver may be granted by the school board to authorize a school board member, school administrator or school business manager to receive a direct benefit from the school district's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. The school board member, school administrator or school business manager provides a full written disclosure to the school board;
2. The school board reviews the essential terms of the contract or transaction and the school board member's, school administrator's or school business manager's role in the contract or transaction;
3. The school board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest; and
4. The authorization of the school board is in writing and filed with the Auditor-General.

BOARD ACTION ON A REQUEST FOR WAIVER:

1. School Boards will have a regular agenda item at the beginning of the school board meeting agenda when the school board will address disclosures and requests for a waiver.
2. Disclosures and requests for a waiver submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting will be included in the posted agenda and acted upon at the next scheduled meeting.
3. Disclosures and requested received by the President/ Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.
4. If possible, waiver requests will be acted upon at the meeting in which the request is brought forth. If the school board believes the request form information is incomplete, the school board must ask the person requesting the waiver for additional information. The Board will avoid using an incomplete request form as the basis for extending the time for review and decision on the waiver request; the school board may receive the needed information from the requesting party at the school board meeting when the waiver request is being addressed.
5. When considering a waiver request, the school board should be able to determine the requesting party's relationship to the contract, the requesting party's relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the school board believes will help establish the relevant facts and circumstances surrounding the contract(s) and the request for waiver.
6. At the meeting when the waiver request will be considered by the board, the school board member, school administrator or school business manager submitting the waiver request must be present and prepared to answer questions from the school board about the request for a waiver.

7. The request and the Board's determination must be included in the minutes of the meeting.

8. If the authorization is granted, a written authorization shall be prepared following the meeting and signed by the President/Chair of the School Board or other authorized School Board Member and filed with the Auditor General.

(Appendix JJ and Appendix KK)

2.7 Board Executive Officer CEO/Supt. Relationship

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the CEO/superintendent. Together, the Board and the CEO/superintendent are a team, each playing a well-defined position.

The CEO/superintendent will be the chief executive officer of the Board and will be responsible for the administrative and advisory functions of the Board. Planning, policy making, and evaluation are the functions of the Board.

The Board holds the CEO/superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems. (adopted 8/12/02) (Updated 5/13/13)

2.8 Board Committees

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action.

All committees will be appointed by the Board president. The Board president and the superintendent will serve as ex-officio members of all committees.

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion. Any Board action on committee recommendations given at a legal meeting must be at least 24 hours afterward at a special meeting or at the next regular Board meeting. All committee appointments will be for no longer than necessary to discharge the completion of their assignment.

(Updated 2/11/13)

2.9 School Attorney

The Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the superintendent on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code of the state to enable him/her to offer the necessary legal advice.

(Updated 2/11/13)

2.10 Quorum:

At least three (3) members of the board constitute a quorum. Assent of a majority of the members of the school board shall be required to take any official actions as a school board.

2.11 Powers of the School Board:

As provided and limited by law, the school board shall have general charge, direction, and management of the schools of the district and control and care of all property belonging to it and have power to levy taxes, borrow money, employ any necessary personnel, carry insurance, purchase all necessary books and equipment and purchase real property and erect necessary buildings for the operation of such schools.

2.12 Annual Meeting of the School Board:

The annual meeting of the School Board shall be held on the second Monday in July at a time to be determined by the Board.

2.13 2.13 Regular Meetings of the School Board:

All regular meetings of the School Board will be held the second Monday of the month beginning at 5:30 PM, CT, except if a holiday is on that day, the meeting may be rescheduled for the next day being Tuesday by the majority consent of the Board. Meetings will generally be held in the boardroom at Parkview, unless otherwise scheduled by the majority consent of the Board and published in advance for the convenience of the public.

Notice of regular meetings will be given through the agenda which is made available to each Board Member the week preceding the regular meeting. Written or oral notice will be given of special meetings as far in advance as possible.

Agendas will be provided to each Board Member in advance of each regular meeting. The order of the regular meetings will generally be as follows:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Adopt Agenda
4. Approve Consent Calendar
5. Public Comment
6. Business
7. Reports, Announcements, Questions, etc.
8. Adjourn

The agenda packet available to members will include:

- a. Minutes of previous regular and special meetings.
- b. Business Manager's Report, to include a summary of the receipts, transfers, and disbursements of:

1. general fund
2. capital outlay fund
3. special education fund
4. trust and agency fund
5. school food service fund
6. tabulation of bills submitted for approval
7. other information needed by the Board to consider agenda business.

The business of the meeting will normally be conducted in the order of the agenda presented, except that the Board may, at its discretion, amend the order at time of adoption of the agenda. An effort will be made to have one board meeting a year at Cheyenne School.

(Amended 11-10-15)

(Updated 8/13/18)

2.14 Adjourned and Special Meetings:

- a. Any legal meeting may be adjourned to a specific time and place. The items remaining on the agenda of the meeting adjourned should be acted upon first at the reconvened meeting. Other items of business may be discussed and acted upon by a majority vote of the members.
- b. Special meetings of the board may be called by the president, or, in his/her absence, by the vice president. No business shall be transacted at the special meeting except that specified in the call for the same unless all of the board is present and agrees to the consideration of additional items.

2.15 Public to be Heard:

All regular meetings of the School Board shall be open to the public. The Board may solicit the advice and counsel of citizens in planning and operating the schools. Citizens who wish to present any matter of concern to the schools are requested to contact the superintendent of schools at least three (3) days prior to the time of the meeting. The business presented shall be included on the agenda for the convenience of the Board. The Board may allow limited discussion by the citizens on matters before the Board during the Public Comment section listed on the agenda.

The Board vests in its president or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

(Updated 8/13/18)

2.16 Communication by Employees to Board:

All communications concerning school business from the Board to employee and from employee to the Board shall be made through the superintendent of schools.

2.17 Handling of Complaints by Board Members:

Individuals or groups often confront a single board member with issues which usually could be handled by the superintendent of schools or principals. In those cases of apparent exception, board members will withhold commitment and opinion until the matter has been presented to the entire Board.

2.18 Functions of the School Board:

- a. The chief function of the School Board is to provide for the progress and welfare of all of the schools under its control, and to scrutinize the policies which govern the district organization and operation.
- b. The School Board is responsible for formulating policies for the general management of the schools in the district. It may delegate administrative authority to the superintendent of schools but shall remain responsible to the citizens of the district for the results produced.
 - (1) The Board acts as a policy-making body and through its own action legislates to make effective these policies.
 - (2) The Board acts as an appraisal body rendering judgment upon recommendations that may come to it through its executive officers or its own members which concern the progress and improvement of the schools.
 - (3) The Board shall sit as a quasi-judicial body when the superintendent requests a hearing or an appeal for any school employee or group employees.
 - (4) Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

(Updated 2/11/13)
- c. The Board shall:
 - (1) Select a superintendent of schools who is the chief executive officer of the school system.
 - (2) Adopt the annual budget for the support of education in the district.
 - (3) Carefully deliberate on all issues to be considered. The majority action of the Board on a given issue should become the policy of the entire Board until such time as the question is again raised for consideration.
 - (4) Consider recommendations of the superintendent regarding:
 - (a) Matters of policy.
 - (b) Appointment, transfer, and dismissal of all personnel.
 - (c) Selection of courses of study.
 - (d) Adoption of salary schedules for all employees of the district.
 - (e) Pass upon the accounts and the audits of the business control of the school.
 - (f) Study and pass-upon the reports of the superintendent and his/her staff.

- (5) All other matters pertaining to the welfare of the schools.

2.19 School Board Member Ethics

The School Board recognizes that there are rules of ethical conduct for public officials and employees that extend beyond the responsibilities and duties delegated by law.

The following principles of conduct will serve as a guide for the official conduct of Board members:

- a. I will view service on the school board as an opportunity to serve my community, state and nation, because I believe public education is the best means to promote the welfare of our people and to preserve democratic government.
- b. I will work to help the people in my community understand the importance of public education and to support willingly the highest level of education we can afford.
- c. I will try to make decisions in terms of the best interests of the educational welfare of children. I will seek to provide an educational opportunity equally open to all children regardless of ability, race, creed, gender or location of residence.
- d. I will recognize that my responsibility is not to run the schools but to see that they are well run. I will work and assist in policy making, planning and operations with the administration team when called upon or agreed by board action.
- e. I will work to not represent special interests or partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
- f. I will arrive at conclusions after I have discussed matters with members of the professional staff, board members, and constituents. Once the majority of the board assembled at the meeting has reached a decision, I will support it.
- g. I will recognize that authority vests with the whole board assembled in meeting, and that I have no legal status to bind the Board outside of a meeting.
- h. I will make every attempt to vote only for competent and trained technical and professional personnel who have been properly recommended by the appropriate administrative officer. I reserve the right to question any of those recommendations.
- i. I will refer all complaints by constituents, including my personal criticisms, to the appropriate administrative officer and only after failure

of an administrative solution will discuss such matters at a regular board meeting.

- j. I will observe and enforce state law and regulations pertaining to public education.
(Updated 2/11/13)

2.20 Policy Adoption

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item—distribution with agenda (this may be an announcement that a policy is being developed in an area and that interested persons may submit suggestions).
2. Discussion item -- first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and direction for any redrafting.
3. Action item - discussion, adoption or rejection.
4. Amendments to the policy at the action stage will not require repetition of sequence unless the Board so directs.

In instances, the Board may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon adoption by the Board. Once adopted, policies of the Board will be distributed to the community, staff, and students.

The Board will re-adopt its collection of written policies annually at the organizational meeting.
(Updated 2/11/13)

2.21 Policy Dissemination

The chief executive officer CEO/superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and, insofar as conveniently possible to all persons in the district.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as “on loan” to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating. The Board’s policy manual will be considered a public record and will be open for inspection at the CEO/superintendent’s office during regular office hours.

(Updated 2/11/13)

2.22 Administration in Policy Absence

In the absence of Board policy specifically covering any action that the chief executive officer CEO/superintendent feels he/she must take for the orderly execution of his/her duties, he/she may take temporary action that he/she feels will be in harmony with the overall policy of the Board. However, the chief executive officer CEO/superintendent will not be free to act when the action involves duty of the Board that by law cannot be delegated.

In each case in which the chief executive officer CEO/superintendent must take such action, he/she will present the matter to the Board for its consideration at its next meeting.

(Updated 2/11/13)

2.23 Organization of the School Board:

- a. At the annual meeting in the school year, the School Board shall organize by the election of the president and vice-president from its membership which officers shall serve for a term of one year.
- b. The Board shall also employ a business manager, who is not a member of the Board.

2.24 Duties of the President:

The President of the School Board shall preside at Board meetings, shall countersign all warrants for claims approved by the Board. The President shall appoint or provide for the election of all committees of which he/she shall be an ex-officio member, shall confer with the superintendent of schools as may be necessary and desirable regarding school or related matters, and shall call special meetings of the board. The President shall be entitled to vote and discuss on all matters coming before the Board, and shall perform such other duties as may be prescribed by the School Board.

2.25 Duties of the Vice President:

The Vice President of the Board shall assume the duties and responsibilities of the President in his/her absence and shall perform such other duties as may be assigned by the School Board.

(Updated 2/11/13)

2.26 School Board Members:

A complete record of the minutes, including "yes" and “no" votes shall be kept of all meetings of the board. The minutes shall be reproduced in the minute book of the board thus becoming the permanent and official record of the action of the

board. This record shall be open for inspection by the public during regular office hours of the business manager.

2.27 Conduct of Business of the School Board:

For the general transaction of business, the ordinary parliamentary rules shall be observed; and in case any disputed question shall arise, Robert's Rules of Order shall be utilized as authority.

Any rule of the School Board may be suspended by a majority vote of the entire Board. The vote shall be taken by roll call and shall be entered in the minutes of the meeting.

(Updated 2/11/13)

2.28 Authority of School Board Members

Board members have authority only when acting on a Board of Education legally in session. The Board shall not be bound in any way by any statement or action on the part of the individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the School Board.

2.29 Executive Sessions:

It is the Board's belief that educational matters should be discussed, and decisions made at public meetings of the Board to fulfill the rationale for the creation of public governing bodies.

However, some matters are more properly discussed by the Board in private session. As permitted by law an executive or closed meeting may be held for the sole purposes of:

- a. Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
- b. Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
- b. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
- c. Preparing for contract negotiations or negotiating with employee representatives;
- d. Discussing marketing or pricing strategies by a Board or commission of a business owned by the state or any of its political subdivisions when public discussion may be harmful to the competitive position of the business. All discussions will be considered confidential, but all official actions concerning the matters discussed will be made only at an open official meeting.

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

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

An executive session may be held only upon a majority vote of the members of the Board present and voting. Any Board member who violates these provisions will be guilty of a misdemeanor.

(adopted 8/12/02)

(Updated 2/11/13)

Chapter III - SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS AND JOB DESCRIPTION OF THE SUPERINTENDENT

TITLE: Superintendent of Schools

QUALIFICATIONS: Required state certification with at least a masters' degree. Successful experience as an educational leader and administrator. Other qualifications as determined by the School Board.

RESIDENCE: Must reside in Stanley County

REPORTS TO: School Board

SUPERVISES: Central office administrators and principals; through them, all personnel of the district.

JOB GOAL: To provide for effective administration of all schools and departments, and educational leadership throughout the school system and community.

SELECTED CRITERIA FOR SUPERINTENDENT EVALUATION

3.01 Administers Board policy.

- a. Is knowledgeable of board policy as it pertains to administrators, staff, and students.
- b. Implements school board policies reasonably and uniformly.

3.02 Inspires others to highest professional standards.

Models professionalism in dealing with board, supervisory personnel, staff, students and community.

3.03 Oversees a planned program of staff evaluation and development.

Seeks training in service and workshops for himself/herself in evaluation and staff development.

3.04 Oversees process to determine that funds are spent wisely and that adequate control and accounting procedures are maintained.

- a. Provides effective direction and monitoring of fiscal accounting procedures as prescribed by the School Board and the state.
- b. Effectively administers the school budget.
- c. Actively participates in development of policy and procedures for sound fiscal management.

3.05 Evaluates financial status of the school district.

- a. Makes recommendations on proposed budget, prioritizes expenditures where necessary and identifies possible areas of savings.
- b. Monitors financial well-being of district on a regular basis.

- c. Communicates district financial status to school board, staff, and community as necessary.
- d. Displays fiscal control through the budgetary accounting system.
- e. Actively works to improve school district funding on the local, state and national level.

3.06 Plans and reports on the present and future needs of the school program assigned.

- a. Makes recommendations to meet the needs of students and staff.
- b. Makes recommendations for the care and maintenance of the buildings.
- c. Identifies through past results, such as test and follow-up on graduates, the future needs of the school program and school curriculum.
- d. Develops goals to meet district needs.

(Updated 2/11/13)

3.07 Keeps informed of all aspects of the instructional program.

- a. Is knowledgeable of the curriculum process.
- b. Is visible and involved in both curricular and co-curricular programs.
- c. Keeps abreast of current curriculum changes.

3.08 Uses available resources to optimal advantage for education.

- a. Plans and prepares for both physical and human resources.
- b. Makes recommendations for more effective use of personnel, physical plant, and equipment.
- c. Seeks advice on more efficient use of resources.

3.09 Plans, schedules, and supervises work of others.

- a. Has identified through job descriptions and other means the responsibilities of each staff member.
- b. Has an evaluation system to display the effectiveness of the work of others.
- c. Evaluates the work of others based on the evaluation system and job descriptions.
- d. Has ability to communicate expectations to those supervised.

STAFF RELATIONS

3.10 Participates with staff, Board and community in studying and developing the curriculum improvement process, implementation, and evaluation.

- a. Works continually to improve curriculum.
- b. Evaluates new and existing programs.
- c. Identifies strengths of each staff member for curriculum work.

(Updated 2/11/13)

3.11 Meets and confers with supervisors to promote understanding of the policies of the Board.

- a. Reviews board policies on a regular basis.

- b. Accepts input from staff, students, and community.
- 3.12 Develops and executes sound personnel procedures and practices, and develops an open communication system with staff.**
(Updated 2/11/13)
- 3.13 Delegates authority.**
- 3.14 Encourages participation of appropriate supervisors, staff members, and groups in policy planning, interpretation, and recommendations.**
(Updated 2/11/13)
- 3.15 Evaluates performance of principals, giving commendations for good work, as well as, constructive suggestions for improvement.**
 - a. Has a standard evaluation form.
 - b. Meets individually with each principal for recommendations and suggestions.
 - c. Provides for positive recognition for work well done.
 (Updated 2/11/13)
- 3.16 Maintains an open-door policy in the school.**
 - a. Is willing to meet and listen to staff concerns and seek advice for appropriate action.
 - b. Encourages input from principals, staff, and students.

ADMINISTRATIVE/BOARD RELATIONSHIPS

- 3.17 Offers professional advice to the Board on items requiring board action, making recommendations based on thorough analysis.**
 - a. Uses legal counsel when appropriate.
 - b. Is knowledgeable about current issues being dealt with by the Board and ready to discuss possible solutions and/or alternatives and their ramifications.
 - c. Shows capacity to be able to research items that require advice from the principals.
 - d. Has skill in discussing items in an open meeting setting.
 - e. Makes regular reports to the Board about the status of all phases of assigned responsibilities.
 (Updated 2/11/13)
- 3.18 Bases any position upon principle and maintains that position without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the Board.**
 - a. Capable of developing sound educational alternatives when the Board decides to take action on a program for reasons of facility efficiency or economy.
 - b. Carries out board policy after a decision is made.

3.19 Makes recommendations for employment, promotion, and/or dismissal of personnel with supporting data and accepts responsibility for the recommendations. If the recommendation is not accepted by the Board, the superintendent willingly finds another qualified person to recommend.

- a. Communicates to the Board the effectiveness of the evaluation system used.
- b. Researches qualifications of any candidate for hire by verifying credentials and recommendations.

(Updated 2/11/13)

3.20 Goes directly to the Board when an honest, objective difference of opinion exists between him/herself and the Board.

- a. Attempts to inform and clarify to individual Board members when their opinion appears to not be in the best educational interest of the students.
- b. Discusses disagreement with Board immediately and in a professional manner.

(Updated 2/11/13)

COMMUNITY/PUBLIC RELATIONS

3.21 Supports Board policy and actions

- a. Follows Board policy.
- b. Involves community groups in assessing opinions for major change.
- c. Keeps Board informed of what is happening.
- d. Puts into effect actions not formally acted upon, but known to be supported by a consensus of the Board members.
- e. Administers and publicly supports Board policies, whether or not there is agreement with them.

(Updated 2/11/13)

3.22 Earns respect and support of the community in the management of school operations.

- a. Keeps parents, students, and staff informed of the school's mission.
- b. Structures the school as an educational work place.
- c. Treats all people with dignity and respect as they come into contact with the school.

(Updated 2/11/13)

3.23 Solicits opinions from varied groups and individuals and responds respectfully to identified problems.

- a. Acknowledges and appreciates the contributions of all when working to solve group problems.
- b. Maintains an open door policy.
- c. Makes an honest effort to document and address areas of concern.

(Updated 2/11/13)

- 3.24 Develops and maintains cooperative relationships with the news media.**
- Provides material and ideas regularly for news media to use, such as a newsletter.
 - Objectively and honestly responds to interviews.
- 3.25 Participates in community life and activities.**
- Assists in community projects.
 - Provides leadership and/or school support for community projects.
- 3.26 Establishes credibility as a community leader in public education.**
- Speaks effectively and rationally in the community on education.
 - Shows the ability to be knowledgeable about educational issues and their effects.
 - Positively promotes himself/herself and the school to the community.
- 3.27 Works cooperatively with public and private agencies.**
- Develops working relationships with local police department, city and county government.
 - Seeks out public and private organizations that can help the educational process with their assistance.
 - Is willing to listen to any official or group that has an interest in education.

PERSONAL QUALITIES

- 3.28 Defends principle and conviction in the face of pressure and partisan influence.**
- Displays strong character in beliefs and defends what is right.
 - Investigates parental complaints in a professional manner.
 - Supports teaching staff when dealing with the public.
 - Deals with people in a straight forward professional manner.
- (Updated 2/11/13)
- 3.29 Seeks and accepts constructive criticism.**
- Makes a sincere effort to incorporate suggestions for improvement offered by the Board of Education.
 - Accepts constructive criticism and suggestions for improvement without becoming defensive.
 - Seeks continuously to improve professional performance.
- 3.30 Demonstrates the ability to work well with individuals and groups.**
- Holds regular meetings with principals and business manager.
 - Establishes effective interaction with community agencies.
 - Demonstrates genuine concern and caring for individuals.
- 3.31 Serves as a model for wellness in appearance, personal habits, and behavior.**
- Dresses in a manner befitting his professional position.
 - Is an effective model for those with whom he/she works.
- (Updated 2/11/13)

- 3.32 Speaks and writes effectively.**
- a. Speaks before groups adequately to convey the intended message.
 - b. Is sensitive to the need for good communication.
 - c. Has the ability to listen, understand, and appreciate.
- 3.33 Maintains composure when faced with an unexpected or disturbing turn of events.**
- a. Projects leadership and maintains control during a crisis.
 - b. Is receptive to suggestions of others, regardless of their place in the organization, when faced with difficult reactions.
 - c. Is fair-minded and consistent in his/her position and reactions.
- 3.34 Enjoys an appropriate sense of humor.**
- a. Is open, friendly, and empathetic.
 - b. Is consistently positive and pleasant.
 - c. Has a mature sense of humor.
- (Updated 2/11/13)

- 3.35 Motivates people through positive reinforcement.**

PROFESSIONAL SKILLS/GROWTH AND CONDUCT

- 3.36 Continues professional development through reading, coursework, conference attendance, professional committee work, and interaction with educators from other districts.**
- a. Belongs to professional groups and participates in and contributes to these groups.
 - b. Participates in forums and discussion groups on a professional and community level.
 - c. Continues professional development.
- (Updated 2/11/13)
- 3.37 Behaves in a manner expected of the community's educational leader.**
- a. Disseminates knowledge of education effectively to the local community.
 - b. Meets criticism rationally and with objectivity.
 - c. Follows ethical procedures.

- 3.38 Seeks out relevant data and analyzes information to promote instructional improvement.**
- a. Analyzes test data for curriculum weaknesses and strengths.
 - b. Develops and uses information from postgraduate surveys.

- 3.39 Recognizes when action is required and carries through to completion; carrying out policy in the face of criticism.**

LEADERSHIP

- 3.40 Promotes understanding of specialized programs and integrates them into the total education program.**
- a. Is knowledgeable of the specialized programs that exist in the district.

- b. Works closely with coordinators of specialized programs.

3.41 Actively addresses and promotes the philosophy of equality of opportunity for all children.

- a. Seeks to provide programs that would meet the needs of all students within the school district.
 - b. Is an advocate of equal opportunity for students in the school district.
- (Updated 2/11/13)

3.42 Supports a balanced and effective student activities program.

- a. Is visible and supportive of student activities programs.
- b. Is knowledgeable about student activity expectations, directors' expectations and actual policies.

3.43 Supports a clear policy of student discipline and responsibility; setting high expectations for student behavior and performance.

3.44 Supports effective approaches to improve student learning.

- a. Is knowledgeable of the curriculum utilized in the area of supervision.
- b. Stays involved in designing and implementing curricular changes.
- c. Supports in-service programs to improve student learning.

3.45 Assumes leadership in the implementation of the district's goals and philosophy of education.

- a. Clearly articulates district goals and philosophy of education.

3.46 Assumes the leadership in the planning and improvement of the educational process.

- a. Keeps staff abreast of new and innovative happenings in curriculum revision.
- b. Seeks input from teachers, students, and community.
- c. Allows teachers the opportunity to visit other schools.
- d. Allows teachers to attend meetings and conventions in search of new ideas.

(Updated 2/11/13)

3.47 Administration contract/compensation and benefits.

The appointment of the superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation and other benefits, including vacation period, and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the chief executive officer CEO/superintendent.

The salary of the superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his/her appointment (or reappointment) and will be part of his/her written contract.

(approved 8/12/02)

(Updated 2/11/13)

Chapter IV - BUSINESS MANAGER

4.01 Business Manager to be Employed - Qualifications - Purchases - Warrants

The School Board shall employ a business manager who is not a member of the board. The Business Manager need not be a resident of the school district and may be otherwise employed by the school district, including holding other administrative duties.

The Business Manager shall keep an accurate journal of the proceedings of the Board, take charge of its books and documents, issue all checks or warrants for the payment of verified vouchers approved for payment by the board, prepare the annual report of the district for the Superintendent of Education and perform such other duties as the Board may require or as may be required by law.

The Business Manager may not issue any check or warrant for the payment of a claim against the school district which is not on a voucher verified by the appropriate school official that the services, other than those provided by school district employees, or materials have been received, and supported by an itemized invoice that has been approved for payment by the School Board at an annual, regular, or special meeting. (Updated 2/11/13)

4.02 Bond Required of Business Manager - Premiums:

Before entering upon the discharge of his/her duties, the Business Manager shall be required to post a corporate surety bond. The premiums for such surety bonds shall be paid by the school district.

4.03 Amount of Business Manager's Bond:

The penal sum of the bonds required for school the Business Manager shall be fixed and approved by the school board, but in no case shall the Business Manager's bond be less than the sum as nearly as can be ascertained, to come into the Business Manager's hands at any one time. At the discretion of the School Board the penal sum of the Business Manager's bond need not exceed fifty thousand dollars (\$50,000) regardless of the fact that the sum which comes into the hands of the Business Manager at any one time during the year may exceed fifty thousand dollars (\$50,000).

4.04 Approval and Filing of Bonds:

The bonds of the Business Manager shall be approved by the School Board. The bonds shall be filed with the county auditor.

4.05 Financial Reports by Business Manager:

It shall be the duty of the Business Manager to prepare and submit to the Board in writing, monthly financial reports and submit the annual report of the district, and he/she shall, when required, produce at any meeting of the Board all books, papers, and other records pertaining to his/her duties.

- 4.06 Records of Business Manager Open to Public Inspection:**
All reports, books, records, contracts, and papers in the office of the Business Manager relating to school business in the district shall be retained in the office of the Business Manager and at all times open to the inspection of the President of the Board, the Superintendent of Education, county auditor and, at reasonable hours, to any voter or taxpayer of the district.
- 4.07 Annual Report to Division of Education - Contents, Filing and Auditing - Past Due Reports:**
Before the first day of August, every School Board shall file an annual report with the Division of Education. The report shall contain all the educational and financial information and statistics of the school district as requested on forms furnished by the Division of Education- The Business Manager with assistance of the Superintendent shall make the annual report, and it shall be approved by the School Board. The Business Manager shall sign the annual report and file three (3) copies with the Division of Education as provided in 13-13-37. The Division shall audit the report and return one (1) copy to the school district and file one (1) copy with the county auditor. Reports not filed prior to the first (1ST) day of September are considered past due and are subject to the past-due provisions of SDCL 13-13-38. SDCL 13-8-47.
- 4.08 Report of Levy Amount to County Auditor - Spread Against Property In District:**
The Business Manager shall report the amount budgeted to the county auditor before September first (1st) on forms prescribed by the county auditor.
SDCL 13-11-3.
- 4.09 SDCL 13-8-34: The Business Manager shall sign the minutes of all annual, regular and special meetings of the school board after they have been approved by the Board.**
- 4.10 SDCL 13-8-35: Within twenty (20) days after a meeting of the School Board, a full account of the unapproved proceedings of the meeting shall be published in the designated legal newspaper.** The Business Manager shall sign each legal publication submitted to the newspaper.
(Updated 2/11/13)

Chapter V - PRINCIPALS

Elementary: Grades JK-5 Town and Rural Schools

Secondary: Grades 6-12

5.01 Duties and Responsibilities of Principals:

The Principal is the administrator of the instructional programs of his/her center. they assumes responsibility to the District Superintendent for all activities and functions dealing with students and their surroundings during the school year.

5.02 General Administration: Principals shall:

- a. Have general supervision of all areas in their center.
- b. Make decisions regarding matters of policy and practice in their center.
- c. Confirm all teaching and activity assignments.
- d. Administer and supervise attendance procedures.
- e. Administer a functioning cumulative and permanent pupil records system.
- f. Make reports as needed and required by the Superintendent.
- g. Participate in preparation of the school budget.
- h. Be responsible for direction and interscholastic activities.
- i. Requisition and administer use of textbooks, supplies, and equipment.
- j. Assist in maintaining inventory records of textbooks, supplies, and equipment.
- k. Serve on district committees as requested by the Superintendent.
- l. Internet policies of the School Board to certified staff, classified personnel, and pupils.

5.3 The Program:

Principals shall:

- a. Exercise leadership in developing, evaluating, and revising the curricular program of the school.
- b. Direct utilization of community resources in the curriculum.
- c. Prepare or supervise the preparation of daily class schedules.
- d. Direct the development and use of the media center.
- e. Administer or supervise the guidance and testing program.
Keep the School Board informed, through the Superintendent's office, of total school program--including co-curricular activities.

5.4 Supervision of Personnel:

Principals shall:

- a. Participate in the selection and retention of all staff personnel.
- b. Assign, supervise, and evaluate building personnel.
- c. Encourage suggestions from staff in the development of policies for administration of the school.
- d. Guide and lead staff in matters of morale.
- e. Plan and lead faculty meetings.
- f. Act as a liaison person between school personnel and district.
- g. Orient new staff members, substitute teachers, and student teachers.
- h. Promote professional growth of teachers.

- i. Maintain a file of pertinent factual records on personnel.
- j. Visit classrooms frequently for classroom observation.
- k. Direct the establishment of a professional library.
- l. Report to the Superintendent on the professional progress of staff members and evaluate their work.

(Updated 2/11/13)

5:05 Pupils:

Principals shall:

- a. Assume responsibility for welfare of pupils.
- b. Supervise pupil registration.
- c. Certify pupils for graduation.
- d. Assume general responsibility for the graduation program.
- e. Provide for adequate reports to parents and conferences with parents on the progress of the pupils.
- f. Maintain and direct the development of basic pupil accounting records.
- g. Assume responsibility for conferences and decisions in relation to probations and suspensions of pupils in regard to their academic standards.
- h. Establish adequate communications with pupils.
- i. Provide adequate supervision for all student activities.

5:06 Buildings:

Principals shall:

- a. Prepare the schedule of classes.
- b. Supervise care and cleaning of buildings.
- c. Coordinate activities of departments, areas, and groups to promote harmony and efficiency.
- d. Assume responsibility for after-hours use of school buildings and equipment.

5.07 Public Relations:

Principals shall:

- a. Guide and lead school staff personnel in public relations activities.
- b. Serve as liaison between visitors to the buildings and the school personnel.
- c. Pass on the accuracy and effect of releases to the press.

5.08 Transportation:

Principals shall:

- a. Ensure that Director makes arrangements for extra-curricular transportation needs, including proper supervision.

Chapter VI. – SPECIAL EDUCATION DIRECTOR

POSITION SUMMARY: The function of the Special Education Director is to provide, within legal and professional standards, an organizational framework in which efficient and appropriate special education programs can be delivered to students with exceptional educational needs.

SCOPE: The Director of Special Education is responsible for the development, placement, implementation and evaluation of programs and services for students with disabilities.

DUTIES AND RESPONSIBILITIES:

- Assist, support, and supervise the planning, development, and teaching in a program designed to meet special education needs.
- Coordinate and supervise the day-to-day operation of special education programs.
- Participate in parent conferences and training.
- Collaborate with principals to supervise and evaluate special education staff performance and program suitability.
- Assist the evaluation-team in evaluating students and placing them in appropriate programs.
- Recommend changes and/or modifications to various special education programs.
- Conduct special education faculty meetings. Recommend materials, approaches, and methodology to teachers of students with special education needs.
- Serve as a liaison between special or regular education teachers and with community/postsecondary agencies involved in programming for individual children with disabilities.
- Assess the needs for staff development. Provide in-service for staff on special education topics.
- Establish and oversee the record keeping methods that are required for students in pupil services/special education programs. Maintain a system of uniform record keeping for various disability areas.
- Prepare all forms that are required to insure legal compliance with the state and federal laws that pertain to special education. Administer all aspects of state and federal law.
- Prepare all reports required concerning pupil services/special education.

- Submits annual reports concerning pupil services and special education to the Superintendent, Business Manager, and Board of Education as required.
- Keeps supervisor informed of his/her responsibilities concerning compliance with all laws, regulations and administrative rules that affect special education/pupil service programs.
- Consults with district administration on legal concerns; parent/student issues.
- Oversees the recruiting, interviewing, and hiring of special education staff.
- Coordinates special education home bound and in-home instruction programs.
- Supervises program delivery by related service staff including speech language therapists, school psychologists, occupational therapists, and counselors.
- Coordinates the Special Education Identification Process as required by IDEA.
- Assists with coordinating and overseeing state assessments for special education students in the district and in special education programs.
- Participates in the budget process for state and federal funds. Prepares the application for IDEA federal funds and all corresponding reports including Maintenance of Effort.
- Oversees special education budget including revenue and expenses.
- Oversees filing Medicaid claims for district reimbursement.

(Updated 8-13-18)

Chapter VII. – SCHOOL COUNSELOR

Position summary: The function of the school counselor is to provide, within legal, ethical, and professional standards, an organizational framework in which efficient and appropriate programs can be delivered to students with exceptional educational needs.

Scope: The school counselor is responsible for the development, implementation and evaluation of programs and services for students in grades JK-5 and 6-12, in three areas: academic development, career development and social/emotional development.

Designated Activities for School Counselors:

- Individual student academic program planning
- Counseling students who have personal, academic or career concerns
- Interpreting cognitive, aptitude and achievement tests
- Collaborating with teachers to present school counseling classroom curriculum lessons
- Providing teachers with suggestions for effective classroom management
- Analyzing grade point averages in relation to achievement
- Ensuring counseling records are maintained
- Assisting the school principal with identifying and resolving student issues, needs and problems
- Advocating for students at individual education plan meetings, student study teams and school attendance review boards
- Assisting with data analysis
- Providing counseling to students who have disciplinary problems.

School Counseling program duties and responsibilities:

- Program is designed to meet the needs of all children, kindergarten through grade 12.
- Program is an integral part of the student's total educational experience.
- Program is essential to a student's personal growth and development and therefore essential to academic success.
- Program is an equal partner in the education process and promotes the achievement of all students.

- Program is based on standards and mindsets and behaviors (indicators of success).
- Program will be regularly and systematically evaluated considering its elements and standards
- Program provides a link to the total instructional program of the school.
- Program has structured activities based on student needs.
- Program contains measurable student outcomes for all education levels.
- Program provides developmental, preventive and remedial services.
- Program includes professional development necessary to maintain a quality program.
- Program depends upon the support and collaboration of administrators, teachers, other school personnel, students and the community.
- Program contains curricular elements which clearly identify the knowledge, attitudes and skills to be acquired through regularly assessed needs of the students.
- Program is coordinated and implemented by certified school counselors.
- Program adheres to the ASCA Ethical Standards for School Counselors.

(Updated 8-13-18)

Chapter VIII. ASSESSMENT COORDINATOR

Position Summary: The person will provide leadership and support in developing, implementing, monitoring, and sustaining a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to target instruction and intervention.

Qualifications:

1. Masters or equivalent or advanced degree from accredited college or university preferred;
2. Have at least five (5) years teaching/administrative experience,
3. Possess strong knowledge of types and purposes of assessment and how to effectively analyze and use assessment data;
4. Experience and understanding of best practices in assessment of learning and assessment for learning;
5. Skill, knowledge, and ability to communicate with a broad constituency including parents.

Reports to: Superintendent

Responsibilities:

1. Develop and implement a comprehensive assessment system that includes the following elements:
 - a. Prepare and share a yearly calendar to efficiently guide assessment development;
 - b. Data and assessment cycle that comprises gathering, analyzing, planning, grading, and reporting;
 - c. Professional development for staff and administrators;
 - d. Use of technology to efficiently utilize assessment analysis, collection, development, and implementation.
2. Lead administrators and teachers in integrating formative assessment practices in schools and individual classrooms;
3. Provide training and leadership for school teams to inform practice at the building level;
4. Communicate assessment progress, needs, and changes to all stakeholders in the district;
5. Model and teach best practices in data quality, analysis, and reporting,

6. Serve as coordinator of state and local assessments;
7. Conduct meetings as necessary for the proper functioning and development of assessments in the district;
8. Perform any duties that are within the scope of employment and certifications, as assigned by supervisors and not otherwise prohibited by law or regulation.

(Updated 8-13-18)

Chapter IX. ACTIVITIES DIRECTOR

9.01 Responsibilities of Director:

- a. The Director of Activities is directly responsible to the Secondary Principal but works with coaches and sponsors pertaining to their programs.
- b. Supervise, organize, and coordinate the activities programs and all personnel directing these programs.
- c. Makes recommendations to the Secondary Principal concerning assignments and duties.
- d. Evaluates programs and makes recommendations to the Principal regarding changes in these programs.
- e. Communicates with coaches and supervisors through meetings, directives, memos, and conferences in regard to responsibilities, supervision, equipment, practice plans, training regulations, etc.
- f. Establish working relationship with Booster Club, local radio, TV, and press in keeping the school and community well informed regarding activity programs.
- g. Develop a relationship with other members of the school faculty that will be most beneficial to the total programs.
- h. Work with Youth Center Director to coordinate activities and initiate programs using joint facilities whenever possible, making them available to adults and youth.
- i. Arrange schedules for the use of athletic facilities with coaches, supervisors, community and administration to include management of the online scheduling system.
- j. Arrange for physical examinations, insurance and parent consent forms for each boy and girl participating in the competitive athletic program.
- k. Work with principal's office in making out eligibility forms for all athletic teams in compliance with SDHSAA regulations.
- l. Keep detailed records of all athletic activities for the school year in a permanent record book.
- m. Set up schedules for Middle and High School athletic programs and contract all scheduled contests. Schedule contests on Thursday evenings

or on Fridays instead of the rest of the week so students and coaches miss as little school time as possible.

- n. Contract all contests with qualified official.
- o. Work with Business Manager in preparing a budget for operation of athletic and other activities programs.
- p. Work with coaches and supervisors in checking out, storing, inventorying, and ordering equipment.
- q. Arrange transportation, through administrative office, for all out-of-town contests.
- r. Work with coaches and school staff in preparation of athletic fields, courts, etc., for all home contests.
- s. Work with Lettermen's Club, Athletic Boosters and Sponsors in arranging for award recognition program.
- t. Represent the school and athletic staff at SDHSAA, conference annual meetings, state athletic directors' conference, and other meetings related to athletics.
- u. Will be responsible for the supervision of one-half (1/2) or fifty percent (50%) of the home athletic events. The Secondary Principal will be responsible for one-half (1/2) or fifty percent (50%) of the home athletic events. If a problem arises, the Superintendent will resolve the problem.
- v. Perform other related duties and responsibilities as assigned or as appear necessary for the good of the total educational program.
- w. Plan for extra-curricular transportation needs, including proper supervision.

(Updated 2/11/13)

Chapter X. - SUPPORT STAFF

10.01 Applicability:

Positions included in this section are those which do not require certification by the Division of Elementary and Secondary Education. All support staff will be issued Letters of Understanding for the positions held.

(Updated 5/13/13)

10.02 Relationships with Teachers:

The relationships of certified and support staff must be that of co-workers in providing a healthy learning environment for the children and youth of Stanley County School District.

(Updated 2/11/13)

10.03 Relationships with Students:

In most cases, students are the responsibility of teachers, and support staff should assume no authority in student matters. Certain secretaries and aides are designated to deal with students under the direction of certified staff. Cases of immediate danger to students or the destruction of school property would be examples of exceptions to this rule.

(Revised 2/11/13)

10.04 Employee Classification:

All support staff will be classified in one of two classifications:

Class I Employees work at least 40 hours per week for the full year (12 months).

Class II Employees work for less than 12 months.

10.05 Probation Period:

All new employees are required to serve a two-month (60 days) probation period. During this period the employee's compatibility with the system will be determined. Salary adjustments may or may not be made upon satisfactory completion of the probationary period. An employee can earn no leave time during this period. However, if employment is continued beyond the three months, earned leave becomes retroactive to the original date of employment.

10.06 Day and Hour Guide:

The following is to be used as a guide in establishing wages and normal working days and hours and in determining final salary settlements in cases of termination.

Class I Employees	Days
Building Custodian	per negotiated agreement
Accounting Assistant	per negotiated agreement
Food Service/Business Secretary	per negotiated agreement
District Office Secretary	per negotiated agreement
Maintenance Supervisor	per negotiated agreement

Class II Employees

Aide Paraprofessionals
Principal's Secretary
Head Cook
Assistant Cook
(Updated 7/14/14)

Days

per negotiated agreement
per negotiated agreement
per negotiated agreement
per negotiated agreement

10.07 Vacation Leave:

Class I Employees will have the following days as vacation days:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

and other days as may be agreed upon annually in the Negotiated Agreement.

Class I Employees will earn .834 days of vacation in addition to the above for each month satisfactorily completed. Vacation leave may be accumulated up to 320 hours of earned vacation leave.

Class I employees will earn ten (10) days of vacation time the first (1st) through fourth (4th) years of employment; twelve (12) days of vacation time the fifth (5th) through ninth (9th) years of employment; and fifteen (15) days of vacation time the tenth (10th) year of employment and each succeeding year thereafter.

Class II Employees earn no vacation leave since their employment is based on the days school is in session.

Class II employees will not be compensated for days of discontinuance or Parent-teacher Conference days with the exception of Principals' Secretaries who will have paid duty for Parent-teacher Conferences and In-service Days.
(Updated 2/11/13)

10.08 Activity Tickets:

All Class I and II employees and their spouse/partner will be issued free passes to all regular activity events of the school.

10.09 Anniversary Date:

All Class I employees will have a common anniversary date of July 1.
Class II employees (see job description)
Letter of Understanding will be written to correspond to the school year.
(Updated 2/11/13)

10.10 Group Insurance:

Class I and II employees are eligible to participate in the district group health insurance plan. The school district shall pay as per negotiated agreement toward the employee's individual premium. The employee may include family coverage at his or her expense.

The district will pay the full single premium group health insurance for the Class II Support Staff during the two summer months.
(Updated 2/11/13)

10.11 Sick Leave:

Sick leave for Class I and II employees will be earned at the rate of one workday per month completed (see Letter of Understanding for workday). Sick Leave can be accumulative up to a maximum of one hundred (100) workdays for Class I employees and a maximum of eighty (80) workdays for Class II employees and may be used for sickness and/or death in the employee's immediate family to include spouse or child.

Upon termination of a Class I or II, employee accumulated sick leave will be paid at a rate of \$3.00 per hour earned up to a maximum of 340 hours or \$1,020.00.
(Updated 2/11/13)

10.12 Jury Duty:

When a Class I or II employee is summoned to jury duty he/she will be entitled to receive his/her regular salary while absent from work.

10.13 Special Leave:

Requests for leave other than for illness will be handled on an individual basis by the District Superintendent upon recommendation of the employee's immediate supervisor. Such leave, when granted, may be with or without pay.

10.14 Health Certification: This law was repealed

10.15 Grievance Procedure:

All school employees have access to the grievance procedure as adopted by the Stanley County School Board. Employees are urged to make every possible attempt to solve the grievance informally with the immediate supervisor.

10.16 Support Staff Employees:

Support Staff employees will keep accurate record of hours worked. Time sheets will be checked by the immediate supervisor on the 15th of the following month.

Nonexempt employees as defined by the Fair Labor Standards Act shall keep accurate record of hours worked. A work week is defined beginning Sunday at 12:01 a.m. and ending on Saturday at midnight. At the end of each pay period, the immediate supervisor will check time sheets. An employee's workday and hours-per-week will be according to their job description. The District

Superintendent will allow no overtime without prior recommendation of the employee's immediate supervisor and specific authorization.

When there is an accrual of overtime, an employee will be compensated by being given one and one-half (1-1/2) hours comp time for every hour worked over 40 in a single workweek. Said comp time shall be used within the next pay period. The immediate supervisor shall grant said comp time upon the employee's request as long as the time off would not "unduly disrupt" the school district's operation.

10.17 Retirement:

All the Support Staff working more than 20 hours weekly will be included in the South Dakota Retirement System (SDRS) with no prior years of service to be purchased through the school.

10.18 Job Descriptions:

10.18.1 DIRECTOR OF CUSTODIAL & MAINTENANCE

10.18.1a REPORTS TO: Superintendent

10.18.1b Salary: Starting To be Determined – Starting may be up to \$43,000

10.18.1c Benefits: See Benefit Schedule

10.18.1d Terms of Employment: To be determined by Administration and the School Board.

10.18.1e Job Summary: To provide the supervision necessary to develop, organize, and maintain a competent, skilled staff of custodians and others to operate, maintain and upgrade district facilities and grounds. To assist and support the School and Central Administration in providing a safe and clean educational environment. This is a year around position (12 month).

10.18.1f Qualifications:

1. Maintenance/custodian job or supervisory experience is preferred.
2. Experience in a maintenance/custodial area. (Electrical, heating, air conditioning, boiler operations, custodian, etc.)
3. Must be able to demonstrate working knowledge of carpentry, plumbing, electrical systems, heating systems, sprinkler systems, concrete, wood floor care, custodial activities, excavation and landscaping.
4. Must possess good/excellent communication skills.
5. Must have a valid South Dakota driver's license and a CDL is desirable.
6. Preferably, live in Fort Pierre area for the emergency situations that may occur.
7. High school education or equivalent.

10.18.1g Responsibilities:

1. To establish and maintain effective lines of communication with the district administrators, custodians, students, staff and the public.

2. To direct, train, monitor and evaluate the members of the custodial and maintenance staff in accordance with Board policy. (Performance, vacation, work hours, time sheets)
3. To plan the activities and work schedules for custodial or maintenance staff, both long and short range, and to direct/supervise work assignments on a day-to-day basis
4. To gather the necessary data to aid in the planning and implementation of school wide preventive maintenance program.
5. To assist in planning contract services with the superintendent for capital improvements of buildings and grounds.
6. Assist Business Manager in the soliciting construction bids
7. Along with Superintendent, attend pre-bid meetings, walkthroughs and bid openings regarding various work to be performed during the project.
8. Accompany visiting inspectors representing public or other agencies and report issues to superintendent.
9. To coordinate and plan in-district workshops for desired professional growth opportunities for maintenance/custodial staff.
10. To assist superintendent in selection of personnel for maintenance/custodian.
11. To order and maintain an adequate inventory of supplies and materials needed to perform all custodial duties
12. To assist the superintendent in preparing a budget for custodial and maintenance of the facilities. Monitor expenditures to assure operations are within the budget.
13. To ensure health and safety of all on-site personnel.
14. Organize and coordinate fire and safety inspection.
15. Oversees asbestos and other safety training and reporting.
16. To inspect and replace/repair materials and small equipment as needed.
17. To inspect and ensure the proper cleanliness and maintenance of the facility according to a set schedule.
18. To inform the building administrator immediately of any situation that may be hazardous to students/employees.
19. To initiate work orders for repairs which custodial/maintenance staff cannot perform.
20. To operate heating, lighting, ventilation, and electrical controls as specified.
21. To plan and implement the cleaning schedules for times when school is not in session.
22. To develop and maintain tool, equipment and operating supply inventories.
23. To have a working knowledge of state laws and codes pertaining to school building operations.
24. To perform specialized and/or general maintenance tasks in addition to director duties.
25. To arrange for personnel needed to accommodate special events.
26. To see that snow is removed from walks and steps before the start of school and as needed throughout the day.
27. To perform other duties as assigned by Superintendent.

10.18.1h Demands of the Job:

1. Use pick-up truck, tractor, computer, cell phone, lawn mower, vacuum cleaner, snow shovel, and similar equipment.
2. Need lower body strength to stand/walk throughout the workday.
3. Upper body strength to lift 85 pounds and carry 100 feet.
4. To climb various ladders and scaffolding somewhat frequently

5. Moderate exposure to weather extremes from minus 40 degrees to 110 degrees F.
 6. Frequent exposure to various airborne particles of sawdust, insulation, abrasives and common dust.
 7. May be exposed to hazardous materials or chemicals
 9. Available on call for minor and major emergencies.
- (Updated 4/15/2014)

MAINTENANCE SUPERVISOR

Reports to: The Superintendent

Job Summary: To provide the skills and abilities necessary to operate, maintain and upgrade district facilities. To assist and support the School and Central Administration in providing a safe and fully operational educational environment. This is a year around position (12 month).

Qualifications:

1. Maintenance/custodian job or supervisory experience is preferred.
 2. Experience in a maintenance/custodial area. (Electrical, heating, air conditioning, boiler operations, custodian, etc.)
 3. Must be able to demonstrate working knowledge of carpentry, plumbing, electrical systems, heating systems, sprinkler systems, concrete, wood floor care, custodial activities, excavation and landscaping.
 4. Must possess good/excellent communication skills.
 5. Must have a valid South Dakota driver's license and a CDL is desirable.
 6. Preferably, live in Fort Pierre area for the emergency situations that may occur.
 7. High school education or equivalent.
-
1. To inspect and replace/repair materials and small equipment as needed.
 2. To inform the building administrator immediately of any situation that may be hazardous to students/employees.
 3. To initiate work orders for repairs which custodial staff cannot perform.
 4. To operate heating, lighting, ventilation, and electrical controls as specified.
 5. To plan and implement the maintenance schedules for times when school is not in session.
 6. To develop and maintain tool, equipment and operating supply inventories.
 7. To have a working knowledge of state laws and codes pertaining to school building operations.
 8. To perform specialized and/or general maintenance tasks.
 9. To arrange for personnel needed to accommodate special events.
 10. To see that snow is removed from walks and steps before the start of school and as needed throughout the day.
 11. To perform other duties as assigned by Superintendent.

Demands of the Job:

1. Use pick-up truck and/or tractor fitted with a multitude of attachments for different tasks, computer, hand and power tools, cell phone, lawn mower, and similar district owned or rented equipment as necessary to complete the assigned

- tasks.
2. Need lower body strength to stand/walk throughout the workday.
 3. Upper body strength to lift 85 pounds and carry 100 feet.
 4. Adequate vision either through corrective lenses, contacts, or other device to view the workspace and operate tools in a safe manner
 5. To climb various ladders and scaffolding somewhat frequently
 6. Moderate exposure to weather extremes from minus 40 degrees to 110 degrees F.
 7. Frequent exposure to various airborne particles of sawdust, insulation, abrasives and common dust.
 8. May be exposed to hazardous materials or chemicals
 9. Available on call for minor and major emergencies.

10.18.2 BUILDING CUSTODIAN

10.18.2a Area of Responsibility

The building custodian is responsible to the Head of Maintenance and, to a lesser extent, the Principal of the particular assigned buildings. Custodians will have responsibility for the care and cleaning of the buildings as well as to ensure a comfortably heated and lighted environment for effective learning. Custodians will keep the grounds and other assigned areas clean and free of weeds and trash. (Updated 2/11/13)

10.18.2b Typical Duties

- Dust all floors each day.
- Empty waste baskets each day.
- Clean all blackboards each day.
- Dust hallways each day as often as conditions require.
- Clean all washrooms and shower rooms each day, wet-mop and sanitize at least once a week.
- Clean and sanitize all toilets and other bathroom fixtures as conditions require.
- Miscellaneous housekeeping such as dusting, washing windows, etc., will be part of the established routine.
- Do minor repair of plumbing, electrical, and carpentry as skill and experience permits.
- Be present at school during assigned hours to provide emergency clean-up or repair.
- Assist in cleaning and removal of waste from the lunch room not to include the kitchen or cooking area.
- Sweep and wet-mop the dining area each day.
- Keep grass and weeds trimmed around buildings and district property.
- Keep trash and other clutter away from the buildings and grounds.
- Refinish floors, paint and wash walls, windows, desks, etc., as needed and directed by the Head of Maintenance or Superintendent.

(Updated 2/11/13)

10.18.2c Requirements

Ability to take directions, plan, and organize work routines and do minor repairs in plumbing, electrical, and carpentry areas. Have good health and physical strength. Mechanical knowledge sufficient to operate the heating plants.

10.18.2d Personal Characteristics

Ability to work harmoniously with principal, teachers, and students.
Ability to adapt to a variety of job situations.

10.18.2e Letters of Understanding

Letters of Understanding will be written for 12 months beginning July 1 and ending June 30. Building custodians will work an eight-hour work day during the school year.

(Updated 2/11/13)

10.18.3 SECRETARY TO THE HIGH SCHOOL PRINCIPAL

10.18.3a Area of Responsibility

Assist and work under the direction of the Principal. Assist and work cooperatively with other members of the staff, pupils, and parents. Duties will vary depending on experience and principal.

10.18.3b Typical Duties

- Receptionist - Answer the telephone and take messages or direct inquires to the proper person.
- Records - Keep enrollment records up-to-date. Keep student cumulative and permanent records up-to-date (record test scores, grades, attendance data, and directory information). Register new students. Request student records from other schools. File correspondence.
- Money Transactions - Collect and account to the principal and/or business manager all fees, ticket sales, fines, etc. as are conveniently collected in the principal's jurisdiction.
- Mail - Distribute mail and hand out out-going mail.
- Supplies - Check supplies, type orders, check supplies in, distribute or store same.
- Assist Principal in maintaining building and book inventory.
- Typing/Word Processor and Office Machines - Handle all of the Principal's correspondence. Prepare other building reports as needed.
- Operate copying machines, adding machines, calculators, and computers.
- Lost and Found - Store lost and found articles and return them to claiming owners.
- Other duties as required by the Principal and Superintendent.

(Updated 2/11/13)

10.18.3c Requirements

Graduation from high school or equivalent.

Office training and/or school office experience preferred.

Knowledge of English usage, spelling, and punctuation.
Ability to operate computer and installed software.
Ability to accurately account for money transactions.
(Updated 2/11/13)

10.18.3d Personal Characteristics

Ability to work harmoniously with Principal, staff members, students, and parents.
Ability to manage confidential information.
Ability to plan and organize office work.
Neat legible handwriting.
Pleasant and correct telephone manners.
Neat, well-groomed appearance.
(Updated 5/13/13)

10.18.3e Letters of Understanding

Letters of Understanding will be written for ten months. Wages are based on eight and ½ hour days (length of school term in session plus ten days prior and five days after the term).
(Updated 2/11/13)

10.18.4 ELEMENTARY SCHOOL COUNSELOR

10.18.4a Requirements:

- A. Education Level:** Master's Degree in counseling from an approved school counselor preparation program. South Dakota School Counselor Certificate and Teaching Certificate. Degree or experience in curriculum and instruction preferred but not required.
- B. Experience Desired:** Previous experience in a school setting preferred but not required.

10.18.4b Essential Functions and Duties:

1. Counsels individuals and small groups.
2. Guides and counsels groups and individual students toward the development of educational plans and emotional needs.
3. Provides and leads classroom counseling education.
4. Consults with teachers, staff, parents and other significant people regarding the needs of students.
5. Refers students with significant challenges to appropriate community resources in consultation with their parents.
6. Provides parent education opportunities.
7. Provides orientation of students to new situations.
8. Plans, evaluates, and revises the building counseling program.
9. Coordinates and conducts activities which contribute to the implementation of the elementary school counseling plan.
10. Pursues professional growth.
11. This position will require some time each day assisting with our RtI program.
12. Performs other duties as assigned.

(Updated 3/10/2014)

10.18.5.1 SECRETARY TO ELEMENTARY PRINCIPAL

10.18.5a Areas of Responsibility

Assist and work under the direction of the Principal.

Assist and work cooperatively with other members of the staff.

Duties will vary depending on experience and Principal.

10.18.5b Typical Duties

- Receptionist - Answer the telephone and take messages or direct inquiries to the proper person.
- Records - Maintain current enrollment records and prepare the final enrollment report.
- Collect attendance daily and call parents of all students that have not been excused.
- Register new students, request records from past schools, and check for accurate and current immunization records and birth certificates.
- Maintain current student cumulative files (test scores, grades, attendance data, and enrollment information).
- Maintain permanent record cards on each student.
- File all correspondence from and/or to the elementary Principal.
- Maintain current immunization records on all students and mail copies of kindergarten and elementary transfer students to the State Health Department.
- Prepare grade sheets four times a year (one for the end of each nine weeks and one the end of each semester).
- File and maintain all special education records and correspondence.
- Assist in scheduling, mailing, and preparing materials for yearly kindergarten screening and monthly preschool screening.
- Supplies/Textbooks -- Fill supply/textbook requests of elementary staff.
- Order necessary supplies and/or textbooks as approved by the principal.
- Assist principal in maintaining building and textbook inventory.
- Mail -- Distribute all in-coming mail to the appropriate staff. Prepare elementary correspondence for mailing from the Superintendent's Office.
- Typing/Communications --Type all correspondence from the Elementary Office. Type, copy, and distribute weekly staff bulletins and monthly newsletters. Type and copy programs and/or procedures for various school programs (i.e. music programs, plays, rally day, etc.).
- Machine Maintenance -- Contact the repairman concerning problems with the copy machine, typewriter, or word processor.
- Student/Parent Activities
- Organize birthday list by month.
- Schedule parent-teacher conferences and preschool screening appointments. Final approval must be given by the Principal with all changes being made through him/her.
- Office Management --Organize and collect all vouchers and leave forms.

- Assist in organizing the opening day in-service.
- Assist in checking out teachers at the end of the school year.
- Maintain a clean and orderly working area.
- Perform other duties as assigned by the Administrators.

(Updated 2/11/13)

10.18.5c Job Qualifications

Graduation from high school or equivalent. Office training and/or experience in a school office preferred. Knowledge of English usage, spelling, and punctuation. Ability to operate office machines and a computer and installed software.

(Updated 2/11/13)

10.18.5d Personal Characteristics

- Ability to work harmoniously with administrators, staff members, students, and parents.
- Ability to manage confidential information.
- Ability to plan and organize office work.
- Neat legible handwriting. Pleasant and correct telephone manners.
- Neat well-groomed appearance.

(Updated 2/11/13)

10.18.5e Letters of Understanding

Letters of Understanding will be written for ten months. Wages are based on eight and ½ hour days (length of school term in session plus ten days prior and five days after the term).

(Updated 2/11/13)

10.18.6 EDUCATIONAL ASSISTANTS

10.18.6a Area of Responsibility

The educational assistants will be responsible to the principal and to the classroom teacher or teachers to whom assigned. Educational Assistants will assist teachers by performing many types of clerical and instructional duties commensurate with the training and experience of the assistants. In all cases, the instructional program and all decision making regarding students remains the responsibility of the teacher.

10.18.6b Typical Duties

- Supervise students involved in most activities in the school building or school grounds.
- Operate various types of instructional equipment used in the teaching process.
- Operate various machines used in preparing instructional materials.
- Assist with the collection and record keeping of any money that is collected in the classroom.
- Maintain records of attendance, grades, etc.
- Grade papers and other student materials following guides developed by the teacher.

- File and catalog instructional material and equipment.
- Arrange bulletin boards.
- Assist teacher and students in keeping the building orderly.
- Attend staff or in-service meetings if directed by the Principal.
- Perform other duties as assigned.

(Updated 2/11/13)

10.18.6c Requirements

Graduation from high school or equivalent.

Knowledge of English usage, spelling, and punctuation.

Ability to operate office machines.

10.18.6d Personal Characteristics

Ability to work harmoniously with Principal, staff members and students.

Ability to manage confidential information.

Neat legible handwriting.

Possess a high degree of empathy and understanding for children.

Ability to adapt to a variety of job and personnel situations.

Neat well-groomed appearance.

(Updated 2/11/13)

10.18.6e Letters of Understanding

Letters of **Understanding** will be written to correlate with a specific job.

(Updated 2/11/13)

10.18.7 FOOD SERVICE WORKER

10.18.7a Area of Responsibility

Food service workers include the food supervisor, head cook, cooks or assistant cooks. The food service supervisor is responsible to the district Superintendent and is to provide attractive and nutritious meals in a clean, healthful, and pleasant atmosphere in accordance with school, state, and federal guidelines.

(Updated 2/11/13)

10.18.7b Typical Duties

Head Cook

Plan all menus to ensure Type A meals are being served. Order all food and supplies for the program. Keep accurate inventories of food, commodities, and supplies. Ensure the proper receipt and storage of commodities. Assist the Superintendent and Business Manager with food service accounting. Work with Principals to provide pleasant and orderly dining atmosphere. Have direct supervision over other food service workers. Plan and prepare tasty and attractive meals. Ensure periodic food waste monitoring is conducted, evaluate waste and food selection and adjust the menu. Be responsible for the cleanliness and healthfulness of the kitchen area. Ensure the proper storage of all food items. Direct the work of assistant cooks.

(Updated 2/11/13)

Cook and Assistant Cook

Assist with the preparation, serving, and clean-up as directed by the head cook and/or food service supervisor.

10.18.7c Requirements

Head Cook - Knowledge and experience in quantity food preparation. Some knowledge of business procedures including ordering, checking invoices, inventory, and receipting commodities. Ability to supervise and direct work of other employees.

(Updated 2/11/13)

10.18.7d Personal Characteristics:

Ability to work harmoniously with Superintendent, Business Manager, Principals, Teachers, Students and others.

Neat, well-groomed appearance.

Positive attitude toward school personnel and children.

(Updated 2/11/13)

10.18.7e Letters of Understanding

Letters of Understanding will be written for nine months for Head Cook, Cooks and Assistant Cooks. Including days that school is in session plus days before and days after for preparation and cleanup.

(Updated 2/11/13)

10.18.7f Employment Terms

Letter of **Understanding** will be written for up to 185 days.

(Updated 2/11/13)

10.18.8 ASSISTANT DIRECTOR OF CUSTODIAL & MAINTENANCE

10.18.8a Reports to: Superintendent

10.18.8b Salary: \$14.50 to \$16.00 depending on experience

10.18.8c Benefits: See negotiated contract under Class 1 Employee

10.18.8d Terms of Employment: To be determined by Administration and the School Board.

10.18.8e Job Summary: To assist in supervision necessary to develop, organize, and maintain a competent, skilled staff of custodians and others to operate, maintain and upgrade district facilities and grounds. To assist and support the School and Central Administration in providing a safe and clean educational environment. This is a year around position (12 month).

10.18.8f Qualifications:

1. Maintenance/custodian job experience is preferred.

2. Experience in a maintenance/custodial area. (Electrical, heating, air conditioning, boiler operations, custodian, etc.)
3. Must be able to demonstrate working knowledge of carpentry, plumbing, electrical systems, heating systems, sprinkler systems, concrete, wood floor care, custodial activities, excavation and landscaping.
4. Must possess good/excellent communication skills.
5. Must have a valid South Dakota driver's license and a CDL is desirable.
6. Preferably, live in Fort Pierre area for the emergency situations that may occur.
7. High school education or equivalent.

10.18.8g Responsibilities:

1. To establish and maintain effective lines of communication with the district administrators, custodians, students, staff and the public.
2. To assist in directing, training, monitoring and evaluating the members of the custodial and maintenance staff in accordance with Board policy. (Performance, vacation, work hours, time sheets)
3. To gather the necessary data to aid in the planning and implementation of school wide preventive maintenance program.
4. Accompany visiting inspectors representing public or other agencies and report issues to Director of Custodial and Maintenance.
5. To assist coordination and plan in-district workshops for desired professional growth opportunities for maintenance/custodial staff.
6. To ensure health and safety of all on-site personnel.
7. To inspect and replace/repair materials and small equipment as needed.
8. To inspect and ensure the proper cleanliness and maintenance of the facility according to a set schedule.
9. To operate heating, lighting, ventilation, and electrical controls as specified.
10. To assist in planning and implementing the cleaning schedules for times when school is not in session.
11. To see that snow is removed from walks and steps before the start of school and as needed throughout the day.
12. To complete additional custodial and maintenance duties as directed and assigned from Director of Custodial and Maintenance.
13. To perform other duties as assigned by Superintendent.

10.18.8h Demands of the Job:

1. Use pick-up truck, tractor, computer, cell phone, lawn mower, vacuum cleaner, snow shovel, and similar equipment.
2. Need lower body strength to stand/walk throughout the workday.
3. Upper body strength to lift 85 pounds and carry 100 feet.
4. To climb various ladders and scaffolding somewhat frequently
5. Moderate exposure to weather extremes from minus 40 degrees to 110 degrees F.
6. Frequent exposure to various airborne particles of sawdust, insulation, abrasives and common dust.
7. May be exposed to hazardous materials or chemicals
9. Available on call for minor and major emergencies.

(Updated 5/12/2014)

10.18.9 TECHNOLOGY COORDINATOR

10.18.9a Reports To: Superintendent

10.18.9b Salary: Up to \$45,000

10.18.9c Benefits: See Benefit Schedule

10.18.9d Terms of Employment: To be determined by Administration and the School Board.

10.18.9e Job Summary: To provide leadership, coordination, and innovation in technology, in order that each student may derive maximum benefit and obtain exit outcomes from the continuing pursuit of educational learning. This is a year around position (12 month).

10.18.9f Qualifications:

1. Experience with technological installation and maintenance.
2. Demonstrated capacity to work with teachers, administrators, and community members.
4. Experience in intra and internet networking.
5. Experience with district owned and licensed software/hardware.

10.18.8g Responsibilities:

1. Assists administration in management of District-wide network resources. This includes, but is not limited to file servers, print servers, communication servers, mail servers, domain name server, router and hubs.
2. Coordinates/ensures installation and repair of computer technology equipment and software.
3. Consults with school personnel, trouble-shoots technology problems, and performs maintenance and repair procedures as current training permits.
4. Maintains hardware, software and license inventory for the District.
5. Advises administration on the District's technology budgetary needs and long-term goals.
6. Acts as a resource person for District staff on technology related questions.
7. Conducts district technology meetings.
8. Collaborates in the writing of grants to support the infusion of technology into the district at all levels.
9. Review latest and current technology trends for use by the district.
10. Assists with selection of appropriate software.
11. Shows respect and tact while communicating effectively and working with all district personnel.
12. Supports district policies and procedures for the benefit of all district students.
13. Assists administration in developing computer lab schedules and protocol.
14. Works with administration to develop in-service/training to meet district and teacher needs.
15. Organizes, develops, and supervises alternative night/weekend/summer use times of the computer lab for community, parents, and students.
16. Orients staff to hardware, software, rules and procedures in lab.

17. Maintains lab to provide an environment conducive to learning.
18. Assists teachers to oversee student behavior when on duty in lab.
19. Requisitions supplies and equipment for the computer lab.
20. At administrative request prepares necessary materials for student/teacher use.
21. Performs other duties as assigned by superintendent or designee.

10.18.9h Demands of the Job:

1. Need lower body strength to stand/walk throughout the workday.
2. Upper body strength to lift 45 pounds and carry 30 feet.
3. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

(Updated 4/15/2014)

10.18.10 ACCOUNTING ASSISTANT

10.18.10a Department: Fiscal

10.18.10b Reports to: Business Manager/Superintendent

10.18.10c Work Week: Sunday through Saturday

10.18.10d Work Day: 8 hours/day Monday through Friday

10.18.10e Shift Work: 7:45 a.m. to 4:15 p.m. During the School Year (1/2 hour lunch)
7:00 a.m. to 3:30 p.m. During Summer Months (1/2 hour lunch)

10.18.10f Starting Salary: see negotiated agreement

10.18.10g Work Conditions: Breaks to be determined by supervisor

10.18.10h Benefits: see negotiated agreement

10.18.10i Responsible to: Business Manager

10.18.10j Qualifications: Criminal background check

10.18.10k Evaluation: as per negotiated agreement all classified staff shall be evaluated at least one time per year

10.18.10l Job Goal: Provide direct and support services for students, parents, and staff as they pertain to the business operations of the school district

10.18.10m Duties: The Accounting Assistant is directly responsible to the Business Manager. They will assist the superintendent and the business manager in maintaining the efficient operation of the central office. Individual duties may be assigned to each accounting assistant, but cross training for efficiency will be practiced.

Knowledge of:

- Generally accepted accounting principles (GAAP);
- Microsoft Office products (Excel and Word).

Skill to:

- provide customer service;
- communicate effectively both orally and in writing;
- utilize computer, office and keyboarding skills;
- effectively communicate with internal and external individuals with varying skill levels.

Ability to:

- prioritize and complete work by established deadlines;
- maintain financial records and prepare financial reports;
- compare information and recognize discrepancies;
- provide the necessary accounting and auditing functions.

(Updated 5/19/2014)

(Updated 8/13/2018)

10.19.1 District Office Secretary

Purpose of the Position: To provide secretarial and support services to the Superintendent and Business Manager to further the aims, objectives and mission of the School District, and to provide other secretarial and support services to other staff members as required for the effective delivery of services.

Reports To: Superintendent and Business Manager

Position Responsibilities:

- Supports and assists the Superintendent and Business Manager in providing quality services to students, staff, principals, board members and the community.
- Performs secretarial duties to support the Superintendent and Business Manager.
- Aids in maintaining an office calendar of appointments, preparing for meetings, and activities, including confirming appointments, initiating necessary communication and correspondence prior to and after meetings and appointment.
- Handles correspondence and phone communication related to the activities of the District Office, the Superintendent and Business Manager.
- Accurately maintains the files of the District Office, the Superintendent, and Business Manager ensuring that they are updated regularly, are well-organized, and are available to the Superintendent when needed.
- Provides support to the Superintendent and Business Manager in the coordination of district programs and services and handles correspondence and other support activities for meetings when asked.
- Accurately maintains records and files regarding District, Superintendent and Business Manager meetings and materials.
- Provides support and assistance to the Superintendent in preparing curriculum materials, state reports, in-service programs, and presentations by the Superintendent, including materials preparation, facility preparation, correspondence, confirmations, and follow-up communication.

- Aids in the general secretarial and clerical tasks required to assure quality services for our internal and external clients.
- Aids other Professional Staff members as directed by the Superintendent, the Principals or as appropriate.
- Demonstrates leadership skills for overall effectiveness of School District #57-1.
- Models professional attitude and image.
- Is reliable and dependable.
- Is punctual.
- Maintains a professional relationship with staff and parents/community.
- Understands and supports the vision of the School District.
- Completes other duties as assigned by the Superintendent.
- Primary receiver of telephone calls and voice message handler.
- Oversee the sorting and distribution mail daily.
- School year report forms as designated by the superintendent and/or principal: school report card others as designed by the superintendent and/or principal
- Friendly, cooperative, collaborative, and helpful attitude, demeanor, and behavior toward all staff and colleagues of the school.
- Friendly, cooperative, and helpful attitude, demeanor, and behavior toward all parents/guardians and visitors to the school.
- Create a new school directory with room numbers and grade levels at the start of each school year. This should be distributed as early as possible (end of August/beginning of September).
- Create an easy-to-follow and all-inclusive emergency phone tree list for distribution by the conclusion of the first full month of each school year (names and home phone numbers included).
- Create a directory for all staff members including home phone numbers, home addresses, spouses' first names, and home e-mail addresses to be distributed by the end of the first full month of the school year.
- Assist with the management of the Personnel function. Creation of personnel file folders for all school/district employees and the maintenance of the like (in concert with the HR Office). This includes verification of certifications, college transcripts and work experience.
- Keep track and accurate bookkeeping of the petty cash drawer with accurate reports (verbal and/or written) to the district Business Manager.
- Place all orders for the office and teachers/staff throughout the school year and summer months. Check on the delivery of all materials through the Business Manager and make follow-up communications should items not be received within a reasonable period of time as directed by the Business Manager.
- Initiate all superintendent-approved PO's and assign each a number by incorporating them into the computer.
- Call service representatives immediately when machines with service contracts go down. Prepare and distribute (approximately one month prior to the conclusion of the school year) end-of-year packets for all teachers/staff. This packet includes: (a) book orders, (b) supply orders, (c) inventory sheets, (d) extra-curricular duty sheets, (e) etc. Prepare the necessary forms and sign-up sheets (as directed by the superintendent and/or principal) for each parent-teacher conference. Prepare and distribute teacher/staff handbook for each teacher/staff member by the first teacher institute day of the school year. Any revisions should be incorporated during the summer for the upcoming academic year. Revisions will be dictated by the superintendent and/or principal.

- Assist in the collection of outstanding student annual fees and investigate bounced checks.
- Assist parents with completing Free and Reduced Lunch Applications.
- Assist with daily lunch count and ensure that student, staff, and parent meals are accounted for accurately using district provided technology.
- Prepare, organize, update, and make available all standard office forms for staff use under the direction of the superintendent and/or principal.
- Make recommendations to the superintendent and/or principal as to the overall improvement of office functions.
- Any/All other duties/responsibilities as delegated/directed by the Superintendent and/or Business Manager.

(Updated 8/13/2018)

10.20.1 Library/Media Specialist

POSITION PURPOSE: To provide the leadership and expertise required to ensure that the Stanley County School District library media program is aligned with the mission, goals, and objectives of the school and is an integral component of the school’s instructional program.

GENERAL RESPONSIBILITIES: Create a school “learning commons” by developing and administering an integrated school library media program. Instruct students and staff in effective use of the media center, information and technology literacy skills, and use of equipment. Evaluate, select and procure print and digital resources and related equipment. Develop policies and procedures to ensure efficient operation, services, and facility use for a 21st century school library media program. Implement a results-oriented information and technology literacy skills curriculum integrated with subject area curriculum through partnerships with teachers. Provide leadership and guidance for effectively integrating technologies with instruction to create 21st century instructional strategies. Develop knowledge of curriculum in all subject areas. Instruct teachers, administrators, and other staff in the use of new information technologies. Recommend and procure resources for staff for use in meeting their instructional objectives.

REPORTS TO: Stanley County Building and District Administrators

DESIRED QUALIFICATIONS:

- Experience with instruction on information and technology literacy skills, including the research process
- Experience in evaluating and selecting print and digital resources
- Expertise in basic technology, including computer operation, productivity software, and basic network knowledge
 - Communication skills, including the ability to proactively collaborate with students and staff
- Knowledge of instructional methods, strategies, and pedagogy
 - Knowledge of curriculum development processes and learning theories
- Understanding of student growth and development
- Ability to successfully interact with students and staff from various disciplines and with differing skill levels

- Knowledgeable about the use of Web 2.0 tools for instruction.
(Updated 8/13/2018)

APPENDIX A

BUSINESS POLICIES

1. **Inventory - Equipment, Land, and Buildings**

It is the Policy of the Stanley County School Board that all real and personal property meeting the criteria as a General Fixed Asset (GFA) as presented in the following shall be capitalized at actual cost or estimated cost based upon a reasonable estimation methodology in those cases where it is not feasible to ascertain actual cost. Donated GFA's shall be recorded at their estimated fair value at the time received.

Depreciation will not be charged on GFA's.

All land not appropriately accounted for in a proprietary or trust fund shall be capitalized and recorded as GFA's.

All real property other than land not appropriately accounted for in a proprietary or trust fund shall be capitalized and recorded as a GFA when its cost equals or exceeds \$1,000.00.

2. **Employee Criminal Background Check**

It is the policy of the Board to only employ individuals who do not have a "disqualifying record." Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000-2001 school year and thereafter, who were not employed by the District during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency, together with fingerprint identification cards approved by the State of the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, c/o 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprint process. The school district will provide to the law enforcement agency a check or money order made payable to the South Dakota Division of Criminal Investigation in the amount of \$43.25 and \$12.00 for fingerprinting. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime as defined in SDCL 22-

22-30, or trafficking in narcotics. Options A, B, & C may be included individually or all three may be included:

Option A – Conviction of any crime of moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the Board on a case-by-case basis.

Option B – Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.

Option C – Any criminal conviction may be considered in making a hiring decision.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

This policy applies to all other employment agreements whether written or oral.
(adopted 8/12/02)
(revised 6/30/03)
(Updated 4/11/13)

3. Payroll for all school employees and school board members.

- a. All school staff will be paid the 20th of each month.
- b. School Board Members will be paid in December and June at a rate of \$60.00 per regular meeting plus State mileage rates and \$30.00 per special meeting plus State mileage rates.

4. Drug and Alcohol Testing for School Bus Drivers

The school district shall adhere to federal law and regulations requiring a school bus driver drug and alcohol-testing program. An employee will be prohibited from refusing to take a required test.

(adopted 8/12/02)
(Updated 4/11/13)

5. Transporting Participants to Co-curricular Events

Board policy states that transportation will be provided for students participating in events out-of-town. Whenever the bus is not available or is full, State rates per mile will be paid for the use of private automobiles providing they are driven by either a parent of a participating student or a school official. Vouchers for this mileage must be approved by both the Activities Director and the Principal and Superintendent. It shall be the responsibility of the person arranging for private transportation to see that each driver signs a voucher and then he should submit it to the Activities Director. Each voucher must indicate the activity involved for coding purposes.

It is the policy of the Stanley County School District, #57-1, that the school district will not pay for meals for students while traveling to or from an activity or event.

EXCEPTION: The Stanley County School District, #57-1 will pay meal expenses for any student(s) participating in state level competition. State level competition is the state tournament.

Participants meeting the foregoing exception are to be provided the following amounts for meals on out-of-town trips, excluding the first qualifying meal.

Breakfast	\$3.00
Lunch	\$4.00
Dinner	\$5.00

This amount is payable in advance by check made out to the faculty sponsor requesting same. The voucher for this should include the following information:

- a. Activity involved
- b. Date of activity
- c. Estimated departure and return times
- d. Number of students
- e. Signature of Activities Director and Principal
- f. Signature of faculty sponsor

Lodging will not be paid in advance but will be paid by voucher with the regular bills.

Bus drivers will be paid \$16.00 per hour or their hourly rate for current employees when authorized to drive to school activities. The school district will pay for exams for driver.

Travel Expenses

School Personnel will be paid for travel expenses according to State of South Dakota rates without the use of a receipt for authorized school activities outside the school district. Personnel will be required to document on a prescribed form the following necessary information: departure date and time, returning date and time, purpose of travel, total miles driven (if using personal car), and this must be approved by the immediate supervisor before payment can be made.

Upon prior approval from immediate supervisors, an employee may elect to use their own vehicle even if a school vehicle is available. Mileage will be paid by using the South Dakota mileage chart date July 1, 2015, for in-state travel, or the current Rand McNally Road Atlas mileage chart for out-of-state travel at a rate of \$0.42 cents per mile. The school district is not responsible for any other costs.

School personnel will not be reimbursed for meals if the Administration has approved travel that does not require an overnight trip.

All travel expenses incurred, except for student meals, will be paid at the regular school board meeting.

(Updated 4/11/13)

6. Long Distance Phone Calls

Long distance phone calls will be logged and monitored by the principal and the Business Office.

7. Mileage paid to parents for transporting students to school K-8 grades.

Invoices requesting payments to parents must be submitted to the Business Office before June 30th of each year. Mileage paid to parents will be made in semi-annual payments in February and June. Mileage will be paid to the closest attendance center.

8. Substitute Teachers

Non-certified Substitutes for Certified Staff:

Substitute teachers for the Stanley County School District who are not certified will be paid \$105.00 per eight-1/2-hour day. Any portion of an eight-hour day shall be prorated at an hourly rate of \$12.35 per hour.

Certified Substitutes for Certified Staff:

Substitute teachers for the Stanley County School District who are certified will be paid \$105.00 per eight-1/2-hour day. Any partial portion of an eight-hour day shall be prorated at an hourly rate of \$12.35 per hour. When employment exceeds ten (10) continuous days in a designated assignment, the pay rate will be the same as the base teacher's salary rate per day, retroactive to the first day of assignment.

Classified Staff Substitutes:

Substitutes for classified staff will be paid for the authorized work hours of that position at a rate of \$10.00 per hour

9. Payment for Staff Services

All payments of either contract amount or for services rendered to the school will be paid through payroll with deductions being withheld. Reimbursements to staff members are not included, i.e. travel.

10. Keys

Any keys lost by school personnel will require replacement of costs of keys and locks at a cost to the personnel losing keys.

11. Impact Aid

Stanley County School District shall not budget Impact Aid revenues until said funds are received into the Impact Aid Fund.

12. Speaker Fees

Fees paid to speakers at the high school graduation ceremonies will be \$75.00.

13. Scorekeepers, Timers, Announcer and Student Officials

Scorekeeper and timers for athletic events shall be paid \$25.00 per game (JV/V).
Sixth (6th) through ninth (9th) grade activities shall be paid \$15.00 per game.
Football Announcer shall be paid \$25.00 per game.
Student Officials shall be paid \$10.00 per game.
Line Judges shall be paid \$15.00 per match.
Student Line Judges shall be paid \$10.00 per match.
Wrestling Tournament Workers – per day -- \$90.00
Gymnastic Tournament Head Table Workers – 1 day -- \$75.00

(revised 2/14/05)
(Updated 8/13/18)

14. Credit Cards

The business manager, with the approval of the Superintendent/CEO, is authorized to issue credit cards on an as-needed basis to teachers, administrators, and school board members. Each credit card so issued shall be for a specific reason and a limited period of time. A written record of all cards issued, to whom, for what purpose, and return date shall be recorded. The available credit line for any card issued under this policy shall not exceed \$2,000.00. School credit cards may be used for the following purposes.

- a. On travel status for:
 - (1) Fuel, oil, and repairs for school vehicles;
 - (2) Lodging – at rates established by the district;
 - (3) Emergency items related to the purpose of the travel.

- b. Other usage:
 - (1) For purchase of materials, supplies, or equipment when authorized by the Business Manager;
 - (2) Emergency purchases for school-related items when there is insufficient time to follow regular procedures for purchase orders and vouchers.

Each person issued a credit card under this policy shall sign an agreement providing that charges made on the credit card may be deducted from the person’s salary unless:

- A. The purchase was for a school-related purpose authorized under this policy; and

- B. The person has submitted signed receipts and such other documentation as the Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

The person reconciling the credit card statement shall not be the same individual whose statement is being reconciled.

Any credits earned, i.e. frequent flyer miles or other things of value received because of the use of the District's credit card, will be solely for the benefit of the school district.

Acceptance of Credit Cards

The School Board has determined neither credit cards nor debit cards may be used as payments owed to the District except for on-line meal account payments.
 (Amended 3/22/16)
 (Updated 4/11/13)

**15. Admission Prices for Varsity School Athletic Events
 (Excluding SDHSAA Tournament Events)**

Ticket Prices		Activity Tickets	
Adults	\$5.00	Family	\$50.00
Students (Grades JK-5)	\$3.00	Adults	\$35.00
		Students (Grades JK-12)	\$15.00

(adopted 6/30/03)
 (Updated 4/11/13)

Students must participate in an event to be admitted free or they must present their activity ticket or pay the admission price at the door.

Patrons sixty-five (65) years or older, upon request, shall receive a "Golden Buffalo Card" which shall give them free admission to all home activities, except SDHSAA tournaments, in appreciation for past support.
 (Updated 4/11/13)

16. Ole Williamson Estate

As per Board action in March 1985, the Board accepted final payment of the Ole Williamson estate and placed the amount of \$180,422.67 in an interest bearing non-expendable account.

17. Fundraisers

All school related fundraisers must have prior approval of the Administration of the school and the Student Advisers must follow all the procedures as stipulated.

18. Interest on Investments

Interest earned on investments will be prorated for the general, capital outlay, special education, unemployment and food service accounts based on the balance in the account at the time the interest is declared. The interest earned by the trust and agency accounts will be placed in the Ole Williamson expendable account except for interest earned by the Randy Schumacher and W.J. Hannum accounts.

19. Retirement

ITEM IX

EARLY RETIREMENT POLICY

Employees of the Stanley County School District who find it necessary or desirable to retire early from employment with the District may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement is entirely voluntary and at the discretion of an eligible employee.

Eligibility -- An employee is eligible for early retirement if such employee:

1. Is not less than fifty-five (55) years of age as of June 30; and
2. Has twenty (20) years or more of employment service with the District.
3. Had a signed contract on or before 2014/2015 school year.
 - a. If separation in employment occurs the employee does not qualify under this policy.
 - b. Those who have separated from employment with the Stanley County District and are hired after the 2014/2015 school year do not qualify under this policy.

Upon providing written notice to the Superintendent of Schools **on or prior to April 16** of the year in which early retirement from the employ of the Stanley County School District is to commence, the eligible employee shall be paid the following benefits:

For certified and classified staff members retiring between the ages of fifty-five (55) and sixty-seven (67), a staff member may receive sixty percent (60%) of the staff member's current contract amount (excluding extra duty pay) multiplied by fourteen percent (14%) multiplied by the number of years it takes to reach age sixty-seven (67). If an employee has at least thirty (30) years of service at the time of retirement, there shall be no declining factor, i.e. sixty percent (60%) of current contract multiplied by fourteen (14%) multiplied by the number of years it takes to reach 67.

In addition, the staff member shall receive Two Hundred and NO/100 Dollars (\$200.00) for each year of service in the Stanley County School District.

The payment shall be payable either as one (1) lump sum payment, or six (6) equal payments. If the equal payments method is chosen, these payments must be taken the last 3 months of the current calendar year (Oct.-Dec.) and the first three months of the following year (Jan-March).

In the event the actual staff member dies while all or part of the early retirement benefit remains unpaid, such benefit will be paid to the beneficiary, or to the estate.

(Revised 11-10-15)

(Updated 4/11/13)

(Revised 5/13/02)

Retire/Rehire

Pursuant to South Dakota Codified Law (SDCL 3-199) an employee may Retire/Rehire with the following stipulations:

- (1) Resign position and may not reenter covered employment within the three consecutive calendar months that start with the individual's effective retirement date.
- (2) Vacancy shall be advertised;

- (3) Employee must apply for the teaching/classified position;
 - (4) If selected, employee shall go through the interview process;
 - (5) If offered, accept contract/letter of intent as per the negotiated agreement.
- (Updated 4/11/13)

20. Use of School Equipment

School employees must have permission from the superintendent, building principal or head of maintenance to take school owned equipment off school premises. Also, such employees must report to the Business Office any equipment that has been moved to another classroom or another building on a permanent basis.

(Updated 5/13/13)

21. Rental Policies and Rate Schedules for Building and Grounds.

A. Philosophy

Since public schools belong to the State of South Dakota and the people of the school district, and since plant facilities are established, maintained and operated by funds provided by local, state and federal taxes, the Board accepts the responsibility for making the public facilities of the Stanley County Schools available to the community for appropriate activities.

It is also recognized that education and the pupils in the school system have priority. Outside building utilizations must not infringe upon nor interfere with conduct and best interest of the school system.

Rentals of facilities should at least pay for the additional custodial and utilities costs. The use of funds collected for elementary and secondary education to support or subsidize non-educational programs would not be proper.

It is the Board's intention to grant the use of the public-school facilities under the Superintendent's direction in accordance with the following policy:

1. Lease Agreements

All agreements covering the lease of school space, use of facilities, or the rendering of service shall be in writing and on special Lease Agreement forms, executed in duplicate by both parties.

These rules and regulations shall become a part of each such Lease agreement.

(Updated 5/13/13)

2. Regular Services

With the regular schedule of rates are included heating, house lighting, ventilating, cleaning before and after use of area, speaker's stand, and ticket windows. There shall be a custodian present during the entire time any building is in use.

The normal rental time will not exceed four (4) hours in length unless permission is granted by the superintendent. Any fraction thereof will require the schedule fee for day rental.

3. Incidental Services

Services in addition to those provided by the regular contract will be provided as requested and agreed to by the owner. An additional charge of \$5.00 per listed item will be made for use of special equipment, scoreboards, AV equipment, the public-address system, special lighting, and dressing rooms.

4. Rehearsals

Rehearsals or use of facilities in addition to the regularly scheduled event shall be included in all lease agreements and payment shall be at the rental rate for the period plus any additional incidental services that are required.

5. Insurance

Proof of liability insurance must be supplied to the school district before renting any buildings or using the school grounds. The minimum amount of liability insurance required will be \$100,000.00. A copy of the policy must be attached to the rental agreement with the effective dates of coverage and the amount of liability insurance coverage.

6. Payments

The rental shall be due and payable prior to the first day of the rental period. Incidental service charges, not included in basic rental, are to be paid prior to the beginning of the event.

7. Damages

Any group using any part of the school facilities will be held responsible for any damages done to equipment or facilities by members of the group or by others in attendance at a rate determined by the Superintendent and Business Manager.

8. Smoking and Alcohol

The sponsoring organization will be responsible for the prevention of smoking in areas except those specifically designated for that purpose. Smoking is prohibited at all times in all school buildings. No beer or liquor will be allowed in any school facility, and the sponsoring organization will be expected to prevent drinking on the premises.

9. School activities will always take precedent over any other activities or functions. The Superintendent of Schools shall have the responsibility for the assignment of dates so that there will be no conflicts with previously scheduled school activities. Should an

unavoidable conflict or emergency situation arise after the agreement has been signed, the School Board reserves the right to cancel the agreement.

10. Concession Rights

The group or organization leasing the facility shall have a priority on concession rights. For these rights a flat 10% of gross receipts shall be paid to the School Board. If the renters do not want the concession rights, those opportunities shall be left to the discretion of the owner.

11. Percentage of Gross Receipts

The School Board reserves the right to lease the Parkview Gymnasium on the basis of a percentage of the gross receipts in lieu of the flat rate schedule.

12. Admission Tax

The School Board reserves the right to require an admission tax of five percent (5%) on all leased activities, especially for the purpose of purchasing equipment for the auditorium.

13. Graduation Parties

The Elementary Gym and the High School Gym may be used for post-graduation parties. This must be cleared by the Superintendent of Schools.

B. FACILITY RENTAL

1. Class "A" Scale - Includes all conventions, civic, educational, religious, athletic, and charitable sponsors when no admission is charged, no collection is taken and no selling of pamphlets or books on the premises.

	Parkview Building	MS/HS Building	K-5 Building	Parkview Gym	HS/MS Gym	K-5 Gym
Session (less than 4 hours)	\$150	\$150	\$150	\$100	\$100	\$100
All Day (More than 4 ours)	\$225	\$225	\$225	\$150	\$150	\$150

2. Class "B" Scale - Includes all civic, educational religious, athletic, and charitable sponsors where admission is charged, or a collection taken, and profit remains in the local community. This classification also includes local firms or corporations that may use the auditorium for advertising purposes where no admission is charged.

	Parkview Building	MS/HS Building	K-5 Building	Parkview Gym	HS/MS Gym	K-5 Gym
Session (less than 4 hours)	\$200	\$200	\$200	\$150	\$150	\$150
All Day (More than 4 ours)	\$300	\$300	\$300	\$225	\$225	\$225

3. Class "C" Scale - Includes all rentals by individuals, groups of individuals or groups sponsoring events for profit when admission is charged or collections taken.

	Parkview Building	MS/HS Building	K-5 Building	Parkview Gym	HS/MS Gym	K-5 Gym
Session (less than 4 hours)	\$300	\$300	\$300	\$200	\$200	\$200
All Day (More than 4 ours)	\$450	\$450	\$450	\$300	\$300	\$300

4. Other Facilities – If other facilities are requested, the administrator will charge appropriately in alignment with fee schedule

Kitchen - \$100.00, plus cost of supervising cook, which will be at the rate of time and one half. No admission to the kitchen will be permitted until the supervising cook is on duty.

Additional Fees: Custodians will receive \$100.00 per session and up to \$200.00 per day from rental payments to open, supervise, close and clean all facilities of public use. It is the custodians' responsibility to submit vouchers to the business office for payment of the number and dates of all functions for the month.

(Updated 9-14-15)

(Updated 4/11/13)

22. Use of School Vehicles

The general philosophy of the Board of Education is that transportation equipment purchased by the school district is to be used primarily for school purposes, and that taxpayers will not be expected to subsidize busing equipment or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school transportation equipment to the extent that such use does not impinge upon/impair use for school district purposes.

(Updated 5/13/13)

23. Workmen's Compensation and Payment Made In Lieu Of Workmen's Compensation.

Workmen's compensation payments are compensation for an injury or disability and not remuneration for employment. They are, therefore, not wages. This includes workmen's compensation payments received by an employee indirectly, e.g., paid through the employer.

Sometimes an entity is authorized in the case of an employee injured at work who is eligible for workmen's compensation, to continue his/her full salary instead of proceeding with a claim under the Workmen's Compensation Act. Such payments in lieu of workmen's compensation are not wages.

Where state law, ordinance, or regulations do not authorize payments in lieu of workman's compensation, and regular salary is continued, such payments are remuneration of employment.

Payments to supplement workman's compensation:

An employing entity may supplement workman's compensation payments made to an employee. This is usually done by one of the following methods:

- A. The employee receives the workman's compensation check and endorses it over to the employer. The employer then pays the employee the full amount of his/her regular pay.

- B. The workman's compensation check is paid directly to the employer, which then pays the employee the full amount of his/her regular pay.
- C. The employee keeps the workman's compensation check and the employer pays him/her the difference between the workman's compensation and the regular pay.
- D. A workmen's compensation award is made, but no check is issued by the workmen's compensation authority. The state or local government continues to pay the employee's regular salary.

The amounts in excess of the workmen's compensation should be reported.

Payments made while workmen's compensation claim is pending:

Sometimes an employer will continue to pay an employee's regular salary while the workman's compensation claim is pending. These payments should be reported as wages.

If the employee is subsequently awarded workman's compensation under this arrangement or if the employee "buys back" the sick leave, an adjustment report should be submitted to delete the amounts reported while the claim was pending.

(Updated 4/11/13)

APPENDIX B

STANLEY COUNTY SCHOOL DISTRICT 57-1 TITLE I PARENT INVOLVEMENT POLICY

The following will be utilized by the Stanley County School District to encourage parental participation in the design and implementation of the Title I program:

- The Stanley County School District will involve parents in the development of the plans and policies regarding parental involvement through parent members to the Title I Planning Committee, Consolidated Application Advisory Committee, and parent surveys.
- The Stanley County School District will provide and support the Title I director, head of federal programs, administration, and staff in the necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- The Stanley County School District will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies with school readiness and coordination/transition plans to the school district.
- The Stanley County School District will support the school's goals and provide resources in carrying out the objectives of the Title I program within Title I designated schools.
- The Stanley County School District will use surveys, public meeting feedback, and parent involvement on committees to involve parents in the process of school review and improvement. The district will make a reasonable effort to provide assistance to parents who need an alternate language or interpreter in reading Title I documents.
- The Stanley County School District will ensure that individual schools within its district operating Title I programs have a school level parent involvement policy and school-family compact that establishes parent and family engagement within the school.
- The Stanley County School District will conduct an annual evaluation of the policies during the revising process of the district's policy book and schools' handbook.

Student-Parent-Teacher Compact (Found in Student Handbook)

APPENDIX C

COMMUNICABLE DISEASES

1. Student Communicable Diseases

Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/ building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

- a. a representative from the State Health Department;
- b. the student's physician;
- c. the student's parents or guardians;
- d. the school principal or designee;
- e. the school health service's supervisor;
- f. the superintendent or designee; and
- g. primary teacher(s).

In making the determination, the advisory committee shall consider:

- a. the behavior, developmental level, and medical condition of the student;
- b. the expected type(s) of interaction with others in the school setting;
- c. the impact on both the infected student and others in that setting;
- d. the South Dakota Department of Health guidelines and policies; and
- e. the recommendation of the County Health Officer, which may be controlling.

The Advisory Committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedures will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

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

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

STUDENT COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

DISEASE AND INCUBATION* PERIOD

RULES OF SCHOOL ATTENDANCE

**Acquired Immune Deficiency
Syndrome (AIDS)** the
Communicable Disease
Policy, 6 months-5 years

Determination will be made by the
Advisory Committee as outlined in the
Communicable Disease Policy. The State
Department of Health guidelines of AIDS
shall be used as reference.

Chicken Pox
14-21 days

The student may attend school after all pox
are dry and scabbed.

**Cytomegalovirus (CMV) Salivary
Gland Viruses**

The student may attend school. Precautions
should be taken by contacts with
Immunosuppressants, anti-cancer, or organ
transplants as well as anyone with
suspected or known pregnancy. Good hand
washing in all cases should eliminate risk of
transfer of infection.

**Fifth Disease
(Erythema Infectiosum)**
6-14 days

The student may attend school with
physician's permission.

Giardiasis (Intestinal Protozoan Infection)
5-25 days or longer

The student may attend school if student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex
2-12 days

The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

Impetigo
is Variable 4-10 days

The student may attend school if treatment verified and covered or dry.

Infectious Hepatitis
15-40 days (Average 25 days)

The student may attend school with physician's written permission and if the student can take appropriate personal hygiene precautions.

Measles (Red, Hard, Rubeola, 7-day)
8-14 days

The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up-to-date.

Infectious Mononucleosis
(Glandular Fever) 2-6 weeks

The student may attend school with physician's permission. The student may need adjusted school days and activities.

Mumps
12-21 days

The student may attend school after swelling has disappeared.

Pediculosis
(Lice, Crabs)

The student may attend school after providing proof of treatment.

Pink Eye (Conjunctivitis)

The student may attend school after 5-12 days when the eye is clear with treatment or with physician's written permission.

Plantar's Wart

The student may attend school. Student should not be permitted to walk barefoot.

Ring Worm
(Scalp, Body, Athlete's Foot)

The student may attend school if the area is under treatment and covered. Restrict known cases of

athlete's foot from showers until under treatment.

Rubella (3-day German Measles)
14-21 days

The student may attend school after a minimum of 4 days.
Prevent exposure of pregnant women.

Scabies (7-year itch, Mites)

The student may attend school after treatment.

Streptococcal Infections
(Scarlet Fever, Scarlatina, Throat)

The student may attend school 24 hours after initiating oral antibiotic therapy and clinically well.

All communicable and chronic disease should be reported to the building principal who may then contact local health care professionals for additional advice on treatment.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

Employee Communicable Diseases

The Board recognizes its responsibility to provide a clean and healthy environment for students and school employees.

The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to an advisory committee-for assistance in determining the proper course of action.

The Advisory Committee may be composed of:

- a. a representative from the State Health Department;
- b. the employee's physician;
- c. the employee and/or designee;

- d. the school health service's supervisor;
- e. the superintendent or designee; and
- f. other appropriate school personnel.

In making the determination, the Advisory Committee shall consider:

- a. the physical condition of the school employee;
- b. the expected type(s) of interaction with others in the school setting;
- c. the impact on both the infected school employee and others in that setting;
- d. the South Dakota Department of Health guidelines and policies;
- e. the status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3;
- f. the recommendation of the County Health Officer, which may be controlling;
- g. information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as "Confidential" as required by SDCL 1-27-3.

The Advisory Committee may officially request assistance from the State Department of Health.

If employment of an infected employee is to be interrupted or discontinued the employee will be entitled to use available medical leave and receive available benefits.

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed by the principal:

Information will be provided, as appropriate, to school employees who have regular contact with the employee medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for work attendance are established and interpreted within the context of the case. These guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require the Advisory Committee to make a determination on school attendance or participation in school activities.

(Updated 4/11/13)

EMPLOYEE COMMUNICABLE DISEASE GUIDELINES

Disease and Incubation Period

Rules for Work Attendance

Acquired Immune Deficiency Syndrome
(AIDS) 6 month-5 years

Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.

Chicken Pox
14-21 days

The employee may attend work after all pox are dry and scabbed.

Cytomegalovirus (CMV)
Precautions
Salivary Gland Viruses

The employee may attend work.

should be taken by contacts with immunosuppressants as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Giardiasis and Infectious Enteric Diseases
5-25 days or longer

The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex
2-12 days

The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.

Impetigo variable
4-10 days

The employee may attend school if under treatment and dry.

Infectious Hepatitis
15-40 days
Average 25 days

The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.

Measles (Red, Hard, Rubeola, 7-day)
a
8-14 days

The employee may attend work after a minimum of 7 days. Employee who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.

Infectious Mononucleosis
(Glandular Fever) 2-6 weeks

The employee may attend work as directed by the physician.

Mumps 12-21 days	The employee may attend work after the swelling has disappeared.
Pediculosis (Lice, Crabs)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) 5-12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Plantar's Warts	The employee may attend work.
Ring Worm (scalp, body, athlete's foot)	The employee may attend work if the area is under treatment.
Rubella (3-day German Measles) 14-21 days	The employee may attend work after a minimum of 4 days. Prevent exposure of pregnant women.
Scabies (7-year Itch, Mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1-3 days 1-3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy and clinically well.

Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

(Updated 4/11/13)

APPENDIX D

COMPETITIVE ATHLETIC POLICY

1. INTRODUCTION

It is the policy of the Stanley County School District to encourage student participation and exploration in worthwhile activities sponsored and directed by the School District. Defining the scope of these activities is the primary purpose of this policy statement.

The School District will not support or sanction competitive athletic programs below grade five. Intramural sports programs and programs designed for recreation which does not include travel or contests with other schools will be permitted below grade five if properly supervised.

Activities organized for grades 6, 7 and 8 will have their primary objectives exploration, recreation, and instruction in the basic skills. Emphasis is on a wide range of participation.

To ensure that a reasonable balance of academic and extra-curricular activities is maintained, every effort will be made to ensure that no student need be absent from school for more than one day in any week to participate in extra-curricular activities.

It shall be the responsibility of the activities coordinator to make every attempt to schedule contests to provide a minimum of disruptions to the academic program. Varsity football games will be restricted to evenings except for conference games where no lighted field is available or to Saturday games. Track and cross-country meets will be scheduled on Saturdays or evenings whenever possible. Wednesday evenings will be reserved without exception for non-school activities. No contests or practices will be scheduled after 6 PM on Wednesdays.
(Updated 4/11/13)

2. SEASON LENGTHS AND MAXIMUM NUMBER OF CONTESTS

Season lengths and number of contests are set by the School Board Policy to provide all interested students an opportunity to explore a range of activities and to provide some equality of access to time, facilities, personnel and equipment.

- A. Football - Boys, Grade 6 -12
 - 1. Length of Season
 - a. Varsity (grades 9 - 12) approximately 11 weeks with beginning date set annually by SDHSAA.
 - b. 6 - 8 grade - approximately 8 weeks beginning on 1st day of school.

2. Number of Contests
 - a. Varsity - meet SDHSAA regulations.
 - b. 6 - 8 grades - no more than 6 games.
- B. Girls Basketball - Girls grades 6 - 12
1. Length of Season
 - a. Varsity and Junior Varsity (grades 9 -12) set annually by the SDHSAA.
 - b. 6 - 8 grades to be determined by Activities Director.
 2. Number of Contests
 - a. Varsity and Junior Varsity - to meet SDHSAA regulations.
 - b. 6 - 8 grades – no more than 14 games.
- D. Boys Basketball - grades 6 - 12
1. Length of Season
 - a. Varsity and Junior Varsity (grades 9 - 12) set annually by SDHSAA.
 - b. 6 - 8 grades – to be determined by Activities Director
 2. Number of Contests
 - a. Varsity and Junior Varsity - meet SDHSAA regulations.
 - b. 6 - 8 grades - no more than 14 games.
- E. Gymnastics - Girls grades 6 - 12
1. Length of Season
 - a. date set by the SDHSAA.
 2. Number of Contests
 - a. no more than 10, excluding the regional and state meets.
 - b. 6 graders may practice with the approval of the gymnastic coaches.
- F. Volleyball - Girls 6 - 12
1. Length of Season
 - a. Set annually by SDHSAA.
 2. Number of Contests
 - a. Varsity and Junior Varsity - meet SDHSAA regulations.
 - b. 6 - 8 grades - to be determined by Activities director.
- G. Wrestling - Boys grades 6 - 12
1. Length of Season
 - a. Varsity (9 - 12) set annually by the SDHSAA.
 2. Number of Contests
 - a. Varsity - to meet SDHSAA regulations.
 - b. 6 - 8 grades - no more than 6 contests.
- H. Track - Boys and Girls grades 6 -12

1. Length of Season
 - a. Set annually by SDHSAA.
 2. Number of Contests
 - a. Varsity (grades 9 - 12) - no more than 9 meets, excluding regional and state meets and not to disrupt more than one school day in any week.
 - b. 6 - 8 grades - 5 meets not to disrupt more than one school day in any week.
- I. Cheerleaders - Boys and Girls 9 - 12
1. Cheerleaders selected in May preceding the season of service.
 - a. Five (5) for Football
 - b. Three (3) for Boys Basketball
 2. The finalists will be posted on the Activities Director's bulletin board one week after tryouts and they will be recognized at awards night.
- J. Golf – Boys and Girls 6-12
1. Length of Season
 - a. set annually by SDHSAA
 2. Number of Contests
 - a. Varsity and Junior Varsity – meet SDHSAA regulations

(revised 6/12/02)
 (updated 4/11/13)
 (updated 7/14/14)

APPENDIX E

COMPLAINT PROCEDURE

Constructive criticism of the schools is welcomed by the Stanley County 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 School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the School Board as a whole or to a School Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

Whenever a complaint of any substance is made to an administrator concerning an employee, the individual involved shall be advised of the nature of the complaint and shall be given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The School Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the School Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the superintendent.
4. The School Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the School Board must be in writing and should be specific in terms of the complaint and the action desired. The School Board will not consider or act on complaints that have not been explored at the appropriate administrative level. If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the School Board for the purposes of fuller study and a decision by this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying

the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

(Updated 4/11/13)

APPENDIX F

CERTIFIED STAFF PROFESSIONAL PRACTICES

- A. CHAIN OF COMMAND – Certified employees are to follow the "chain of command." It is unethical to present school problems directly to the School Board without first consulting with the administration.

Professional difficulties should be discussed with the immediate supervisor or superintendent. Constructive criticism is always welcome by the administration.

- B. Prior to utilization of any corrective disciplinary procedures, each administrator should be aware of certain "rules of thumb" which are basic:
1. Staff members should be fully cognizant of School Board policies, contract clauses, administrative regulations, and just cause and due process requirements.
 2. Staff members should be made aware of the minimum standard of conduct acceptable. Suggestions: do not publish a list of reasons for "thou shall nots" rather, develop an understanding of reasons for "thou shalls..."
 3. Follow the prescribed disciplinary procedure in a just and reasonable manner. There should be no surprises. There must be "consistence" in behavior action.
 4. It is much easier to handle a problem which is measurable, or specific, and which is documented properly. **Good documentation is a key in "all" disciplinary procedures.**
 5. It must be continually borne in mind that the goal is to improve education and supervision of students. There is no room for pettiness or vendettas. The emphasis should be on positive steps taken to help employees, rather than on negative steps to dismiss employees.
 6. The five steps in taking discipline to its ultimate conclusion are:
 - a. Oral warning or oral reprimand.
 - b. Written warning or written reprimand.
 - c. Disciplinary time off "with pay." (This must be cleared with the Superintendent's Office.)
 - d. Disciplinary time off "without pay." (This must involve School Board action because it is interpreted as a demotion.)
 - e. Discharge or termination.

Most cases are handled via the first two steps.

7. Oral reprimands (warnings) should be duly noted in supervisor files. Written reprimands (warnings) should be filed in the teacher's personnel file at the building level with the teacher's knowledge.

CODE OF PROFESSIONAL ETHICS

Section 24:08:03:01. Obligations to students.

24:08:03:02. Obligations to the public.

24:08:03:03. Obligations to the profession.

24:08:03:04. Obligations to professional employment practices.

24:08:03:01. OBLIGATIONS TO STUDENTS

In fulfilling their obligations to the students, educators shall:

1. Not without just cause restrain students from independent action in their pursuit of learning and shall not without just cause deny to the student access to varying points of view;
2. Not deliberately suppress or distort subject matter for which they bear responsibility;
3. Make reasonable effort to maintain adequate discipline and order in the classroom and the school system to protect the students from the conditions harmful to learning, health, and safety;
4. Conduct professional business in such a way that they do not expose the students to unnecessary embarrassment or disparagement;
5. Not for reasons of race, color, creed, sex, national origin, marital status, political affiliation, or family, social, or cultural background exclude any students from participation in or deny them benefits under any program, nor otherwise required by federal guidelines, regulations, or programs;
6. Not use professional relationships with students for private advantage;
7. Keep in confidence information that has been obtained in the cause of professional service, unless disclosure serves professional purposes or is required by law;
8. Not tutor for remuneration students assigned to their classes unless no other qualified educator is reasonably available;
9. Shall maintain professional relationships with students in a manner which is free of vindictiveness and recrimination.

24:08:03:02. OBLIGATIONS TO THE PUBLIC

In fulfilling their obligations to the public, educators shall:

1. Not misrepresent an institution or organization with which they are affiliated, and shall take adequate precautions to distinguish between their personal and institutional or organizational views;
2. Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
3. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
4. Not use institutional privileges for private gain or to promote political candidates or partisan political activities;
5. Accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, not offer any favor, service, or thing of value to obtain special advantage.

24:08:03:03. OBLIGATIONS TO THE PROFESSION

In fulfilling their obligations to the profession, educators shall:

1. Not interfere with the free participation of colleagues in the affairs of their associations;
2. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
4. Withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
5. Not misrepresent their professional qualifications;
6. Not knowingly distort evaluation of colleagues;
7. Not disparage a colleague before others or criticize a colleague before students;
8. Provide upon the written request of an educator a written statement of specific reasons for recommendations that lead to the denial of increments or significant changes in employment.

24:08:03:04. OBLIGATIONS TO PROFESSIONAL EMPLOYMENT PRACTICE

In fulfilling their obligations to professional employment practices, educators shall:

1. Apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications;
2. Apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates;
3. Not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
4. Give prompt notice to the employing agency of any change in availability of service; and the employing agency shall give prompt notice of change in availability or nature of a position;
5. Adhere to the terms of contract or appointment unless the contract has been substantially altered without consent of the affected parties, legally terminated, or legally voided;
6. Conduct professional business through channels that have been adopted by the employing agency, when available;
7. Not delegate assigned professional responsibilities to unqualified personnel;
8. Permit no commercial exploitation of their professional position.

CONTESTED CASE PROCEDURE

The following sections of the Administrative Rules of South Dakota (ARSD) are adopted by the Board of Education. "Commission" in this section refers to the South Dakota Professional Practices and Standards Commission created by the South Dakota Legislature under the provisions of SDCL 13-43-17.

CHAPTER 24:08:04

- Section 24:08:04:01 Acknowledge receipt of complaint.
- 24:08:04:02 Investigation of complaint.
- 24:08:04:03 Action by commission on complaint.
- 24:08:04:04 Petition for review.
- 24:08:04:05 Setting date for hearing.
- 24:08:04:06 Notice of hearing.
- 24:08:04:07 Complaint hearing procedure.
- 24:08:04:08 Briefs.
- 24:08:04:09 Petition for hearing review.

24:08:04:01. ACKNOWLEDGE RECEIPT OF COMPLAINT

Within ten days after filling of a complaint in writing with the chairperson setting forth the sections of the code of professional ethics that are alleged to be violated, a written acknowledgment of receipt of such complaint will be mailed to the complainant and the respondent. A copy of the complaint shall also be sent to the respondent.

24:08:04:02. INVESTIGATION OF COMPLAINT

The commission shall provide for the appropriate investigations to determine the validity of the complaint. Within forty-five days after the receipt of the complaint, the complainant and respondent shall be sent a notice by certified mail setting forth the decision of the commission and the reasons therefore regarding the disposition of the complaint.

24:08:04:03. ACTION BY COMMISSION ON COMPLAINT

If, as a result of the investigation, the commission decides to hear the complaint, procedures outlined in "24:08:04:05" shall be followed. If as a result of the investigation, the commission decides not to hear the complaint, the complainant has recourse under "24:08:04:04."

24:08:04:04. PETITION

Any person aggrieved by any action of the commission taken without a hearing may, within thirty (30) days following the date of such commission action, petition the commission for a review of its decision. Such review shall be held not later than sixty (60) days following receipt of the petition.

24:08:04:05. SETTING DATE FOR HEARING

The commission shall set a time and place for a hearing which will be held within thirty (30) days of notification of the decision as set forth in "24:08:04:02." A postponement of not more than thirty (30) days may be granted by the chairperson upon mutual agreement of the complainant and the respondent.

24:08:04:06. NOTICE OF HEARING

At least twenty (20) days prior to the date set by the commission for hearing petitioned for under "24:08:04:04," the commission shall serve by mail upon the petitioner and other interested or affected parties a copy of the notice of hearing pursuant to SDCL 1-26-17.

24:08:04:07. COMPLAINT HEARING

The hearing shall be conducted in a formal manner. The complainant and the respondent shall be entitled to be represented by another party. Testimony may be transcribed by a court reporter if requested by either complainant or respondent ten (10) days before the

hearing, and such party shall engage the reporter and pay the reasonable cost thereof. A tape recorder shall be used when a court reporter is not engaged. After the hearing, the commission shall give its decision based upon such testimony given at the hearing with thirty (30) days following the conclusion of the hearing as provided in SDCL 13-43-28.

24:08:04:08. BRIEFS

Any party to any hearing shall, upon request made prior to the close of the hearing, be entitled to file a written brief with the Commission within such reasonable time as then fixed by the commission for the filing thereof. The commission may also direct the submission of written briefs and set a reasonable time for their filing when, in its opinion, briefs are warranted by the issues involved in the proceedings.

24:08:04:09. PETITION FOR HEARING REVIEW

Within ten (10) days after receipt of the Commission's decision, any party to the hearing may file with the commission a petition for review of its decision. The Commission, in its discretion, may deny the petition, order a rehearing, or direct such other and further proceedings as it deems appropriate. Upon such rehearing or other proceedings, the Commission may affirm, reverse or modify its earlier decision. Notice of the Commission's decision on the petition to review shall be served by mail upon the petitioner and any other affected parties within ten (10) days following the Commission's receipt of the petition. Such petition for review shall be optional with the parties and shall not be mandatory before seeking judicial review.

(Updated 4/11/13)

APPENDIX G

STUDENT ALCOHOL/DRUG POLICY

(Amended 8-10-15)

(Updated 4/11/13)

(adopted 9/8/03)

General Policy Statement On Use Of Drugs, Alcohol and Tobacco

The Stanley County School Board and Administration believes that the use of drugs, alcohol, and tobacco on or off school property is detrimental to learning process and health of young people. In all cases, the use of drugs is illegal, and the use of alcohol is illegal by elementary and high school students. In most cases, the use of tobacco is illegal by elementary and high school students. Therefore, the School Board, Administration and Faculty of Stanley County School District 57-1 strongly discourage the use of drugs, alcohol, and tobacco by students and have adopted the following:

Student Due Process Policy – All students are entitled to due process when they are subjected to disciplinary action such as suspension and expulsion. The Board and administration have the legal authority to deal with disruptive students and student misconduct.

Basic due process provides that (1) the student is given oral or written notice of the charges, (2) the student is given an oral or written explanation of the facts that form the basis of the proposed suspension and (3) the student is given an opportunity to present his/her version of the incident.

Student Due Process Procedures – In the event that the student participant or parent requests a hearing, the building principal shall:

- A. Designate the time, date, and place for the hearing, reasonable to both parties.
- B. Inform the parent and student participant, that he/she will be temporarily suspended from participating or practicing in that activity until such time that the hearing has been held.
- C. Notify the secondary principal of the time, date, and place of hearing.
- D. The Activities Director shall conduct the hearing in such a manner that the accused student and parent will have the opportunity to review the alleged violations of policy and ask questions appropriate to the situation. At the same time, the same courtesies will be extended to the secondary principal.
- E. The Activities Director and the secondary principal will make the disposition of the alleged violations.

The penalties for each alcohol and/or tobacco violation are additive and will be combined. As an example, an individual who receives a tobacco violation following an earlier alcohol violation will receive the penalty for a second (2nd) violation.

Drug Policy Clarifications

Except when used as directed by a physician (prescription drugs), no student shall possess, use, sell or dispense any illegal drug, controlled or mind-altering substance, glue

or other chemical for inhaling, or marijuana, on school property, within the Drug Free Zone, or at school activities, both in and out-of-town.

Drug Policy Penalties

Use, possession, and distribution of drugs are against state and federal law. Students are subject to criminal prosecution (adult or juvenile) for violation of state or federal law. Penalties in this policy for drug and marijuana violations and convictions for all students enrolled in extracurricular activities apply year around (SDCL 13-32-9). All students, including those enrolled in extracurricular activities, will be suspended from school for 10 days for the First Offense. All students, including those enrolled in extracurricular activities, will appear before the School Board with their parents, for recommendation of expulsion for the Second Offense. These penalties are in addition to those enumerated in SDCL (13-32-9).

Enforcement - Drugs, Controlled Substances, and Marijuana

On School Property, within the Drug Free Zone, on out-of-town school activities: The use or possession of drugs including marijuana and other controlled substances defined in SDCL 22-42 is PROHIBITED on school property, within the Drug Free Zone, or on out-of-town school activities. All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Any student using, suspected of using, possessing, or suspected of possessing drugs, or controlled substances on school property, within the Drug Free Zone, or on a school sponsored trip will be detained by an administrator, coach, or faculty member and turned over to local law enforcement officials. The Administrator in charge will notify the student's parents immediately.

SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS.

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. 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 thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. 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 second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance 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 for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to

sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or 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. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

Drug Alternatives – HELP

The Stanley County School District feels confident that early intervention can benefit the student before significant harm or dependency results. The administrative team will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for any assessment and/or treatment are the responsibility of the student and her/his family.

A school counselor is available on staff to assist students who have used or are considering using drugs. All sessions with the counselor are kept in the strictest confidence.

Alcohol Policy Clarifications

No student shall possess, use, sell or dispense beer, wine, wine coolers, whiskey, or any beverage containing alcohol on school property, within the Drug Free Zone, or at school activities, both in and out-of-town.

Alcohol Policy Penalties

Use, possession, and distribution of alcoholic beverages by persons less than 21 years of age are against state law. Students are subject to criminal prosecution (juvenile) for violation of state law. Upon notification that a Stanley County student has been arrested for underage consumption of alcohol, DUI, or any alcohol related violation, the Administrator will immediately contact the accused student and notify the student's parents. Notification may come from law enforcement, parents, and members of the student body, or the student. The Administrator will schedule a conference with the accused student and student's parents to ascertain the accuracy or validity of the complaint. If the student and parents agree that the notification of arrest is accurate, penalties below will apply immediately if the student is enrolled in extracurricular activities.

Alcohol Policy (on or off school property – for all students enrolled in extracurricular activities): Stanley County Schools alcohol policy becomes effective with beginning of SDHSAA sponsored activities on the first day of practice in the fall until the last scheduled day of all sports or Graduation, whichever is later, in the spring. Penalties are not cumulative – each student starts with a clean slate each year.

- First Offense: Five school days suspension from all extracurricular-activities. Students will not be allowed to compete, or participate, in any school or SDHSAA sponsored events or contests during the five-day suspension. If there are no contests or events during the five-day suspension then the student will sit out one contest or activity.
- Second Offense: Suspension from all extracurricular activities participating/enrolled in at time of violation. If the second violation occurs between seasons, the student will miss the next activity in which that student would participate. It is not the intent of this policy to allow students to serve their penalty in a new activity.
- Third Offense: Permanent suspension from all extracurricular activities for the current school year.

Alcohol Policy (on school property/activities): Use and/or possession of any alcohol products by a student on or in any school property, including buildings, grounds, parking lot and any vehicle used by the school are prohibited. If a student violates this rule he/she will be subject to the following:

- First Offense: Five (5) days in-school suspension, a Parent conference with Secondary Principal and the incident will be reported to law enforcement.
- Second Offense: Seven (7) days in-school suspension, a Parent conference with Secondary Principal and the incident will be reported to law enforcement.
- Third Offense: Ten (10) days in-school suspension, a Parent conference with Secondary Principal and Superintendent, also the incident will be reported to law enforcement.

Enforcement – Alcoholic Beverages

Students, who possess, use, sell, or dispense alcoholic beverages on school property, within the Drug Free Zone or at any school activity, in or out-of-town, will be detained by an administrator, coach, or faculty member. These students will be turned over to appropriate law enforcement officials and may be subject to suspension or permanent expulsion by the Stanley County School Board, after appropriate hearing of the matter. All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. The Administrator in charge may direct law enforcement officials to impound student vehicles on school property, which contain alcoholic beverages.

(Updated 4/11/13)

Alcohol Alternatives – HELP

The Stanley County School District feels confident that early intervention can benefit the student before significant harm or dependency results. The administrative team will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for any treatment are the responsibility of the student and her/his family.

A school counselor is available to assist students who have used or are considering using alcohol. All sessions with the counselor are kept in the strictest confidence.

Tobacco Policy Clarifications

No student regardless of their age shall possess, use, sell, or dispense cigarettes, e-cigarettes, cigars, pipes or pipe tobacco, chewing tobacco, snoose, bidis, or any other product containing tobacco on school property, within the Drug Free Zone, or at school activities, both in and out-of-town.

(Updated 4/11/13)

Tobacco Policy Penalties

Use, possession, and distribution of tobacco by persons less than 18 years of age are against state law. Students are subject to criminal prosecution (adult and juvenile) for violation of state law if they are under 18.

The penalties for each alcohol and/or tobacco violation are additive and will be combined. As an example, an individual who receives a tobacco violation following an earlier alcohol violation will receive the penalty for a second violation to tobacco.

Tobacco Policy – on or off school property – for all students enrolled in extracurricular activities: Stanley County Schools tobacco policy becomes effective with beginning of SDHSAA sponsored activities on the first day of practice in the fall until the last scheduled day of all sports or Graduation, whichever is later, in the spring. Penalties are not cumulative – each student starts with a clean slate each year.

- **First Offense:** Five school days suspension from all extracurricular-activities. Students will not be allowed to compete, or participate, in any school or SDHSAA sponsored events or contests during the five-day suspension. If there are no contests or events during the five-day suspension then the student will sit out one contest or activity.
- **Second Offense:** Suspension from all extracurricular activities participating/enrolled in at time of violation. If the second violation occurs between seasons, the student will miss the next activity in which that student would participate. It is not the intent of this policy to allow students to serve their penalty in a new activity.
- **Third Offense:** Permanent suspension from all extracurricular activities for the current school year.

Tobacco Policy (on school property/activities): Use and/or possession of any tobacco products by a student on or in any school property, including buildings, grounds, parking lot and any vehicle used by the school, is prohibited. If a student violates this rule he/she will be subject to the following:

- First Offense: Five (5) days in-school suspension, a Parent conference with Secondary Principal and the incident will be reported to law enforcement.
- Second Offense: Seven (7) days in-school suspension, a Parent conference with Secondary Principal and the incident will be reported to law enforcement.
- Third Offense: Ten (10) days in-school suspension, a Parent conference with Secondary Principal and Superintendent, also the incident will be reported to law enforcement.

On School Property, within the Drug Free Zone, on out-of-town school activities:

The use or possession of tobacco by students is **PROHIBITED** on school property, within the Drug Free Zone, or on out-of-town school activities. All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Students, who possess, use, sell, or dispense tobacco on school property, within the Drug Free Zone, or on a school sponsored trip will be detained by an administrator, coach, or faculty member and turned over to local law enforcement officials. The Administrator in charge will notify the student's parents immediately.

Tobacco Alternatives – HELP

The Stanley County School District feels confident that early intervention can benefit the student before significant harm or dependency results. The administrative team will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and her/his family.

A school counselor is available to assist students who have used or are considering using tobacco. All sessions with the counselor are kept in the strictest confidence.

(Updated 4/11/13)

APPENDIX H

**USE OF ALCOHOL DRUGS AND CONTROLLED SUBSTANCES BY
EMPLOYEES
(Drug Free Workplace)**

Student and employee safety is a paramount concern of the School Board. Employees under the influence of alcohol and/or drugs are a serious risk to themselves, to students, and to other employees. Therefore, the School Board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs and controlled substances. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the Superintendent/CEO, she/he will report to the Board no later than the next regular meeting of the Board.

Thirty (30) days after receipt of information concerning a violation of this policy the district will take appropriate disciplinary action which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

Annually, all employees will attend a district alcohol drug-free awareness program at which employees will be informed about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or drug-free environment, available alcohol and/or other drug counseling; rehabilitation, and employee assistance programs; and the disciplinary sanctions that may be imposed upon the employees for alcohol and/or other drug use/abuse violations. The information will be disseminated to each employee via written and oral communication.

The school board recognizes that employees who have an alcohol and/or drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of regional treatment facility or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

A copy of this policy shall be given to all present and future employees.

A biennial review of the school districts program will be made:

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
2. To ensure that disciplinary sanctions are consistently enforced.

LEGAL REF: Public Law 100-690

(Updated 4/11/13)

APPENDIX I

SMOKING ON SCHOOL PREMISES

The School Board recognizes the Pro-Children Act of 1994 that states that smoking represents a health and safety hazard, which can have serious consequences for the smoker and nonsmoker and the safety of the District. In order to protect the students, staff, employees, visitors and guests of the District from an environment that may be harmful to them, and because of possible harm to personal well-being, the Board hereby prohibits smoking by staff members, employees, visitors, or guests in all District buildings, District grounds, and in District vehicles at all times.

For the purposes of this policy, "smoking" will mean all uses of tobacco, including cigars, chewing tobacco, cigarettes, pipes, and electronic vapor devices.

It is understood that this policy will be in addition to other Board policies concerning the prohibition of smoking by students on school property and buses.

This smoking prohibition will be in effect twenty-four (24) hours a day, seven (7) days a week, and will apply to anyone present in District buildings, District grounds, and in District vehicles.

The Board hereby directs the Superintendent to formulate the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

(Amended 8/10/15)

(Amended 4/11/13)

(Updated 4/11/13)

APPENDIX J

FAMILY AND MEDICAL LEAVE (FMLA Leave)

The Stanley County School District, #57-1, shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies either personally, by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the District for at least one thousand, two hundred fifty (1,250) hours during the previous twelve (12) months.

An eligible employee is entitled to up to a combined total (paid and unpaid) of twelve (12) weeks of FMLA Leave per school year for:

1. The birth and first-year care of a child;
2. The adoption or foster placement oil a child;
3. The illness of an employee's spouse, parent, or child; or
4. The employee's own illness.

The employee must first use and count all available accrued paid leave, including vacation, sick leave, and personal leave, before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to the continuation of all fringe benefits. Employees will still earn sick days and vacation days while on FMLA Leave. The District will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay, except that return to work during the last two (2) or three (3) weeks of a semester is subject to certain restrictions. See Special Rules below.

In the case of birth, adoption or foster placement, the entitlement for child care ends after:

- (1) the child reaches the age of one (1), or
- (2) twelve (12) months after adoption or placement.

FMLA Leave to care for a child would include leave for a stepparent or a person in loco parentis.

In cases where both spouses are employed by the District, the combined amounts (both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total. The District, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hours basis in connection with the birth, adoption or foster

placement of a child. This is subject to the recommendations of the administrator or supervisor and is at the request of the employee.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) days notice of the date when FMLA Leave is to begin. When FMLA Leave is in respect to family or employee illness which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour leave, so as to not unduly disrupt the operations of the District.

In case of employee illness, in addition to current sick leave policy requirements, the District may require the employee to provide certification by his or her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

If an employee fails to return to work after the leave period has expired, unless the absence is due to continued family or personal illness or other circumstances beyond the employee's control, the District will require the employee to reimburse the District's share of the health insurance premiums paid while the employee was on FMLA Leave.

SPECIAL RULES

1. RULES APPLICABLE TO INSTRUCTORS IN PERIODS NEAR THE CONCLUSION OF AN ACADEMIC TERM (SCHOOL SEMESTER). The following rules apply to any employee who takes FMLA Leave under this policy, and who is employed principally in an instructional capacity:
 - a. If FMLA Leave begins more than five (5) weeks before the end of an academic term, the principal may require the employee to continue taking leave until the end of that academic term if:
 - (1) The leave is of at least three (3) weeks duration; and
 - (2) The return to work would occur during the three (3) week period before the end of the academic term.
 - b. If FMLA Leave begins within the five (5) weeks before the end of the academic term, the principal may require the employee to continue taking leave until the end of that term, if:
 - (1) The leave is of more than two (2) weeks duration; and
 - (2) The return to work would occur during the two (2) week period before the end of the academic term.
 - c. If FMLA Leave begins within three (3) weeks before the end of the academic term, the principal may require the employee to continue taking leave until the end of that term, if the leave is for more than five (5) working days.

- d. If the school system requires an instructor to extend leave under these rules, the extended leave is counted against the instructor's FMLA Leave allotment. If the instructor's FMLA Leave allotment expires during the extension, the additional time is nevertheless deemed FMLA Leave.
2. Questions on these special rules should be addressed to the superintendent or designee.

The superintendent or designee will work individually with an employee who wants to apply for FMLA Leave. FMLA Leave requests are to be submitted in writing to the superintendent.

LEGAL REFERENCE: Public Law 103-3, Family and Medical Leave Act of 1993.

(Updated 5/07/13)

APPEDIX K

MILITARY LEAVE OF ABSENCE

Stanley County School District #57-1, employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, in the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches: Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty;
- Active duty for training;
- Initial active duty for training;
- Inactive duty training;
- Full-time National Guard duty;
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The GARID law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work in convalescing from injuries received during service or training.

Employment Protection: The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills, so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Health Benefits: Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at the full premium cost

plus normal increases in premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. After notification by the employee to the school district of military activation of more than 30 days, the school district shall inform the employee of the health benefits available under **COBRA** and furnish the employee with the enrollment forms for **COBRA**.

Upon entering active military duty for more than 30 days, the individual and dependents are covered by what the military calls **Tri-Care**. There are several different plans that are offered which offer different levels of managed care. The most managed of the plans are at no cost to the service member. Not all medical costs are covered by **Tri-Care**. It is not possible to make a recommendation in this document that will be best for every individual.

If an employee leaves and enters active duty for more than 30 days and discontinues health coverage for themselves and the employee's dependents, and the employee returns to the school district in the time frame stated in this document, they will be placed back on the health plan as if they had never left employment.

Retirement Benefits: A participating SDRS member called to active duty will continue to earn credited service in SDRS while serving in the armed forces if he or she meets the following requirements:

- Secures authorization in advance from his/her employer for a leave of absence for military service;
- Returns to the employment of an SDRS participating unit within one (1) year of discharge from his/her initial period of military service;
- Remains in the employment of that same employer for at least one (1) year upon his/her return;
- This credited service does not require a contribution from either the employer or employee.

Survivor and Disability Benefits: The continuation of SDRS survivor and disability benefits, however, depends upon the continued classification of any employee as a contributing SDRS member during his or her leave of absence. To meet this requirement, both the employee and employer contributions must be made to the system for each of the employee's pay periods. This may be accomplished in at least four (4) ways.

1. An employer may make both employee and employer contributions to SDRS, which is allowed under SDCL 3-12-85.
2. The employer may compensate the employee for vacation, sick, and other accumulated personal leave at something less than 40 hours per week. This method will extend the period of compensation allowing survivor and disability benefits until all personal leave is exhausted.
3. An employee may make the full employee and employer contributions to the system during his/her leave of absence.
4. Employers and employees may develop a method that combines Options 1, 2 and 3.

Defining the Status of Temporary Replacements: To be a member of SDRS, an employee must be a "permanent full-time employee." SDCL 3-12-47(54) specifies three

(3) criteria that must be met before an employee is considered permanent and full-time. He or she must:

- Be placed in a permanent classification;
- Work 20 or more hours per week;
- Work six (6) months or more per year.

In general, temporary replacements will not meet these criteria and, therefore, are not eligible for membership in SDRS. No one knows, however, long any call-up will last. Consequently, it is possible that if the call-up is for an extended period of time, temporary replacements may become permanent employees as set forth in SDCL 3-12-47(54). For temporaries working 20 or more hours per week, this point may come after six months of employment. As your temporary employees approaches this length of service, please contact SDRS to discuss this situation.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be service. Notice is not required if military necessity prevents the giving of notice, or the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

Return To Work Or Application For Reemployment: Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- The application for reemployment is timely;
- The five-year service limitation has not been exceeded; and,
- Separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Once the employee has made application for reemployment, the employee is entitled to employment and benefits as if the employee had never left. For example, a teacher makes application for reemployment on June 1 (after school is out). If you normally pay the single premium health for the other employees during the summer, you will need to reinstate the returning employee and pay the single premium. If the employee has family coverage, they are responsible for that payment.

Questions should be directed first to Employer Support of the Guard and Reserve for an informal resolution at 605-737-6540 and then to Veterans' Employment and Training Service, U. S. Department of Labor in Aberdeen, SD 605-626-2325.

Legal Ref.: Uniformed Services Employment and Reemployment Act of 1994

(Updated 5/07/13)

APPENDIX L

EMERGENCY OPERATIONS PLAN

1. **PREFACE:**

This emergency operation plan has been developed by Stanley County School District #57-1 and reviewed by the Office of Civil Defense in Stanley County.

The plan is designed to provide a course of action to follow in the event of an emergency resulting from either natural disaster or civil disturbances. It is the responsibility of each employee to become familiar with this plan to attempt to ensure the safety of students and employees of the district in the event of an emergency or emergency threats.

Administrators will provide periodic drills to acquaint everyone involved with evacuation and other emergency procedures.

Handicapped individuals will be assigned a staff member to assist them, according to their needs, in following any aspect of the Emergency Operations Plan. If medication is required, qualified staff members will administer medications according to prescription directions. Any adaptive equipment required will be available to meet the needs of a handicapped individual.

2. **PHILOSOPHY:**

Stanley County School District #57-1 being aware of its responsibility for the safety of all person's tinder its jurisdiction hereby endorses this emergency operations program and pledges its cooperation with other local and state authorities in maintaining a program to afford maximum protection for all pupils, staff, and faculties.

3. **WARNINGS:**

Emergency warnings may come from either "in-house" warning signals or from city-county civil defense warning signal. In the event of mechanical or electrical failure warnings may come by word of mouth.

4. **GENERAL INFORMATION:**

It is the responsibility of all personnel to be familiar with this plan and be prepared to activate its procedures if necessary. Any questions regarding the operation of the plan should be directed to the building principal. The safety and general control of students is the direct responsibility of the teacher under the supervision of the administrator in charge. Student control under the active leadership of teachers and other staff is of the utmost importance, especially during emergency situations.

All first-aid or other medical assistance necessary during an emergency will be conducted by the local Emergency Medical Service, trained physicians/other health care professionals, or in their absence the administrator in charge.

Each school principal will be responsible for the holding of periodic evacuation drills. Drill procedures are to be posted in each classroom along with diagrams illustrating evacuation routes.

EMERGENCY TELEPHONE NUMBERS:

Emergency-----911
Elementary Principal ----- 223-7745
High School Principal----- 223-7743
Superintendent ----- 223-7741
Business Manager ----- 223-7742
Sheriff's Office ----- 223-7792
Highway Patrol ----- 773-3105
Fire Department ----- 911
Stanley/Hughes Co. Office of
Emergency Management ----- 773- 7454
County Health Department----- 223-7740
Ambulance ----- 911
Poison Control Center -----800-222-1222
St. Mary's Hospital ----- 224-3100
Hospital – Emergency----- 224-3177

5. TORNADO:

In the event of a severe weather alert, officials will instruct teachers and supervisors as to specific action to be taken, such as:

- a. Evacuate the building immediately and lead children to designated shelter.
- b. Use the building for shelter purposes.
- c. Drop to floor and seek protection under desks, etc.

It is important to remain within the designated shelter area until the "all-clear" has been sounded.

6. FIRE:

Whenever the fire alarm sounds evacuate the building immediately according to building evacuation plan. Each pupil should leave through the designated exit and go directly to the area outside the building. Teachers should close all doors and windows prior to leaving the room if possible. If an alarm sounds while students are in special class or other areas, the person in charge will exit the pupils. Pupils are not to take any items with them when leaving the building. In the event of a blocked exit, the teacher or supervisor will use the next best exit.

7. BLIZZARD:

The authority to close school lies with the superintendent. Announcements for school closings will be carried on radio stations KCCR and KGFX in Pierre. Once in school, elementary school students will not be dismissed unless picked up by a responsible adult.

8. **EARTHQUAKE:**
Earthquakes strike without warning. Buildings will be evacuated the same as for a fire drill. Should it be impossible to evacuate pupils should get away from windows and get under desks or next to bearing walls and partitions and protect themselves from flying glass and other falling objects.

9. **CIVIL DISTURBANCE:**
In the event of a civil disturbance school officials will take whatever immediate action is appropriate to ensure the safety of students and employees. Police will be notified as soon as conveniently possible as to the nature of the disturbance and assistance necessary.

10. **NUCLEAR ATTACK:**
The community warning system (siren) for a nuclear attack will be a steady three (3) to five (5) minute tone from the fire alert system as directed by local Civil Defense Officials. Radio stations will transform into emergency broadcasting stations to announce all emergency procedures.

The Superintendent of Schools will notify all school administrators and other key personnel about the seriousness of the situation. Students and school employees would be sent home if not in the anticipated blast area and if they have time to get home before fallout arrives. In case of nuclear attacks in which time does not permit dispersal of students, the best -available shelter protection will be provided under the direction of Local civil defense people. The best shelter protection in present school facilities is the locker room in Parkview, and the basement of the middle school.

11. **BOMB THREAT:**
In the event of a "Bomb Threat" the exact time of call will be noted. Teachers are to make note of missing students. All strange cars and people near the school will be observed.

Whoever answers the call should stall the caller, listen to voice for identifying accent or speech characteristics, and listen for familiar background noises.

It is important to get all the bomb plant details. The following should be asked:

- a. Ask where is it located?
- b. **WHAT TIME** will it explode?
- c. **WHY** was it planted?
- d. What **KIND** of bomb?
- e. What **TYPE** of **EXPLOSIVE** was used?
- f. What **TYPE** of **MECHANISM** was used (time, acid, etc.) for trigger?
- g. What is its **COLOR, SIZE, SHAPE, etc.?**
- h. What is your name?
- i. Did you set the bomb? If not, who did?

It is important that the police department, fire, sheriff, etc. are notified immediately by either the administration, and if not available, a staff member.

The administration decides on what action to be taken. If in doubt, the building will be evacuated. The rest of the administration, teachers, and students will be notified of the action plan. Assigned teachers will keep students away from the bomb threat area in a previously searched facility, i.e. auditorium, football field, etc. Students are to stay away from coat lockers and strange objects. In an evacuation off the school grounds, students should take valuables with them if on or near their person.

In a systematic search, cooperation with the police, fire, and other experts is necessary. Orient police and fire officials about the schools physical plant layouts. All assistance will be rendered to bomb searchers such as unlocking doors, etc.

The school administrator will call school back into session based on his/her knowledge of the situation in cooperation with the police and fire officials.

A thorough reviewing of action and future plans will be taken up with school and various civil officials for improvements needed.

Publicity will be AVOIDED as it tends to encourage additional threats.

12. FLOOD:

In the event the Oahe Dam begins to fail, the alert warning system will be enacted, and the buildings will be evacuated the same as for a fire drill. The teachers will lead their students to the Fort Pierre water tower.

(Updated 5/07/13)

APPENDIX M

GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

1. **NEED**
 - a. A need is determined by staff, community, administration or students that textbooks or instructional material should be replaced for any of the following reasons: outdated, contains stereotypes, worn, contains inaccuracies in content or inappropriate reading level or content level.
 - b. The appropriate administrator is notified of the existing need.

2. **COMMITTEE**
 - a. Upon preliminary verification of the need, the appropriate administrator approves the establishment of the textbook or instructional materials selection committee.

 - b. The appropriate administrator appoints the committee with representation which shall include administration, professional staff, parents, school board members, interested members of the community, and students, when appropriate, and sets the date, time, and place for the organizational meeting.

3. **ORGANIZATION**
 - a. The committee will organize, and a chairperson and recorder are elected or designated.
 - b. The committee will review the purpose and scope of the selection task. (For example, the committee may be charged with selecting materials K-3, K-6, or K-12 for a particular content area).
 - c. The committee will establish a tentative time frame to accomplish the objectives. The following dates should be included: meeting dates, date to have all materials collected for review, dates committee will complete the review, dates materials will be available for public review, date for final selection and recommendation to the School Board.
 - d. Responsibilities of the selection committee members are delineated. Persons should be designated to complete the following tasks:
 - (1) Review the district selection procedure policy.
 - (2) Outline the task in relationship to curriculum
 - (3) Select or develop an evaluation instrument for committee use.
 - (4) Contact resource persons for evaluation instruments, training or assistance. College and university personnel or Division of Elementary and Secondary Education curriculum staff or Equal Education Opportunity staff have evaluation instruments, knowledge of current trends in curriculum areas or can provide assistance in the evaluation process.
 - (5) Determine proposed budget and release time available for the committee to complete the task.

4. EVALUATION

- a. The materials are evaluated using the evaluation instrument selected or developed by the committee. The copies of the committee's evaluation are placed on file in the Administrative Office. Sample evaluation forms are available from the principal's office.
- b. The materials are evaluated for general consideration, content or general construction.
 - (1) General consideration includes any or all of the following: student needs, local educational goals, current curriculum trends, available community resources and selection aids or reviews, gifts, community concerns expressed from public review.
 - (2) Content includes evaluation for stereotyping, levels of instruction, reading level at grade level, relevancy to curriculum and today's world, accuracy, diversity of viewpoints, systematic arrangement, and correlation of audiovisual materials.
 - (3) Evaluation on general construction should include the following characteristics: attractive, durable, useful, appropriate, and cost effective.

5. RECOMMENDATION

- a. The selection committee makes the final selection based primarily on student's needs.
- b. The recommendation is submitted through the appropriate administrator to the superintendent for presentation to the School Board for action.

6. RE-EVALUATION

- a. Curriculum materials should be evaluated continuously but reevaluation may occur systematically or upon demand.
 - (1) Textbooks and related instructional materials should receive continuous evaluation for relevance, accuracy, physical condition, community needs and student needs.
 - (2) If a need emerges, the evaluation process begins again either with the permanent committee or a new ad hoc committee chosen to meet the recently identified need.
- b. Challenges from parents, students, School Board members or concerned community residents may prompt a reevaluation of curriculum materials. The attached procedure provides guidelines for responding to the situation.

7. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Occasional objections to a selection of instructional material will be made by the public despite the care taken to select valuable materials for students and teacher use and the qualifications of persons who select the materials.

When materials are questioned, the following procedures are to be used for reconsideration of curriculum and library materials.

- a. Be courteous but make no commitments.

- b. The complainant is informed of the selection procedures and is asked to submit a formal "Request for Reconsideration of Instructional Materials" form.
- c. The appropriate administrative personnel are informed of the complaint.
- d. Challenged materials continue to be used during the reconsideration process.
- e. Upon receipt of the completed form, the Principal requests review of the challenged material by an ad hoc or permanent review committee and notifies the Superintendent that such a review is taking place. The review committee shall when available include an administrative representative, library media specialist, one or more classroom teachers, one or more parents and one or more students or community members when appropriate. The committee shall be appointed by the principal. A date for the material to be reviewed by the committee will be set within fifteen school days. Vacation days and weekends are excluded.
- f. The review committee takes the following steps after receiving the material:
 - (1) Reads, views, listens and/or examines the material.
 - (2) Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - (3) Determines the extent to which the material supports the curriculum.
 - (4) Committee will hold a hearing with the complainant(s) if a hearing is requested.
 - (5). Completes the appropriate report for judging the material for its strength and value as a whole and not in part.
- g. The review committee presents a written recommendation to the Superintendent and the School Board.
- h. In the event that the complainant is not satisfied with the decision of the review committee, the complainant may then take his/her objection in the form of a formal complaint to the School Board.
- i. The challenged materials are retained or withdrawn as mandated by the School Board.

(Updated 5/07/13)

**CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL
MATERIALS**

Name of person making request _____

Address _____ Telephone _____

Complainant represents: Self _____

Name of Organization _____

Other Group _____

Name of school owning challenged material: _____

Title of item: _____

Type of media: book, film, film strip, recording, etc.: _____

Author/artist/composer/producer, etc.: _____

Publisher (if known) _____

Copyright date _____

Please answer the following questions and complete as many items as possible. Leave blank those items which do not apply.

1. What do you object to in the instructional material in question?
2. What is good or of value in the material under question?
3. What do you feel might be the result of a student's reading, viewing, or listening to this work?
4. What do you believe are the theme and purpose of this item?
5. For what age group would you recommend this work?
6. Did you evaluate the entire work?
What pages, sections or portions?
7. Do you approve of presenting a diversity of points of view in the classroom?
8. Are you aware of the judgment of this work by (critics of authoritative sources?
9. Are you aware of the teacher's purpose in using this work?

**CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL
MATERIALS Page 2**

10. What would you prefer the school do about this work?
____ Do not assign or recommend it to my child.
____ Withdraw it from all students.
____ Send it back to the appropriate department for reevaluation.
____ Other (please specify)
11. In its place, what item of equal educational quality would you recommend which conveys as valuable a concept or perspective of the subject covered by this item?

Date: _____

Signature of Complainant

(Updated 5/07/13)

APPENDIX N

LIBRARY POLICY STATEMENT

A. OBJECTIVE OF SELECTION

It shall be the policy of the Stanley County Board of Education to provide library materials for the Stanley County Elementary and Middle/High School Library/Media Centers to implement, enrich and support educational programs of the school and to promote the life-long enjoyment of reading.

The Board of Education of District 57-1, Stanley County, South Dakota, supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. In support of these principles, the Library Bill of Rights (as adopted by the American Library Association Council on January 23, 1980 and reaffirmed January 23, 1996) is included in this policy.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. To provide a written statement, approved by the local School Board, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served.
7. To provide materials that reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop and intellectual integrity in forming judgments.
8. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
9. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable

basis, regardless of the beliefs or associations of individuals or groups requesting their use.
(Updated 5/07/13)

B. RESPONSIBILITY FOR SELECTION OF MATERIALS

The School Board of Stanley County is legally responsible for all matters relating to the operation of the Stanley County Schools.

The responsibility for the selection of materials for the school libraries is delegated to the professionally trained library personnel.

Recommendations of inclusion of materials are encouraged and accepted from faculty, administrators, students and parents. The decision of purchases rests with the professional librarian in accordance to the criteria for selection and the procedures of selection.

C. CRITERIA FOR SECTION

First consideration is given to the needs of the school system based on knowledge of the curriculum, the existing collection and the needs of the students. Materials will be appropriate to age, emotional development, ability level and social development of the students for whom they are intended.

Priority is given to requests from patrons, faculty, administration, students, and parents.

Materials for purchase are considered on the basis of overall purpose, time lines, importance of the subject matter, quality of writing or production, readability and popular appeal, authoritativeness, reputation of the author, artist, publisher, producer, format, and cost.

Special consideration is given to the treatment of the following elements: religion, ideologies, sex, profanity, and science.

1. Religion - Factual unbiased material which represents all major religions is included in the collection.
2. Ideologies - Factual information on any ideology or philosophy which exerts a strong force in society is included in the collection.
3. Sex and profanity - Materials presenting accents on sex should be subjected to a stern test of literary merit and reality by the librarian who takes into consideration his/her patrons. While not in any case should we include the sensational or over dramatic, the fact of sexual incidents or profanity should not automatically disqualify a book. Rather, the decision should be made on the basis of whether the book presents life in its true

proportions, whether circumstances are realistically dealt with, and whether the book is of literary merit.

4. Science - Factual information about medical and scientific knowledge is included in the collection without any biased selection of facts.

D. PROCEDURES OF SELECTION

In selecting materials for purchase, the school librarian evaluates the existing collection and consults:

1. Materials for Libraries/Media Centers are selected by the professional library/media staff with due regard to suggestions from the staff, students, and parents. Final selection is made by the Librarian/Media Specialist of the school in which the center is housed. Reputable, unbiased, professionally prepared selection aids are used by the librarian/media specialist to guide the selections.
2. Library staff, faculty, students, and administration.
3. In determining materials to be purchased, the librarian follows these procedures:
 - a. Multiple items of outstanding and frequently used materials are purchased as needed.
 - b. Worn and missing basic items are replaced periodically.
 - c. Out of date or no longer useful materials are withdrawn from the collection and replaced by new and appropriate materials.
 - d. Sets of materials and subscription materials are examined carefully and are purchased only to fill a definite need.

E. GIFTS

Frequently, community organizations and individual citizens may wish to contribute funds, gifts or memorials. The Board of Education welcomes such involvement; however, the gifts and memorials must meet the same criteria as those applied to the selection of other materials.

Contributed materials shall be integrated into the library media center collection at the discretion of the library media specialist. Gifts of money will be used for the purchase of educational materials. The library media specialist will select the specific items.

The Board of Education shall accept monetary gifts and memorials with proper resolutions recognizing the donors for their generosity. Every effort shall be made to place labels of recognition in these materials.

The library media center personnel may accept commercially sponsored materials, provided they meet the same criteria as those applied to the selection of other materials.

(Updated 5/07/13)

ACKNOWLEDGMENT OF GIFT TO LIBRARY -- SAMPLE LETTER

Dear

On behalf of the Stanley County School District Library Media center and the Administration of the Stanley County School District, may I take this means to acknowledge your recent gift of materials to the library.

The gift materials will be evaluated by the staff to determine their best use in accordance with the library's objectives.

We are most grateful for your interest in the library media center. Your gift will help to meet the educational and recreational needs of the students and teachers served by the library media center.

Thank you.

Sincerely,

(Updated 5/07/13)

F. CHALLENGED LIBRARY MATERIALS

If library materials are challenged, consult the Reconsideration of Instructional Materials Appendix of this policy manual.

G. PROCEDURES FOR SELECTION

1. School Library
2. VOYA—Voice of Youth Advocated
3. Teacher recommendations
4. SDLA recommendations
5. Bibliography lists from classroom textbooks and materials
6. Items sent on preview to the libraries
7. Material recommended at educational workshops

(Updated 5/07/13)

APPENDIX O

PUBLIC RELATIONS POLICY

The Stanley County School Board has a firm commitment to public relations, both internal and external. They believe that true communication operates two ways, both giving and receiving information. The School Board's public relations goal is to create a confident and favorable image about Stanley County School District among the staff and community. Therefore:

1. The school board will represent Stanley County Schools to the public in such a way as to promote both interest and support.
2. The Superintendent will:
 - a. Keep the public informed of school activities and educational progress of the school;
 - b. Maintain contacts with community groups and organizations;
 - c. Utilize citizens for securing public interest in school planning and in gaining support for school plant improvement programs;
 - d. Plan school exhibits and "open-house" activities;
 - e. Develop plans for teacher-public coordination (i.e. home visits by teachers, parent visits to school, and participation in parent-teacher conferences).
3. The principals will:
 - a. Guide and lead school staff in public relations activities;
 - b. Develop and implement school activities to increase staff and student morale;
 - c. Serve as liaison between visitors to the building and the school personnel;
 - d. Keep the community informed of curriculum, special programs, and activities at school;
 - e. Maintain contacts with community groups and organizations.
4. The staff will:
 - a. Participate in community and/or school activities as a means of contributing time and interest toward improving the school and community morale and support;
 - b. Keep the community and parents informed of activities taking place in their individual classrooms or programs and their educational value/purpose.

The Stanley County School Board supports these objectives and places the responsibility of carrying them out to each individual group. All plans must be reviewed and approved by the administration prior to implementation.

(Updated 5/07/13)

APPENDIX P

SEXUAL HARASSMENT POLICY

1. POLICY

It is the district's policy that sexual harassment shall not be tolerated. No employee or student of the school district may harass another. Any employee or student engaging in such conduct will be subject to disciplinary proceeding, which may include termination or expulsion for violation of this policy.

2. DEFINITION

Any unwelcome sexual advances, solicitation of sexual activity by the promise of rewards or the threat of punishment, sexual remarks and sexual assaults constitute sexual harassment. Sexual harassment has a negative effect upon academic and work performance and creates an offensive environment.

3. RESPONSIBILITY

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. False allegations may constitute libel or slander. Copies of the policy will be available at all administrative offices.

4. COMPLAINTS

Any employee who believes that he or she has been the recipient of sexual harassment by a district employee or officer should report this incident to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be investigated. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the applicable grievance procedures.

(Updated 5/07/13)

APPENDIX Q

SUPERVISION, EVALUATION AND EMPLOYMENT OF CERTIFIED ADMINISTRATIVE AND CERTIFIED TEACHING STAFF

1. Purpose - The School Board and the administrative staff recognize the importance and value of the procedure for assisting and evaluating the progress and success of both newly employed and experienced administrators for the purpose of improving administration.
2. Frequency - All administrators new to the system shall be evaluated a minimum of once per semester during the first two years of employment. All other administrators shall be evaluated at least once a year.
3. Procedure - The School Board will evaluate the Superintendent. The Superintendent will evaluate the principals. The procedure used to evaluate the superintendent will be to have the School Board fill out and discuss with the superintendent the Superintendent Rating Form. The procedure used to evaluate the principals will be to have the superintendent fill out and discuss with each principal the Principal Evaluation Form.
4. Areas and Use - The areas subject to evaluation are contained in the respective evaluation forms. The use of the results of the administrative evaluation forms are to improve the quality of education and may be used in the determination of advancement, promotion, transfers, assignments and future employment.

PROFESSIONAL STAFF EMPLOYMENT STATUS

Nonrenewal of a Probationary Teacher

Written notice of a School Board action of nonrenewal must be given prior to April 15th. SDCL 13-43-6.3 No further process nor reason for nonrenewal of probationary teachers need be given. Once the Board has acted and the notice has been given, no further Board action is required. When contracts are issued, none are issued to probationary teachers who have been given notice.

Nonrenewal of a Continuing Contract Teacher

Written notice of the School Board action of nonrenewal must be given by the superintendent or the School Board by April 15th. The notice must identify one of the reasons set out in SDCL 13-43-6.1 as the basis for the action. You should give a reasonable time for the teacher to respond to this notice prior to the Board meeting.

Notice--Failure of the Board to meet April 15th date may result in Re-employment.

Note: Due Process – The second paragraph of SDCL 13-43-6.3 may be construed to imply that after a teacher has received his/her fourth consecutive contract, there is a reasonable expectation of continued employment unless termination for one of the reasons set forth in SDCL 13-43-6.1 has occurred.

Reduction in Force-A Reduction in Force Policy is not statutorily required. Staff reduction procedure and non-probationary teachers is the same. Written notice of nonrenewal due to RIF must be provided by the School Board by April 15th. No other action is required.

(Updated 5/07/13)

Resignation of Professional Staff Members

If a professional staff member intends to resign from his/her position, notice must be given to the Board at the time of contract renewal. Should a professional staff member resign at a time other than that of contract renewal, Board approval will be required to dissolve the contract. The professional staff member will be required to pay liquidated damages to be released as outlined in the following schedule:

During the month of June -- \$400

During the month of July -- \$800

Any time after July 31 -- \$1,200

(adopted 8/12/02)

(Updated 5/07/13)

APPENDIX R

STUDENT RECORDS

To provide students with instructional and educational services, it is necessary for the district to maintain personal information about the students and their families. This information needs to be available to appropriate school personnel, the student's parents or legal guardian, or the student, when legally permitted and yet be treated as confidential information.

It will be the responsibility of the Superintendent to provide for the administration of student records in keeping with state and federal requirements, and to standardize procedures for the collection of necessary information about individual students.

Individual student records of the district are confidential except for directory information, unless requested by parent/guardian. School officials will designate certain data relating to the student as "directory or public" information. The release of this data does not require the consent of the students, parents, or guardians. Directory information will include: the student's name, date and place of birth, parent contact information including address or phone number, participation in school activities, weight and height of members of athletic teams, and date of attendance.

LEGAL REFERENCE

Family Educational Rights and Privacy Act (FERPA) of 1974,
P.L. 93-380
ARSD 24:03:04:10

(Updated 8-13-2018)

APPENDIX S

COMPUTER AND INTERNET POLICY

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

Internet is available to students and staff at Stanley County Schools. We believe the Internet offers vast, diverse and unique opportunities and resources for both staff and students. With Internet providing access through computers and people all over the world, students could gain access to material that is not to be of educational value appropriate for a school setting. The Stanley County Schools have taken steps to restrict access to controversial materials; however, it is impossible to control access to all materials. Thus parental permission is required. Students must have parent permission to work independently on the Internet (minor students under 18 years old) and must personally read and sign the Acceptable Use Agreement found in the Student Handbook Appendices.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Users should not expect that information stored on district computers will always be private. Student information on computers will be treated like school lockers. Administrators review files and communication to maintain system integrity and ensure that users are using the system responsibly.

Use of computers and the Internet are privileges, not rights. Access entails responsibility. Please read this document carefully. When signed by you, it becomes a legally binding contract.

1. Be polite and use appropriate language. Students are expressly denied access, display, printing, or sending of any language, messages, graphics, or other material which may reasonably be considered abusive, vulgar, obscene, offensive, insulting, harassing, or disruptive within the context of the values of the community. If the student is unsure about questionable material, he or she must check with a supervisor to determine whether the material should be accessed.
2. Students attempting to log on as a System Administrator or with another person's password or computer pass are specifically denied and will result in loss of computer privileges. Students revealing their password to others will be held equally accountable for any misconduct by the other person(s).

3. Students are not to reveal personal information, i.e. name, address, phone number, or password, or those of others. E-mail addresses should only be revealed for school-related activities.
4. Vandalism or any attempt by the user to gain unauthorized access or destroy or harm data of another user, or to degrade or disrupt equipment or system performance, will result in the user losing computer privileges.
5. No unauthorized games or programs may be loaded on school computers.
6. Sources of information must be properly cited. Unauthorized use of copyrighted material is prohibited.
7. Employing the network for commercial purposes is not acceptable.
8. Postings to the school district's web page will be subject to the approval of the web master, technology coordinator, and administration. Student photos will be posted only if signed parental permissions are on file in the Technology office.
9. Any illegal activities involving the use of computer and/or Internet components will be reported to the proper officials.
10. The administration will deem what is inappropriate use and this decision will be final.

(Updated 5/13/13)

11. Internet Safety

It is the policy of the district to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

The district has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. The Stanley County school district uses the FortiGate firewall and content filtering system as its technology protection measure. All Internet activity will pass through our FortiGate firewall filter.

In order to protect the safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.

- a. All network users are prohibited from hacking and engaging in any unlawful online activity.
- b. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.

- c. All network users are prohibited from accessing sites or online materials that are blocked by the FortiGate firewall and content filter.

12. Implementation of Technology Protection Measures

- a. All school owned computers (used on campus) are equipped with the FortiGate firewall and content filter.
- b. Adult users may request the FortiGate firewall and content filter to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The firewall must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

13. Acceptable Use Policy

Each network user shall be required to sign a Network and Internet Use Policy agreement annually as found in the Student and Activities Handbook Appendices. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or Acceptable Use Policy shall be subject to appropriate discipline and sanctions. The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District. The AUP is found as an appendix in the Student and Activities handbook.

14. Monitoring of Online Activities

It shall be the responsibility of all personnel of this district to monitor students' online activities and use of the network to ensure that their use complies with CIPA and this Internet Safety Policy.

15. Cyberbullying and Appropriate Online Education

CIPA regulations require students to complete an Internet safety course. Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyberbullying awareness and response. The course consists of a presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in JK-2 will not be required to sign off, but the designated presenter will list the names of those who complete the JK-2 instruction. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

16. Definitions Used in this Policy

- a. *Minor*: The term "minor" means any individual who has not attained the age of 17 years.
- b. *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- c. *Child pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- d. *Harmful to minors*: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd

- exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- e. *Technology protection measure*: The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- f. *Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

17. **Prohibited Use**

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- a. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- b. Criminal activities that can be punished under law;
- c. Selling or purchasing illegal items or substances;
- d. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
- e. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- f. Circumvention of the District’s Technology Protection Measure/FortiGuard filter to access blocked sites;
- g. Disclosure of minors’ personal information without proper authorization;
- h. Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- i. Causing harm to others or damage to their property, such as:
 - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - 4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws;

5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- j. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- k. Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

18. Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

19. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

20. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities. (Updated 5/13/13)

APPENDIX T

FOREIGN EXCHANGE STUDENT POLICY

It is the policy of the Stanley County School District to accept up to three (3) foreign exchange students during a school year. Arrangements and agreements for exchange students will be handled in coordination with the high school principal. Exceptions to this policy may be waived by the School Board depending upon individual circumstances.

Admission of Exchange and Foreign Students

Foreign students must meet all entrance requirements (i.e., age, place of residence, immunization). Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parent(s) or legal guardian,
- The student is a participant in a foreign exchange program approved by the School Board,
- The student is accepted as a resident under SDCL 13-28-10; and
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice – Immigration and Naturalization Services.

Proper I-20 forms and the other required papers must be processed by the District, the student, and the sponsoring organization before an international student can be formally admitted to school. The School Board reserves the right to limit the number of foreign exchange students, require a proficiency level of English, and limit participation to grades 11 and 12 in order to ensure the continued quality of educational programming in the school district.

(Adopted 8/12/02)

(Updated 5/13/13)

APPENDIX U

FUNDRAISERS POLICY AND PROCEDURES

This policy was adopted by the Stanley County School District, #57-1, Board of Education at the March 13, 1995, regular board meeting. The policy is as follows:

That all school related fundraisers must have prior approval of the Administration of the school and the Students/Advisors must follow all the procedures as stipulated.

The procedures necessary are as follows:

- (1) Complete the approval form and submit copies to the Principal in charge, Superintendent, and to the Business Manager.
- (2) No fundraisers will start until approval is granted by the Principal, Superintendent, Business Manager and, if necessary, the City of Fort Pierre.
- (3) All funds collected by students shall be returned to the Advisor who shall keep a record of which students have submitted funds to the fundraiser.
- (4) The Advisor shall deliver all money collected to the Business Office on a regular basis (no large amounts of money should be kept outside the Business Office).
- (5) The advisor shall deliver all invoices for items purchased to the Business Office and shall notify the Administration when the fundraiser has been completed and all the money is collected.
- (6) If the fundraiser includes a raffle, the Advisor shall complete and submit the necessary form to the City of Fort Pierre for the official notice of the raffle.

(Updated 5/13/13)

APPENDIX V

OPEN ENROLLMENT

The Stanley County School District will accept students from other districts wishing to enroll provided the Stanley County School District can provide a quality educational program based upon factors/criteria/standards adopted by the board and subject to the following general principles:

For the purposes of this policy, the term “resident district” means the district in which a student has legal residence as determined by SDCL 13-28-9. The term “nonresident district” means the school district in which a nonresident student seeks to enroll. An “emancipated student” is a student under the age of 18 who (1) has entered into a valid marriage, (2) is on active military duty, or (3) who has obtained a court order declaring the child emancipated.

A. GENERAL PRINCIPLES:

1. A student who is a legal resident of another South Dakota district seeking to transfer into the Stanley County School District. The application must be on triplicate forms provided by the Department of Education and Cultural Affairs and available in the Superintendent’s office. The application must be made by the student’s parent or guardian (if the student is under age 18) or by an emancipated student.
2. For nonresident student transfer, parents/guardians or the emancipated student shall authorize the resident district to provide copies of the student’s educational, attendance and discipline records to the Stanley County School District sufficiently in advance in order that the District may receive the copies.
3. The applications for nonresident students will be approved or disapproved by the Stanley County School District School Board at the regularly scheduled Board meeting, and the applicant and resident district will be notified of the decision within five (5) days of the decision. Applications for enrolling nonresident students will be acted upon in the order received.
4. Applications for enrollment under the Open Enrollment law will be approved if acceptance of the application will not:
 - Exceed the capacity of the program,
 - Exceed the capacity of a class,
 - Exceed the capacity of the school facility as established by Board policy or other directives.
5. The Board may deny the applicant under the Open Enrollment law on the following basis:
 - Insufficient classroom/supportive space,
 - Students convicted of a weapons charge,
 - Excessive detentions, suspensions, or expulsions from previous school,

- Often students enroll prior to the Board monthly meeting. Evaluation of their behavior/Academic efforts/Attendance will be taken into consideration as factors upon which the Board will base their vote to approve or disapprove open enrollment applications.
6. Once approved by the Stanley County School District, the student must attend school in the Stanley County School District and may transfer only as outlined in SDCL 13-28-43.
 7. The Stanley County School District will accept credits granted for any course successfully completed in another state-accredited school. The Stanley County School District will award a diploma to a nonresident student only if the student satisfactorily meets the Stanley County School Districts graduation requirements.
 8. The parent or guardian of a student who has accepted the transfer is responsible for transportation.
 9. The district will provide relevant information about the district to all interested people.
 10. Affidavits may be secured to verify the status of a child's bona fide permanent home and/or source of support.
 11. Federal and state laws require that the resident district be responsible for providing a free and appropriate public education for students receiving special education or special education and related services. All transfer applications for nonresident special education students into the Stanley County School District must be considered by a special education placement committee, and the placement committee must include representatives of both the Stanley County School District and the resident district.
 - (a) The placement committee will determine whether the Stanley County School District can provide an appropriate educational program to meet the student's needs, and that the appropriate educational program can be provided with existing staff, services and programs within the Stanley County School District.

(adopted 8/12/02)

(Updated 5/13/13)

APPENDIX W

OPEN GYM POLICY

1. This is a program whereby the gymnasium, playing field or other school facility is made available to all students and patrons of the school district for recreational purposes.
2. The time and day(s) of the open gym shall be made known to students and patrons by the Activities Director, in a timely manner, through announcements, bulletin board posting, school paper articles, posted on rschool on the district website etc.
3. The person in charge of open gym must be a staff member or approved volunteer of the Stanley County School District.
4. The person in charge of open gym is responsible for any damage that may occur, or they must provide to the administration names of the individuals who did the damage.
5. Anyone participating in open gym is responsible to the person in charge, who will resolve conflicts regarding facility usage.
6. For students in grades 6 – 12, and for any adult to lift weights, there must be at least two (2) people involved at all times one of whom serves as a spotter during lifting. **NO EXCEPTIONS!!!**
7. The person in charge of open gym must make certain all gym lights are turned out and all doors are locked before leaving.
8. The person in charge of supervising open gym may not coach during open gym.
9. Only athletic shoes that do not leave black marks or do other damage to the gym floor are to be used while on the gym floor. **ABSOLUTELY NO HARD SOLE SHOES or SPURS!**
10. If any situation not specifically covered should arise, every effort will be made to act fairly and quickly with the best interests of the student, school and community considered. The point of contact for any question regarding this policy is the Superintendent of Schools.

(Revised) August 13, 2018)

(Amended October 12, 2015)

(Updated 5/13/13)

(Revised) August 12, 2002

(Adopted) June 29, 1998

APPENDIX X

VIOLENCE/THREATS OF VIOLENCE BY STUDENTS

The Stanley County School District is aware of incidents around the country wherein acts of deadly violence have been perpetrated on school premises by students against other students and/or school staff, via the utilization of weapons. The district recognizes the impossibility of keeping the school facilities of this district 100% immune from any possibility of similar violence. However, in order to attempt to minimize the possibility of any such violent acts, the District will strictly enforce the applicable state statutes and the policy of this district regarding possession of weapons on school premises. In addition, all district staff and students are directed to take seriously any threats or hints of deadly violence voiced by students, and to make the appropriate administrator aware of any such threats or hints of violence as expeditiously as possible. Students may make reports to teachers or counselors, who will then be responsible for passing this information on to the appropriate administrator. The administration will make the decision as to what action, if any, to take in response to reports of threats or hints of deadly violence, with the goal of maximizing the safety of all students and staff, while at the same time maintaining the integrity of the district's educational program. All students shall also be made aware of the fact that voicing threats of deadly violence may result in disciplinary action against the individual making such threats.

Experience has exhibited that "listening to students" is of primary importance in attempting to curb violent acts perpetrated by students on school premises. With that in mind, all district staff must pay attention to the verbalizations and/or nonverbal communications of the students with whom they come in contact, and be alert for the aforementioned threats or hints of violence. This is particularly true with those staff that come in contact with students in a non-classroom setting, such as, but not limited to coaches, bus drivers, custodians, secretarial personnel, and particularly, school counselors. The safety of our schools is everyone's responsibility.

(Updated 5/13/13)

APPENDIX Y

SCHOOL BULLYING AND VICTIMIZATION

Few memories of childhood may be as powerful as that of the class bully and his/her helpless victims. The bully, big, strong, and seemingly intrepid, always is on the lookout for opportunities to pick on vulnerable children, usually those smaller than himself/herself.

While active and assertive play is a normal sign of childhood, bullies are distinct in their quickness to start a fight. Belligerence, use of force, and intimidation are the means bullies use to get their way. They are overly aggressive, destructive, and enjoy dominating other children. Bullies learn to perform aggressive behaviors such as kicking, hitting, and biting, and they learn to identify situations where these behaviors will have rewarding results. Bullies also may shout insults, make threats, and call names.

The victims of bullies are not always that different from other kids. Wearing glasses, being overweight, or other relatively unusual characteristics do not invite victimization by a bully. Generally speaking; however, victims are physically weaker than other boys/girls, while bullies are stronger and bigger than average. Few adults would tolerate bullying by their peers. After all, adults would expect support from several sources, including the law or an employee's union. Most adults would also have the psychological stamina to face up to unreasonable, overly aggressive behavior. Children, on the other hand, have no such recourse. As a result, they suffer in more ways than the obvious scrapes and bruises might suggest. Other children may stigmatize a child who is prey for the school bully as well, further eroding an already battered confidence.

The Stanley County School District, 57-1, will not tolerate bullying and victimization. Every effort will be made to provide quick intervention. All incidents will be referred to the office with parental contact, counseling, education, detention, suspension, or expulsion as possible disciplinary actions.

BULLYING – REGULATION:

A. DEFINITIONS

1. Bullying: For the purposes of this policy, “bullying” means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
 - b. has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.
2. Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
 - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - c. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
 - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
3. Electronic: For the purposes of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
 4. Third Parties: For the purposes of this policy, "third parties" includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

B. REPORTING

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

1. Designated Personnel. The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. Failure to forward any report as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.

2. District wide. The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the Superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
3. Confidentiality. The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. Procedure. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. Required Reporting. If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

C. INVESTIGATION

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

D. PROHIBITION AGAINST RETALIATION

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated

against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to District policy.

E. CONSEQUENCES

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

F. NOTIFICATION

The District's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students, and parents.

Adopted 3/11/02

(Updated 5/13/13)

APPENDIX Z

VIOLENCE/DANGEROUS WEAPON IN THE SCHOOL "TITLE VIII - GUN-FREE SCHOOLS"

The Stanley County School District 57-1 should be an example of what is required regarding the observance and respect for law in society-at-large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. (DEFINITION-For the purpose of this section, the term "weapon," means a firearm as such term* is defined in section 921 of title 18, United States Code) Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary or legal action or both

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.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, military color guards, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school shall be expelled for not less that twelve (12) months and will be referred to law enforcement authorities. The chief executive officer/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of explosive, the frame or receiver of any such weapon, a muffler, or silencer for a weapon, or any explosive, including any poison gas or powder substance.

LEGAL REF: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America's Schools Act of 1994, P.L. 103-382
Section 8001. Gun-Free Requirements

Adopted 4/8/02

(Updated 5/13/13)

APPENDIX AA

Homelessness and Unaccompanied Youth

The Stanley County School District policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - * Transportation services.
 - * Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - * Programs in vocational and technical education.
 - * Programs for gifted and talented students.
 - * School nutrition programs

(Adopted 8/17/12)

(Updated 5/13/13)

APPENDIX BB

TITLE IX - POLICY

1. Introduction

The 1972 Education Amendments prohibit discrimination on the basis of sex. It states: "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 education program or activity receiving federal financial assistance".

If any person believes that Stanley County School District or any part of the school organization has inadequately applied the principals and/or regulations of Title IX or is in some way discriminatory on the basis of sex, she/he may bring forward a complaint(s) which shall be referred to as a grievance to the local Title IX Coordinator at the following address:

Dr. Joel Price, Superintendent, Stanley County School District #57-1
P. O. Box 370, Fort Pierre, SD 57532-0370
(Updated 8/17/12)

2. Levels for Grievance Procedure

Any person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Title IX Coordinator, who shall in turn investigate the complaint and reply verbally to the complainant within five (5) business days. If this reply is not acceptable to the complainant, she/he may initiate formal procedures according to the following steps:

- a. A written statement of the grievance, signed by the complainant, shall be submitted to the local Title IX coordinator within five (5) business days of the receipt of answer to the complainant. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days after receipt of the written statement.
- b. If the complainant wishes to appeal the decision of the local Title IX coordinator, she/he may submit a signed statement of appeal to the School Board within five (5) business days after receipt of the local coordinator's response. The School Board shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within twenty (20) business days after receipt of the signed statement of appeal.
- c. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Region VIII, Department of Health, Education and Welfare, Federal Building, 1961 Stout Street, Denver, Colorado 80294.

(Updated 5/13/13)

**APPENDIX CC
SCHOOL MEAL POLICY**

It is the policy of the Stanley County School District that all school meals be paid in advance. Prices for meals will be set by the School Board annually. A meal account balance notification for the family meal account is sent by email once a week for positive balances and twice a week for negative balances.

At the beginning and throughout the school year, families are to send money to the school to be deposited in their family account. Any deposit is acceptable, however larger payments (i.e. one month's payment) are encouraged. For budgeting purposes, a family could look at the annually set lunch amount and take that times 20 days (estimated number of school days per month) and send that payment monthly.

COST PER MEALS PER CHILD OR ADULT:

	BREAKFAST	LUNCH
JK-5	\$1.95	\$2.85
6-12	\$2.05	\$2.95
ADULT	\$2.30	\$3.60
ADDITIONAL MILK	.30	.30
REDUCED MEALS	.30	.40
SECONDS	\$1.00	\$1.00

- All family meal account balances are looked at from a family standing and are emailed balance notifications twice a week to inform them of any negative balances.
- All family meal account balances must be maintained in **Advance Payment status.**
- Any negative amount could be sent to a Collection Agency if not paid in full per superintendent's discretion.
- The business office will communicate negative balances with the administration for any Employees with a negative balance due.
- If a family has a negative balance, their child will not have the opportunity for seconds.
- If a family account falls below negative \$50.00, they will be turned over to collections.

(Updated 7-9-18)

Free and Reduced Price Food Services

The District will take part as feasible in the National School Lunch Program and other food programs that may become available to all children in the district. As required by law and regulations of the State, the Board will offer free and reduced-price lunches and free milk to those qualifying children. In accordance with the guidelines for participation in

these programs and the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his parents or guardian.

The Chief Executive Officer CEO/Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced-price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the Business Manager.

(adopted 8/12/02)

(Updated 5/13/13)

Food Services Management

The Board considers the practice of serving food at school primarily a convenience for parents, children, and school management; secondarily as a means of encouraging good health habits.

The school system will operate a school lunch program, which will be under the supervision of the cafeteria supervisor.

The cafeteria staff will be directly responsible to the district superintendent but will cooperate with the principals in matter essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria will rest with the building principal, who may assign appropriate staff to provide supervisory control.

Food services will include hot lunches and milk program for kindergarten. The Board will approve the prices set for school lunches and the price of milk. As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. That a "Type A" lunch will be made available for students.
2. That free and reduced-price lunches be provided students who cannot afford to pay the price of the "Type A" lunch.

Students will also be permitted to bring their lunches from home.

(adopted 8/12/02)

(Updated 5/13/13)

APPENDIX DD

WELLNESS POLICY

The Stanley County School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Improved health optimizes student performance potential and ensures that no child is left behind.

RATIONALE

The increasing rates of overweight and obesity among youth threaten to jeopardize the future health and productivity of our children.

A healthy school environment goes beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition and appropriate amounts of physical activity. All foods made available on school campuses should offer children nutritious choices. Nutrition education and physical activity should be incorporated into the school day as often as possible. The healthy, nutritionally astute, and physically active child is more likely to be academically successful.

NUTRITION EDUCATION

At each grade level nutrition education will be offered as part of the sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behaviors.

- Teaches consistent scientifically based nutrition messages throughout the school, classroom, cafeteria, home, community and media;
- Is part of health education classes and/or stand-alone courses;
- Is included in the scope and sequence of the curriculum in core subjects such as math, science, language arts, social sciences and elective subjects;
- Uses the SD Health developmentally appropriate nutrition concepts progressively in grades Pre K through 12;
- Provides enjoyable, developmentally appropriate, culturally relevant and participatory activities (e. g. contests, promotions, taste testing, farm visits, and school gardens);
- Offers information to families that encourage them to teach their children about health and nutrition and provide nutritious meals for their families;
- Will include a school nutrition/health team, such as Growing up Together, Even Start, Team Nutrition or Coordinated School Health, to conduct nutrition education activities and promotions that involve parents, students and community.

PHYSICAL ACTIVITY

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long-term benefits of a physically active and healthful lifestyle.

** All students in grades K-12 will have the ability to receive physical education for the entire school year. Students with disabilities, special health-care needs and in alternative educational setting will be included. The following chart provides the required minutes per week:

Kindergarten-----	30 minutes
1 st – 3 rd -----	60 minutes
4 th – 5 th -----	90 minutes
6 th -----	225 minutes
7 th – 8 th -----	225 minutes (1 semester)
9 th -----	225 minutes per week and includes Health
10 th –12 th -----	SCS offers as an elective Weight Training. Each class meets for 225 minutes per week.

- Students will spend at least 50 percent of physical education time participating in moderate to vigorous physical activity.
- The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for Pre-K through grade 12.
- Highly qualified physical education teachers will teach all physical education.
- Class teacher to student ratios should be equivalent to those of other subject area classes in the school.
- Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

Physical Activity Across the Curriculum

** Opportunities for physical activity are regularly incorporated into other subject areas (e.g. math, language arts, social studies, etc.).
(Updated 8/13/18)

Daily Recess

- Elementary school students, who have followed specific classroom/handbook rules will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity
- When feasible, recess should occur prior to lunch to ensure appropriate healthful food intake.

- Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

(Updated 8/17/12)

Physical Activity Opportunities Before and After School

- All elementary, middle and high schools are provided with information regarding extracurricular physical activity programs, such as physical activity clubs or intramural programs within the Ft. Pierre and Pierre community.
- All high schools and middle schools as appropriate, will offer interscholastic sports programs.
- Schools will offer activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.

(Updated 8/17/12)

Reward/Incentives/Consequences

- Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., physical education) as punishment.
- Students will not be denied physical education for purposes of make-up work, testing, etc.

(Updated 8/17/12)

Safe Routes to School

- The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety and /or police departments in those efforts.
- The School District will explore the availability of funding through the SD Department of Transportation.
- The School District will encourage students to use public transportation when available and appropriate for travel to school.

(Updated 5/13/13)

Use of School Facilities Outside of School Hours

- School spaces and facilities will be available to student, staff, and community members before, during, and after the school day, on weekends and during school vacations with adult supervision.

- Schools will educate the community, including parents and staff, about utilizing the facility. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- School policies concerning safety will apply at all time.

(Updated 5/13/13)

Professional Development

- Stanley Co. School will provide ongoing professional development and education for food service professionals and educators.
- Stanley Co. School will provide nutrition and wellness education for students, staff, and parents and, where appropriate, for community members.

(Updated 5/13/13)

Eating Environment

- Students and staff will have adequate space to eat meals in a clean, safe, pleasant surrounding and will have adequate time scheduled as near the middle of the school day as possible to eat, with socializing among students and between students and adults: with supervision of eating areas by adults who model proper conduct and voice level: and with adults who model healthy habits by eating with the students.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration should be taken for passing time, bathroom break, hand washing and socializing so as to allow ten minutes for breakfast and fifteen minutes for lunch once the student is seated.

(Updated 5/13/13)

Lunch Recess

- Will schedule recess for elementary grades before lunch when possible so that children will come to lunch less distracted and ready to eat. Activity before lunch also encourages nutrient intake.

(Updated 5/13/13)

Rewards, Incentives, and Consequences

- Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. Food will not be used as a reward or incentive in the classroom, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks, etc.).
- Food will not be withheld from students as a consequence for inappropriate behavior and poor academic performance.

Access Facilities for Physical Activity

- Schools will be encouraged to provide community access to the school's physical activity facilities outside of the normal school day and/or form city-school partnerships to institute recreation programs utilizing school facilities.

(Updated 5/13/13)

Vending Machines

- Vending machines with food and beverages will not be available in elementary schools. The school will provide healthy snacks as a part of the after-school care activities. In the event that these snacks are not available as a part of the after-school care activities, the school may provide vending services with healthy choices.

(Updated 5/13/13)

Fundraising

- School fundraising activities will support healthy lifestyles. Such activities may include physical activity (e.g. walk-a-thon), school support (e.g. selling school memorabilia) and /or academic achievement (e.g. spelling bee).
- The sale of food or beverages as a fundraiser will not take place from one hour before and one hour after breakfast and lunch service.
- Will encourage fundraising activities that promote physical activity.

(Updated 5/13/13)

Wellness Councils

- Will organize local wellness councils comprised of parents, teacher, administrators, food service personnel, and students to plan, implement, and improve nutrition and physical activity within the school environment.

(Updated 5/13/13)

Nutrition Standards

Student lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available wherever and whenever food is sold or otherwise offered at school during the normal school day. Examples may include a la carte, snacks, vending machine, fund raising activities, parties and celebrations and school sponsored events.

General Guidelines

- Food pricing strategies shall be designed to encourage students to purchase nutritious item.
- Procedures shall be in place for providing to families, on request, information about the ingredients and nutritional values of the foods served.
- Food and beverages sold or served on school grounds or at school-sponsored events during the normal school day shall meet the Dietary Guideline for Americans and the Standards for Food and Beverages as set forth in this document.

(Updated 5/13/13)

School Meal Program

- The school food service program shall operate in accordance with the National School Lunch Act and the Child nutrition Act of 1996 as amended and applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- Schools shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.
- Menus should be planned with input from students, family members and other school personnel and should take into account students' cultural norms and preferences.
- Students with special dietary needs (diabetes, celiac sprue, allergies, etc.) will be accommodated as required by USDA regulation.
- A la Carte offerings in the food service program will meet the Standards for Food and Beverages set forth in this document. School food service departments will not sell extra portions of desserts, French Fries, and /or ice cream.
 - A. **Competitive Foods:** Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and /or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machine, in school stores or as part of school fundraisers, School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.) students or student groups, parents or parent groups, or any other person, company or organization.
 - B. **Food Service:** Refers to the school's operation of the National School Lunch Program, School Breakfast Program and After School Snack Programs and includes all food service operations conducted by the school principally for the benefit of schoolchildren, all of the revenue from which is used solely for the operation or improvement of such food services.
 - C. **FMNV:** Foods of Minimal Nutritional Value, refers to the four categories of foods and beverages (soda water (pop), water ices, chewing gum, and certain candies) that are restricted by the U.S. Department of Agriculture under the child nutrition programs.

- D. **Normal School Day:** Time period spanning from the first bell of the day that begins the class period to the last bell of the day ending the final class period.
- E. **Snacks:** Healthy snacks will include fresh, dried or canned fruits (in 100% Juice only); vegetables; 1% or skim milk; and grains meeting the Standards for Food and Beverages set forth in this document.
- F. **Fundraising:** At least 50% of the fundraising activities will not involve the sale of food and /or beverages. If food and/or beverages are offered they will meet the Standards for Food and Beverages.
- G. **Parties and Celebrations:** Each party should include no more than one food or beverage that does not meet the Standards for Food and Beverages. Celebrations that involve food during the school day should be limited. The District will disseminate a list of healthy party ideas to parents and teachers.
- H. **Vending Machines:** All food and beverages sold in school vending machines must meet the Standards for Food and Beverages and guidelines for vending machines set forth in this document.
- I. **School Sponsored Events (such as but not limited to athletic events, dances, or performances):** Healthy choices of food and beverages that meet the Standards for Food and Beverages will be offered at school-sponsored events outside the school day.

(Updated 5/13/13)

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the food service area during meal periods.

A. Restricted Foods

Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. **Soda Water:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, mineral and protein.
2. **Water Ices:** Any frozen, sweetened water such as popsicles and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **Certain Candies:** Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: Hard candy, jellies and gums, marshmallow candies, licorice, spun candy and candy-coated popcorn.

(Updated 5/13/13)

FMNV (Foods of Minimal Nutritional Value) and Policy Exemptions

1. **School Nurses:** This policy does not apply to school nurses using FMNVs during the course of providing health care to individual students.
2. **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy item.
3. **School Events:** Students may be given FMNV, candy items or other restricted foods during the school day for up to four different events each school year to be determined by campus. A school official must approve the exempted events. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed.
4. **Instructional Use of Food in Classroom:** For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. Food provided for students as part of a class or school cultural heritage event for instructions or enrichment purposes would be exempt from the policy. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed.
5. **Field Trips:** School-approved field trips are exempt from the Nutrition Policy; A school official must approve the dates and purposes of the field trips in advance and let the cafeteria know if students will be absent from lunch. This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption.

Stanley County School may amend, update, or change their Wellness Policy at any time if it still meets the requirements.

Board approved/adopted:
September 12, 2005
Revised November 14, 2005
(Updated 5/13/13)

APPENDIX EE

ASBESTOS NOTICE

Asbestos is a naturally occurring fibrous material with excellent insulation and fire-retardant properties. Asbestos is also a health hazard when it is inhaled. The adverse health effects associated with asbestos have become well known, due to increase scientific inquiries into these health problems.

Asbestos is a serious problem that affects all states, including South Dakota. Mandates from the United States Environmental Protection Agency has been promulgated which requires all educational institutions to begin addressing asbestos abatement. Health hazards associated with asbestos exposure have been well established and provide the basis for their concerns.

The EPA has mandated that all private and public schools must conduct asbestos inspections to determine if their facilities contain asbestos and the degree of hazard that exists. That inspection has been completed and a Management Plan has been developed for our school.

The Asbestos Emergency Response Act (AHERA) also requires that all parents, guardians and employees be notified of the existence of asbestos in our buildings.

During the inspection, it was determined that Stanley County Schools contains both friable and non-friable asbestos in several areas throughout the buildings. While this asbestos containing material does not represent a hazardous situation at this time, the potential for damage requires that steps be taken to reduce this possibility for future exposure.

The Superintendent's Office has on file the complete inspection Report and Management Plan. Both documents are available without cost or restriction for inspection by representatives of the state, the public, parents and school staff. Copies are also available upon request for the cost of duplication. The latest three-year asbestos re-inspection was conducted and reported by Gary Snow and Associates on August 29, 2012.

(Updated 5/13/13)

APPENDIX FF

MEDICATION POLICY

In the interest of keeping the school environment safe for all students, medication should be taken by students during non-school hours whenever possible. Nevertheless, in certain situations it may be necessary for a student to take medication during school hours.

Prescription Medication

Prescription medication may only be dispensed by a school employee that is registered with the South Dakota Board of Nursing as a medication aide (hereafter referred to as a school medication aide). All school medication aides operate under the guidance of a registered nurse contracted by the school to oversee medication administration.

School medication aides may dispense prescription medication but may not administer medication. School medication aides may measure a dose of prescription medication but may not calculate a dose of medication. School medication aides may not dispense the first dose of a newly ordered medication, nor may they administer medication that needs to be injected. (Although insulin and insulin needles must be kept in the office or other space designated for prescription medication storage and a school medication aide may confirm insulin dosage, insulin may not be injected by a school medication aide.)

In middle school and high school, it is the responsibility of the student to come to the office to take prescription medication at the appropriate time. It is not the responsibility of school personnel to remind students to take their medication.

All prescription medication must be in the possession of parent/guardian or school personnel at all times while on the school campus with the exception of inhalers belonging to a middle school or high school student, which may be in the possession of the student to which they are prescribed. If a middle school or high school student needs to carry an inhaler at school, written notice must be provided to the school by a parent/guardian. All such notices will be kept on file at the school for the length of time that the student carries the inhaler or until the end of the school year. A new written notice must be provided at the beginning of the next school year.

Paperwork. A parent/guardian must fill out an authorization form at the start of each school year and at the start of any new prescription (including prescriptions for the same medication but at a different dosage). A parent/guardian must also fill out a medication log for every prescription and refill brought to the school.

In extenuating circumstances and at the discretion of the administration, prescription medication may be accepted from someone other than a student's parent/guardian if arrangements have been made in advance and the quantity of medication has been confirmed with the parent/guardian.

All paperwork having to do with medication administration shall be filed in a student's cumulative file.

Labeling. All prescription medication must be given to the school in a container with a pharmacy or manufacturer label containing the name of the student, the name and dosage of the medication, and the frequency with which it is to be dispensed, including the time of day it should be taken. If the time of day is not listed on the prescription label, a note from the prescribing doctor specifying the time of day that it should be taken must be kept on file.

Quantity. The school may not be in possession of more than a thirty-day supply of prescription medication at any one time.

Storage. All prescription medication shall be stored in a lockbox that is kept locked except when medication is being retrieved. Access to the medication lockbox shall be limited to school medication aides.

Activities Outside of School. In the event of a sporting event, field trip, or other school-sponsored activity that requires a student receiving prescription medicine to be out of the school building at the time of administration, and if there is not a school medication aide in attendance at the activity, then a prescription medication may be sent with and dispensed by another designated school employee. In such a case, the parent/guardian must provide written approval in advance and the written approval must be kept on file in the office.

Nonprescription Medication: Middle school and high school students may have nonprescription medication in their possession at the discretion of their parent/guardian if it is in an original bottle with the proper label and the student's name is written on the bottle. Students may under no circumstances share nonprescription medication with anyone.

Stanley Co. School District WILL NOT PROVIDE medication of any kind.

ASSOCIATED FORMS

Medication log (Found in Student Handbook)

Parental authorization to assist with Self Administration (Found in Student Handbook)

Medication error report (Found in Student Handbook)

(Adopted 10/08/12)

(Updated 5/13/13)

(Amended 8/13/18)

APPENDIX GG

Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds within Stanley County School District 57-1 and is unable to resolve the issue, may address the complaint in writing to the district's superintendent at 112 South First Street, PO Box 370, Fort Pierre, South Dakota 57732.

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

Procedure once a written complaint has been received:

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

Adopted: October 2012

Updated: September 8, 2014

APPENDIX HH

LINE OF AUTHORITY

MIDDLE SCHOOL/HIGH SCHOOL LINE OF AUTHORITY:

In the absence of the Secondary Principal, the line of authority is as follows:

6-12 Guidance Counselor
Superintendent
Elementary Principal
Business Manager

ELEMENTARY SCHOOL LINE OF AUTHORITY:

In the absence of the Elementary Principal, the line of authority is as follows:

JK-5 Guidance Counselor
Superintendent
Secondary Principal
Business Manager

(Updated 8/13/18)

Appendix II

INSURING TRIBAL AND PARENTAL INVOLVEMENT IN THE DEVELOPMENT OF EDUCATIONAL PROGRAMS FOR THE STANLEY COUNTY SCHOOL DISTRICT 57-1

It is a policy of the Board of Education for the Stanley County School District to encourage community involvement in determining the educational plans for all children. In order to encourage community involvement, two Board of Education meetings and one Public Hearing during the school year will focus on receiving public comment on the Stanley County School District's educational program. Board of Education Meetings: A meeting of the Stanley County Board of Education with Indian Parents from the community and members of the Title VII Advisory Board will be held per request of interested parties. District programs, policies and practices will be discussed and comments received. Notices of the meetings will be made to parents and members of the advisory group.

Public Hearing: A public hearing will be held in July by the Stanley County Board of Education on the proposed budgets for the forthcoming school year. Public notice of the hearing will be published in the legal notices of the local weekly newspaper.

Advisory Board Meetings: During the year, school district officials will attend TITLE I, E.S.E.A. and Title VII, Indian Education Advisory Board meetings with the intent of receiving suggestions, comments and concerns of those parent groups as they relate to the total education program.

These scheduled public meetings and attendance at Advisory Board Meetings are intended to insure:

- (1) That Indian Children participate in school programs on an equal basis with all other children educated by the LEA;
- (2) That application, evaluations and program plans are adequately disseminated to parents of Indian Children; and
- (3) have an opportunity to present their views regarding applications;
- (4) have an opportunity to make recommendation concerning the needs of their children and the ways by which they can assist their children in realizing the benefits to be derived from the educational program of the LEA:
- (5) are actively consulted and involved in the planning and development of the education program of the LEA; and
- (6) afforded the opportunity to present their overall views in the educational program and its operation, and the degree of parental participation allowed.

(approved 7-14-14)

Appendix JJ

REQUEST FOR SCHOOL BOARD WAIVER

Date: _____

Name of the school board member, school administrator or school business manager requesting the waiver: _____

Brief explanation of the potential conflict of interest _____

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including: (1) all parties to the contract (2) the person's role in the contract or transaction (3) the purpose(s)/objective(s) of the contract (4) the consideration or benefit conferred or agreed to be conferred upon each party (5) the length of time of the contract (6) any other relevant information .

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Signature of Person Requesting Waiver: _____

Appendix KK

WAIVER AUTHORIZATION PURSUANT TO SDCL3-23-3

A written request for waiver of conflict, dated _____,

was received from _____.

The request was acted upon by the members of the _____ School District School Board during a meeting held on _____.

_____ The request for waiver was denied because the terms of the contract were not considered fair and reasonable, or contrary to the public interest.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

Signature of School Board President /Chairperson or Authorized Member

Printed Name: _____

Date _____

Date mailed to Auditor General _____

Appendix LL

General Education Provisions Act (GEPA)

Section 427

Stanley County School District serves an academically, culturally, and socio-economically diverse population of children and families. The district and the Board of Education are strongly committed to equal access and treatment for all students, families, employees, and the general public.

Stanley County School District's board policy of nondiscrimination guides and governs decision making at all levels. Such policies incorporate the following principles: the Board of Education shall not discriminate against children, parents or guardians of children, employees, applicants, contractors, or individuals participating in board and/or agency sponsored activities. The board is committed to the provision of equal access in all child/family/employment and business programs, activities, services and operations that are deployed or provided directly by the board, as well as those operated or provided by another entity on behalf of the board under contractual or other arrangements. This policy is established to provide an environment free from discrimination and harassment based upon age, race, color, disability, gender, marital status, national origin, religion, or sexual orientation.

Stanley County School District's Human Resources Department monitors, coordinates, and recommends action to ensure compliance with the above policies. To effectively and fairly resolve conflicts should they arise, the district has established grievance procedures related to equal access for applicants, employees and/or children and their families alleging discrimination. These procedures are accessible for use by consumers, employees, and the general public. The district also offers in-service training to increase staff effectiveness in recognizing and correcting biased attitudes.

Stanley County School District and its partners are committed to implementing eight specific strategies for ensuring equal access to and participation in all programs for parents/guardians, students, staff, patrons of the district, and stakeholders. The following steps will be carried out with the intent to reduce and eliminate access barriers based on gender, race, national origin, color, disability, and age to maximize participation in the grant program:

1. All grant program-related sessions/activities should be held in Americans with Disabilities Act (ADA) accessible and compliant facilities. As needed, the grant staff will further develop and implement a 'plan of action' that will address the identified special access needs indicated by program registrants that go over and beyond the access provisions of the ADA facilities, themselves.
2. Coordinate and offer cultural sensitivity and ADA training for program staff, as recommended by the Stanley County School District's Personnel Department.

3. Hire, recruit, and involve individuals from social and ethnic minority groups, multi-lingual individuals, and individuals with disabilities to plan, implement, and evaluate program services, to the greatest extent possible.
4. Develop or acquire and disseminate culturally relevant and sensitive curriculum and information materials that can be understood and accessible to all potential participants, regardless of their unique challenges or backgrounds.
5. Offer multi-lingual services for consumers and others as needed and appropriate.
6. Offer onsite childcare for individuals who must bring their children to program training events and activities (as available).
7. Arrange for assistive technology devices to translate materials for participants in need of such services (as available).
8. Post information materials, schedules of events, and program assessments on the internet – which will enable assistive computer devices to interpret the materials for users. Ensure all potential users have direct access to these resources through the provision of usable workstations and/or computer labs, to the greatest extent possible.

The above listed provisions and strategies will help to ensure that the following principles are reflected in our work with children and the community: valuing diversity and similarities among all peoples; understanding and effectively responding to cultural differences; willingness to continually engage in cultural self-assessment at the individual and organizational level; making adoptions to the delivery of services; and institutionalizing cultural knowledge and avenues for improvement in programming and service delivery.