

# **ESTELLINE DISTRICT 28-2 BOARD OF EDUCATION POLICY HANDBOOK**

## **PHILOSOPHY AND PURPOSE OF THE ESTELLINE SCHOOL DISTRICT # 28-2**

**We believe the primary purpose of education should be individual preparation for successful and worthwhile lives. To achieve this goal, it is essential that each child be granted the opportunity to pursue a meaningful program of studies directed towards physical, intellectual, social, vocational, and economic competence. In other words, we believe it is essential that each child be given the opportunity to study individually, or through group processes, those areas which are of most value in his/her development.**

**It is imperative that our staff and personnel are committed to the concept of a child-centered approach to learning. Each child will be treated with dignity, respect, and will be given assistance to meet the challenges of modern society. Our staff are prepared to recognize student issues and have the ability to direct concerns to proper staff in a confidential manner. It is our belief the school environment should provide for the child's emotional well-being under capable guidance and be one in which the child has freedom to develop socially, physically, and mentally.**

**The overall purposes of the elementary and secondary schools are essentially similar. In the elementary grades, primary emphasis and stress should be placed on the basic skills, especially the communicative skills, and work study habits. As the student matures with age and wisdom, we feel they are more capable of making individual decisions regarding their long range goals. Therefore, we place more emphasis on vocational, terminal, and college preparatory courses in the high school. We feel the student, through various guidance services, should have the opportunity to select and pursue those courses most desirable in his/her development.**

**We believe strongly in the school cooperative with our community agencies which are committed to the development of responsible citizens. There is a need to ensure that all students graduate with the knowledge and skills necessary to become productive global citizens. This can only be achieved through a commitment from the school, families, businesses, and the community. We recognize that the school is only one of many agencies responsible for a child's education and we are committed to assisting the development of the individual through cooperation with the home and community.**

## **BOARD AGENDA**

Anyone wishing to be on the agenda of a Board meeting should contact the Board President or Administration at least 5 days before the scheduled meeting. They must state the specific topic and purpose of their request for a place on the agenda. Board members wishing a topic discussed should follow the same procedure.

## **BOARD COMPENSATION**

School Board members will receive \$75.00 per regular meeting, including mileage paid at applicable state mileage rate (updated annually; accessible via <http://dlr.sd.gov>).

## **ELECTRONIC COMMUNICATION BY BOARD MEMBERS**

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.

2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

3. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.

## **COMPLAINT POLICY**

Constructive criticism of the schools is welcomed by the Estelline 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 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 complaints. The term "complaint" in this policy is restricted in meaning to that criticism of a particular school employee, by a patron of the

Estelline School District, which includes and/or implies a demand for action by school authorities.

A complaint policy is to ensure that a patron's complaint is given respectful attention and the integrity of all concerned is upheld.

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

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher or non-certified staff directly involved with the complaint
2. Principal
3. Administration
4. Board

Employees are advised to notify their immediate supervisor upon receiving a complaint and have the option of delaying action until talking to the supervisor.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing patron complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and follow the district policies regarding grievances. 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 issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

### **COST OF SCHOOL EVENTS**

1. Adults - \$5.00/event; Students - \$3.00/event
2. Activity passes: Adults - \$50.00 for twenty events
3. Student Activity ticket - \$10.00. Students, grades 7-12, participating in an activity are required to purchase an activity ticket.
4. Senior citizen passes for individuals aged 65 or older are available at the gate or from the business office.

### **CREDIT CARD POLICY**

When a company requires a credit card rather than a Purchase Order/billing, the Board will authorize the staff to use the credit card only if a requisition signed by administration is completed in advance.

## **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 after the 2000 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 as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 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 fingerprinting process.. 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 notice or hearing. A “disqualifying record” means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics.

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.

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

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

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check (that amount is currently \$44.) This expense will be reimbursed by the district if no criminal record is found. This policy applies to all employment agreements, whether written or oral.

## **PARENTS RIGHT TO KNOW**

Parents/guardians of students enrolled in the Estelline School District have the right to know the highly qualified status of teachers and paraprofessionals who teach their children. Parents may request this information only for the personnel that teach their child. At a minimum, the following information will be provided to the parents upon request and in a timely manner:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the teacher is provided services by paraprofessionals and, if so, their qualifications.

## **WELLNESS POLICY**

A copy of the Estelline School District Wellness Policy is available in the school Business Office, or Elementary Principal's Office. This Policy was adopted May 2006.

## **DANGEROUS WEAPONS ON SCHOOL PREMISES**

State and federal laws as well as the Estelline School Board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapons confiscated from a staff member shall be reposed to the local police. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the schools' administration.

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 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, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any staff member bringing a dangerous weapon as defined above to school will be suspended pending a hearing and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school Board that this suspension requirement be modified on

a case-by-case basis. 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 an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

## **FEDERAL FUNDS**

It shall be the policy of the Estelline School District to forbid the use of federal funds for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

## **USE OF FEDERAL FUNDS COMPLAINT POLICY**

Any Estelline School District patron who has a complaint regarding the way in which the Estelline School District is spending federal money must contact the superintendent and if the complaint is not resolved at this level, the district patron may request that the superintendent place him/her on the next School Board meeting agenda to bring the complaint to the School Board. If the complaint is not resolved at the School Board level, the Board President and/or district patron may request assistance from the South Dakota Department of Education.

## **FRAUD POLICY**

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district’s resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

### **Fraud, financial improprieties, or irregularities include but are not limited to:**

Forgery or unauthorized alteration of any document or account belonging to the district.

Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

Misappropriation of funds, securities, supplies, or other assets.

Impropriety in handling money or reporting financial transactions.

Profiteering because of insider information of district information or activities.

Disclosure of confidential and/or proprietary information to outside parties.

Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.

Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.

Failure to provide financial records to authorized state or local entities.

Failure to cooperate fully with any financial auditors, investigators or law enforcement.

Other dishonest or fraudulent acts involving district monies or resources.

The Business Manager or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

The Superintendent shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to any indication of fraud, financial impropriety, or irregularity within their area of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

### **Reporting**

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent.

If the report involves the Superintendent, the employee shall report his/her suspicions to the Board President.

Employees who bring forth the legitimate concern or suspicions about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

### **Investigation**

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the: district solicitor, district auditor, insurance agent, internal departments, external agencies, law enforcement officials.

If the Superintendent is involved in the complaint, the Board President is authorized to initiate investigation of the complaint and coordinate the investigative efforts with

the individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

### **Confidentiality**

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.

All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.

Result of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

### **Prevention**

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

**Segregation of Duties** – Where possible, more than one person will be involved in pieces of financial transactions. No one person shall be responsible for an entire financial transaction.

**Payments**-Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two signatures.

**Bank Reconciliations**-Where possible, bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

**Access to Checks**-Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.

**Capital Assets**-The business office shall maintain updated lists of district capital assets.

**Training**-Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

## **POLICY ON NEEDS OF HOMELESS YOUTH**

The Estelline 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 ESEA of 1965 or similar state or local programs, educational programs for students 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

\*Provide a list of surrogate parents/guardians for youth experiencing homelessness.

\*Provide a complaint procedure for families of homeless students who may dispute the actions of the school district which states:

The parent/guardian of homeless youth may bring their complaint to the superintendent and if the complaint is not resolved at this level, the next step is to



request to be on the agenda at the next School Board meeting. If the complaint is not resolved at the School Board level, the school Board President and/or parent/guardian may request assistance from the South Dakota Department of Education.

### **FIXED ASSET CAPITALIZATION CRITERIA**

The policy defines a fixed asset as something that is: 1) has a tangible nature; 2) has a useful life of more than one year; and 3) has an acquisition value of:

<u>Assets</u>	<u>Years</u>	<u>Depr Method</u>	<u>Capitalization Amount</u>
Land	N/A	N/A	All
Buildings	50	St. Line	\$20,000
Improvement Other than Buildings	15-25	St. Line	\$10,000 (new item)
Equipment and Vehicles	5-20	St. Line	\$2,500
Food Service Equipment (GASB 1400.102, 104)	5-20	St. Line	\$1,000

All fixed assets related to specific propriety funds or trust funds shall be accounted for in those funds. All other fixed assets shall be accounted for in the General Fixed Asset Account Groups.

### **INVESTMENT POLICY**

The nature of tax collections and other revenue is such that cash on deposit in the district's depositories at times exceeds the requirement for current expenditures, and it is in the best interest of the district to invest these monies not required for immediate expenditures and the Business Manager is hereby directed to invest such cash balances which may exist in interest bearing certificates, time deposits, government issues or Securities of the United States and securities guaranteed by the U. S. Government either directly or indirectly, in state or out of state institutions. The term of the investments is to be determined in accordance with expenditure requirements, and that such interest as is earned on said deposits be credited to the General Fund.

### **ACCOUNTING POLICIES**

**BASIS OF ACCOUNTING:** The government-wide financial statements will be prepared using the economic resources measurement focus and the accrual basis of accounting as will the proprietary fund and fiduciary fund financial statements. Governmental fund financial statements will be reported using the current financial resources measurement focus and the modified accrual basis of accounting. (GASB 1600.103)

**REVENUE AVAILABILITY CRITERION:** Revenues are considered to be available when they are collectible within the current period or soon enough

thereafter to pay liabilities of the current period. For this purpose, our school considers revenues to be available if they are collected within 20 days of the end of the current fiscal period.

Property taxes are levied on an annual basis. On the fund financial statements, the portion of the property tax levies that have not been collected by the end of the fiscal year and are not available will be considered deferred revenue. (GASB 1600.106)

OPERATING VS. NONOPERATING REVENUES AND EXPENSES: Our Food Service Fund distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing goods relating to the food service operation. Principal operating revenues of this operation are meal charges. Non-operating revenues include grants, donated commodities and interest earned. Operating expenses of the food service operation include salaries and benefits, food purchases and depreciation. The loss on disposal of capital assets is a non-operating cost. (GASB P80.118)

GASB AND/OR FASB: Private sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private sector guidance for the business-type activities and enterprise funds, subject to the same limitation. Our entity has elected not to (to) follow subsequent private sector guidance. (GASB P80.103)

CASH AND CASH EQUIVALENTS: The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

RESTRICTED AND UNRESTRICTED RESOURCES: When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, then unrestricted resources as they are needed.

ANTIFRAUD PROGRAMS AND CONTROLS (SAS 99):

**CREATING A CULTURE OF HONESTY AND HIGH ETHICS**

- Setting the tone at the top
- Creating a positive workplace environment
- Hiring and promoting appropriate employees
- Training
- Discipline

**EVALUATING ANTIFRAUD PROCESSES AND CONTROLS**

- Identifying and measuring fraud risks
- Mitigating fraud risks
- Implementing and monitoring appropriate internal controls

## DEVELOPING AN APPROPRIATE OVERSIGHT PROCESS

Governing board awareness

Management's role

Internal auditors

Independent auditors

(Many of these already exist in our policy manual)

## POLICY HANDBOOKS

A. A Board Policy handbook or record shall be developed by the Administration which shall contain all policies previously established by the Board and shall be revised as needed.

B. A student handbook shall be made up by both the Elementary and Junior High/Sr. High Schools.

C. All handbooks shall be scrutinized by the Board and after said approval shall become a part of the Board Policies.

## PUPIL TRANSPORTATION POLICIES

### USE OF BUSES

The buses shall not be loaned, rented or used by an organization not directly under the control of the School Board, which would involve carrying people not directly connected with the school. Exceptions will be reviewed by the Board on a case by case basis. Buses are used for K-12 transportation routes to and from school. Pre-K students will be picked up in the morning if they are on the current bus routes as determined by administration.

### EXTRA-CURRICULAR TRIPS

The Administration shall decide when to use school buses for extra-curricular trips.

### SPECTATOR BUS FEE

Spectator buses to athletic events shall normally have a minimum of 30 people per bus (unless authorized by the Administration). Each individual shall pay \$2.00 per trip. Teachers will not be charged to ride the bus, since the Board would like to encourage their attendance.

### CLEARING OF BUS ROUTES

If bus routes are not kept clear or in a reasonable state of repair, as reported by the bus drivers, the buses are not obligated to pick up the students and it shall be the duty of the parents to transport the children to and from school until the situation is remedied.

## EXTRA-CURRICULAR TRIPS, DRIVERS, PAY, ETC.

1. A school bus (or buses) may be used to take grades K-8 on their annual field trips.
2. The school will pay the bus driver for extra-curricular trips at \$15.00/hr for driving and layover time.
3. In addition, substitute drivers will be used to take grades K-8 on their annual field trips. Substitute route driver receives current route rate.
4. Bus washing - \$10.00 per complete wash job and cleaning of interior.
5. All trips that involve students must be cleared through the Principal's office. Make arrangements for the trip as early as possible so it can be put on the schedule.
6. Bus drivers are to under NO circumstances smoke while operating a school bus or while picking up/unloading students.

## SPEED OF BUSES

No driver shall exceed the posted legal speed limit when transporting children to and from school.

## DRIVEWAY PICKUP

All drivers will drive into the farm yard to pick up children if the buildings are 300 yards or more from the road, the driveway is passable, and there is a safe and suitable place in which to turn the bus around. All students will be dropped off at the driveway in the afternoon. In severe weather conditions, the buses will normally go into the longer driveways on the afternoon routes also.

## EMERGENCY BUS ROUTES

Emergency bus routes may be established by the Board. This will usually be on country roads only and no driveway or farmyard services will be provided.

## REMUNERATION FOR PHYSICAL AND DRIVERS EXAMS

Bus drivers shall be allowed actual cost for the physical plus \$5.00 for their driver's exam orientation (behind the wheel).

The Board will render its decision which the Administration will implement. The decision of the Board may be appealed pursuant to SDCL 13-46.

## USE OF SCHOOL VEHICLES

Permission to use any of the school vehicles must be obtained from the Superintendent. The school vehicles are to be used primarily to transport a small number of students and/or staff. The driver of the vehicle is responsible for the safety of his/her passengers. He/she must ensure that all passengers are wearing seat belts and are behaving.

Trips that involve students have priority in the use of the vehicle. Immediate family may ride along if there is room. Under NO circumstances will a student be bumped from the vehicle to allow a family member to ride along. If a member of the family is at an age where a car seat is required to ride, a car seat is to be furnished by the family.

There are NO tobacco products allowed in the vehicle. Under NO circumstances should there be alcohol allowed in the vehicle and it should not be parked in front of liquor establishments. A travel log is maintained in the vehicle and the driver is responsible to fill it out after each use. If the oil needs to be changed or it is due for an oil change - please let Principals know.

Fill the car with gas after each use and if it is too late to fill up when arriving back, please notify the person who will be using the vehicle the next day.

## **RENTALS AND USE OF SCHOOL PROPERTY**

### **ESTELLINE ARENA:**

**PURPOSE:** The primary use of the Estelline Arena is for Estelline students and school-sponsored athletics and functions. However, community members, parents, or families may request to use the Arena for non-school sponsored activities if the event or activity does not interfere with a school-sponsored function.

**PROCEDURE:** The person(s) wishing to use the Arena may request use through the Estelline School Superintendent. Priority of Arena use will be given to Estelline School teams and organizations. The requesting person(s) will be responsible for each use of the Arena and must sign out a key before each use and return the key to the school office immediately after use. If the requested use is ongoing, permission to retain the key may be permitted by the Superintendent. The requestor will need to complete an Request for Use of School Facilities Form that contains the proposed date(s), purpose/activity, and name/contact information of responsible individual.

### **POLICY:**

1. An adult community member/parent/guardian must assume responsibility for opening the Arena, for clean up, and for locking the building after verifying that all participants and spectators have left the Arena.
2. As with any other private use of a school facility, any scheduled use is subject to cancellation if the Arena is needed for a school sponsored activity or event.
3. In the event that the Arena is not left in the order in which it was turned over to the requestor, a cleaning fee of \$50 will be charged to the requestor.
4. Any damage done to the facility or to equipment within the Arena during the requestor's period of usage will be the financial responsibility of the requestor to correct said damage.
5. In the event the Arena key is lost or damaged, a fee of \$10 will be charged to the requestor.
6. For profit-making event requests, rent of \$40 per event will be charged to the requestor.

## USE OF SCHOOL COMMONS AREA

1. Private individuals (non-profit) \$20.00. Set up and clean-up are the responsibility of individual or group renting facility.
2. Non-profit organized community groups - P. T. A., Hospital Auxiliary and similar groups - nothing. (Just clean-up!)

## USE OF SCHOOL EQUIPMENT

1. The Estelline School district school equipment is designed and maintained for educational programs and services on behalf of the students who are enrolled in the school district.
2. Equipment may be loaned to civic groups, churches, and other government bodies - when convenient for the school.
3. Private parties and/or school employees may utilize school equipment in and under the supervision of duly authorized school employees.
4. School equipment will be used for individual use and NOT for commercial use. "Commercial" is defined as any activity and/or event conducted for the purpose of making a profit.
5. Specialized school equipment is intended for student learning experiences. Items produced utilizing school equipment may be available for sale ONLY IF the items were created by students OR IF the item(s) were created by duly authorized and trained school employees. In all instances, authorization from the school Superintendent as well as appropriate payment and documentation are required.
6. Individuals utilizing school materials, equipment, or buildings are liable for any damages they incur.
7. Checking out Books and Equipment: All books checked out to the students must be recorded by number and condition. A copy of this is to be turned into the office after the books are checked out.

## **RENTAL OF MUSIC INSTRUMENT**

The School does have a few instruments that students may rent for \$15.00 per semester. This includes percussion instruments. Even though a student may have a drum set, etc. at home, the \$30.00 fee is still assessed to any student playing percussion in the school bands because of the many instruments which must be practiced. Rent must be paid before participating in band.

Accompanists for the Elementary Music contest will be reimbursed \$100.00 each for their help.

## **EVACUATION PROCEDURE**

Should the building need to be evacuated because of a bomb threat or any other emergency, the following procedure will be followed:

1. Administrator or designee will notify 911 and local police and/or fire dept.
2. Administrator or designee will notify classrooms by way of the intercom that the building is to be evacuated. Code phrase is "Redmen to the Arena"
3. All students will leave their classrooms and along with the teacher go promptly to the arena and sit together as a class on the bleachers to await further instructions.
4. Roll must be taken at this time. If a student is missing, an adult must return to the school building and report the missing student to the administration or call on the arena phone.
5. Students in special classes will go to the arena with their present teacher and join their class at the arena.
6. Students and staff will remain at the arena until the all clear is given by the administrator or designee to return to the building.
7. If students and staff may not return to the building, they are to wait at the arena for the bus and/or parents to pick up the students.
8. If the students may not return to the building, the same procedure will be followed as on a snow day. The television and radio stations will be notified that School will be closing immediately and that buses will be leaving. Students not riding the bus will be dismissed when a high school sibling, parent or other adult comes for them.

## **LOCKDOWN PROCEDURE**

Should there be a situation where it is not safe for students and staff to be outside of the classrooms, they will be notified by way of the intercom with the



phrase, “delay dismissal to the \_\_\_\_\_,” (This will give the staff a clue as to where the danger exists.)

This phrase means that there may be an intruder or other dangerous situation in the lunchroom, hallways, bathrooms or any other area of the school, including the playground and parking lots and students are to be locked in the classrooms until the all clear is given by way of the intercom.

The following procedure is for times when all students are in a classroom:

1. Teachers immediately lock doors and move the students to a “blind spot” in the classrooms so that it appears that the room is empty if looking through the door window.
2. Shut off the lights.
3. Do NOT go outside the classroom or allow a student to leave the room.
4. Wait for instructions from emergency personnel or administration.
5. The all-clear phrase over the intercom will be “okay to dismiss classes”.

Upon first detection that the school is in a lockdown situation, the administration, or designee will immediately call 911 and the local police department 873-2388.

The following procedure is for times when students may be in the lunchroom or gym:

1. Upon hearing, “Delay Dismissal” students in the gym will go to one of the locker rooms at the direction of the teacher and the teacher will lock the door.
2. Students and staff will remain in the locker room until the all-clear signal is given.
3. Upon hearing “Delay Dismissal” the students in the lunchroom will go into the band room. The band room door is to be locked.
4. Students and staff will wait for further instructions or the “okay to dismiss classes” signal.
5. Students on the playground, at the direction of the principal or designee, will go to the arena and wait for further instructions or the all clear signal which will be phoned over to the arena or the principal or designee will deliver the message.
6. The building principal or designee will call 911 and the local police. However, any staff person near a phone or having access to a cell phone should do the same in an emergency.

## **TORNADO DRILL**

1. One tornado drill will be held each semester.
2. Students will go to the assigned location.
3. A “return to class” direction will be given by the principal over the intercom when it is time to return to the classroom.
4. The second semester tornado drill will be conducted during “Severe Weather Awareness Day”.
5. The Estelline City tornado whistle will ring in one long, constant ring, (as opposed to the up and down siren of a fire whistle).
6. Students will go to the assigned location as practiced in the fall.
7. A “return to class” by way of the intercom direction will be given by the principal when it is time to return to the classroom, as an “all clear”; whistle will not be sounded by the city of Estelline.
8. If there should be an actual tornado warning, the intercom will be used to alert staff that students should go immediately to their designated area for tornadoes.
9. An “all clear” will be given over the intercom for students and staff to return to their classrooms.

## **FIRE DRILL**

1. One fire drill will be conducted each semester. The fire alarm will be sounded and students will exit the building to the appointed area outside the building. Roll will be taken outside to be certain all students are accounted for. If a student is missing, the teacher should ask another teacher to watch his/her class while the teacher leaves to notify the principal that a student is unaccounted for. The principals will be located in the hallways by the administration offices.
2. Classroom doors must be closed by the teacher, who is the last person to leave the classroom.
3. Should there be a fire the students will go to the arena and await further instructions, such as returning to the classroom or waiting for parents to arrive.
4. At the end of the fire drill, an all clear bell will ring and students will return to their classrooms.
5. Grades PK-6 students in special classrooms (music, speech, resource room, etc.) must exit the door closest to their location and join their classroom teacher at the outside assigned location.

## **SCHOOL CLOSING**

The school may be closed due to inclement weather, or malfunction of the school facilities when it is felt the safety or welfare of the children will be in danger.

Notice of school closings will be given through the School messenger system and TV stations KELO (11), KDLT (5) and KSFY (13).

Members of the Board shall recommend to the Administration when they feel school should or should not be let out. If possible, certain contact people in various parts of the district will be available for the Administration to contact, if weather or road conditions become hazardous.

## **SCHOOL LUNCH**

Elementary (K-6)	\$2.70
JH/HS	\$2.95
Adult	\$3.70
Breakfast	\$1.55
Adult Breakfast	\$2.05
Extra milk	\$0.35

## STATE EVENTS

Meal reimbursement for students when they have qualified for a state event:

- Breakfast - \$ 6.00
- Dinner - \$ 8.00
- Supper - \$11.00

Meal reimbursement for staff:

- Breakfast - \$ 6.00
- Dinner - \$ 8.00
- Supper - \$11.00

## SEXUAL HARASSMENT/SEXUAL VIOLENCE/ OFFENSIVE BEHAVIOR POLICY

It is the policy of the Estelline School District that no student or employee of the district shall be subject to offensive behavior. Such conduct includes but is not limited to inappropriate remarks or conduct related to a person's race, color, creed, religion, national origin, sex, or sexual orientation, marital status, disability, age, or status with regard to public assistance.

### SEXUAL HARASSMENT POLICY

1. It is the Estelline School District's policy that solicited and/or unsolicited sexual harassment, both verbally and physically, is illegal, unacceptable and shall not be tolerated.
2. It is the Estelline School District's policy that no employee or student of the school district may sexually harass another, either verbally or physically.
3. It is the Estelline School District's policy that an employee or student engaging in sexual harassment activities will be subject to disciplinary action including possible termination and or expulsion for violation of this policy.

### Definition

1. Sexual harassment is defined as any solicited or unsolicited sexual activity, advances, demands, intimidations, requests or other conduct, specific or implied that is made to or by a staff person or student.
2. Sexual harassment is further defined as verbal sexist or sexual remarks made to or by a staff person or student.
3. Sexual harassment is further defined as any physical sexual assault or touching, solicited or unsolicited, that is not allowed or dictated by the curriculum.
4. Sexual harassment is further defined as any subtle pressure for sexual activity, inappropriate patting, pinching or touching, intentional brushing

against a student or employee's body, sexual threats, sexual violence or aggression.

5. Sexual harassment is further defined as any conduct listed in this policy that creates an intimidating, hostile or offensive environment including the following:

a. when submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; and or,

b. when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; and/or,

c. when such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

### Responsibility

1. School district administration, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.

2. Careful scrutiny will be undertaken when sexual harassment is reported.

3. False allegations that are malicious or ill-founded may constitute libel or slander.

4. Copies of the policy will be included in student and staff handbooks.

### Complaints

1. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or student should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is not available, the violation should be reported to the supervisor's immediate supervisor.

2. A student who believes that he or she has been a subject of sexual harassment by a district employee or another student should report such incidents to the guidance counselor and/or the responsible administrator, another teacher or parent, who will contact the appropriate administrator. If a student is uncomfortable with acceptable touching such as a pat on the back, the student should discuss it with the teacher, principal, parent or other adult.

3. All reported incidents, either formal or informal, verbal or written will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

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

#### Appropriate Student-Teacher Physical Contact

1. Only physical contact that is directly related to teaching the curriculum is acceptable on a limited basis. Examples include, but may not be limited to physical education demonstrations, art, instrumental music, penmanship, drama and athletics.

2. It may be necessary for there to be student-teacher physical contact if a student is injured and needs medical attention.

3. It may be necessary for there to be student-teacher physical contact if a student, particularly a primary aged student, needs assistance with an article of clothing.

4. It may be permissible for teachers to give a student a “pat on the back” for a job well done on a limited basis.

5. It may be permissible for a teacher or coaching staff to have physical contact with a student or students in the excitement of a competition.

6. It may be permissible for a teacher and student to have physical contact in the normal routine of the school day, such as lining up, directing large groups of students as they move from place to place during the course of the day.

7. If a teacher or student is unsure of what constitutes proper and improper physical contact, he or she must seek the advice and approval of the school administrator. A respectable distance must be maintained between school employee and the students at all times and situations.

#### Sexual Harassment - Education of Staff, Students and Parents

All staff will receive in-service training regarding sexual harassment policies at the beginning of each school year. This will be conducted by the administration and/or appropriate professional persons as they may be available. The in-service will include education on what constitutes sexual harassment, how to recognize it and what to do if the staff or someone he or she knows is a victim. Pertinent examples or circumstances staff may encounter will be discussed.

All students will receive a minimum of one class per semester in grades K-8 regarding sexual harassment, what it is, how to recognize it and what to do if the student or someone he or she knows is a victim.

All students in grades 9-12 will receive a minimum of one educational session per year regarding sexual harassment, what it is, how to recognize it and what to

do if the student or someone he or she knows is a victim.

The school district will inform parents through newsletters, newspapers and notes home regarding special community or nearby community programs, lectures and in-service regarding sexual harassment, what it is, how to recognize it and what to do if the parent knows someone who may be a victim.

Any information received from law enforcement or various states of South Dakota departments across the state that may be helpful for parents regarding sexual harassment will be shared with parents.

### **ADMISSION OF NONRESIDENT STUDENTS Open Enrollment Policy**

This policy is enacted to fairly allow admission of non-resident students in the Estelline School District. 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 "non-resident district" means any district in which a non-resident student seeks to enroll.

The board will accept all students from other districts wishing to enroll, provided the non-resident district's facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the Board, and is subject to the following conditions:

#### General Principles

1. A student who is a legal resident of another South Dakota district seeking to transfer to the Estelline School District must make application on forms provided by the Department of Education and Cultural Affairs. The application must be made by an un-emancipated student's parent or guardian or by the emancipated student. (The parent with the authority to request enrollment is the resident custodial parent.)
2. The application will be approved or disapproved by the Estelline School Board, and the applicant and resident board must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
  - a. The application may be withdrawn by the applicant prior to the approval of the request and upon notification of the district to which the student applied.
  - b. Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district school for the next school year, unless the two boards agree in writing to allow a student to return to the original district or if the parent, guardian, or student changes residence to another district. Students once

accepted under this may continue enrollment for subsequent years without re-application. Enrollment procedures for resident students apply to non-resident students in subsequent school years.

3. Once enrolled in a non-resident district, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received.

4. A non-resident district will accept credits granted for any course successfully completed in another accredited district. The non-resident district may award a diploma to a non-resident **only** if the student satisfactorily meets the non-resident district's graduation requirements.

5. Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident students if approved. The receiving district may charge a reasonable fee if the student elects to use the transportation services offered by the receiving district. Students within 3 miles of an Estelline School District boundary may be transported.

### Special Education Students

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. Students in need of special education may open enroll without a joint individual education program team meeting when all parties agree that the previous IEP is adequate.

In addition, two or more children from a family residing in the same household may open enroll only if the nonresident district can provide an appropriate instructional program and facilities, including transportation, for the child in need of special education or special education and related services.

If the request to transfer is granted, the nonresident district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.

### Criteria for Making Transfer Determinations

The standards will be available to any individual so requesting. **Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family residing in the same household will be treated the same.**

1. The Standards for approval will be established based on the capacities of each of the following elements within the district. The standards should be adopted or amended prior to acting upon any request for the subsequent year:

a. Programs;



- b. Classes;
  - c. Grade levels;
  - d. Buildings;
  - e. Pupil/teacher ratio (may change yearly)
2. The Department of Education and Cultural Affairs has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The Board may deny applications for any of the following reasons:
- a. Any standard established in paragraph above is violated;
  - b. The applicant is under suspension or expulsion.
  - c. The applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant to SDCL 13-42-43;
  - d. The applicant has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.

#### Miscellaneous Provisions

1. The district will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.
2. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL 13-46 and the court will conduct a de novo review. The time for appeal under SDCL 13-46 is within ninety days from the date of the decision.

#### Transfer Standards – 4/2004

The Estelline School Board hereby establishes the following standards to determine whether a transfer would result in an inability to provide a quality education program. Applications may be denied for one or more of the following elements:

- 1. If the School District lacks sufficient space or facilities to provide a quality education program, a transfer application will be denied.
- 2. If accepted for enrollment, there is no guarantee that any transferring student shall be entitled to enroll in any particular class or program. Enrollment decisions shall be based upon the same criteria as for all other students in the District.

LEGAL REFS.: SDCL 13-13-10.1, 13-15-8.1 through 13-15-9; 13-15-11, 13-15-21, 13-15-21.1; 13-15-23 through 13-15-24; 13-28-9' 13-28-10 through 13-28-11; 13-28-19; 13-28-19.1; 13-28-21; 13-28-30; 13-28-34; 13-28-40 through 13-28-47; 13-32-4.3; 13-37-35; 13-46 Repealed July 1, 1998; 13-28-20; 13-28-23; 13-28-38

## MILITARY LEAVE OF ABSENCE

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 if 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 or Coast Guard. Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve. Army National Guard or Air National Guard. Commissioned corps of the Public Health Service. 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:

- 1 Active duty.
- 2 Active duty for training.
- 3 Initial active duty for training.
- 4 Inactive duty training.
- 5 Full-time National Guard duty.
- 6 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 if 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:

1. Secures authorization in advance from his/her employer for a leave of absence for military service
2. Returns to the employment of an SDRS participating unit within one year of discharge from his/her initial period of military service
3. Remains in the employment of that same employer for at least one year upon his/her return
4. 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 an employee as 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 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 contributions to continue which will have the effect of continuing SDRS 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 criteria that must be met before an employee is considered permanent and full-time. He or she must:

1. Be placed in a permanent classification
2. Work 20 or more hours per week
3. Work six 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, how 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 approach 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 serving. 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 RE-EMPLOYMENT

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:

1. the application for reemployment is timely;
2. the five-year service limitation has not been exceeded; and,
3. 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 re-employment the employee is entitled to employment and benefits as if the employee had never left. For example a teacher makes application for re-employment 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 605-737-6785 and then to Veterans Employment and Training Service, U.S. Department of Labor 605-626-2325.

LEGAL REF.: SDCL 3-12-47 (54),  
Uniformed Services Employment and Reemployment Act of 1994  
DAKOTA POLICY REFERENCE MANUAL (Revised February 2003)

## **TITLE IX**

It is the policy of the Board of Education of Estelline School District #28-2 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to origin, creed, religion, sex marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of this policy the Board of Education directs the Superintendent of Schools to immediately take the following action steps:

1. Develop and implement a management system to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and SDCL 20-13, South Dakota Human Relations Act.
2. Evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices, and procedures currently in effect.

3. Modify those aspects of the district's operation which do not conform to federal and state law prohibiting discrimination.

4. Take remedial steps to eliminate the present effects of past discrimination.

5. Maintain data for three years following completion of the evaluation as recommended under paragraph (2) of this section and upon request, provide to the U.S. Education Department a description of any modifications made pursuant to paragraph (3) above.

6. Assign responsibility for the implementation of provisions of civil rights laws to the Title IX coordinator for the district, whose name is Jim Lentz, Principal, Telephone #873-2201. The Regional Director can be reached at Department of Education, Office for Civil Rights, 1244 Spear Blvd., Suite 310, Denver, Colorado 80202-3582.

Inquiries concerning the application of Title VI, Title IX, or Section 504, Affirmative Action, and the American with Disabilities Act may be referred to:

Jim Lentz  
Box 306  
Estelline School District # 28-2  
(605) 873-2201 8:30 AM - 3:30 PM

## **TITLE II-AMERICANS WITH DISABILITIES ACT**

The Estelline School District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Estelline Schools do not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or request for additional information regarding ADA may be forwarded to Estelline School's designated ADA Compliance Coordinator:

Jim Lentz  
Box 306  
Estelline School District # 28-2  
(605) 873-2201  
8:30 AM - 3:30 PM M-F

Individuals who need auxiliary aids for effective communication in programs and services of Estelline Schools are invited to make their need and preferences known to the ADA Compliance Coordinator.

## **TEACHER POLICIES**

1. Sick leave and other conditions of employment shall be interpreted according to the negotiation agreement entered into between the EEA and the Estelline Board of Education.

2. Grading: Grading can be one of the most frustrating problems a teacher faces. Since no single system will apply to every class, it becomes the duty of each teacher to determine a system which will be suitable for his or her classes. It is, however, recommended that a normal curve be used as a guide for your system. Every effort will be made to keep each student's grades confidential from other students.
3. Hall Supervision: It is the duty of every teacher to maintain good discipline throughout the school day. Every teacher should dismiss their classes in an orderly manner and then watch the hall in front of their class room between classes. If everyone cooperates, this task can be made easier for all.
4. Inventories: All personnel are responsible for the school equipment placed under their care. It will be the duty of each to inventory and maintain this equipment at the end of the school year.
5. Practice teachers may be utilized in the school when deemed feasible to do so.
6. Working Hours: The regular working hours from 8:00 AM to 4:00 PM are established by the Board.
7. Teachers not returning to the district are requested to submit a resignation at the earliest possible date.
8. Substitute Teachers - it shall be the duty of any teacher who is ill, or otherwise incapacitated, to inform their building principal by 7:00 A.M. if they are unable to perform their duties that day. All substitute teachers shall be paid \$85.00 per day and \$95.00/day if they are more than a 10 mile radius away.  
  
After fifteen (15) days of consecutive substitution, long term pay will be \$100.00/day retroactive to the 1st day of substitution. Any extracurricular responsibilities will be determined on an individual basis. Classified substitutes shall be paid at the rate of \$10.00/hr.
9. If a teacher substitutes for another during their preparation period, they will be reimbursed \$10.00/period.
10. Tax Sheltered Annuities - the Board will take part (or allow) a tax sheltered annuity and/or supplemental retirement program for their employees.
11. Mileage for approved purposes shall be paid at the applicable state mileage rate (updated annually; accessible via <http://dlr.sd.gov>).
12. Employees should not charge their school lunch. Students are asked not to charge meals, so it makes it difficult to enforce this if employees are charging their meals.
13. STAY in the classroom - have a student come to the office for copying, etc.

14. **TAKING ROLL:** Roll will be taken at the beginning of each class period. The lunch count should be taken during the first class period and entered in the computer.
15. **LESSON PLANS:** Lesson plans are to be made in duplicate, with one copy to be filed in the office on Friday or submitted electronically. Plans should be in sufficient detail so that a substitute teacher can follow them in case you are unexpectedly absent.
16. **REMOVING A STUDENT FROM CLASS:** Each teacher should establish a set of rules for their classes at the beginning of the year. If a student does not follow these rules, they may be removed from the class for a period of three days (including the day the student was dismissed). During this time, the student will receive O's in the class, and will be required to go to the Principal's office during the class period. If a student continues to be a problem, after the second dismissal, he/she may be removed from the class permanently, or from school. This decision will be made by School Board action after consulting with the teacher and administration and parent. If a student is removed from class, they should be instructed to go to the Principal's office. The teacher should allow sufficient time but then check with the principal to make sure the student went to the office.
17. **OUTDOOR CLASSES:** Classes should not be held outdoors unless there is a reason which is beneficial to the class. If a teacher is to be working outdoors, he/she should check with the administration first.
18. **STUDENT ILLNESS OR ACCIDENT:** If a student becomes ill, or has an accident during class, he or she is to be brought to the office. Teachers are not to send students out of school without notification to the office. Teachers are to use their discretion in moving an injured student. Do not leave an injured student unattended.
19. **ASSIGNMENTS AND MAKE UP WORK:** The schedule provides 5 periods per week for each class. It is the responsibility of every teacher to prepare their classes in such a way that each period will be of some benefit to the students. This will normally include an activity during the class period, plus an assignment for the student to complete before the next class. If a student misses a class, he/she is required to have a makeup slip before he/she may re-enter the class. Each teacher is responsible to keep a record of these students and the work you will require them to make up.
20. **TARDINESS:** Tardiness can be one of the major sources of distraction to any class. To help curb this, a student will be counted tardy if he/she is not in his/her seat when the bell rings. Unexcused tardies will cause that student to be subject to detention or suspension. Habitual unexcused tardiness may result in expulsion.
21. **PROBLEMS:** Part of the principals' job is to help solve problems. If anything happens that causes a problem, or may cause a problem, let them know.



22. TEACHERS WORK ROOM: Use the lounge in the proper way. Be considerate of your colleagues. Keep it clean and presentable. We often have visitors that do use the workroom area.

### **CERTIFICATE OF HEALTH – SCHOOL EMPLOYEES**

The Board of Education shall require new employees, and may require any employee, to submit to a physical, providing the board with a certificate of health. Documentation from the previous six months will be acceptable.

### **SUPERVISION, EVALUATION AND EMPLOYMENT POLICY FOR CERTIFICATED PERSONNEL**

A copy of this policy shall be presented to every certificated staff member following adoption by the Board and on initial employment in the district.

#### **EMPLOYMENT BASED ON SUPERVISION AND EVALUATIONS**

A. A school exists for the welfare of boys and girls. Supervision and evaluation certificated staff members shall be oriented toward improving instruction. Employment in the district can only be justified by such evaluation. All certificated staff members shall be expected to conduct any self-evaluation, or job target evaluation as each deems it necessary to a professional status.

B. All teachers, not under continuing contract, shall be observed at least twice each year either by the building principal or the administration or a combination of both (once each semester). Teachers under continuing contract shall be observed at least once each school year.

C. A teacher shall be given every opportunity to improve his/her skills or deficiencies prior to release or dismissal.

D. The GUIDELINE FOR EVALUATION (see exhibit I) shall provide a basis for common understanding of the evaluation process. The OBSERVATION RECORD (see exhibit II) shall be used as a reporting form.

E. It is assumed that evaluations will be made in a variety of classroom situations. Sufficient time should be allocated to an evaluation relative to the activity being observed.

F. Following the evaluation, the principal shall prepare the written records of the evaluation and shall have a conference with the teacher regarding that evaluation. The teacher shall have an opportunity during that conference to write any comments or reaction to the evaluation received.

G. A teacher may request an evaluation by and/or a conference with the Administration in the event of a disagreement on evaluation(s).

H. The teacher shall view, discuss, and sign all written evaluations. Signing by the teacher does not imply agreement to the evaluation, but merely indicates that these items were discussed.

I. All employees will receive a written copy of the evaluation.

J. Administrators shall be evaluated and conferred with by the School Board insofar as possible on the basis of the Guidelines for Evaluation and as deemed necessary.

K. Teachers shall conduct themselves, both in and out of school, in a manner which will not discredit themselves, the school, or their students, or the teaching profession.

## **TEACHER EVALUATION GUIDELINES**

### **I. CLASSROOM MANAGEMENT**

The teacher employs classroom management techniques and procedures that result in an atmosphere for teaching/learning in which students can know what they are expected to do and can grow in their capacity for self-discipline.

1. The teacher and students have established clear limits of behavior; students know the results of exceeding those limits, and the teacher explains fully to students what is expected from them in the learning situation.
2. The students seem to be in control of their behavior by demonstrating self-discipline and responsibility; the teacher uses positive rather than negative control techniques.
3. There is purposeful activity in the classroom and reasonable interchange among students working cooperatively in projects or learning activities.
4. The teacher carries out routine classroom duties promptly and accurately.

### **II. COMMUNICATION SKILLS**

The teacher establishes two-way communication with parents, students, and fellow staff members in an honest, positive, and constructive manner.

1. The teacher provides clear, concise written and oral directions.
2. The teacher establishes and informs students on the basis of assessment (ie. grading, evaluation, progress, testing, etc.).
3. The teacher confers with parents to foster a constructive parent-teacher relationship.

4. If problems arise related to a student's progress and attendance, the teacher shares his/her concern with the student, parents, appropriate staff, and administrators.
5. The teacher communicates with pupils at their level of comprehension.
6. The teacher possesses and demonstrates acceptable command of the English language in written and oral communication.

### III. RELIABILITY

The teacher fulfills the requirements of punctuality, reliability, and responsibility with regard to school building and school district policies and procedures.

1. The teacher is dependable in following through on assignments.
2. The teacher complies with school building and school district policies and procedures.
3. The teacher maintains appropriate student records and submits required reports within designated time limits.
4. The teacher is prompt in arrival at school, classes, and meetings, and observes other required time schedules.
5. The teacher takes responsibility in the care and economical use of supplies and equipment.

### IV. CLASSROOM ENVIRONMENT

The teacher understands and accepts students as individual human beings with dignity and worth, and helps them improve their self-image by helping them grow in their understanding of their capabilities and limitations.

1. The teacher encourages all students.
2. The teacher recognizes each student's emotional and social needs and has genuine concern for students.
3. The teacher creates an atmosphere where students feel free to express their views and encourages respect for the rights, opinions, property, and contribution of others.
4. The teacher creates an atmosphere in which students perceive that the teacher cares about what and how they learn.
5. The teacher has work areas arranged for maximum student stimulation and

accomplishment.

## V. TEACHING TECHNIQUES

The teacher demonstrates competency with knowledge pertinent to the subject being taught and stimulates students to work toward maximum potential.

1. The teacher prepares objectives and teaching strategies that are relevant.
2. The teacher demonstrates knowledge and application of subject matter.
3. The teacher recognizes the relationship of his/her subject with other disciplines and stresses these inter-relationships while teaching.
4. The teacher keeps abreast of new knowledge within the subject field.
5. The teacher utilizes relationships and resources to foster school/community partnerships.
6. The teacher helps students set appropriate goals for themselves and varies methods to suit individual differences and goals.
7. The teacher gives positive reinforcement, gives praise when praise is due, and does not give up on any student.

## VI. STAFF RELATIONSHIP

The teacher establishes rapport and understanding with school staff colleagues.

1. The teacher respects the rights and feelings of other staff members and communicates directly with the person involved in any situation.
2. The teacher practices “our school” concept and contributes a fair share to the general welfare of the staff by planning cooperatively and sharing plans, ideas, and materials.
3. The teacher contributes to the solution of educational problems by serving on, attending, and contributing to professional committees.
4. The teacher displays a positive attitude toward the school system, school board, administration, and other staff members.
5. The teacher keeps “school business” at school and keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

## VII. PROFESSIONAL QUALITIES

The teacher recognizes that being a constant and avid learner is a prerequisite to

being a good teacher; the teacher realizes that learning and teaching are dual aspects of professional development.

1. The teacher evaluates and constantly tries to improve his/her own work.
2. The teacher avails self of opportunities for professional improvement.
3. The teacher is alert to the school's goals and priorities and seeks professional development appropriate to those needs.

#### VIII. PROFESSIONAL DEMEANOR

The teacher presents a professional image at all times and shows genuine respect, concern, and warmth for others.

1. The teacher maintains sound judgments; is calm and mature in his/her reactions.
2. The teacher has a cheerful disposition.
3. The teacher shows confidence, poise, and relaxation.
4. The teacher realizes the importance of the wise use of "a sense of humor."

#### **USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (DRUG FREE WORKPLACE)**

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other 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. 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 administration 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 administration no later than five (5) days after conviction. Should the affected employee be the superintendent, she/he will report to the board no later than the next regular meeting of the board.

Thirty days after receipt of information concerning a violation of this policy the district will take appropriate disciplinary action which for the first offense will require the employee to participate in a drug abuse assistance or rehabilitation programs, with participation being at the employee's expense, or termination of employment.

All employees will attend a district alcohol and/or 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 other drug-free environment, available alcohol and/or other drug counseling; rehabilitation, and employee assistance programs; and the disciplinary sanctions that may be imposed upon 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 other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities 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. This includes the school parking lot and the streets adjacent to the school property. 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.

## **WORKER'S COMPENSATION**

All non-certified employees are protected by Worker's Compensation when an injury is incurred while at work.

The School District participates in a Worker's Compensation Plan in accordance with the labor laws of the State of South Dakota. If you are injured on the job, the requirements are as follows:

- \* Immediately complete an Incident Form and submit it to your Supervisor.
- \* All injuries must be evaluated.
- \* If the seriousness of the injury should prevent you from completing the incident form, it will be the responsibility of the Supervisor to complete this information.
- \* Non-compliance with this policy will jeopardize the employee's Worker's Compensation claim.
- \* Classified employee's will be entitled to use 10 sick leave days.
- \* No injury which occurred while on duty is too small to report.

All non-certified employees that are receiving Worker's Compensation will not accrue any benefits (vacation, sick, holiday) during their leave. All employees will be responsible for paying for all of their insurance after 10 days of the Worker's Compensation Leave.

If it is determined at a later date that the employee is unable to return to work the employee will be eligible for the COBRA benefit if he/she so desires.

## **ASSISTANT COACHES CODE OF ETHICS**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. The welfare of the athlete should be of primary concern at all times. The assistant coach will be under the direct supervision of the head coach and will report to the athletic administrator.

1) The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

2) The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the SDHSAA, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

3) The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

4) The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

5) The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

6) Coaches shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

7) Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponent or officials. Public criticism of officials or players is unethical.

8) Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

9) A coach shall not exert pressure on faculty members to give student athletes special consideration.

## **ASSISTANT COACHES DUTIES**

1. Understands the proper administrative line of command and refer all student and parent requests or grievances through proper channels.
2. Be aware of and attend all public, staff or departmental meetings that require attendance.
3. Assists the coach in preparing practice schedules.
4. Provides proper safeguards for the protection of athletes and equipment.
5. Examines the locker rooms before and after practices and games, checking on the general cleanliness of the facility.
6. Ensures that all doors, lights, windows and locks are secure before leaving the building if custodians are not on duty.
7. Assists the head coach in carrying out his/her responsibilities.

8. Teaches fundamentals of the sport as outlined by the head coach.
9. Works within the basic framework and philosophy of the head coach of that sport.
10. Supervises players before and after practice.
11. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
12. Conducts discussions with other coaches in private.
13. Strives to improve skills by attending clinics.

## **COACHES CODE OF ETHICS**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. The welfare of the athlete should be of primary concern at all times. The head coach will be under the direct supervision of and report to the athletic administrator.

1) The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

2) The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the SDHSAA, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

3) The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

4) The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

5) The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

6) Coaches shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

7) Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponent or officials. Public criticism of officials or players is unethical.

8) Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

9) A coach shall not exert pressure on faculty members to give student athletes special consideration.

## **COACHES' DUTIES**

1. Send information and correspondence to players and parents.
2. Conduct orientation programs for parents, athletes and coaches.



3. Assume responsibility for practice schedule development.
4. Develop procedures for open communication with parents and athletes.
5. Establish dialogue with parents and players to address issues or concerns.
6. Establish equipment inventory and management controls.
7. Ensure the existence of medical insurance for athletes.
8. Provide team rosters to the Athletic Administrator for distribution to other schools.
9. Monitor athlete attendance, behavior and academic status.
10. Determine team and individual awards and notify the athletic administrator.
11. Administer season-ending program evaluation for athletes and provide them with off season workouts and goals for self-improvement.
12. Complete required SDHSAA rules exam.
13. Display positive sportsmanship and foster the development of good sportsmanship within the team.
14. Provide appropriate, positive motivation.
15. Give appropriate attention to maturity and readiness when pairing athletes.
16. Follow up with athletes and health care professionals to track the current status of injured athletes.
17. Ensure that an athlete is cleared by an M. D. in order to return to practice following an injury.
18. Strive to improve by attending clinics or other professional development programs.
19. Supervise athletes to ensure safety on the playing field, in the locker rooms and while under the coach's supervision for contests away from home.
20. Once each week, provide the athletic administrator with copies of the previous week's practice schedules.
21. Supervises and makes recommendations to lower level coaches including the assistant coach.
22. Provide input into the assignment of lower level coaches.
23. Be aware of and attend meetings called by the athletic administrator or administration.
24. Submit an inventory of equipment at the conclusion of the season.

## **ATHLETIC DIRECTOR CODE OF ETHICS**

The athletic administrator will be under the direct supervision of the principals and reports to the Board of Education. The interscholastic athletic administrator as an educational leader:

- 1) Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- 2) Considers the well-being of the entire student body as fundamental in all decisions and actions.
- 3) Supports the principle of due process and protects the civil and human rights of all individuals.
- 4) Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
- 5) Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- 6) Acts impartially in the execution of basic policies and in the enforcement of the conference and SDHSAA rules and regulations.
- 7) Fulfills professional responsibilities with honesty and integrity.
- 8) Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- 9) Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
- 10) Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

## **ATHLETIC DIRECTOR'S DUTIES**

1. Assist in the formulation of all athletic programs.
2. Make recommendations for the hiring of coaches.
3. Ensure that all participants in the athletic program have had proper physical exams in accordance with SDHSAA rules and local district policies.
4. Promote sportsmanship throughout all activity programs.
5. Communicate and enforce all school district policies relating to the athletic programs.
6. Supervise and evaluate all athletic personnel.
7. Develop and submit all required and appropriate reports to the SDHSAA relating to the athletic programs.
8. Delegate appropriate duties to athletic personnel.
9. Coordinate lodging and meals for all state sanctioned events.
10. Hold weekly meetings with coaches to discuss activities.
11. Present professional development material to the coaches at least once each month and before the start of each season.
12. Promote effective communication and cooperation among coaches and the Athletic Administrator.

13. Approve and schedule events in all sports and take all actions necessary for the proper administration of these events.
14. Schedule and organize appropriate school supervision of events to ensure crowd control.
15. Hire all officials and game management personnel for athletic contests.
16. Manage, organize and disseminate the athletic schedules to the community and region.
17. Schedule gym and athletic facility use by outside groups.
18. Coordinate the purchase of all athletic supplies.
19. Maintain an accurate athletic system of inventory control.
20. Establish a master schedule of athletic contests and officials for approval by the Board of Education.
21. Inform the Board of the activities, problems and progress of the athletic programs using goal setting and evaluation processes.
22. Develop and maintain an organizational manual for coaches.
23. Represent the Estelline School District at conference meetings.
24. Participate in professional development activities designed to benefit the athletic programs.
25. Resolve conflicts within the ranks of the athletic department.
26. Act as tournament manager for all conference and tournament playoff activities that are assigned to the school district.
27. Send reminders of upcoming events to schools and officials.
28. Maintain a file of all athletic suspensions and expulsions from teams.
29. Review and make recommendations and forwards coaches' requests to attend coaching clinics at Board of Education expense.

Board adopted 8-12-96

## **ADMINISTRATIVE POLICY**

### **ARTICLE I RECOGNITION**

- A. The Board recognizes the members of the administration as their own bargaining representatives.
- B. Nothing contained herein shall be construed to restrict or deny any administrator rights he/she may have had under other laws.

### **ARTICLE II BOARD OF EDUCATION RIGHTS**

There is reserved exclusively to the Board all responsibilities, powers, rights, and authority expressly or inherently vested in it by the laws and Constitutions of South Dakota and the United States. It is agreed that the Board retains the right to establish and enforce, in accordance with this Agreement and its Authority under law, reasonable rules and personnel policies relating to the duties and responsibilities of administrators and their working conditions including, the management and control of school properties, facilities, grades and courses of instruction, athletic and recreational programs, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

### **ARTICLE III PROFESSIONAL COMPENSATION**

#### **EXTRA DUTY PAY**

Extra curricular lump sum pay will be paid at the end of the season, when duties are complete. A voucher will be submitted at the board meeting just prior to the end of the season for approval. The business manager will then hold the check until the athletic director has verified that all uniforms are returned and duties are complete.

### **ARTICLE IV ADMINISTRATION HOURS**

The hours of the administration shall be from 8:00 a.m. until 4:00 p.m. unless there is an activity that requires the administrator's attendance.

### **ARTICLE V**

Administration may be assigned teaching positions if needed by the Board.

### **ARTICLE VI CONDITIONS OF EMPLOYMENT**

A. The provisions of this agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, National origin, age, sex, marital status, or membership in, or association with the activities of any employee organization. Retirement is recommended at age 65 after which the administrator may be rehired on a year to year basis.

B. The Board of the Administration pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color, or national origin and to seek to achieve full equality of educational opportunity for all pupils.

#### ARTICLE VII VACANCIES AND PROMOTIONS

A. Whenever a vacancy in the administrative staff occurs, the Board shall give notice to the EEA at the same time as the Board advertises for applications for the position.

B. In filling such vacancy, the Board declares its support of a policy of promotion from within its own administrative staff whenever possible.

#### ARTICLE VIII SICK LEAVE

A. All administrators absent from duty on account of personal illness, injury or any other approved reason shall be allowed full pay for a total of 11 days absence in any school year and accumulate these days to 50. One-one hundred seventy fifth of salary will be deducted for each day over sick leave. 11 days per year shall be accrued at the first of the year. The business manager shall have 10 days with the same conditions described above.

B. Other approved leaves of absence with pay but chargeable against the Administrator's sick leave shall be granted for the following reasons:

(1) Absence necessitated by exposure to contagious disease in which the health of students or other employees would be impaired by his/her attendance on duty.

(2) Cases of illness, serious injury, or death in the immediate family which necessitates his/her absence from work because of the need of the personal attendance of the administrator. (Immediate family shall include the administrator's spouse, children, parents, or foster parents, parents-in-law, brothers, sisters, and any other person for whose financial or physical personal care he/she is principally responsible.

(3) Time necessary for attendance at the funeral services of any member of the immediate family as described above.

C. The board agrees at all times to maintain an adequate list of substitute teachers. It shall be the responsibility of the administration to arrange for a substitute teacher.

D. Operation of sick-leave benefit plan: Administrators are entitled to 11 days sick-leave each year in the system until they have accumulated fifty days. (Unless otherwise contracted for) The business manager is entitled to 10 days sick leave each year in the system until fifty days have been accumulated. When the covered employee leaves the system he/she is entitled to \$25.00 per day for the first fifty accumulated days or any accumulated portion thereof. Thereafter, the fifty accumulated days are in addition to the 10 or 11 days given each year and must at the end of each year draw at the rate of \$30.00 per day for the portion, if any, that was not consumed as sick leave.

E. The business manager has vacation and holidays as outlined in job description.

## ARTICLE IX WORKMEN'S COMPENSATION

All certified employees are protected by Worker's Compensation when a work-related accident, injury, or illness occurs.

Certified personnel shall be entitled to leave without loss of salary or benefits. A certified employee shall be deemed to have recovered from a work related accident, illness, or injury, and thereby be able to return to work, at such time that he/she and his/her physician agree that there has been recovery.

The certified employee's compensation during the recovery period shall be supplemented with an amount sufficient to maintain such teacher's regular salary through a combination of the workmen's compensation and his or her sick leave reserve. Such sick leave shall be only for that portion in excess of the workman's compensation payment. A work-related accident or illness as used in this paragraph means an injury or illness whose cause can be traced to the performance of services for the District. The following steps should be made by the certified employee if he/she is injured on the job:

- \*Immediately complete an incident form and submit to the employee's supervisor.

- \*All injuries or illnesses must be evaluated.

- \*If the seriousness of the injury or illness should prevent the employee from completing the incident form, it will be responsibility of the supervisor to complete this information.

- \*Non-compliance with this policy will jeopardize the employee's Worker's Compensation Claim.

- \*No injury which occurred while on duty is too small to report.

- \*Employee must bring proof of payment of Workmen's Compensation to the administration.

The District report of a work related accident or illness shall be kept on file in the business office.

A certified employee returning from any work-related leave shall be entitled to return to the same position and assignment he/she had prior to the leave. If it is determined at a later date that the employee is unable to return to work, the employee will be eligible for the COBRA benefit if he/she so desires.

## ARTICLE X LEAVES OF ABSENCE

A. Leave of absence for reasons of health: Any administrator whose personal illness extends beyond the period compensated under Article IX shall be granted a leave of absence without pay for such a period of time which in accumulation with absence with paid sick leave shall not exceed one year. Upon return from leave during the same school year in which such absence commenced, an administrator shall, at the administrator's request, be assigned to the same position. Before the administrator returns from such a leave of absence, the Board may require a certificate of good physical and mental health.

B. Family Medical Leave Act (FMLA) The Family Medical Leave Act is a federal regulation that allows eligible employees up to twelve weeks of leave in any 12 month period for the following reasons: (A) to care for a child upon the birth or placement for adoption or foster care of the child; (B) to care for spouse, child, parent who has a serious health condition; or (C) when the employee is unable to work because of the employee's own serious health condition.

Leave being taken under the FMLA will count against the twelve week entitlement as follows:

First: The District will apply any unused or accumulated sick leave, in which the employee will be entitled to compensation as per board policies.

Second: The District will apply any unused or accumulated personal leave, in which the employee will be entitled to compensation as per board policies.

Third: The District will apply any unused or accumulated vacation leave, in which the employee will be entitled to compensation as per board policies.

Fourth: When the leave requested under the FMLA is in excess of the days the employee has available in the above three steps, the excess days will be considered leave without compensation.

The employee does, however, have the right to preserve the accumulated leaves stated above if, by written request, asks that their allowable leave under the FMLA be leave without compensation.

As required by the FMLA, the Estelline School District will provide group medical coverage under the same terms and conditions as if the leave had not taken

place. The District will contribute an amount towards the cost of group medical insurance coverage as it was contributing during the month prior to the requested leave. The employee is responsible for the remaining cost of continuing coverage on a monthly basis.

The intent of this notice is to provide a brief overview of the key points addressed in the FMLA and as additional questions or concerns arise, please feel free to contact the Estelline School District Business Office.

C. Adoptive Leave: An administrator may apply for an adoptive leave without pay when an adoptive administrator is first making application for a child, the administrator shall notify the Board in writing of the intent. The period of leave shall commence when the parent leaves the country to get the child or if an American adoption, the day the child is to be picked up. Upon return from leave during the same school year in which the absence commenced, an administrator shall, at the administrator's request, be assigned to the same position.

An administrator will be allowed to use two weeks sick leave for home adjustment when the child gets to the home.

D. Military Leaves of Absences: Military leaves of absence shall be granted to any administrator who shall enter into active military service of the United States, providing the employee does not sign a resignation. All accumulated sick leave days acquired to entry into service will be reinstated.

A leave of absence shall be granted for reservists for training purposes but not for a period exceeding a total of fifteen school days in any calendar year. Request should be made on the regular leave form, and a copy of military orders shall be attached. Any regular military pay received during the AIT period will be deducted from the regular salary. The AIT must be with the soldier's home unit and its mission. Leaves for training when granted during the regular school year shall be granted without prejudice, but employees are encouraged to make arrangements for these training periods during summer months.

E. Educational Leave:

(1) Leave of Absence for Study

- a. An administrator who has been of the staff of the Estelline School District for a minimum of three years and has a record of satisfactory service shall be eligible for a study leave for a period of up to one year, without pay. Upon return, he/she will be restored to his former position, if possible, or a position of like nature.
- b. An administrator requesting a leave of absence for study shall be required to take at least ten semester hours a semester or ten term hours a quarter in a University or College accredited by the North Central Association of Colleges and Secondary Schools or Equivalent agency. Course hours taken during the summer do not count as part of the ten hour requirement.



c. Requests for leave of study shall be made to the Board.

## ARTICLE XI EVALUATION OF ADMINISTRATION

A. All administration shall be evaluated annually in written form by the Board.

B. No administrator shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. In no case shall this be done publicly except as required in the State Law. Any such discipline, reprimand or reduction in rank, compensation or professional advantage including adverse evaluation by the board or any agent or representative thereof shall be subject to the professional grievance negotiations procedure hereinafter set forth.

## TITLE XII PROTECTION OF ADMINISTRATION

A. The word teacher in the paragraph below includes the administrator who may be teaching in the classroom or assigned an extra-curricular activity. The Board recognizes its responsibility to give all reasonable support and assistance with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that school staff may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students. Whenever it appears that a particular pupil requires the attention of special counselor, social workers, law enforcement personnel, physicians, or other professional persons, the Board will support the administration in relieving the teacher or administrator of responsibilities with respect to such pupil.

B. Any case of employment related assault upon a staff person shall be immediately reported to the Board or its designated representative.

## ARTICLE XIII ADMINISTRATIVE NEGOTIATION PROCEDURES

When salaries are opened for negotiations, the Administration and School Board will negotiate for the purpose of reaching an agreement upon revised salaries and/or fringe benefits.

The administration will serve as its own bargaining unit for purposes of negotiations.

## ARTICLE XIV IN-SERVICE TRAINING

The administration will attend in-service as directed by the Board and/or attend such training and meetings that relate to and benefit the School District.

## ARTICLE XV

## GRIEVANCE PROCEDURE

### 1. Informal

An administrator must first discuss the grievance with the Board with the objective of resolving the matter informally.

### 2. Formal

If the aggrieved person is not satisfied with the disposition of his/her grievance at the informal level, he/she may file a formal grievance with the Board. This must be in writing and submitted to the Board at their next scheduled meeting. After receiving such further appeal, the Board shall consider the grievance within 15 days. Administrators are guaranteed all civil rights and due process should an agreement not be reached with the Board at this level. Both parties are entitled to representation at every level of appeal.

- a. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- b. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Board and Administration and given appropriate distribution so as to facilitate operation of the grievance procedure.
- c. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.
- d. The Board agrees to make available to the aggrieved person and his representative, all pertinent information not privileged under law, it its possession or control and which is relevant to the issues raised by the grievance.
- e. These procedures shall not be construed so as to prevent any individual on his own initiative from exercising the procedural rights accorded the administration.

## ARTICLE XVI COMPLAINT POLICY

Constructive criticism of the school is welcome by the Estelline 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 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 complaints. The term "complaint" in this policy is restricted in meaning to that criticism of a particular school employee, by a patron of the District, which includes and/or implies a demand for action by school authorities.

A complaint policy is to ensure that a patron's complaint is given respectful attention and the integrity of all concerned is upheld.

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

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should have every opportunity to consider the issue and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher of non-certified staff
2. Principal (immediate principal)
3. Principal (other principal)
4. Board

Employees are advised to notify their immediate supervisor upon receiving a complaint and have the option of delaying action until talking to the supervisor.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing patron complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and action desired.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of further 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 issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which the Administration will implement. The decision of the Board may be appealed pursuant to SDCL13-46.

## ARTICLE XVII SCHOOL CALENDAR

The School Board will annually adopt a calendar that at least meets the minimum standards as established by the State Department of Education and as recommended by the administration. Input will be obtained from the teaching staff in developing the calendar, including input on holidays and parent-teacher conferences. If amendments are necessary within the school calendar, teachers are to be notified at least 10 days prior to the date being considered for change. This policy does not apply to changes made necessary due to weather or unforeseen circumstances.

## ARTICLE XVIII EXTRA-CURRICULAR EVALUATIONS

Staff assigned an extra-curricular duty will be evaluated during the first half of the activity and a meeting with the evaluator will be done shortly afterward. A final written evaluation by an administrator will follow the completion of the activity with the instrument to be agreed upon by the staff and the administration.

## **CLASSIFIED STAFF**

Classified staff will have a minimum of a high school education with stress placed on experience working with children and young adults. Classified staff will be assigned duties by the administration. Classified staff will be informed of the educational philosophy, goals, policies and regulations of the school system and be familiar with and understand the educational program in order to represent the school in the community.

## **CLASSIFIED SALARIES**

The salary schedule and longevity pay will be set by the Board of Education.

## **CLASSIFIED SUBSTITUTES**

Extra trip bus driving shall receive \$15/hr. Route drivers will not receive pay for their missed route when a substitute is needed because of driving for an extra-curricular activity.

Sub bus route -- driver receives current route rate.

## **CLASSIFIED HOSPITALIZATION/DENTAL/LIFE INSURANCE ANNUITIES**

The Estelline School District will pay the cost of a single policy at the negotiated deductible level of the current insurance carrier. Part-time classified personnel will receive 5 sick days and 1 personal day with no carryover and no payout for unused leave.

## **CLASSIFIED VACATION TIME**

The full-time classified staff on 12 month contracts, beginning July 1, 2010 will be paid for all Federal holidays when school is not in session and Christmas Eve.

If the holiday falls on a Saturday, the paid leave will be the Friday before, and if the paid holiday falls on a Sunday, the paid leave will be for the Monday following.

Full-time classified staff on a 12 month contract will have vacation according to the following number of years' experience with the maximum for custodians at fifteen days. Vacation may be taken anytime during the contract year with arrangement made in advance so one custodian is always on duty.

Year 1	10 days
Year 2	11 days

Year 3	12 days
Year 4	13 days
Year 5	14 days
Year 6	15 days

### **CLASSIFIED SICK AND PERSONAL LEAVE POLICY**

Operation of sick-leave benefit plan: Full Time classified employees are entitled to ten (10) days sick-leave each year in the system until they have accumulated forty (40) days. When the covered employee leaves the system he/she is entitled to \$10.00 per day for the first 40 (forty) accumulated days or any accumulated portion thereof. After the forty (40) accumulated days, the classified staff will receive \$15.00 per day for each unused sick day. This will be paid after the June school board meeting.

Unused personal leave will be paid at the rate of \$15.00/day for all full-time classified staff with no accumulation.

### **CLASSIFIED SICK LEAVE BANK**

In the event of prolonged illness of a full-time classified employee which exhausts his/her sick leave entitlement, other classified employees may assign up to ten of the previously accumulated sick leave days to the ill employee. The sick leave bank will allow classified employees to accumulate up to 40 days. The assignment shall be made by reducing the accumulated days of the contributing employee by the number of days contributed and adding them to the sick leave entitlement of the ill employee. However any employee may apply for days from sick leave bank when all their accumulated days have been used and then only to make up for days deficient or owed. Such additional sick leave days shall not be deducted from the recipient's future accumulated sick days. Such assignment shall not exceed a total of thirty days from all contributors during any one school year. Maternity leave shall be limited to six weeks from day of delivery for a normal delivery. In the case that an employee must use the sick bank these stipulations shall apply. 1.) FIRST TIME—The employee may use up to the limit of thirty days. 2.) after this first time (if the limit has not been reached) a limit of five days shall apply to the rest of the school year to be taken when needed. Application for such sick leave assistance shall be submitted to administration who shall review the applications and render a decision for implementation.

### **DRIVER EDUCATION INSTRUCTOR PAY**

Driver education Instructor pay, for classroom and driving shall be calculated by a negotiated rate of \$25.00/hour and will be negotiated again as necessary.

## REFEREES

The following non-varsity events will be paid at the following rates:

Football/BB  
JV/C Game - \$35/each  
Junior High game - \$30/each

JV/C Volleyball  
Officials - \$25/each  
Line Judge -\$10/each

The following varsity events will be paid at the following rates:

BB, VB scorekeeper: \$10.00/game  
BB, VB clock keeper: \$10.00/game  
VB line judge \$ 10.00/game

# **ESTELLINE SCHOOL DISTRICT**

## **BOARD POLICIES**

### **2017-18**

#### **District Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth**

The Estelline 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 or 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.**