

Bowdle School

Employee

Handbook

2017-2018

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PHILOSOPHY

The Bowdle Public School is dedicated to the purpose of helping each and every individual to develop to the optimum of his/her potentialities.

A program of education to fulfill such broad responsibility must provide children and youth with the opportunity of seeking and pursuing knowledge basic to all fields of learning. The pursuit of such knowledge must be undertaken in an atmosphere that will develop in the individual a sense of moral and civic responsibility to the cultural groups of which he/she is a member. This, in addition to the acquisition of fundamental skills, implies the development of self-discipline, respect for authority and acceptance of responsibility of his/her own actions.

To provide for the optimum development of children and youth, the program of education must provide for early identification of individual differences. There must be recognition, as these differences are subject to change in what appears to be almost a continuum from infancy through post-adolescence.

The most important single factor in the learning process is the teacher. The classroom teacher must possess and demonstrate qualities of dedication, enthusiasm, and sensitivity. The teacher, along with the total staff, is to be responsible for providing the learning environment conducive to growth and individual differences.

To implement this educational philosophy there must be mutual support among the home, student, staff, administration, board of education, and the total community.

The Bowdle Public School supports the above educational philosophy through its curriculum, its special services, and community involvement.

OBJECTIVES

1. To develop a sense of responsibility, self-discipline, and self-worth on the part of each student.
2. To provide each student with the fundamental skills of communication, comprehension, and critical thinking.
3. To develop skills and attitudes that will lead to worthy use of leisure time.
4. To develop good habits of physical health, mental health, and safety.
5. To provide opportunity for students to discover truths for themselves through exploration and independent and self-directed study.
6. To develop an appreciation for the aesthetic, moral, and spiritual values that comprise the framework of our culture, and to appreciate the cultural heritages of others.
7. To provide vocational knowledge and skills and academic opportunities and introduce students to the world of high technology.
8. To provide services for personal, educational, and vocational guidance.
9. To provide opportunities for students to explore and express their interests, aptitudes, and capabilities.
10. To provide an environment in which students may prepare themselves to fulfill their moral, social, political, and cultural responsibilities to themselves, their family, their community, their nation, and their world.

1.0 BOARD OF EDUCATION

1.1 CODE OF ETHICS

- A. I will view service on the board of education as an opportunity to serve my community, state, and nation, because I believe public education is the best means of promoting the welfare of our people and to preserve self-government.**
- B. I will work unremittingly to help the people in my community understand the importance of public education and to support willingly the highest level of education we can afford.**
- C. I will try to make decisions in terms of the best interest of the educational welfare of children. I will seek to provide an educational opportunity equally open to all children regardless of ability, race, creed, or location of residence.**
- D. I will recognize that my responsibility is not to run the schools, but to see that they are well run. I will confine my board action to policymaking, planning, and appraisal.**
- E. I will refuse to represent special interests, or partisan politics, or to use the schools for personal gain, or for the gain of friends or supporters.**
- F. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and board members. Once a decision has been reached, by the majority of the board assembled at a meeting, I will support it graciously.**
- G. I will recognize that authority rests with the whole board assembled in a meeting and that I have no legal status to bind the board outside of a meeting.**
- H. I will support and protect school personnel in performance of their duties. I will vote only for competent and trained technical and professional personnel who have been properly recommended by the appropriate administrative officer.**
- I. I will refer all complaints, including my personal criticism, to the appropriate administrative officer and only after failure of administrative solution will discuss such matters at a regular meeting.**
- J. I will observe and enforce state laws and regulations pertaining to public education.**

1.2 BOARD OF EDUCATION ORGANIZATION AND MEMBERSHIP

The Board of Education is an elected, or an appointed body which has been created according to the laws of the state for the purpose of organizing, maintaining, and locating schools for providing educational opportunities and services for all citizens within the district.

The Board shall consist of five members who are elected or appointed and whose term shall be from one to three years initially and three years thereafter. Any vacancy occurring on the board shall be filled by appointment by the remaining members.

1.3 DEVELOPMENT AND USE OF POLICIES

- A. Members of the Board of Education believe that a written policy, rule, or regulation should be adopted only when it appears essential to the control and administration of the school program.**
- B. These policies may be revised, added to, or amended at any regular or special meeting of the Board of Education by a majority of its members present.**

1.4 FUNCTIONS OF THE BOARD OF EDUCATION

- A. Policymaking --- Policymaking determines what shall be done, establishes a procedure for accomplishing the task and delegates to the executive officer the responsibility of placing the plans and policies into operation by providing the financial means for their achievement.**
- B. Executive --- The executive function is that which is concerned with placing in operation the plans and policies which the Board of Education has formulated, as well as furnishing creative leadership for the community and providing administrative leadership the school system.**
- C. Appraisal --- Board of Education acts as an appraisal body, rendering judgement upon recommendations that come through its executive officer and its own members that concern the progress and improvement of the school.**

1.5 DUTIES OF THE BOARD OF EDUCATION

- A. Select and hire a superintendent of schools who is the chief executive officer of the school system.**
- B. Adopt an annual budget for the support of education within the district.**
- C. Carefully deliberate on all issues that are up for consideration. The majority action of the board on a given issue should become the policy of the entire board, until such time as the question is again raised for consideration.**
- D. The President of the Board of Education shall preside at all meetings and appoint annually the necessary committees to work on specific items that require more than normal board attention. Committee action shall be advisory only, except as provided by proper recorded action of the Board.**
- E. Act upon recommendation of the Superintendent regarding:
 - 1. Matters of policy.**
 - 2. Appointment, transfer, and dismissal of any school district personnel.**
 - 3. Courses of study and curriculum to be offered.**
 - 4. Adoption of salaries and salary schedule for all employees.**
 - 5. Study and pass upon reports submitted by the Superintendent and staff.**
 - 6. Present and interpret the needs and school program to the public.**
 - 7. All other matters pertaining to the welfare of the school.****

1.6 MEETINGS

- A. The regular meeting held on the second Monday of July shall be designated as an organizational meeting of the Board. At this meeting the Board shall elect a President and Vice-President, appoint a Business Manager, make committee assignments, and designate the official depository and newspaper.**
- B. Monthly meetings will be held in the Preparation Center on the second Monday of each month, at the time determined by the Board.**

- C. Special meetings may be called by the President, or by a majority request of all members.
- D. The Business Manager shall send an agenda and copies of all reports to all members no later than Friday preceding the Monday meeting. Copies of the agenda and reports shall be made available to citizens upon request.
- E. Executive Session --- At any time during a meeting of the Board, the President may call an executive session to discuss personnel matters, or matters of a private concern. No action can be taken in executive session.
- F. All regular and special meetings are open to the public. It is recommended, that persons desiring to be placed on the agenda, contact the Business Manager or Superintendent of Schools at least five days prior to the meeting.

1.7 MINUTES

- A. The Business Manager shall keep an accurate journal of the proceedings of the Board, showing all actions taken and other business discussed.
- B. The School Board shall approve the minutes of every meeting within 45 days after such meeting. The presiding officer of the board and the Business Manager shall sign the minutes of all regular and special meetings after they have been approved.
- C. Within twenty days after a meeting of the School Board, the Business Manager shall publish in the designated legal newspaper a full account of the unapproved proceedings of such meeting of the Board.

1.8 RULES OF ORDER

- A. The Board of Education shall use Robert's Rules of Order for all business conducted at regular and special meetings.

1.9 SALARY OF BOARD MEMBERS

- A. Each member of the School Board shall receive a salary for meetings of the board actually attended by such member and shall also receive such salary for each day actually engaged in the service of the Board when authorized by the Board. The meeting and per day salary shall be set by the Board at the annual meeting in July.
- B. In addition to their salary, all School Board members shall receive travel allowance and mileage, as determined by the policy of the district.

2.0 GENERAL POLICIES---ALL EMPLOYEES

2.1 HOSPITAL INSURANCE

The Board of Education will provide a major medical group health insurance program to all full time employees through an Insurance Company, as approved by the Board of Education. An employee must work a minimum of 20 hours per week to be considered full time and to qualify for health insurance. The school district will pay the single rate per month toward the premium of the single or family rate, for those employees enrolled.

2.2 JURY DUTY

Any employee called to serve on jury duty will be permitted to serve and receive his/her regular salary and in turn will forfeit to the school district the salary received for serving, less mileage and/or other allowable expenses.

2.3 PURCHASING OF EQUIPMENT AND SUPPLIES

All purchases made for school are to go through the Superintendent's office. Requests for purchases are to be submitted in writing to the Superintendent and must be within the limits of the current budget. Purchases must be on a purchase order and duly signed by the Superintendent and/or the business manager. The Board has the power to determine, in any instance deemed necessary, if this policy is not adhered to. Disciplinary action, following a hearing before the Board, will be determined by the Board. Garnishment of wages could result.

2.4 SICK LEAVE

- A. Sick leave shall be granted to all full time employees at a rate of 10 days per year. Part-time employees will receive a pro-rated amount; i.e.—employees on a half-day basis are allowed 10 half-days of sick leave; employees working three full days a week are allowed 6 days of sick leave.**
- B. Sick leave may accumulate to 60 days for full time employees and 45 days for employees working half days.**
- C. Sick leave bank – Each employee enrolling in the bank will contribute two days of his/her sick leave to the bank each September 14 until the September contributions build the bank total to at least 50 days. Only new participants will add to the bank until it is depleted to 40 days. Each participant may draw a maximum of 25 days per year from the bank, only after his/her accumulated sick leave has been depleted. Participants using sick bank days must repay those days at a rate of 2 per year. On years when all certified staff is required to put days into the bank, no additional days will be required to be put into the bank. These days will not count toward the repayment.**
- D. Sick leave may be used for employee and immediate family sickness and medical and dental appointments.**
- E. Days of sick leave used above the accumulated amount and sick bank limit will result in a pay loss of 1/175 of the employee's yearly salary for each day missed.**
- F. Employees leaving the school system will be reimbursed for unused sick leave at a rate of \$10 for each day, to a maximum of 45 days.**

2.5 PERSONAL LEAVE (Approved spring 2014)

Three days of personal leave per year will be granted to full time employees and pro-rated for part-time employees. Employees may accumulate one day per year up to a maximum of 5 personal days per employment. Notice should be given to the administration at least one day prior, so arrangements can be made without jeopardizing the education program of the school. The administration reserves the right to limit the number of teachers who may use their personal leave on a given

day. If all personal leave days are to be used in succession, the administration must give approval.

2.6 PROFESSIONAL LEAVE

Two days of professional leave shall be granted to all school employees to attend sessions that are related to the individual's teaching/working area. Any further days allowed would be at the discretion of the administration.

2.7 BEREAVEMENT LEAVE

- A. Five days shall be allowed in case of death in the employee's family. The first two days shall not be taken from any of the employee's accumulated sick leave, but the remaining three days, if taken, shall be taken from the employee's accumulated sick leave. The employee's family is to be defined as spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, or any member of the employee's household. Exceptions to this are to be reviewed by the administration.**
- B. Leave of one day, taken from sick leave, shall be allowed to attend the funeral of other relatives or friends of the employee.**

2.8 INVENTORIES

Every employee shall be required to complete an inventory due on or before the last day of school. The inventory shall include a description of the article, date of purchase, quantity and cost. When completed it shall be turned in to the Business Manager.

2.9 WORKMEN'S COMPENSATION

The Board of Education provides workman's compensation for all school employees. Any employee injured accidentally while in the line of duty must report the accident immediately to the Superintendent.

2.10 SOLICITING AND SELLING

Employees are not allowed to sell or solicit other employees or students in the school building during the school day. Employees are not allowed to be solicited by outside salespeople of any product of a commercial nature during the school day. An exception is made for school supply salespeople. No funds (federal, state, or local) will be used for partisan political activities.

2.11 PAYMENT OF SALARY

The fifteenth of each month shall be designated as the distribution of the payroll for certified and non-certified staff.

2.12 TRAVEL REQUESTS

All travel requests that are at School District expense must be submitted to the Superintendent, for approval. These requests may be submitted to the Board for their approval.

2.13 TRAVEL EXPENSES

Travel expenses for employees traveling for the school district will be as follows:
Mileage---- State Rates; Meals----Breakfast \$5.00; Dinner \$9.00; Supper \$12.00
Lodging-----State Rates

2.14 VISITORS AND GUESTS

All visitors and guests entering the building shall report to the Superintendent's office before talking to any employee or student.

2.15 SCHOOL CALENDAR

The Board of Education, with input from the staff, shall adopt the school calendar in the spring preceding the school year.

2.16 LINE OF AUTHORITY

Line of authority shall be in this order: Board of Education, Superintendent, Business Manager. If previous listed personnel are all absent from the school, the following order will prevail: Secondary—Rhonda Strouckel, Rick Gereau: Elementary---Gale Lien, Glenda Eisenbiesz. Further line of authority, if needed, will be designated by the administration.

2.17 PROFESSIONAL LIABILITY

The Board of Education shall provide professional liability for the members of the Board of Education, administrators, and teachers of the district including senior trip chaperones.

2.18 CHURCH NIGHT

Wednesday night of each week will be designated as Church Night and as a result every effort will be made to avoid any school activity or practice after 6:00 PM. No practices or activity meetings will be held on Sundays. Any exceptions to this policy must be cleared by the Administration.

2.19 RENTALS

Local non-profit organizations and groups may use the school facilities at no charge, at the discretion of the Administration. If it is necessary for the group using the facility to have a key, the key must be checked out from the office.

Groups using the facility will be responsible for any damage to the facility or equipment. They are responsible for cleaning of the areas they use. If not cleaned, the group will be charged a custodial fee for cleaning the area. They will also be

responsible for any unauthorized persons that are allowed in the building during their use of it. Students or minor children should not be allowed in the building without adult supervision.

The gymnasium will not be used for parties or dances. Possession or consumption of alcoholic beverages and the use or possession of any illegal drugs on school premises is strictly prohibited. **BOWDLE SCHOOL IS A TOBACCO FREE SCHOOL BUILDING.**

School groups have first priority on scheduling use of the facility.

2.20 ACTIVITY SCHEDULING

Any time an organization within the school has been requested by an organization outside the school (church groups, civic organizations, service clubs, etc.) to put on a program of any type, arrangements must first be made by consulting with and getting the permission of the Administration. To avoid conflicts, when a program is scheduled the date and time must be cleared with all others who use the school facility. Clear dates with the master calendar in the Business Office. Dates on the master schedule take preference over all other events scheduled.

2.21 RESIDENCY REQUIREMENTS FOR EMPLOYEES

The Bowdle Board of Education recognizes the value of having all school employees committed to being an integral part of the community. The Board believes that this commitment to the community can best be exemplified by having employees live within the Bowdle District.

It is highly recommended by the Bowdle School Board that all personnel employed by the Bowdle School District establish their residence in the Bowdle District. All school personnel who are not now living in the Bowdle District are encouraged to consider establishing their residence in the Bowdle School District although it is recognized that in some instances, this request cannot be fulfilled.

2.22 SCHOOL BOARD AGENDA POLICY

Anyone who wishes to address the Board with a concern of any matter, must contact the Superintendent's office and state the nature of the concern and be placed on the agenda at least 2 days in advance of the monthly meeting. The Board shall have the discretion to vary from the posted agenda.

2.23 REPORTING CHILD ABUSE

Any employee, certified or non certified, that is employed by the Bowdle School District 22-1, shall report to the Administration any case or cause of suspected child abuse or neglect.

The Superintendent will then report to the proper authority, as in accordance with SDCL 26-4-9—26-10-16.

A detailed copy of the abuse policy is included in the Appendix.

2.24 CORPORAL PUNISHMENT

SDCL 13-32-2 states: Superintendent, supervisors, and teachers and their aides and assistants, have the authority to use physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding, or leaving the bus.

The type of corporal punishment should correspond with the degree of the offense. Except when the safety of oneself, the student, or other individuals is threatened, prior warning should be given to the student before corporal punishment is administered.

If at all possible, every opportunity should be taken to have a witness or witnesses present during the administration of corporal punishment. Parents must be notified of any corporal punishment administered to their student.

2.25 EMPLOYEE COMMUNICABLE DISEASE

The Bowdle School Board recognizes its responsibility to provide a clean, safe, and healthy working environment for each of its employees. We also recognize that, when working closely together in a social community such as a school, employees may be exposed to a variety of communicable diseases that may affect their personal health or the health of fellow employees. With the intent being to protect the health of every employee, and to allow and encourage a continuous work experience for all staff members, the following guideline will be used in determining the continuing employability of an infected employee.

Once a physician has determined that an employee has been infected with a communicable disease, a decision as to the continued employment, or exclusion from work activities, will be made by the Superintendent or his/her designee. Each case will be addressed on an individual basis utilizing such professional medical advice as is deemed necessary.

2.26 PATRON COMPLAINTS

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the school staff should be given every opportunity to consider the issues and make decisions prior to involvement by the Board.

The Board encourages patrons to express their concerns, to ask questions and to take an active interest in the District's activities by attending Board meetings and school functions, visiting the school and meeting with teachers, administrators, and other staff.

INFORMAL PROCEDURES---Any patron wishing to express a complaint should first utilize normal channels of communication, such as discussing the matter with the appropriate *teacher, administrator, board member, or other employee*, in order to seek clarification of areas of concern and resolve the difficulty. While those with complaints are encouraged to discuss the matter directly with employees closest to the complaint, the Board also recognizes that at times, anonymity and confidentiality are necessary and at this stage, this is acceptable to the Board.

FORMAL PROCEDURES---If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint to the Superintendent of the employee involved in the complaint. This may be

requested to be in writing. The Superintendent receiving the complaint shall schedule a meeting with all parties involved to discuss the concern. If the patron is dissatisfied with the decision of the Superintendent he/she shall file the complaint with the Board of Education. At their next regular or special meeting the Board shall make a decision on the complaint and notify all concerned parties.

2.27 SEXUAL HARASSMENT

It is the policy of the Bowdle School District that our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any employee to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when (1) employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individuals who submit or rejects; or (3) such conduct has a purpose of effect of interfering with the employee's work performance or creates an intimidating, hostile, or offensive working environment. Conduct that is harassing to other employees will not be tolerated. Such conduct, whether permitted by supervisors, non-supervisory personnel, or non-employees is prohibited. An employee who believes that he/she has been, or is being subjected to harassing acts, or conduct, should bring such acts or conduct to the prompt attention of a supervisor, manager, or administrator who is either his/her immediate representative. It is also the policy of the district that all students should be able to enjoy a school environment free from sexual harassment. Any student who believes that he/she has been, or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of a school administrator.

2.28 TITLE IX----NON-DISCRIMINATION

The Bowdle School District 22-1 would like to make notice to the public that it is in compliance to rules and regulations of Title IX which prohibits sex discrimination in Federally assisted education programs.

NO PERSON SHALL, ON THE BASIS OF RACE, NATIONAL ORIGIN, RELIGION, SEX, AGE, MARITAL STATUS, OR HANDICAP BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATIONAL PROGRAM, SERVICE, ACTIVITY, EMPLOYMENT, OR POLICY, EXCEPT WHERE PRE-REQUISITES OR OTHER REQUIREMENTS HAVE BEEN ESTABLISHED IN COMPLIANCE WITH LOCAL, STATE, OR FEDERAL LAWS. THE BOWDLE SCHOOL IS COMMITTED TO COMPLYING WITH THE REQUIREMENTS OF STATE AND FEDERAL LAWS CONCERNING NON-DISCRIMINATION AND WILL STRIVE BY ITS ACTION TO ENHANCE THE DIGNITY OF ALL PERSONS. SUSPECTED DISCRIMINATION MAY BE REPORTED TO MR. GAUER, LOCAL TITLE IX AND SECTION 504 COMPLIANCE COORDINATOR AT BOX 563, BOWDLE, SD 57428, OR BY PHONE AT 285-6272. REFERRALS MAY ALSO BE DIRECTED TO THE REGIONAL DIRECTOR, DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS, 1961 STOUT STREET, DENVER, CO. 80294.

- 1. Any student or employee who has a complaint of sex discrimination prohibited by federal law contained in Title IX of the Educational Amendments of 1972 shall attempt promptly to resolve the complaint by discussion with his/her**

- principal in the case of a student, his/her supervisor in the case of an employee. The complaint should be in writing and describe in as much detail as possible the facts of the situation. The superintendent or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.
2. If the complaint is not resolved in Step One, the complainant may file the complaint in writing with the Superintendent of Schools by certified mail, return requested. The superintendent shall arrange a meeting to discuss the complaint within ten (10) calendar days after he/she receives the written complaint and subsequent meetings may be scheduled as agreed to by both parties. The superintendent shall give a written answer to the complaint by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.
 3. If the complaint is not resolved in Step Two, the complainant may file the complaint in writing by certified mail, return receipt requested, to the President of the School Board within ten (10) calendar days after receipt of the superintendent's answer. The Board shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her opinion to the Board. The Board, shall, within thirty (30) calendar days after the meeting, advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

2.29 Bowdle School District 22.1 maintains a 403b Written Plan. Please refer to the Plan Documents for more information.

2.30 POST RETIREMENT

Bowdle School District 22-1 does not subscribe to any post-retirement plan except for coverage of COBRA which will be available to all former employees according to the limits of the law.

3.0 SUPERINTENDENT

3.0 SUPERINTENDENT QUALIFICATIONS---THE SUPERINTENDENT SHALL

1. Be properly certified according to standards prescribed by the Division of Elementary and Secondary Education.
2. Have established him/herself as an educational leader in the profession.
3. Have had previous experience consisting of at least three years of successful teaching in the field or administrative experience.

3.2 SUPERINTENDENT DUTIES---THE SUPERINTENDENT SHALL

1. Serve as executive officer of the Board of Education and shall be charged with the responsibility for implementing the policies of the Board. He/she shall help prepare the agenda for each Board meeting and attend all meetings with he exception of any meeting that involves his/her employment.
2. Administer the school in accordance with adopted policy and the rules and regulations of the Division of Elementary and Secondary Education.
3. Along with Business Manager, be responsible for the preparation of the budget.

4. Recommend employees for appointment, demotions, transfers, or dismissal in accordance with policies of the Board and shall yearly evaluate the principals, submitting a report to the Board of Education.
5. Assign the duties of the instructional and non-instructional staff.
6. Constantly appraise the curriculum and make suggested changes to the Board.
7. Supervise and recommend the adoption and the selection of textbooks and instructional supplies that have been recommended to him/her by the instructional personnel assigned to the task.
8. Working with the faculty and the School Board, submit the formulation of a revision of the salary schedules within the financial resources of the District and make recommendation to the School Board on this matter.
9. Purchase supplies and equipment as necessary and recommended that shall be within the budget approved by the Board of Education.
10. Have the responsibility to furnish leadership in developing a sound public relations program to keep the public informed of the school programs.
11. Inform the principals of Board policies dealing with matters related to their areas of responsibilities. It shall be his/her duty to maintain a smooth working relationship with fellow administrators by frequent meetings on school affairs.
12. Shall live in the school housing, unless cleared by the Board.

4.0 BUSINESS MANAGER

4.1 BUSINESS MANAGER QUALIFICATIONS---THE BUSINESS MANAGER SHALL

1. Be properly trained in the area of business management and financial accounting.
2. Be qualified to handle the duties of the clerk and treasurer of the School District.
3. The Board of Education shall appoint the Business Manager at the annual meeting in July, for a term of one year.

4.2 BUSINESS MANAGER DUTIES---THE BUSINESS MANAGER SHALL

1. Keep an accurate journal of the proceedings of the Board of Education.
2. Take charge of its books and documents and report on all accounts of the School District monthly, including the financial status of the District.
3. Issue all warrants for payment of verified bills approved for payment by the Board.
4. prepare the annual report of the School District.
5. when required, produce at any meeting of the Board, all books and papers pertaining to his/her office and shall perform any other duties as required by the Board of Education, or by law.
6. Be responsible to the Board of Education, under the supervision of the superintendent and perform such duties of school business management of the School District as assigned by the Superintendent.
7. Be authorized to sign Trust and Agency and School Lunch warrants.
8. Act as Secretary to the Superintendent and the Board of Education as needed, to conduct the business of the Board.
9. Keep a fixed asset inventory of items worth \$5000 or more.

10. Be the policy of the Bowdle Board of Education that all Interest on all accounts for funds shall be deposited in the General Fund.
11. NO ONE AUTHORIZED TO WRITE CHECKS IS ALLOWED TO WRITE ANY CHECK PAYABLE TO HIMSELF/HERSELF.
12. Manage the Capitalization policy as directed by the Board of Education with a motion carried June 9, 2003.

5.0 PRINCIPALS/ADMINISTRATION

5.1 PRINCIPAL/ADMINISTRATION QUALIFICATIONS---THE ADMINISTRATOR SHALL

1. Meet the requirements set forth by the Division of Elementary and Secondary Education and be properly certified for their positions.
2. Have established himself/herself as an educational leader in his/her profession.
3. Have had previous experience consisting of at least three years of successful teaching in the classroom or administrative experience.

5.2 ADMINISTRATOR DUTIES---THE ADMINISTRATOR SHALL

1. Are expected to be at school and available for at least two weeks before school begins and at least two weeks after school has closed under a 10 month contract.
2. Be responsible for all administrative details relating to their school. They must keep the Superintendent completely and continuously informed as to the conditions of their school and all activities therein.
3. Through democratic administration, work cooperatively with the teaching staff for the best interest of the students.
4. Be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
5. Be responsible for the classification, promotion, or retention of students within the school.
6. Assist in the development of curriculum revision.
7. Constantly appraise and evaluate the instructional program within their school.
8. Oversee the attendance, conduct, and health of all students.
9. Organize the supervision of hallway, study halls, lunchroom and playground duty.
10. Be responsible for all extra-curricular activities.
11. Be responsible for pupil registration and the recording and transfer of student's records and grades to other schools.
12. Be responsible for the supervision and evaluation of teachers under his/her jurisdiction and shall twice yearly, submit a written report to the Superintendent, relative to the status of each teacher, using the forms and format as adopted by the District.
13. Look upon supervision as a cooperative in-service program for teachers and as a process that involves the improvement of classroom teaching.
14. Be responsible for fire drills, pupil conduct in halls, gym, athletic fields and playgrounds, school enterprises and activities, and teacher's meetings within his/her school.

15. If at any time, his/her services are unsatisfactory, be notified in writing and be given an opportunity to correct the conditions that are unsatisfactory. If the conditions are not corrected, he/she shall be given written notice according to the law, that his/her services will not be retained. At anytime he/she requests a hearing before the Board, it shall be granted and reasons for not renewing contract given.

6.0 ATHLETIC DIRECTOR

6.1 ATHLETIC DIRECTOR DUTIES---THE ATHLETIC DIRECTOR SHALL

1. Provide proper organization and control over assignments and practice periods.
2. List all students participating in athletics and Fine Arts, prepare eligibility lists, and see that the proper coverage of insurance is made available.
3. See that all participants in the athletic program have proper physical examinations.
4. Schedule games or contests, select and contract officials, make arrangements for conducting interscholastic contests in all sports.
5. Keep an accurate calendar of all events.
6. Requisition athletic equipment for all sports which, in turn, must be approved by the Superintendent.
7. Schedule and provide for the needs, including transportation, meals, and lodging, for athletic game trips and in general make all contacts in case of game cancellations or rescheduling.
8. See that all funds received from athletic events are placed in the athletic fund administered by the Business Manager and Superintendent.
9. Keep a record of individual and team athletic records.
10. Develop and administer a system of awards for participating in athletics.
11. Make annual reports to the Superintendent and Board of Education and make all reports required by the SDHSAA.
12. Evaluate the job of coaches.

7.0 TEACHERS

7.1 QUALIFICATIONS AND EMPLOYMENT

1. Teachers shall meet the requirements set forth by the Division of Elementary and Secondary Education and be properly certified for their position or subject taught.
2. If a vacancy exists, notice of the vacancy will be published and applications will be accepted. Cooperatively, the Superintendent and Board will review applications. Personal interviews will be scheduled. The Superintendent will recommend to the Board the person selected for employment.
3. Every teacher employed in the Bowdle District shall file his/her certificate and a complete transcript of credits with the Superintendent as soon as possible. Certificates must be kept on file in the Superintendent's office as long as the teacher remains employed in the school system.

7.2 CONTRACTS

1. All contracts with instructional staff employed by the Board, except substitute teachers, shall be in writing and signed by the President and Business Manager of the School District, as provided by law. It is understood that each teacher will have to take his/her turn at selling and taking tickets, supervising school events, chaperoning students on bus trips when necessary, and taking turns at noon and recess duty, without additional compensation.
2. The Board reserves the right to withhold annual increments, to grant additional increments and to hire teachers above the starting wage of the guide to take care of emergencies or to secure teachers in a field where a scarcity exists.
3. The Board of Education shall hold the administration responsible for the equitable distribution of work among the members of the staff. As a general pattern, teachers of the Junior and Senior High School level shall teach no more than five periods plus one study hall, or six periods and no study hall in a seven period day, plus some extra-curricular assignment.

7.3 EXTRA DUTY ASSIGNMENT

Some members of the teaching staff will receive extra pay for special assignments such as coaching, school plays, yearbook, FCCLA and FFA advisors, etc. *If, in the unlikelyhood that the extra duty contract is not fulfilled, the pay shall be prorated as to the length of time not present for that duty.* These extra and special assignments are over and above the regular instructional load. Most of these assignments are mutually agreed upon between the administrator and teacher. However, in the event that an assignment remains, the administrator may have to assign a teacher. Pay for these will be based on the negotiated agreement and payment will be made at the completion of the activity. Extra duty assignments such as noon duty, recess duty, class advisor, fan bus duty and selling and taking tickets do not receive extra pay.

7.4 CODE OF ETHICS

The teacher believes in the worth and dignity of a person. He/she recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic citizenship. He/she regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The teacher accepts his/her responsibility to practice his/her profession according to the highest ethical standards.

A. PRINCIPLE I—Commitment to the Student:

The teacher measures his/her success by the progress of each student toward realization of his/her potential as a worthy and effective citizen. The teacher therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

B. PRINCIPLE II—Commitment to the Public:

The teacher believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. He/she shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The teacher shares the responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

C. PRINCIPLE III—Commitment to the Profession:

The teacher believes that the quality of the services of the education profession directly influences the nation and its citizens. He/she therefore exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgement is encouraged, and to achieve conditions which attract persons worthy of the trust, to careers in education.

D. PRINCIPLE IV---Commitment to Professional Employment Practice:

The teacher regards the employment agreement as a pledge to be executed both in spirit, and in fact, in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The teacher discourages the practice of his/her profession by unqualified persons.

7.5 TEACHER CONDUCT

The teacher is the most important single factor in the learning process. Therefore, a teacher is expected to set an example at all school functions and is expected to always conduct himself/herself in an orderly manner. The use of alcohol *or tobacco* is prohibited at any school function and abusive language by the faculty will not be tolerated. Violation of the above may result in disciplinary action or suspension.

7.6 TEACHER HOURS

The school day for teachers shall be considered to be from *8:00 am to 3:35 pm* and all teachers are subject to assignment within those hours, without extra compensation. Teachers are expected to be in their respective classrooms by 8:15 am and after dismissal time while students are still in their classrooms, unless extra-curricular duties, such as coaching, etc., require that they be away from their room.

7.7 EVALUATION

A written evaluation of teachers will be made by the administrator, using the adopted policy, forms and format.

7.8 DISMISSAL OF A TEACHER

The Board of Education may dismiss any teacher at any time for violation of contract, gross immorality, incompetence, flagrant neglect of duty, or failure to comply with any order issued by the Board of Education through the Superintendent, and not in conflict with terms of his/her contract.

7.9 LATE RESIGNATION/LIQUIDATED DAMAGE

In the event a teacher resigns after signing a contract and/or before the contract is fulfilled liquidated damages will be levied in the amount of \$1000 if the resignation is submitted before June 1st and \$2000 for a resignation received from June 1st until the school term commences. After school commences, the South Dakota Department of Education will be contacted and requested to revoke the teaching certificate for a minimum of one year or, the board may, in its sole discretion, assess liquidated damages in the amount of 10% of the resigning teacher's current term contract. This amount will be deducted from the last available check of the resigning teacher's pay period or last two pay checks if necessary and applicable."

7.10 PARTIAL PAYMENT OF CONTRACT

In the event it is necessary to figure a partial payment of contract, it shall be figured on the basis of 1/175th or that portion thereof. This would also apply in the event of dockage of a teacher's contract for excess leave.

7.11 LEAVE OF ABSENCE

A one-year leave of absence may be granted at the discretion of the administration and School Board. This leave of absence may be sabbatical leave, maternity leave, illness, or other personal needs. The teacher will be guaranteed their job the following year. Also, the following stipulations apply: (1) If a qualified teacher can be found for that one year; and (2) This leave can only be used once by a teacher during his/her employment at Bowdle School.

7.12 CLASS AND ORGANIZATION ADVISORS

The administration will assign class advisors or advisors of organizations as needed and as necessary. If at all possible, parents will be in charge of chaperoning and assisting with all fundraising activities and projects. Extra compensation, if any, for these duties will be according to the extra duty activity pay schedule.

7.13 SOLICITING FUNDS AND FUND-RAISING PROJECTS

It shall be the policy of the Board of Education to limit the amount of soliciting and fund raising by students, classes, or organizations. Any form of this shall be cleared through the Superintendent. Parents of class members are in charge of chaperoning and assisting with all fundraising activities/projects.

7.14 FIELD TRIPS

Through the course of the school year, teachers may provide their students with field trips which are learning experiences not possible within the school building itself. Some of these trips are designated for certain classes each year. Some are arranged for as the opportunity arises. The school shall provide general supervision on all field trips, but the actual behavior of the students is dependent on the students themselves as supervised by the teacher. The Superintendent must approve and arrange for transportation.

7.15 TRANSFER OF TEACHERS

Teachers are subject to transfer from position to position at the discretion of the Superintendent. Transfers are usually necessary because of increased or decreased enrollment, or that a transfer would result in more efficient and effective discharge of duties by the teacher concerned. Before a transfer is made, the Superintendent shall have a conference with the employee concerned and the reasons for transfer shall be fairly reviewed.

7.16 PROMOTION OF TEACHERS

Properly qualified teachers shall be notified of vacancies that are regarded as promotions, in order that they may apply for such position.

7.17 ATTENDANCE AT STATE TOURNAMENTS

It is the policy of the Bowdle Public School that coaches involved in Boys or Girls activities that culminate in a state tournament, game, or meet, *may* be granted released time to attend these athletic functions. Permission must be sought and granted before the employee may leave for the tournament. This shall be classified as Personal Leave. The School District will assume no financial burden for expenses incurred in this activity, nor shall the coaches have any supervisory responsibilities.

7.18 STAFF REDUCTION

Whenever, in the judgement of the Board, it is advisable to reduce staff in the District, the following procedure will be used:

1. The Board will use reasonable efforts to communicate the situation confronting the District to the staff, so as to allow the staff a reasonable opportunity, not to exceed ten days from the date of communication, to present possible alternatives such as early retirement, normal attrition, part-time contract, contract for substitute teaching, and/or other alternatives which could accomplish the same goals.
2. No professional staff member protected by statutory continuing contract provisions will be non-re-employed while qualified and certified for a position held by a person temporarily or who has not attained continuing contract status.
3. When paragraph #2 does not apply in the District, the Board hereby establishes the following criteria (not necessarily in order of priority), any of which may be used in determining which professional staff will be affected by staff reduction: student needs, financial condition of the district, certification, longevity, educational background, salaries, federal and state affirmative action requirements, as well as any other relevant considerations.
4. In making staff reduction involving professional staff members on continuing contract status, the Board will follow the provisions of SDCL 13-43-9.1, 13-43-10 and 13-43-10.1.

7.19 RECALL

If, during the first fiscal year subsequent to the time a continuing contract teacher is laid off because of reduction in staff, and a vacancy occurs in the grade, subject areas, and activities in which a laid off teacher had been teaching, or is qualified to teach, re-employment shall be extended to the teacher in reverse order of layoff. When more than one staff member has the same recall date and is qualified for the open position, the Board may consider, among other things, recommendations of administrative staff, qualifications, years of service and educational background in selecting the person to be hired. A recalled teacher shall retain previously accumulated sick leave benefits.

7.20 MEET AND CONFER LAW

The Bowdle Board of Education will recognize formally the majority employee's representative for the teachers unit in meeting and conferring with the Board regarding grievances and conditions of employment each year. It is understood that informal

recognition may be granted a minority group of teachers for meeting and conferring with the Board and that any individual may appear before the Board in his/her own behalf. "Formally recognized" will be applicable to all members of that appropriate unit. The Board will meet with the representative of the employees to discuss a policy procedure for "meeting and conferring with". This policy shall maintain the Board's statutory responsibility of final decision making in the interest of operating the school. Items of the policy may be the subject of future discussion by the meeting and conferring representatives of the Board and the employees.

7.21 PROFESSIONAL STAFF DEVELOPMENT

The District will provide, on an as needed basis, a program of in-service education and staff development for all certified personnel. Administrators and teachers will cooperatively determine staff in-service needs.

7.22 SUBSTITUTE PROFESSIONAL STAFF

The Superintendent will receive and maintain on file, applications of qualified substitute teachers who may be called on to replace regular teachers who are absent. A list of qualified teachers will be filed with the administration. Substitute teachers must have a high school diploma or its equivalent, which may be a GED certificate. The School Board will determine the salary of substitutes at its annual meeting. The Administrator will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. The administration will supervise and provide necessary in-service, as needed by the substitute.

8.0 SECRETARIAL AND CLERICAL STAFF

8.1 TRAINING AND DUTIES

- A. The employee shall have such training and skills as may be required to successfully carry out the requirements of the job. Completion of high school is a minimum requirement. Special qualifications, such as computer knowledge, may be required.**
- B. The work week shall not exceed 40 hours. The work day when school is in session shall be from 8:00 a.m. to 3:35 p.m. and shall not exceed 8 hours. The contract includes two days of work prior to the beginning of the school year and two days after the school year has ended. Additional summer hours will be paid on an hourly basis. The time schedule shall be set by the Superintendent.**
- C. Assignment, duties, and transfers are at the discretion of the Superintendent.**

8.0 CUSTODIAL STAFF

9.1 CONDITIONS OF EMPLOYMENT

The basic purpose of the operation and maintenance activities of the school shall be to provide physical conditions most conducive to carrying on the educational programs of the Bowdle School District.

Appointment to the operation and maintenance staff will be probationary until the ability to perform the job has been determined and the ability to fit into the school situation is established.

9.2 HEAD CUSTODIAN DUTIES---THE HEAD CUSTODIAN SHALL

- A. Be responsible for the cleaning, maintenance, and upkeep of all school buildings and grounds.**
- B. See that all rooms, halls, and bathrooms are cleaned daily.**
- C. Clean and dust furniture and equipment as needed.**
- D. Give special attention to keeping bathrooms, shower rooms and drinking fountains clean and sanitary.**
- E. Take care of lawn, shrubbery and playground, including the daily pickup of paper, trash, rubbish and debris.**
- F. Make necessary minor repairs to buildings and grounds.**
- G. Remove snow from walks and driveways before school.**
- H. See that the building is opened before school and see that all doors are locked at the end of the day.**
- I. Be available during basketball games and supervise the sweeping of the gym floor.**
- J. See that the flag is flown properly each day that school is in session.**
- K. Report any building or grounds problems to the administration.**
- L. At times, monitor the school bus radio.**
- M. Pick up mail daily at the post office, handle commodities, and other duties as directed by the Superintendent.**
- N. Supervise any part-time or temporary persons employed for custodial duties.**
- O. Keep the administrative office informed when leaving the school building during the school day.**
- P. Perform duties of the Bus Captain to ensure that all buses are properly maintained for the safety of its passengers.**

9.3 ASSISTANT CUSTODIAN

- A. Shall be employed for the number of hours as determined by the Superintendent and Head Custodian.**
- B. Duties to be supervised and directed by the Head Custodian. Generally, to be responsible for cleaning the elementary classrooms, elementary bathrooms, elementary hallways, and the lunchroom. Rooms to be cleaned and mopped as needed, bathrooms to be cleaned daily, furniture and equipment dusted and cleaned as needed.**
- C. Is directed to clean all bathrooms and locker rooms on a daily basis and before extracurricular activities held at the school.**
- D. Other duties as directed by the Head Custodian or Superintendent.**

9.0 SCHOOL LUNCH EMPLOYEES

10.1 SCHOOL LUNCH MANAGER

The School Lunch Manager shall be in complete charge of the kitchen and responsible for all matters connected thereto. The Manager is in charge of all employees in the kitchen and the assignment and scheduling of duties for each employee.

10.2 HEAD COOK DUTIES---THE HEAD COOK SHALL

- A. Be responsible for the overall planning, preparation, serving, cleanup, and record keeping of all operations related to the school lunch program.**
- B. Plan menus that meet federal specifications.**
- C. Supervise and assist in the preparation of noon meals.**
- D. Supervise and assist in the serving of noon meals.**
- E. Wear a uniformed top during the serving of meals.**
- F. Supervise and assist with the washing of dishes and cooking utensils.**
- G. Order in as large quantities as can be effectively utilized. Order from in-town businesses as much as possible, considering price, quality, and quantities available.**
- H. Order and use federal commodities as much as possible.**
- I. Store, prepare, and serve food, maintaining proper sanitary and health standards.**
- J. Keep an accurate record of commodity, food, and supply inventories and the amount used for daily preparation of meals.**
- K. Prepare any reports requested by the administration.**
- L. Attend area workshops that may be available to assist in the improvement of the school lunch program.**
- M. Follow all state and federal rules and regulations concerning the operation of the school lunch program.**
- N. Assign and supervise the duties of any part-time and/or temporary persons employed for school lunch duties.**
- O. Have all necessary work and cleanup completed before leaving for the day.**
- P. No food (leftovers, scraps, etc.), will be allowed to be taken from the lunchroom by anyone. Any food that cannot be used in the lunch program must be disposed of according to school lunch program regulations.**

10.3 ASSISTANT COOK DUTIES---THE ASSISTANT COOK SHALL

- A. Be responsible for school lunch duties as assigned by the Head Cook and/or administration.**
- B. Assist with the planning of school lunch menus.**
- C. Assist in the preparation of noon meals.**
- D. Assist in the serving of noon meals.**
- E. Wear a uniformed top while serving meals.**
- F. Assist with the washing of dishes and cooking utensils.**
- G. Assist with keeping appliances, equipment, and kitchen area clean and sanitary.**
- H. Follow all state and federal rules and regulations concerning the operation of the school lunch program.**
- I. Attend area workshops that may be available to assist in the improvement of the school lunch program.**
- J. Do other duties as may be assigned by the Head Cook.**
- K. Have all necessary work and cleanup completed before leaving for the day.**

- L. No food (leftovers, scraps, etc.) will be allowed to be taken from the lunchroom by anyone. Any food that cannot be used in the lunch program must be disposed of according to school lunch program regulations.

10.0 BUS DRIVERS

11.1 BUS DRIVERS DUTIES---THE BUS DRIVERS SHALL

- A. Have a CDL bus driving license. The district will pay for his/her physical.
- B. Be responsible for keeping the inside of the bus clean. Sweep the bus as often as is necessary but it should be swept at least once a week and more often if needed.
- C. check oil and gas daily and have the bus serviced on a regular basis. It will be the responsibility of the regular bus driver to ensure that oil, water and gas levels are maintained properly.
- D. Report needed repairs to the Superintendent.
- E. Sign in each morning and evening.
- F. Drivers are to sign up on the activity sheet posted in the lounge when driving for an activity.
- G. Report all discipline problems to the Superintendent immediately.
- H. Be in or near the bus when students are dismissed in the evening and not leave the school until all students on his/her route are accounted for.
- I. Contact and secure their own substitutes if at all possible and to inform the administration when a substitute will be driving. The District will pay for substitute's physicals. Substitutes will be paid by the District.
- J. Violation of any of the above rules can void his/her contract at any time during the school year.
- K. Three deficiencies of any of the above will result in a \$50 deduct from check for each month the deficiencies occur.
- L. Three additional deficiencies will result in dismissal.

12.0 STUDENTS

12.1 LOCKERS

Lockers are not owned by the students; they are public property held in trust by local boards of education. While regulating and supervising their use, school administrators act as agents of the owners. The student exercises control of the use of his/her locker by other students, but not by the school and its officials.

Lockers are searched by administrators to insure school safety and pupil's welfare. The authority is often exercised to determine if students are harboring stolen property, drugs, or alcohol. Such inspection may be part of an inspection to rid the building of fire hazards.

The RIGHT of an administrator to inspect lockers becomes a DUTY when suspicion arises that something of an illegal nature may be secreted there.

- 1. The courts have unanimously upheld the claim that school lockers are school property loaned or rented to the student for his/her convenience. School authorities may search the student's locker, without prior warning, in seeking contraband because, standing in loco parentis, school authorities are charged with the safety of all the students under their care and supervision. Such a search isn't "illegal" under the fourth amendment to the Federal Constitution,

but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students.

2. Courts have reasoned that the school extends locker use to students only for legitimate purposes. School authorities, therefore, have not only the right, but the duty, to inspect lockers either periodically or on an ad hoc basis, in the interests of making the school a “safe place in which to study”.

12.2 STUDENT RECORDS

In order to provide students with appropriate instruction and educational services it is necessary for the district to maintain extensive and sometimes personal, information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel and accessible to the student’s parents or legal guardian or the student, in accordance with law, yet be guarded as confidential information.

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

The Board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as “public” or “directory” information. The release of this data does not require the consent of students, parents, or guardians. Directory information will include: the student’s name, parents, date and place of birth, participation in official activities, weight and height of members of athletic teams, and date of attendance.

13.0 Appendix

13.1 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Bowdle School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Bowdle School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bowdle School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal

laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965(ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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

(1) The right to inspect and review the student's education records within 45 days of the day the Bowdle School District receives a request for access. Parents or eligible students should submit to the school superintendent a written request that identifies the record(s) they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask **Bowdle School District** to amend a record that they believe is inaccurate or misleading. They should write the school superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the **Bowdle School District** decides not to amend the record as requested by the parent or eligible student, the **Bowdle School District** will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the **Bowdle School District** as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Bowdle School District Board; a person or company with whom the **Bowdle School District** has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the **Bowdle School District** discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the **Bowdle School District** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

For your information 99.37 is printed below.

99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of--

(1) The types of personally identifiable information that the agency or institution has designated as directory information.

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

[Authority: 20 U.S.C. 1232g(a)(5)(A) and (B)]

Directory Information:

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

A copy of these policies and regulations may be obtained in the superintendent's office of the **Bowdle School District**. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Bowdle School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

If you do not want the Bowdle School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the current school year. Bowdle School District has designated the following information as directory information:

- **Student's name**
- **Participation in officially recognized activities sports**
- **Address**
- **Telephone listing**

- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If you would like additional information on this topic, please feel free to write:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920
 Telephone: 202-360-3887

13.2 CHILD ABUSE & NEGLECT POLICY

Because of their regular contact with school age children, school employees are in an excellent position to identify abused or neglected children.

To comply with (SDCL 26-8A-3, 26-8A-7, 26-8A-8) it is the policy of the Bowdle School District that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a person, including parent or other person, other than by accidental means, shall report orally or in writing to the superintendent or principal. The superintendent or principal shall then immediately report to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or the City Police. The superintendent or principal shall inform the school employee initiating the action that the report has been made. The employee shall make the report directly to the proper authorities if the superintendent or principal fails to do so.

The report shall contain the following information: Name, address, and age of child, name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or conditions.

School employees, including administrators, shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected or to determine whether the child is in need of protection, only to report his or her suspicious of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-8A-12) is a class 1 misdemeanor (SDCL 26-8A-13). Failure to make a report where abuse or neglect is suspected is subject to the same punishment (SDCL 26-8A-7).

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded (SDCL 26-8A-14).

Copies of this policy shall be distributed by the superintendent or his designee to all school employees at the beginning of each school term and to new employees when they begin employment, if at a different time than the beginning of the school term.

13.3 BOWDLE SCHOOL DISTRICT

POLICY ON USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES

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 superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

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

Annually, all employees will attend a district alcohol and/or drug free awareness program at which employees will be informed about the dangers of alcohol and/or other drug abuse, this policy of maintaining an alcohol and /or other drug-free environment, available alcohol and/or other drug counseling, rehabilitations, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drugs 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 service provider.

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

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

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

A Biennial Review of the School Districts Program will be made...

- 1. To determine the programs effectiveness and implement changes to the programs if they are needed**
- 2. To insure that disciplinary sanctions are consistently**

13.4 HANDLING OF BODY FLUIDS -- SPECIAL PRECAUTIONS FOR HEALTH CARE PROFESSIONALS AND DISTRICT EMPLOYEES

- 1. The AIDS virus is transmitted by blood to blood, and semen to blood contact. Although other body fluids have been found to contain the AIDS virus, transmission from these fluids has not been confirmed to date.**
- 2. Since the AIDS virus can not penetrate your skin, your own skin is your first line of defense against AIDS infection. Inspect the integrity of your skin. If your hands are chapped or you have open cuts or sores, then you are at a greater risk of a blood to blood contact.**
- 3. Use good isolation technique and wash hands thoroughly after handling each patient. Surfaces of the body which have been exposed to body fluids should be washed at the earliest opportunity.**
- 4. Protective gloves must be worn when handling blood, serum, tissue, body fluids, excretions, or any articles potentially contaminated with any of the above. Latex gloves offer excellent protection and touch sensitivity for venipunctures or IV's.**
- 5. Masks may be worn when there is a greater risk of exposure to the face from direct contact with a patient coughing blood or an intubated patient where suction is used to clear airways.**
- 6. Goggles or protective glasses may be used when there is a possibility of blood exposure to the eyes.**
- 7. You can reduce your risk of infection from accidental splashes of blood to the face by gently rinsing your eyes with water, washing your face with soap and water, and rinsing out your mouth with water or mouthwash.**
- 8. Needles should not be re-capped, but rather disposed of in a hard disposable container.
If you must re-cap, place the cap on a surface, insert the needle into the cap, and then once the needle is safely inside the cap, secure the sides of the cap with your hands. Re-capping injuries account for the greatest number of exposure to AIDS contaminated blood.**
- 9. If a needle stick or cut should occur, report the incident to your supervisor and get tested for hepatitis and AIDS immediately.**
- 10. A mechanical ventilator, resuscitation bag, "S" tube, or disposable device should be used, when possible, during mouth to mouth resuscitation of CPR. Even though**

there is a theoretical risk of salivary transmission, no mouth to mouth transmission of the AIDS virus has been documented to date, and experts consider this route unlikely.

11. Blood and body spills should be cleaned up promptly with EPA approved hospital disinfectants, full strength detergents, or 10% solution of common household bleach.
12. Contaminated linen or articles should be double-bagged. Wear gloves while handling contaminated items.
13. Used equipment should be cleaned and sterilized prior to re-use. Linen should be washed in hot water.

IT IS IMPORTANT TO USE COMMON SENSE AND PRUDENT JUDGEMENT WHEN EVALUATING YOUR RISK OF EXPOSURE TO AIDS. THE PRECAUTIONS YOU USE FOR PREVENTION OF HEPATITIS B ARE APPLICABLE TOWARDS AIDS.

13.5 BOWDLE SCHOOL DISTRICT SCHOOL DISTRICT WELLNESS POLICY

To support its mission, the District will provide an environment that cultivates maximum student potential. Nutritional influences a child's development, health, well being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

THE POLICY OF THE BOWDLE SCHOOL DISTRICT IS TO;

1. Provide a positive environment and appropriate knowledge regarding food.
 - a. Ensure that all students have access to healthy food choices during school and at school functions.
 - b. Provide a pleasant eating environment for students and staff.
 - c. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
 - d. Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choice whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.

- a. In keeping with contractual obligations to the National School Lunch Program, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the school lunch program.
- b. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:
 - Reducing access to non-nutritional foods.
 - Educating students about healthy foods.
 - Selective pricing that favors sales of healthy foods.

5. To accomplish these goals.

- a. Child nutrition programs comply with federal, state and local requirements. Child Nutrition programs are accessible to all children.
- b. Sequential and interdisciplinary nutrition education is provided and promoted.
- c. Patterns of meaningful physical education activity connect students lives outside of school.
- d. All school based activities are consistent with local wellness goals.
- e. All foods and beverages made available on campus during the school day are consistent with the current Dietary Guidelines for Americans.
- f. All foods made available on campus adhere to food safety and security guidelines.
- g. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

13.6 Disaster Preparedness Plan

The following disaster procedures are the policy of the Bowdle School District. The course of action contained herein will be implemented by school officials if and when the need arises. Teachers are requested to instruct their students about the plan and procedures contained herein.

Disaster (Fire)

- A. Warning:** The warning signal at the school shall be the fire alarm system.
- B. Action:** The action consists of an orderly movement of students and staff from inside the building to an outside area of safety. Signs posted above the door in each room instruct personnel on how to exit the building.
- C. Roll call:** Teachers will take roll to see that everyone has vacated the building and is accounted for in the safety area.
- D. In case of inclement weather,** students will be loaded into the school's buses.
- E. If the situation warrants,** school will be dismissed and buses will return students to their homes.

Disaster (Tornado)

- A. Tornado Watch:** Forecast is announced. This means that tornadoes are expected in or near our area. If a tornado watch is announced, the superintendent or secretary will inform all school personnel.
- B. Tornado Warning:** This means that a tornado has actually been sighted and may strike the area. The information will be disseminated by messenger to all school personnel to take shelter immediately. Action must be taken to protect self and those under one's supervision from being blown away, struck by falling objects, or injured by flying objects.

- a. **Action inside school building:** All students and personnel proceed to the hallway outside the respective classrooms. Assume the Civil Defense Protection position by dropping to ones knees, clasping hands behind the neck, bury face in arms, make one's body as small as possible, close eyes and cover ears with forearms.
- b. **Action outside school building:** If within a few steps of any object furnishing protection, (tree, ditch, etc) lie faces down putting object between you and the source of storm, blast, etc. Cover your head, face, and as much skin area as possible; Close eyes and cover ears with forearms.

Other disasters

For other disasters such as explosion, nuclear attack, earthquake, etc. the action will be similar to the action for fire, tornado and early dismissal before a severe blizzard.

Disaster (Blizzard)

There are three common situations regarding winter storm emergencies:

- A. **School will be closed due to the weather conditions and buses will not run their routes. NO CLASSES WILL BE HELD. Announcements will be made on local radio and television stations before 7:30 a.m.**
- B. **There will be a delay in the school starting time. School will start later than the usual time and buses will run accordingly. The announcement will be made over the same radio and Television stations.**
- C. **Storms that occur after school is in session.**
 - a. **The superintendent or designee will determine when it is time to dismiss school.**
 - b. **The faculty will be contacted and information about pickup and departure will be given.**
 - c. **Radio stations KOLY and KMLO and local television stations (KELO, KSFY, KTTW, and KDLT will be called and asked to announce that school will close and buses will be leaving at a certain time. Parents will be asked to watch for the bus on their route.**
 - d. **The regular bus drivers will be called and asked to report for early dismissal.**
 - e. **If the storm becomes so severe that the drivers cannot safely get the students home, they will return to school where emergency shelter plans will be activated.**
 - f. **If conditions are such that it is inadvisable to send the buses out, students will remain in Bowdle. The announcement will be made over the same radio and TV stations as above. Each rural student shall indicate a home within the city limit with whom he/she can stay overnight if the buses cannot run their routs. If necessary, the students will be assigned a home.**

Disaster (Hostage)

Safety of people: All uninvolved person should leave the building and go to designated areas.

- A. **Each teacher will be notified quietly by a door to door procedure.**
- B. **Go to nearest exit very quietly and walk to designated areaa, keeping your students under control at all times.**
- C. **If there is inclement weather, an attempt will be made to have buses available for transporting students.**

Isolate the area:

- A. **Teachers will be advised where the hostage situation is and this are will be avoided.**
- B. **Teachers will be informed of a designated area and will keep students under control at all times.**

Notification of Authorities:

- A. Sheriff's Office 911; Hospital 285-6146; Fire Dept. 911**
- B. Information to provide police:**
 - a. Number of terrorists**
 - b. Type of weapons**
 - c. Number of hostages**
 - d. Number of known injuries**
 - e. Name adults being held**
 - f. Type of demand being made**
 - g. Any and all instructions given by terrorists.**

Jurisdictions and responsibility for resolving hostage situation will rest with the police once they have been notified while the decision for uninvolved students will be made by the administration.

All media announcements will be made by the police while parents will be notified by phone and through radio and television stations.

The emergency information center will be the superintendent's office if not involved in the hostage situation with alternatives being the principal's office and other classrooms not involved in the hostage situation.

13.7 Grievance Procedure

Definitions:

- A. Association:** The term "association" as used in this policy shall refer to the local teacher's association.
- B. Board:** The term "board" as used in this policy, shall mean the board of education of Bowdle School District 22-1.
- C. Days:** The term "days" as used in this policy, shall mean working school days.
- D. Grievance:** The term "grievance" as used in this policy shall mean a complaint by an employee, or group of employees, based upon an alleged violation, misinterpretation or inequitable rule or regulation. The absence of or disagreement with an existing policy, rule or regulation is not a grievance and is not subject to this policy.
- E. Teacher:** The term "teacher" as used in this policy is conserved to apply to any certified employee not classified as administrative personnel.

Principles:

- A. The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may arise affecting the welfare or working conditions of employees.**
- B. These proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the association.**
- C. The association shall not pursue a grievance which no longer is being pursued by a grievant.**

The Limits:

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. Every effort**

- should be made to expedite the process. The time limits specified however, may be extended by mutual written agreement.
- B. In the event a grievance is filed at such time that it cannot be processed by the end of the school year, the time limits set forth herein will be reduced so that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.
 - C. It is required that an employee file a grievance within 30 days after the alleged violation.

Informal procedures:

- A. If an employee has a grievance, he/she should first discuss the matter with his administrator to whom he/she is directly responsible in an effort to resolve the problem informally.

Formal Procedures:

- A. Level One: The administration
 - a. If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, the grievant may submit a claim as a formal written grievance to the administration.
 - b. The administration shall, within five days render his decision and its rationale in writing to the aggrieved person.
- B. Level Two: The Board of Education
 - a. If the grievant is not satisfied with the disposition at Level one, or if no decision has been rendered within five days of his meeting with the administration, the aggrieved person may file the grievance with the board.
 - b. After receiving the written appeal, the board may appoint a fact finder to review the grievance and its processing to this point and to report to the board prior to its meeting with the aggrieved person and with a representative of the Association for the purpose of resolving the grievance. The decision of the board shall be rendered in writing within five days following the first regular board meeting after the filing of the grievance.
- C. Level Three: The Labor Commissioner
 - a. If the aggrieved person is not satisfied with the disposition of the grievance at Level two, or if no decision has been rendered within five days after the first regular board meeting of the board following the filing of the grievance, the grievant may, within five days after a decision by the board, or ten days after he has first met with the board, whichever is sooner, appeal to the Labor Commissioner pursuant to SDCL 3-18.15.2.
 - b. These procedures shall not be construed so as to prevent any individual on his own initiative from exercising the procedural rights accorded an association.

Rights of participation:

- A. No reprisals of any kind shall be taken by any party against any other participant in the grievance procedure by reason of such participation.

Miscellaneous:

- A. If, in the judgment of the association, a grievance affects a group or class of teachers, the association may submit such grievance in writing to the administration directly, and the processing of such grievance shall begin on the formal level.
- B. All documents, communications and records dealing with the processing of a grievance shall be filed separate from the personnel file of the participants.
- C. When it is necessary for an employee or a representative designated for the employee to attend a meeting or a hearing called during the school day, he/she shall be released without loss of pay for such time as his/her attendance is required at such meeting or hearing.
- D. The sole remedy available to any employee for any alleged breach of this policy or any alleged violation of right hereunder shall be pursuant to the foregoing grievance and arbitration procedure provided, however, that nothing contained herein shall deprive any employee or board of any legal right.

13.8 Bullying and Harassment Policy

Bullying is defined as the repeated and systematic abuse and harassment of another and others. A student is being bullied when he or she is exposed, *repeatedly and over time*, to negative actions on the part of one or more students.

Characteristics of a bully are

- Aggressive behavior or intentional “harm-doing”
- Actions are carried repeatedly and over time
- It occurs within an interpersonal relationship characterized by an imbalance of power (real or perceived)
- There is a difference in power in regards to age, physical size and social position
- There is a real intent to harm others

Bullying behaviors that can be identified are : Name-calling , Mimicking, indifference and exclusion, Hitting, Kicking, Pushing/shoving, invasion of personal space, Extortion (money & belongings), Hazing, Initiation rites of any kind, Fistfights, Spitting, and Defacing of victim’s property.

Bullying is harmful because of the effects of the actions against others. Those effects are lower self-esteem, feelings of incompetence, illness, impact on grades, suicidal thoughts, climate of fear, lack of confidence, feeling of powerlessness, higher rate of depression and anxiety, absenteeism and truancy, and leads to higher levels of disrespect.

Harassment

Sexual harassment is defined as unwanted, unwelcomed, and unsolicited sexual advances; requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when

- Submission to said conduct is made explicitly or implicitly a condition of employment or academic advancement;
- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;

- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

There are two categories of sexual harassment:

- Quid Pro Quo which means something is given or withheld for something else (aka sexual bribery)
- Hostile environment in a work or learning environment which interferes with a person's ability to function normally without intimidation, fear, or sexually harassing behaviors. It can be visual, verbal, or physical.

Sexual harassment is not about sexual attraction. *It is about power!* Some examples of sexually harassing behaviors are rating games, name calling, labeling a student as gay, homo, fag, queer, lesbian, etc., hissing and moaning, barking and mooing, sexually explicit jokes, verbal taunting, rumors, leering or staring, graffiti, bumping into someone on purpose, wedgies, unwelcome touching, towel snapping, or hand gestures.

Sexual harassment is against the law:

- Title VII of the 1964 Civil Rights Act
- The Civil Rights Act of 1991
- Title IX of the Education Amendments of 1972
- The 14th Amendment to the United States Constitution
- Executive Order 11246
- Common Law Torts
- Other state and municipal laws included rape, sexual abuse, sexual assault, child molestation.

Factors used to evaluate hostile environment sexual harassment:

- Student did not invite it
- Consent was not given
- No such thing as "consensual conduct between an adult and elementary students"
- Witnesses of the act
- Credibility of the allegedly harassed student and alleged harasser
- Behavior of the harassed after the harassing incident
- Evidence of the harassed filing a complaint

Since it is recognized that bullying and harassment are detrimental to the learning process, the Bowdle School has adopted a "zero tolerance" against bullying and harassment. The consequences of bullying and harassment will be immediate in-school suspension, notification of parents, and after school detention. The duration of the in-school suspension and the after school detention will escalate with each re-occurrence of the bullying or harassment episode. Since harassment is a violation of the laws of the state and nation, law enforcement officials will be called for further investigation into the incident. The established grievance procedures located in the student and employee handbooks will be the method in which the victim may file a complaint.

PUBLIC RECORDS

The Bowdle School District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the superintendent as the District's public records officer. The public records officer shall be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer shall also establish fees that may be charged for the retrieval and copying of public records.

Legal References: SDCL 1-27

10 U.S.C. §503 as amended by the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107).

20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Cross References: GBL, Personnel Records

JOA, Student Recruitment

JO-N, Family Educational Rights and Privacy Act (FERPA)

KBA, Public's Right to Know