

BUSINESS

Investing

The Board shall authorize the Business Manager to invest such portion of general fund monies as the Business Manager may determine in special timed deposit accounts or certificates of deposit issued by, a bank or trust company located and authorized to do business in this state, provided however, that such time deposit account or certificate of deposit shall be payable within such time as the proceeds shall be needed to meet expenditures for which such monies were obtained.

BUSINESS

Expenditures

It is the policy of the Board that the administration strictly observe the letter and the spirit of all laws and regulations relating to purchases by the school system and to the control of its finances and property.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

The Board holds the Superintendent of schools directly responsible for carrying out this policy, and toward that end, the Superintendent shall detail the procedures for executing this policy in written administrative directives.

BUSINESS

Quantity Purchasing

Standardization of Supplies and Equipment:

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite several existing, commercially available "Standard brands" that meet those specifications.
3. Invite vendors to bid on those examples, or comparable ones, which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

BUSINESS

Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of product.
2. Suitability of product.
3. Price.
4. Convenience of specifications.
5. Convenience of delivery.
6. General reputation of business firm.
7. Past services to school district.

In accord with Board policy favoring local purchasing, the following procedures will be used:

In case of identical bids: In-state bids will be selected over out-of-state bids.

In case of identical bids: within the school district bids will be selected over out-of-school district bids.

BUSINESS

Credit Card Use Policy

The business manager, with approval of the Superintendent/CEO, is authorized to issue credit cards on an as-needed basis to teachers, administrators, and school board members. Each credit card so issued shall be for a specific reason and a limited period of time. A written record of all cards issued, to whom, for what purpose, and a return date shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$2,000. School credit cards may be used for the following purposes:

1. On travel status for:
 - a. Fuel, oil, and repairs for school vehicles;
 - b. Emergency items related to the purpose of the travel

2. Other usage:
 - a. For the purchase of materials, supplies, or equipment when authorized by the Business Manager
 - b. Where online purchases are the only option or advantageous.

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

- a. The purchase is for school-related purpose authorized under this policy; and;
- b. The person has submitted signed receipts and such other documentation as the Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

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

Any credits earned such as frequent flyer miles or other things of value as a result of the use of the District's credit card will be solely for the benefit of the school district.

BUSINESS**Soliciting Prices (Bids and Quotations)****Formal Bidding Procedure:**

Bids shall be advertised on all large purchases on which specifications can be reliably written, the quality measured or gauged, and the quantity measured or counted.

Sealed bids are to be opened in the office of the Business Manager at the specific time stated in the bid form. Bids on construction contracts and items of unusual nature are to be opened at the Business Manager's office at a specific time as stated in the bid form. All bidders shall be notified of the opening and invited to be present.

Bids are quotations received after date and time specified in the specifications shall be returned to the bidder unopened.

The Board shall have discretion in determining the responsibility of the bidders and shall award the contract to the lowest responsible bidder, providing he/she fully meets the specifications. If there are local responsible dealers who submit equal bids on the same quality of merchandise, they may be given preference.

Changes in the amount or the condition of the bids will not be allowed once the bid has been received by the Board or its agent. Awards shall be made only on the specifications advertised or amended prior to the official opening of the bids.

Bids will be required on any purchase exceeding the amount specified by SDCL 5-18-3 regarding bidding. Such bids will be based on specifications prepared and submitted to bidders after the publications of a legal notice that such bids are solicited. The Board will reserve the right to reject any or all bids.

BUSINESS

Paying for Goods and Services

The Business Manager requires that all bills be received by the first Monday of the month to be presented in that month's bills for payment. This is a directive of the district board.

The Business Manager will audit all invoices and requests for payment prior to vouchering for payment. Bills failing to conform to legal requirements for vouchering will be processed in the manner he considers appropriate before payment is made.

All payments of school obligations shall be made by pre numbered checks. Proper invoices shall support all payments and/or other substantiating detailed information.

BUSINESS

System of Accounts

The accounting system and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the State Department of Education. The superintendent and business staff will be expected to confer with appropriate specialists of the State Department of Education, school district auditors, and any other knowledgeable persons or groups in achieving that objective.

It is understood by the Board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

Outstanding checks that are not cashed within one year of their issuance will be reported by the Business Manager to the Parkston Board of Education, after which those checks will be considered abandoned pursuant to statute.

All student Trust and Agency accounts must have a named student representative. Unless there is a student representative, no such accounts will be activated nor maintained. Any student Trust and Agency account that has been inactive for more than one year will be closed. Undeclared monies in inactivated or closed accounts will revert to the general fund.

BUSINESS

Periodic Audit

The books and accounts of the district shall be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements. The Board shall select the certified public accountant.

The audit, when completed, shall be presented to the Board for examination. On or before May first of each year, the superintendent of schools shall place before the Board the matter of the employment of a certified public accountant.

The superintendent shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

BUSINESS

Inventories

The superintendent **business office** shall keep accurate record of textbooks, library books, movable equipment, including visual education equipment, uniforms, typewriters and etc. He/she shall report to the Board losses of equipment and supplies not consumed in the process of use.

BUSINESS

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for, and directed without delay to the proper location for deposit.

Cash Receipts:

All receipt books shall be under the control of the business manager. The receipt books shall be made in duplicate and press numbered. An inventory of the receipt books shall be kept showing the first and last numbers of the forms issued, and shall be added to as additional books are received or printed. A record of the disposition of every receipt book shall be kept showing the date and to whom it was given, the books on file at the close of the year may be re-issued the following year.

All receipt books given out shall be returned to the administrative office at the close of the year and should be checked against the inventory list to determine if all books were returned.

Receipts are issued to each person who turns in funds. These funds include: rental of school property, telephone commissions, refunds for personal calls, library fines, lost books, instrumental rentals, adult education fees, damages to school property, sale of shop materials, etc.

BUSINESS

ERATE RECORDS RETENTION POLICY

Policy: Retain the following documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

1. USAC Forms & Certifications

- 1.1 Form 470, 470 certification & delivery confirmations (if a form or certification was mailed to SLD).
- 1.2 Form 471, 471 Certification & delivery confirmations
- 1.3 Form 472 & delivery confirmations
- 1.4 Form 479 (consortium members & consortium leaders only)
- 1.5 Form 486, Certification & delivery confirmations
- 1.6 Form 500 & delivery confirmations

2. USAC Letters

- 2.1 Form 470 Receipt Notification Letter (RNL)
- 2.2 Form 471 Receipt Acknowledgement Letter (RAL)
- 2.3 Form 471 Out of Window Letter (OOW)
- 2.4 Funding Commitment Decision Letter (FCDL)
- 2.5 Form 486 Notification Letter
- 2.6 Form 500 Notification Letter
- 2.7 BEAR Notification Letter
- 2.8 Quarterly Disbursement Reports (QDR)
- 2.9 Other USAC Letters

3. Technology Plan & Approval Letter

- 3.1 Written Technology Plan with Creation Date
- 3.2 Approved Technology Plan
- 3.3 Approved Technology Plan Updates
- 3.4 Certified Technology Plan Approver Letter (or screen print if approval is maintained online)
- 3.5 Professional Development Training Logs
- 3.6 Technology Plan Training Sign In Sheets

4. Competitive Bidding, Vendor Evaluation & Contracts

- 4.1 State and Local Procurement Regulations (printout or website reference)
- 4.2 RFP/Public Notice Advertisement
- 4.3 All Vendor responses & Bids received (winning and losing)
- 4.4 Bid Evaluation criteria, Evaluation Matrix & Bid ratings (Sample Available)
- 4.5 Notice of Award letters
- 4.6 Miscellaneous documents (memorandums, board minutes, notes to file)
- 4.7 Signed and Dated Contracts/Service Agreements/Notice of Award Letters
- 4.8 Contract Amendments/Addendums/Extensions
- 4.9 State Master Contracts (printout or website reference)
- 4.10 Vendor Correspondence

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ERATE RECORDS RETENTION POLICY (cont.)

5. PIA Review

- 5.1 Letter of Agency (LOA) consortium
- 5.2 Consultant agreement or LOA
- 5.3 Responses to PIA inquiries (email, faxes, case numbers)
- 5.4 Entity eligibility documentation (state website printout, matching records, etc.)
- 5.5 Discount eligibility calculation documentation
- 5.6 Item 21 Attachment (online or paper)
- 5.7 Product Service Eligibility (warranties, product descriptions, network diagrams, etc.) (for E-rate equipment)
- 5.8 Budget (Final approved, Superintendent letter, draft budget, Grant Letters)
- 5.9 Request to Cancel Services

6. CIPA (Children's Internet Protection Act)

- 6.1 Undertaking Actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes, etc.)
- 6.2 Filtering Documentation (purchase, installation, use)
- 6.3 Internet Safety Policy
- 6.4 Logs of filtering incidents

7. Service Delivery & Inventory Management (Applicable for E-rate funded equipment or E-rate funded maintenance)

- 7.1 Inventory/Asset Registry
- 7.2 Schematic of equipment
- 7.3 Receipt of service/product and installation log (work orders)
- 7.4 Replacement log (replacement or upgrades)
- 7.5 Maintenance Log
- 7.6 Equipment transfer log

8. Invoicing & Payments

- 8.1 Customer Bills
- 8.2 Calculation Workpapers for BEARS
- 8.3 Service Certifications
- 8.4 Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)
- 8.5 Reimbursement from vendor verification (BEAR only)
- 8.6 Miscellaneous (memos to vendors, notes to file, emails)

9. Change Requests & Appeals

- 9.1 Appeal Request
- 9.2 Appeals Delivery Receipt (proof of postmark, fax confirmation)
- 9.3 Service Substitution Request
- 9.4 SPIN Change Request
- 9.5 Documentation of Funds Returned to USAC
- 9.6 Invoice Deadline Extension Request
- 9.7 Service Deadline Delivery Request
- 9.8 Transfer of Equipment Notification

10. Miscellaneous

- 10.1 PIN Mailer (For the authorized user)
- 10.2 Site Visit documentation
- 10.3 Audit documentation

NON-INSTRUCTIONAL OPERATIONS

Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, business-like, and attractive physical facilities, the maintenance and custodial staff in charge with the responsibility of caring for and protecting these facilities.

To carry out an efficient maintenance program, the custodian and the assistant custodians must receive the cooperation of the pupils, the teachers and the principal.

The principal's responsibility is one of direction and supervision. He/she shall:

1. Be responsible for the care and maintenance of the building and grounds.
2. Supervise the custodial staff of the school in maintaining an adequate program.

NON-INSTRUCTIONAL OPERATIONS

Security: Buildings and Grounds

Incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes will be reported by phone to the office of the superintendent, as soon as discovered. A written report of the incident will be made within 24 hours of discovery. The original should be sent to the superintendent.

Keys:

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only where the employee regularly needs a key to carry out normal activities necessitated by the position, which he/she holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately upon termination of the need of its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which the key opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicated keys are obtained only through the district business office. The Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned to pupils. The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

NON-INSTRUCTIONAL OPERATIONS

Transportation

The School district will pay transportation allowance to the parents of the pupils in the instances where said allowance and the amount thereof is according to statutes governing same.

NON-INSTRUCTIONAL OPERATIONS

Privately Owned Vehicles

When it is necessary for an employee to use his/her car on school business, the Board will pay amount approved at the annual meeting. Each person using his/her car for school business should have a minimum of \$100,000 - \$300,000 liability insurance and \$10,000 property damage insurance. Application for the use of a personal car for school business is to be made to the office of the building principal or the superintendent.

NON-INSTRUCTIONAL OPERATIONS

Purposes and facilities: Food Service

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the children.

If the school lunch program is administered as an educational experience pupils will develop better understandings about food and its uses. The ideas of thankfulness, table manners, and happiness are some of the social skills that should be taught. Teachers, therefore, are directly to be involved in interpreting the program to pupils and parents, in integrating phases of the lunch and milk program into classroom activities, and in assuming responsibility with pupils for the attractiveness of the lunch room.

To accomplish the above objectives with appropriate economy, all administration of the food services program will be centralized in the district administrative offices of the schools. Business functions to be centralized will include central purchasing of food and supplies, a district-wide salary schedule for all service employees, centrally planned menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of each school principal, subject to advice, counsel, and direction from the Superintendent who is ultimately responsible for executing this policy.

NON-INSTRUCTIONAL OPERATIONS

Free or Reduced Price Lunch

Meals for Needy children:

National School lunch program regulations required that lunches be provided for needy pupils when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the school district policy concerning "Meals for Needy Children". A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children" and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and application form will be provided whenever a new pupil is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all pupils who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishing of meals or supplementary milk (because of race, religion, source of income, etc.)
3. The anonymity of pupils receiving assistance under this policy shall be protected. The names of these pupils will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner (and place) as do all other children.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk, which have been denied may be appealed to the Superintendent and then to an appointed appeals officer.
5. Records of pupils receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:
 - a. Emergency Situations: A child's statement of need is sufficient for providing assistance on a temporary bases. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.
 - b. Objective Standards of Need: Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the state educational food services office.
7. If school authorities feel that a family's financial situation has changed, and the pupils are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge for the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing procedure.

NON-INSTRUCTIONAL OPERATIONS

Capital Outlay

Such equipment shall be purchased as may be needed to maintain and further the progress of the school program in accordance with funds available.

When equipment is purchased, it shall be on a bid basis with determination of successful bidders made by the Board of Education on the basis of quality, price, and reliability of service. Items or groups of items, costing less than the amount specified by SDCL 5-18-3 may be purchased through action of the Superintendent, with or without receipt of bids according to his/her best judgment and within the approved budgetary limits.

NON-INSTRUCTIONAL OPERATIONS

Secretarial-Clerical Staff

1. Training: The employee shall have such training and skills as may be required to successfully carry out the requirements of the job.
2. Experience: Experience shall not be a prerequisite for employment unless, in the opinion of the superintendent, the position is deemed to require it.
3. ~~Starting Salary:~~
 - a. ~~A non-certified employee may be started at a salary figure commensurable with training, experience, and job responsibilities. This starting salary shall be determined by the superintendent with the approval of the school board.~~
 - b. ~~At the regular board meeting in February, non-certified employees shall be rehired and their salaries set for the new year, starting July 1.~~
4. Work Schedule:
 - a. The work schedule shall be in accordance with S. D. law.
 - b. The workday shall not exceed eight hours.
 - c. The time schedule for opening and closing offices and departments shall be fixed by the administrator with the approval of the school board.
5. Duties: The duties of the clerical staff shall be determined by the Superintendent or by the Superintendent and the person directly in charge of the office; the duties shall be:
 - a. Perform such secretarial and clerical duties as may be assigned by his immediate superior.
 - b. Exercise no control or authority by words or acts over teacher, or other employees.
 - c. Compile and type such statistical reports, as student enrollment and attendance data, assigned by his/her immediate superior.
 - d. Make requisitions for books, supplies, and other materials as needed and directed.
 - e. File correspondence and other material by an orderly plan so that records may be readily located.
 - f. Type letters and other material and mimeograph such items as required.
 - g. Keep all financial records with supporting data under direction of the principal or other immediate superior.
 - h. Keep confidential all official information and transactions that should be handled in a professional manner.
 - i. Maintain a professional and business-like atmosphere in the office to which he/she is assigned.
 - j. Be the official hostess to visitors to the office and answer incoming phone calls, exercising caution at the times to be courteous, polite, business-like and helpful.
 - k. Report for work when requested by their immediate superior at times other than on regular school days during the school term for which employed.

NON-INSTRUCTIONAL OPERATIONS

Secretarial-Clerical Staff (Continued)

- 6. Suspension and dismissal of Non-instructional Employees: A non-instructional staff member may be suspended without pay by the employee's supervisory officer subject to the approval of the Superintendent of schools. The supervisory officer shall file reasons for suspension of employee with the superintendent of schools. The suspended employee may file a written request for a hearing with the superintendent within ten days of his/her suspension. If no request is filed with the superintendent, the suspension becomes a dismissal at the expiration of ten days. Any employee who has been dismissed for cause shall be ineligible to apply for reemployment.

Any person whose employment is terminated for any reason other than leave of absence as provided in the policies, forfeits all accrued rights and privileges, including sick leave, maternity leave, etc.

~~7. Vacations: As specified by contract.~~

~~8. Other: The same rules apply for non-certified personnel as for certified personnel in the following areas unless otherwise specified here within:~~

Leaves of absence	Payment of salary	Workmen's compensation
Retirement	Insurance benefits	Sick leave as indicated on contract

NON-INSTRUCTIONAL OPERATIONS

Operation and Maintenance Employees

1. Appointment to the operation and maintenance staff shall be probationary until the ability to perform the job has been determined and disposition to fit into a school situation is established.
2. The normal work week shall be determined by S. D. law.
3. The operation and maintenance employee shall be under the supervision of the superintendent and the principal will determine a person's fitness for this job.
4. There is no specific set of qualifications for employment as an operating and maintenance employee. The best judgment of the superintendent and the principal will be used to determine a person's fitness for this job.
5. ~~Training, ability, and experience will help to determine the starting salary. Operating and maintenance employees are hired at the regular February school board meeting.~~ Custodians shall be under contract from July 1 to June 30.
6. The head custodian, at a rate set by the board of education, will hire substitute custodians.
7. The superintendent and the principal will determine the duties of the operating and maintenance employees. They include:
 - a. The custodian shall allow no accumulation of rubbish or paper, and shall, immediately after use, burn all cloths or waste used in wiping any fresh paint, or other linseed oil products. In case of fire, the custodian shall report the fire and assist in the clearing the building.
 - b. All custodians are requested to have telephones in their residence.
 - c. Custodians shall attend all meetings called by the superintendent, appear neat and clean when working with teachers, pupils, or public, courteously fulfill their duties, and observe the policies and regulations of the school system.
 - d. Keep buildings and premises neat and clean at all times.
 - e. See that walks, driveways, and steps are free of ice and snow.
 - f. See that buildings are properly heated and ventilated and exercise economy in the use of fuel, water, and electrical current.
 - g. See that all exit doors are open and panic bars are working properly when the buildings are occupied.
 - h. Sweep classrooms daily.
 - i. Clean corridors after school each day and during the day when corridors require it.
 - j. Scrub, and disinfect toilet floors daily and clean drinking fountains, urinals, toilet bowls daily, and other fixtures using such materials and other fixtures using such materials as will keep them in a clean and sanitary condition.
 - k. Keep the grounds free from rubbish and be responsible for cutting the grass, trimming trees and shrubs, and general maintenance of the lawn and grounds.
 - l. Keep all floors in an attractive and clean condition and scrub and/or strip and wax all floors as needed.
 - m. Clean all blackboards as needed.

NON-INSTRUCTIONAL OPERATIONS

Operation and Maintenance Employees (continued)

- O. Make such minor building repairs as they are capable of, report needed major repairs promptly to the superintendent. Replacing broken window panes, repairing locks, repairing and servicing pencil sharpener repairing furniture, repairing minor leaks, replacing light switches, unstopping plumbing, etc. are examples of performing.
- p. Oil, grease and otherwise maintain on a regular schedule, all motors and other mechanical equipment requiring such scheduled servicing.
- q. Be held responsible for all tools, supplies, keys, clocks, and other movable property stored in his/her care and/or used in the building.
- r. Report immediately to the principal any damage to school property, giving whenever possible, the names of persons responsible.
- s. Remain on the school premises during school hours. He/she shall be absent during school hours only for just and sufficient causes and only with permission of the principal.
- t. One custodian will be on duty in the building where entertainment for the general public is given outside of regular school hours.
- u. Assume responsibility for the opening and closing of the buildings each school day and for determining, before leaving, that all windows and doors are secured, and all lights turned off except those left for safety reasons.
- v. Keep and inventory of supplies, equipment and fuel at hand and requisition needed replacements.
- w. Conduct during the summer months an extensive and intensive cleaning and repairing program as scheduled by the principal and superintendent so that the building may be in the best possible condition at the opening of each school session.
- x. Be respectful to the principal and comply promptly and cheerfully to all teachers and evidence a cooperative attitude at all times; maintain friendly relationships with students and be courteous and helpful to visitors.
- z. Comply with the reasonable request made by the principal or superintendent of schools.

10. Suspension and dismissal of Non-Instructional Employees:

A non-instructional staff member may be suspended without pay by the employee's supervisory officer subject to the approval of the superintendent of schools. The supervisory officer shall file reasons for suspension of employee with the superintendent within ten days of his/her approval of suspension. If no such request is filed with the Superintendent, the suspension becomes a dismissal at the expiration of ten days. Any employee who has been dismissed for cause shall be ineligible to apply for re-employment.

Any person whose employment is terminated for any reason other than leave of absence as provided in the policies, forfeits all accrued rights and privileges, including sick leave, maternity leave, etc.

~~8. Vacations: As specified by contract.~~

~~10. Other: The same rules apply for non-certified personnel as for certified in the following areas unless otherwise specified here within:~~

Leaves of absence	Payment of salary	Workmen's Compensation
Retirement	Insurance Benefits	Sick Leave as indicated on contract

NON-INSTRUCTIONAL OPERATIONS

School Food Personnel

1. ~~Hiring Procedure: The lunchroom full-time employees shall be hired by the school board at the February school board meeting.~~
2. Work Agreement: Length of term:
 - a. Full-time lunchroom employees shall be hired for the school term and shall work on all days in which children are in school unless otherwise directed by the superintendent.
3. Hours of work: The hours of the work day and length of the work week will be determined by the superintendent.
4. Work After School Hours: Whenever the school lunch kitchen is used after school hours by an organization outside of the school, one member of the school lunch staff should be available to supervise the kitchen.
5. Duties: In order to furnish nutritious and attractive lunches to students, teachers, and other school personnel at a nominal cost, school lunchroom employees shall:
 - a. Be responsible for preparing and serving well balanced and nutritious meals, meeting Class A requirements of the State Department of Education.
 - b. Keep accurate records and accounts as may be necessary to complete accurate monthly and annual lunchroom reports, as required.
 - c. See that the lunchroom and kitchen are kept clean and sanitary at all times and in compliance with regulations of the State Department of Health.
 - d. Participate in the in-service program scheduled and conducted by the Area Supervisor, School lunchroom service, State Department of Education.
 - e. Maintain a systematic accounting of all food supplies necessary for the operation of the lunchroom program.
 - f. Purchase needed supplies and equipment at such times and in such quantities as will guarantee the best possible prices.
 - g. Be clean, neat, and attractive in person and manner.
 - h. Accept cheerfully all reasonable requests of the principal of the school.
 - i. Abide by regulations of the State Board of Education and the State Department of Health governing lunchroom employees.
6. Part-Time Employees: Part-time employees shall be selected by the head cook with the approval of the superintendent.
7. Suspension and dismissal of Non-instructional Employees: A non-instructional staff member may be suspended without pay by the employee's supervisory officer subject to the approval of the superintendent of schools. The suspended employee may file a written request for a hearing with the superintendent within ten days of his/her approval of suspension. If no such request is filed with the superintendent, the suspension becomes a dismissal at the expiration of ten days. Any employee who has been dismissed for cause shall be ineligible to apply for re-employment.

Any person whose employment is terminated for any reason other than leave of absence as provided in the policies, forfeits all accrued rights and privileges, including sick leave, maternity leave, etc.

NON-INSTRUCTIONAL OPERATIONS

School Food Personnel (continued)

- 8. Vacations: As specified by contract.
- 9. Other: The same rules apply for non-certified personnel as for certified personnel in the following areas unless otherwise specified here within:

Leaves of absence
Retirement

Payment of salary
Insurance benefits

Workmen's compensation
Sick leave - as indicated on contract

NON-INSTRUCTIONAL OPERATIONS

Aides Employed by District

1. Aide Personnel are paid as per contract.
2. Training: high school education.
3. Length of Work: as per contract.
4. Hours of Work: as assigned.
5. Duties: As specified by immediate supervisor or administrator.
6. ~~Benefits:~~
 - a. ~~Workmen's Compensation~~
 - b. ~~Retirement~~
 - c. ~~Insurance~~
 - d. ~~Sick leave as indicated on contract~~
7. Suspension and dismissal of Non-instructional Employees: A non-instructional staff member may be suspended without pay by the employee's supervisory officer subject to the approval of the superintendent of schools. The suspended employee may file a written request for a hearing with the superintendent within ten days of his/her approval of suspension. If no such request is filed with the superintendent, the suspension becomes a dismissal at the expiration of ten days. Any employee who has been dismissed for cause shall be ineligible to apply for re-employment.

Any person whose employment is terminated for any reason other than leave of absence as provided in the policies, forfeits all accrued rights and privileges, including sick leave, maternity leave, etc.

NON-INSTRUCTIONAL OPERATIONS

PAY

1. A workweek shall begin on Saturday of each week and go through Friday.
2. Additional overtime hours over and above those specified in the contract shall be paid only to those personnel that have been authorized for such hours, by their supervisor.
3. Additional overtime shall be paid as comp time in the amount of 1.5 X the amount of extra hours worked over and above specified hours on contract.
4. Comp time shall not accumulate above 160 hours.
5. Comp time shall try to be used in the week earned.

NON-INSTRUCTIONAL OPERATIONS

Early Retirement Policy

Any non-certified employee can qualify for early retirement if the combination of the employee's age and their years of experience would total 75 and providing that they meet the following criteria:

AGE AT SEPTEMBER 1 OF RETIREMENT YEAR	PERCENTAGE FACTOR (OF PRESENT YEAR'S SALARY)
62	100%
61	100%
60	100%
59	100%
58	100%
57	100%
56	100%
55	100%

Payment of the net amount benefit will be in one lump sum on the first pay period in July of the retirement year. In alternative in two equal installments, the second installment shall be the first pay period of January of the following year.

The application for retirement shall be submitted to the Superintendent by February 1st, in the year in which retirement will commence and shall be returned within thirty (30) days of that date.

An employee who elects early retirement may remain in the medical insurance group plan and the life insurance group plan, but will do so assuming the entire payment of the insurance premium until age 65.

The date for determining age at retirement shall be September 1st in the year of employment shall terminate.

Years of required service shall be service with Parkston School District #33-3.

Lump sum payment shall be reduced by Federal Withholding Tax, Social Security and State Retirement System deductions according to the procedures set up by the governing organizations for those deductions.

A limit of two eligible employees only could retire in a given year. The oldest employee would retire first. The Board reserves the right to waive the number of eligible employees that may retire.

In the event an employee entitled to a benefit hereunder shall die while all or part of such benefit remains unpaid, benefit or part thereof shall be paid in accordance with paragraph two (2) of this article to the beneficiary designated in writing by the employee on a form prescribed by the business office of the District. In the event no beneficiary designation had been made, the unpaid benefit shall be paid to the estate of the deceased employee. Payment by the District in accord herewith shall fully discharge the District's obligation under this Article.

Early Retirement Policy for non-certified employee not covered by Negotiated Agreement

Any non-certified employee who is not covered by negotiated agreement who has served in the Parkston School District #33-3 for fifteen (15) years can qualify for early retirement if the

combination of the employee's age and their years of experience would total 75 and providing that they meet the following criteria:

AGE AT Sept. 1 OF
TERMINATION YEAR
55-62

PERCENTAGE FACTOR
(OF PRESENT YEAR'S SALARY)
90%

Beginning with the 2016-17 school year, the percentages factor change to 85% of the present year's salary.

An early retiree's age for purposes of computation under this section shall be said retiree's age on September 1st of the calendar year in which employment terminates.

The earliest age that an employee may be able to retire under the Early Retirement Policy is the year in which the employee will have completed their fifty-fifth (55) birthday by September 1st. The latest possible age that an employee would be able to work would be in the year that a retiree attained the age of sixty-two (62) by September 1st.

The said retiree must apply for early retirement to the Superintendent by February 1st of the school year before retirement will commence, and an answer will be given within thirty (30) days of that date (February 1).

Payment of the net amount benefit will be one (1) lump sum on the payday of the first pay period in July proceeding the termination year.

An alternative payment could be given in two (2) equal installments: the first installment to be distributed on the payday of the first pay period in July preceding the termination year and the second installment to be distributed on the payday of the first pay period in January of the termination year.

A non-certified employee who elects early retirement may remain in the insurance group(s) plan, retiree will do so assuming the entire payment of the insurance premium until age 65. Late payments and or returned checks will be grounds for canceling of your coverage thru the Parkston Public School District Board of Education.

Lump sum payment shall be reduced by federal withholding tax, Social Security, and state retirement system deductions according to the procedures set up by the governing organizations for those deductions.

A limit of one (1) eligible classified employee from PEA – Classified can retire in a given year. Should two employees make application, the oldest (age) employees would retire first. The board reserves the right to waive the number of eligible employees that may retire.

In the event a non-certified employee entitled to a benefit hereunder shall die while all or part of such benefit remains unpaid, benefit or part thereof shall be paid in accordance with paragraph two (2) of this Article to the beneficiary designated in writing by the non-certified employee on a form prescribed by the business office of the district. In the event no beneficiary designation has been made, the unpaid benefit shall be paid to the estate of the deceased non-certified employee. Payment by the district in accord herewith shall fully discharge the district's obligation under this article.

EMPLOYEE COMMUNICABLE DISEASES

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

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

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

The advisory committee may be composed of:

- 1) A representative from the State Health Department;
- 2) The employee's physician;
- 3) The employee and/or designee;
- 4) The school health service's supervisor;
- 5) The superintendent or designee; and other appropriate school personnel.

In making the determination, the advisory committee shall consider:

- 1) The physical condition of the school employees;
- 2) The expected type(s) of interaction with others in the school setting;
- 3) The impact on both the infected school employee and others in that setting;
- 4) The South Dakota Department of Health guidelines and policies;
- 5) The status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3;
- 6) The recommendation of the County Health Officer, which may be controlling;
- 7) Information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as "Confidential" as required by SDCL 1-17-3.

The advisory committee may officially request assistance from the State Department of Health.

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

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

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

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

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

EMPLOYEE COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation* Period	Rules for Work Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months – five years	Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox 14 – 21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken by contacts with immuno suppression as an anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Giardiasis and Infectious Enteric Diseases 5 – 21 days or longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2 – 12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo Variable 4 – 10 days	The employee may attend school if under treatment and dry.
Infectious Hepatitis 15 – 40 days Average 25 days	The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
Measles (red, hard, Rubeola, 7 – day) 8 – 14 days	The employee may attend work after a minimum of seven days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.
Infectious Mono- Nucleosis (glandular fever) 2 – 6 weeks	The employee may attend work as directed by the physician.

EMPLOYEE COMMUNICABLE DISEASE GUIDELINES (continued)

Disease and Incubation* Period	Rules for Work Attendance
Mumps 12 – 21 days	The employee may attend work after swelling has disappeared.
Pediculosis (Lice, crabs)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) 5 – 12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Planter's wart	The employee may attend work.
Ring Worm (Scalp, Body, Athlete's Foot)	The employee may attend work if the area is under treatment.
Rubella (3 day, German Measles) 14-21 days	The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.
Scabies (7-year itch, mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1 – 3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

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

[Adoption Date]

LEGAL REFS: SDCL 13-43-3 through 13-43-3.3, SDCL 1-27-3 ARSD 24:03:09:10

Selected sample policy
South Dakota Policy Reference Manual

SEXUAL HARRASSMENT POLICY**POLICY**

POLICY - It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no ~~employee or student~~ member of the school district community may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist Remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

RESPONSIBILITY

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provides by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS

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

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

LEGAL REFERENCE

South Dakota Executive Order 81-08
Federal-Title IX (1972 Education Amendments)

SELECTED SAMPLE POLICY

SOUTH DAKOTA POLICY REFERENCE MANUAL

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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Accessibility Contingency Plan

In an effort to insure that programs are accessible to all regardless of handicapping conditions, every effort will be made to move programs to an accessible location. When this is not feasible, building, program, and equipment modifications will be made to fit the needs of the individual.

These modifications will take place before a known handicapped individual enters the program or begins employment.

Below is an example list of modifications to fit the needs of handicapped individuals:

1. Ramps inside and outside building for individuals confined to a wheelchair.
2. Designated handicapped parking.
3. Entrance doors to buildings, classrooms, and other areas where handicapped may be expected to require access.
4. Equal toilet facilities for the handicapped.
5. Audible and visual signals for fire alarm systems.
6. Adaptive equipment to meet the needs of the handicapped.
7. Deaf interpreters.
8. Other measures within the parameters of the IEP depending on the handicapping conditions.

TEACHERS: 400 SERIES

This section includes policy topics concerning personnel that are not found in the Negotiated Agreement. Examples are: teacher recruitment and selection; teacher orientation; non-discrimination statement; teacher assistant teams; sexual harassment; and family and medical leave.

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General Personnel Policy Statement

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Through these policies also the Board wishes to encourage young people to enter the profession of education as their life work, hopefully in this district. The Superintendent is directed to encourage men and women who are dedicated to a teaching career to seek employment in our district.

The Board wishes to attract and retain personnel in the district who are motivated to do their best work from their inner resources. The Board does not wish to retain personnel who have to be motivated through external or administrative pressures to do a satisfactory job.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the superintendent is directed to establish the procedures needed.

Recruitment and Selection

This district can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personal practices in dealing with applicants. A personal interview will be required for all people employed by the district.

It is the responsibility of the Superintendent and of the other administrative personnel (principals) to determine personnel needs and to locate suitable candidates for employment.

There shall be no discrimination against any employee or applicant by reason of race, color, national origin, creed, marital status, sex, disability or age.

The Superintendent shall see that persons nominated for employment meet all qualifications established by law and the Board for the position for which nomination is made.

Teacher Contracts

Teacher contracts shall be issued in accord with statutes, and shall be looked upon as serving several important purposes.

1. The establishment of a highly professionally, productive relationship between the teacher and the school district.
2. Continuity of teacher satisfaction with working conditions.
3. Better education for the students.
4. All contracts with instructional personnel employed by the board, except substitutes, shall be written and signed by officers as provided by law. All contracts shall be for a period of one year or the remainder of a year unless a longer contract is approved by the School Board.
5. Continuing contract law is stipulated by South Dakota law.

Teacher Contracts

The Superintendent with the aid of the business manager is responsible for following all legal aspects of concluding contracts with teachers.

Regular procedures shall be set up and publicized for the contract-achieving and renewing process as follows:

1. Prominently displayed due dates on teacher application forms and contract renewal request forms.
2. Distribute such forms with adequate lead time.
3. Provide for receipt and recording of teacher application forms and contract renewal request forms duly signed.
4. Arrange for Superintendent's recommendation to Board and official Board action on teachers to be employed.
5. Record Board action in minutes, later to be accepted by Board action and signed by responsible Board officers.

**CERTIFIED EMPLOYEE
PAYROLL CALCULATION METHOD
PARKSTON SCHOOL DISTRICT #33-3**

Pay Options

Teachers shall have a choice of being paid in either nine or twelve months. Payroll will be issued on the 15th and the last banking day of the month or, for those hired after school starts; the first month after their employment commences. Those selecting the nine-month option will receive their final check on the last day of May.

In order to comply with the **IRS Tax Code Section 409A** "deferred compensation" the method of payment of your regular and extra duty salary **may not be changed** during the current school year without being liable for a 20% excise tax penalty on the amount of salary being deferred from one tax year to the next.

Please indicate the method of payment you desire for your salary:

_____ Eighteen equal payments over nine months for regular and extra duty salary.

_____ Twenty four equal payments over twelve months regular and extra duty salary.

This election will remain in place until the **employee** elects a change. This election can take place prior to the signing of each contract.

For those that are thinking of retiring remember that if you elect to receive over twelve months in the year that you retire you will receive your last pay check on the last banking day in August. Therefore you will not be able to start receiving your retirement checks until September. This will result in the loss of three months of retirement checks and the loss of the first years cost of living raise.

By signing this agreement I fully understand that I **may not** make any changes to the method of payment of my regular or extra duty salary during the term of the contract without being liable for a 20% excise tax penalty on the amount of salary being deferred from one tax year to the next.

Employee Signature

Date

Orientation

The administration is hereby directed to set up and conduct appropriate orientation sessions for all new employees and transferred employees. The board will favorably consider for inclusion any needed costs of orientation in each annual budget.

Orientation - School Building Basis

The principal is responsible for the orientation of new teachers assigned to his/her school. He/she should give information and general directions in regard to the following:

1. The names of fellow teachers, the office clerk, cafeteria personnel who will come to the building
2. Location and use of physical facilities of building: classroom, cafeteria, library, teacher's lounge and lavatories.
3. Teaching materials, courses of study, guide books, textbooks, and supplementary materials for grade or subject.
4. School forms: attendance reports, pupil and school records, transfers, purchase orders, plan books, etc.
5. Method of ordering books and supplies, securing audio-visual equipment, methods of getting material duplicated, disposing of lost and found articles.
6. Schedule and meaning of all bell signals.
7. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
8. Directions regarding building meetings, inservice training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teachers absence, attendance, dismissal, excuse of pupils from school, etc.
9. The goals and aspirations of our schools.
10. School system policies and regulations.

~~Orientation—Substitute Teachers Inservice~~~~Inservice/training program for substitutes prior to school's opening (during 3-day workshop)~~~~I. School Schedule—Each substitute to receive class schedule of classes showing:~~~~A. Class Beginnings~~~~B. Prep Periods~~~~C. Lunch Break~~~~—D. Dismissal~~~~—II. Attendance Procedure~~~~—A. Review of all procedures used for elementary and grades 7–12~~~~—III. Class Rules and Regulations/Management~~~~—Check Out Procedures:~~~~—A. Dismissal Procedures~~~~—B. Milk/Lunch Breaks~~~~—C. Bathroom Procedures~~~~IV. Small Teacher's Packet to Include~~~~—A. School Rules—Section from Student Handbook~~~~—B. Lunch Procedures~~~~—C. Map of school~~~~V. Substitutes are to be informed that a document showing their qualifications
— must be on file, either a Certificate or Diploma in the principal's office.~~~~VI. Procedure to use for:~~~~—A. Fire Drill~~~~—B. Disaster (severe weather drill)~~~~C. Where to locate emergency phone numbers for students~~~~D. Winter Emergency Procedures~~

~~Tuberculosis Tests~~

~~Once each year employees with a positive reaction and new staff shall file with the office of the Superintendent a certificate showing that they are free from active tuberculosis. —~~

Rights, Responsibilities and Duties

All employees are subject to the policies of the Board and all applicable laws.

Job descriptions shall be established for each type of work to be performed by certificated and classified employees.

Job descriptions shall include the following:

1. Job title
2. Duties to be performed
3. Type and extent of training required
4. Degree of responsibility assumed
5. Other related factors

Job description for certificated and classified employees shall be subject to the approval of the Board.

Civil and Legal Rights

Consistent with the accepted ethical standards for the education profession, with the statutes and constitution of the state and with the Constitution and Bill of Rights of the United States of America, teachers shall have full rights of citizenship and the exercise thereof.

Non-Discrimination

The Parkston School District does not discriminate in its employment policies and practices, or in its educational program on the basis of race, color, creed, religion, age, sex, marital status, handicap or national origin.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Mr. Shayne McIntosh, Superintendent of Schools (telephone 928-3368), 102C South Chapman Drive, Parkston, South Dakota 57366-1204 or to the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd., Suite 310, Denver, Colorado 80202-3582.

Duties of Teachers

The School Board believes that teachers are one of the key influences that will affect our present and future generations. Preserving democracy and the leadership and survival of our nation rests, to a large degree, to the hands of teaching professionals.

A teacher is important. The community looks up to him/her and respects him/her. His/her behavior and actions in the community reflect not only upon himself/herself but, upon the entire profession. He/she is hired by this system because the Board firmly believes he/she will be a credit to our schools, our community, and our nation.

The Board believes that the teacher affects the relation of the home and community to the school by the way he/she works with children. His/her philosophy to a large extent determines community attitudes in regard to the school.

To live in harmony with others, each teacher must constantly evaluate himself/herself. The ability to view himself/herself objectively and with true humility is an essential characteristic of a mature person. Through self-evaluation the teacher understands the necessity for overcoming personal and professional weaknesses. If he/she is professionally competent, fair, understanding, and firm, he/she will win the respect of pupils and parents.

The Board recognizes that the professional tasks of teachers involve considerably more time and effort than that devoted to actual class instruction.

Regulations to be initiated by the Athletic Director

1. No student can practice with the team until he/she has had a physical.
2. A complete inventory of equipment used in your sport will be given to the Athletic Director at the end of the season. This inventory will be used when checking your budget.
3. A detailed "check out" of equipment to each student in every sport with all clothing numbered and recorded will be given to the Athletic Director before your first contest.
4. All ordering of equipment and athletic supplies is the responsibility of and must be approved by the Athletic Director.
5. A complete budget for the next year in every sport must be filed with and approved by the Athletic Director, Principal and Business Office.
6. If any coach has a complaint or suggestion, go first to the Athletic Director, then to the principal and then the superintendent.
7. No coaches nor athletes can order athletic equipment and charge it to the Parkston School District. If they want to charge goods it must be charged to themselves.
8. Receipts should be submitted for any expenditures to be reimbursed to individuals. No person will be reimbursed, nor will any bills be paid unless a voucher is prepared and signed by the Athletic Director and the principal.
9. Each student, if reimbursed expense money, is to sign the voucher in person. No student meals will be paid for unless the activity the student engages in is reimbursed by the State Association, currently at \$10.00 per day.
10. All scheduling of athletic events and contests will be done by the Athletic Director.
11. All officials for varsity athletic contests will be hired and paid by the Athletic Director.
12. The Athletic Director, if at all possible, should attend all home athletic contests and if he/she cannot be there he/she must secure a competent replacement.
13. Coaches meals will be reimbursed according to the state rate.
14. Mode of transportation for all athletic contests must be arranged by the Athletic Director.
15. No Sunday practice sessions will be allowed without the permission of the administration.
16. A coach shall be present for all practices. No students or student managers are to be in the building unless they are supervised by a coach.
17. Each head coach will be responsible for letting the visiting team into the school, showing them their locker room and offering them a "valuables bag" advising them where they will be if they need anything.
18. All student managers must be instructed not to give athletes any piece of athletic clothing without first making a record of the article.

Regulations to be initiated by the Athletic Director

19. Students involved in any co-curricular or other school related activity will go to and from that activity on school provided and school supervised transportation. The lone exception will be that students may be released after an activity **by the activity director** personally to parents only, and only then with submission of a written statement by the parent.
20. Lettering of athletes in each sport will be left to the discretion of the head coach of that sport. Each coach should, however, have a written lettering policy for this sport. (See lettering policy)
21. Each coach must check their locker room when we are the visiting team. Leave it as you found it or in better condition.
22. Each head coach must send a roster of his/her players to every team on their schedule.
23. COOPERATION: The athletic department is the only department in the school that has several people using the same facilities and so cooperation of all concerned is needed. No sport can be a one-man operation and all coaches not involved in that sport should assist when called upon for such duties as assisting track meets, "B" football games, Saturday games, etc.
24. Coaches, remember the Athletic Director is responsible to his/her principal and superintendent, and you are responsible to all three of these people.
25. The final decision in all matters concerning the Athletic Department rests with the Athletic Director and Administration.
26. Do not give your keys to someone so they can get into the building unless you go with them.
27. A coach must remain in locker room area before and after practice until all athletes are gone.
28. Athletic equipment must be issued by coaches, not the student manager on initial issuance.
29. The head coach in each sport will be responsible for locking up the locker rooms and building after every game and practice, unless a custodian is on duty or another activity prohibits.
30. Head coach is responsible for calling in scores of all home contests.
31. The Athletic Director is responsible for reporting all violations and/or incidence which he/she deems necessary to his/her superior(s) in writing.
32. The Athletic Director will make written recommendations to the principal regarding the assignment of coaching positions.
33. On an occasion of a concert or other important function taking place in the gym during an evening, all practices, rehearsals, intramurals, etc. will cease at 5:30 p.m. on that evening, so that decorating, cleaning, choir setting, etc., may take place.

Distribution of State Tournament Tickets

The Superintendent will assure that a plan for distribution of State Tournament tickets will be in place. The Superintendent, in consultation with the High School Principal and the Athletic Director, will develop plans for State Tournament ticket distribution that will include provision for: School Board members, administration, coaches, parents, staff, students, school district patrons and other interested persons. Spouses of Board Members, administration, coaches, and staff will be included.