

Big Stone City School  
District 25-1

# Support Staff Handbook

2015-2016



**BIG STONE CITY  
LIONS**

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# Support Staff Handbook

## **BIG STONE CITY SCHOOL DISTRICT 25-1**

### **MISSION STATEMENT**

“Educating all students for a lifetime of success!”

### **SCHOOL PHILOSOPHY**

The philosophy of the Big Stone City School District 25-1 shall be so designed to implement such educational programs that will best meet the needs of each individual child according to his or her potential. This will include all children regardless of abilities.

Children should be exposed, guided, and counseled to develop competencies that are transferable to vocational and life skills. These include the ability to read, write, reason, compute, and develop social skills, attitudes, and sound work habits. Children shall be provided experiences that will motivate awareness and creativity.

It shall be the duty and responsibility of the school to provide direction for each child to become a contributing and responsible citizen in society.

### **NONDISCRIMINATION STATEMENT**

No child or employee shall be discriminated against because of race, color, age, handicap, sex, religion, or national origin. Each child shall be treated as an individual and educators should build upon a child's strengths.

## 2015-2016 School Calendar

### 1<sup>st</sup> Quarter –

August 20: Back to School Registration 4-7 PM  
August 25: Staff In-Service  
August 26: Staff In-Service  
August 27: Staff Work Day  
August 27: Meet and Greet 4-6 PM  
August 31: First Day of School (K – 8<sup>th</sup> Grade)  
September 2: First Day of Preschool  
September 4: No School  
September 7: No School  
September 29: Midterm Q1  
October 15: Staff In-Service, No School  
October 16: No School  
October 30<sup>th</sup>: End Q1, 12:30 Dismissal

### 2<sup>nd</sup> Quarter-

November 5: 2:30 Dismissal; P/T Conferences  
November 6: No School  
November 25-27: Thanksgiving, No School  
December 4: Midterm Q2  
December 23-January 3: Winter Break  
January 4: School Resumes  
January 15: End Q2, 12:30 Dismissal

### 3<sup>rd</sup> Quarter-

February 10: Midterm Q3  
February 11: Andes Ski Trip  
February 12-15: No School  
March 18: End Q3, 12:30 Dismissal

### 4<sup>th</sup> Quarter-

March 21-22: 4-6:30 Parent Teacher Conferences  
March 24-28: No School, Spring Break  
April 18: Midterm Q4  
May 24: End Q4, 12:30 Dismissal; Last Day of School  
May 25: Staff Inservice

\*Please Note: Snow Days may be made up at the end of the school year by the discretion of the Big Stone City School Board.

**TOTALS: 171 Student Days, 178 Teacher Days**

**Big Stone City School Staff & Phone Extensions**  
**Phone 605-862-8108**

<b>Position</b>	<b>Name</b>	<b>Phone Extension</b>
Superintendent/Principal/Athletic Director	Roger DeGroot	11
Business Manager	Christopher Folk	10
Administrative Assistant	Rachelle Brown	10
Preschool	Anne Lester	27
Kindergarten	Diane Stewart	12
First Grade	Marilyn Chindvall	13
Second Grade	Kristina Rabine	14
Third Grade	Lindsey Sova	15
Fourth Grade	Melissa Foslien	16
Fifth Grade	Dorla Jacobson	17
Social Skills Instructor	Nichole Cooper	31
K-8 Physical Education	Jennifer Cronen	26
Middle School Teacher	Lorelei Brandt	20
Middle School Teacher	Ashley Kendall	18
Middle School Teacher	Kristen Roe	21
Middle School Teacher/Special Education	Sylvia Musch	19
Librarian	Janelle Kelly	24
Music/Band	Amy Adelman	22
Social Worker/Counselor/ELL Teacher/Student Council	Shelley Haggerty	30
Speech	Karla Kastrup	23
K-8 Title I	Marla Strei	23
Paraprofessional	Carolyn Fransen	19
Paraprofessional	Charlotte Athey	21
Preschool Paraprofessional	Aliza Anderson	27
Kitchen Staff	Shelly Anderson	26
	Carissa Kampen	26
Head Custodian	Doug Leger	
Assistant Custodian	Charles Karels	
School Nurse	Joan Frerichs	
Technology	John Witte	
Bus Driver	Christopher McIntyre	
School Board Members	Jennifer Wiik, President	
	Amber Huebner, Vice President	
	Gwen Bieber	
	Amy VanLith	
	Andria Rabe	

## **PAYMENTS**

Employees will be paid a salary for a regular or specified number of hours per day.

## **BREAKS**

South Dakota does not have a law that required an employer to provide rest breaks and meal periods. However, the Big Stone School will provide 30-minutes of break per day based on an 8-hour day. Break minutes will be prorated based on the percent of FTE. Employees will be compensated for these short breaks.

## **LUNCH**

Daily meal periods lasting 30 minutes are not compensated.

## **OVERTIME**

Employees are paid for the number of hours they were hired to work per day. If extra hours are anticipated for an extra project, they must be requested by submitting an "Extra Hours Request" and approved in advance by the Superintendent. Employees do have the opportunity to "bank" any extra hours or minutes that they acquire and using them in the event of a snow day in place of a pay deduct.

## **LEAVE**

Descriptions of leave time follow. All leave is prorated based on the number of hours paid per day.

### **SICK LEAVE**

A staff member shall be granted 10 days sick leave per year accumulative to 60 days. Sick leave will be considered to mean illness to self or member of the immediate family. Immediate family will be defined as spouse, children, step-children, parents, step-parents, brothers, sisters, step-brothers, step-sisters, brothers-in-law, sisters-in-law, mother-in-law, father-in-law, grandparents, and grandchildren.

#### **SICK LEAVE BANK**

1. This bank will consist of sick leave days that a staff member normally loses after accumulation of the present maximum of 60 days.
2. These days can be used only by staff members who have completed one full year of working at Big Stone City School and have depleted their own sick leave.
3. The staff member must be under a doctor's care for severe medical health problems, such as surgery and recovery or accidents and recovery.
4. In the case of a conflict of usage of this policy, a vote of the teachers association and the administration and board would decide the priorities.
5. Each staff member may draw  $\frac{1}{4}$  of their accumulated sick days from the bank; maximum in the bank is 121 days.
6. Any staff member who contributes to the bank may draw from the bank.

### **EMERGENCY/PERSONAL LEAVE**

Three days of personal leave shall be granted each year which will not be accumulative. Any other days will be deducted at the contracted daily rate of pay. The board will pay the substitute for the first three days.

A fourth day will be granted with administration approval for special circumstances. The staff member will be charged the substitute's wage for this fourth day.

### **FUNERAL LEAVE**

Three days per individual death shall be granted for attending the funeral of members of the immediate family. Immediate family will be defined as spouse, children, step-children, parent, step-parent, brother, sister, step-brother, step-sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, and grandchildren. Four additional days of sick leave may then be used. The substitute will be paid by the school district for these three days. In the case of the death of a spouse or child the employee may use 7 more days, and these will be deducted at the contract rate.

### **VACATION**

Vacation leave can be accumulated and carried over for a period of one year.

### **MATERNITY/PATERNITY LEAVE**

Staff members may take maternity or paternity leave. Sick leave may be used. After sick leave has been depleted, the contracted daily rate of pay will be deducted.

### **LEAVE OF ABSENCE**

A staff person requesting a leave of absence will be granted such leave at the discretion of the school board on an individual basis. If such leave is granted, it shall not exceed one year. One year shall mean one school year. The staff person will be reinstated to a position of equal pay and status when he/she returns from such leave.

### **INSURANCE**

Support staff is generally not offered insurance as an employment benefit. Under these conditions, a support staff worker would be eligible for insurance:

- A. The worker is employed to work on a 12 month contract.
- B. The worker's spouse has passed away, leaving the family uninsured and each of the following conditions exist:
  1. The worker has received his/her third contract.
  2. The worker is at least .5 FTE.
- C. The worker's spouse has retired and each of the following conditions exist:
  1. The worker has been employed with the Big Stone City School for 12 or more years.
  2. The worker is at least .5 FTE.

In each case, the district shall pay a prorated amount of the district contribution to a single health policy, based on the worker's FTE.

### **RETIREMENT FOR NON-CERTIFIED PERSONNEL**

- 1. Eligibility:** To receive any retirement benefit, the employee must have reached his/her 55<sup>th</sup> birthday and must have 12 contracts of employment by the Big Stone City School District. In the case of an employee who has not served 12 years of full-time employment, his/her benefit will be prorated based on an average FTE of the twelve years of employment.
- 2. Insurance:** Any insurance eligible employee of the Big Stone City School District may apply for retirement with the option of carrying the district's group health insurance for him/herself and/or his/her spouse. The premium is to be fully paid by the retiree and/or participating spouse until the retiree and/or participating spouse are eligible for Medicare benefits.
- 3. Benefit:** A payment equal to the current district contribution to a single insurance policy (currently \$300) per month for one year shall be paid to the retiree beginning September of the school year after the effective retirement date and ending in August of the following year. The retiree may have the option of applying the payment to his/her insurance premium, or, the retiree may opt to receive payment in two installments of \$1800 each, to be arranged with the business manager.
- 4. Application/Agreement:** A written application to notify intention for this retirement benefit must be received in the superintendent's office by 4 PM on March 15 of the year preceding the effectiveness of the retirement. A formal agreement will be signed by the retiree and the school board at the April board meeting.

### **SECRETARY JOB DESCRIPTION**

#### Daily

- Monitor absences and tardies on Infinite Campus.
  - Call all parents of absent students if no notification is received by 9:00 a.m.
  - Print out a list of absent students and tardy students each morning for the previous day.
  - Maintain a cumulative list of tardies for students in grades 6-8.
- Go through mail
- Answer phones and distribute messages as appropriate
- Monitor hallway outside of office in morning
- Turn phone off night setting in morning at 7:45 and return to night setting at 3:45
- Assist students needing to receive Tylenol, cough drops, or needing to call home
- Scan Hot Lunch daily & generate statements to be sent home with students

### Weekly

- Copy and distribute monthly newsletter as needed by the Superintendent.

### As Needed

- Arrange for substitute teachers by making calls from home or school
- Put school pictures into cumulative folders
- Research possible grant writing opportunities as time allows

### As Requested by Superintendent/Business Manager

- Assist with preparation of school calendar and other appropriate schedules
- Enter data using the Student Information System (SIMS) on the Infinite Campus Program
- Maintain student and personnel records as directed
- Schedule activities
- Assist in preparations for school play, preschool screening, pictures, etc.
- Update calendar and assist in set up of Infinite Campus system for each school year
- Develop bus schedules
- Copying, scheduling, and filing as requested from office personnel
- Other duties as assigned
- Attend training for Infinite Campus Program
- Assist in preparation of programs and diplomas for graduation
- Prepare for report card and midterm distribution

## **PARAPROFESSIONAL JOB DESCRIPTION**

This employee is responsible for assisting teachers in either regular classrooms or special compensatory programs. Duties of this position include but are not limited to:

### Assisting the Teacher in:

- Preparing instructional materials.
- Collecting materials needed by the teacher in presenting a unit of work.
- Assisting in arranging the learning environment, including assembling and putting materials on bulletin boards and in keeping such displays current.
- Assembling, adjusting, and maintaining equipment used in the instructional program.
- Operating multi-media equipment. This duty would include preparing the room for the activity, obtaining the required material and equipment, the operation of the equipment, and the return of all materials and equipment to storage.
- Assisting in administering objective tests. The paraprofessional should not determine the grade.
- Performing other duties as assigned.

### Assisting with Students:

- Working with individual students or small groups on activities which have been assigned by the teacher, including listening to students read.
- Assisting within constraints of any specific program regulations, in the supervision of students during non-instructional times in the day such as during the lunch period, during that time when students are entering or leaving buses, or while otherwise on school premises, including duty before school, during school and during intermission periods.

### Assisting With Clerical Duties:

- Completing recordkeeping tasks assigned by the administrator, such as lunch reports and discipline reports.

## **HEAD JANITOR JOB DESCRIPTION**

### Daily:

- Lock all outside doors (except main office door) daily at 8:30 a.m.
- Check all lights and water
- Clean and disinfect all bathroom sinks, toilets, and floors
- Check towels, tissues, and soap

- Turn down thermostats
- Sweep computer lab
- Sweep classroom floors
- Be present at the school from 7 AM – 4 PM with one hour off for lunch

Weekly:

- Clean boards and erasers
- Clean and disinfect desks and table tops in all rooms

As needed:

- Make minor repairs
- Check all exit lights
- Keep radiators checked
- Check fire alarm systems each month and record on sheet
- Run required number of fire drills each school year
- Help with school activities
- Do summer cleaning and repairs as indicated by board and administration
- Keep snow removed from all walks, driveways, and parking areas
- Dust computer lab
- Mop lunchroom floor
- Vacuum carpeted rooms/areas
- Be present at after regular school hours activities
- Other duties as assigned by school board and administration

**ASSISTANT JANITOR JOB DESCRIPTION**

Daily:

- Check all lights and water
- Clean and disinfect all bathroom sinks, toilets, and floors & water fountains
- Check towels, tissues, and soap
- Sweep classroom floors
- Sweep computer lab
- Sweep all hallways
- Vacuum kindergarten room
- Bring playground basket in daily at 3:30 PM
- Lock all doors to outside daily at 4:00 PM
- Be present daily from 3:00-7:30 PM

Weekly:

- Clean boards
- Clean and disinfect desks and table tops in all rooms
- Vacuum principal's office

As needed:

- Assist head janitor with projects
- Other duties as assigned by school board and superintendent
- Help with school activities
- Do summer cleaning and repairs as indicated by board and superintendent
- Dust computer lab
- Mop lunchroom floor
- Vacuum carpeted rooms/areas
- Be present at after regular school hours activities

**HEAD COOK**

- Prepare and serve breakfast and lunch to comply with nutritional standards as set forth by the National School Breakfast and Lunch Programs
- Prepare commodity orders, buy supplies, and store supplies properly
- Keep a running inventory of commodities and supplies
- Prepare daily cost analysis sheets

- Prepare monthly menu
- Keep kitchen, lunchroom, and other equipment clean and report any dangerous or faulty equipment to administration
- Be present at school 1 day prior to and 1 day following school term
- Complete all other duties as assigned by the school board and administration

#### **ASSISTANT COOK**

- Help prepare and serve foods as menu indicates
- Help keep kitchen, lunchroom, and equipment clean
- Be present at school 1 day prior to and 1 day after school term
- Complete all other duties as assigned by the school board and administration

#### **DISHWASHER**

- Wash and sanitize dishes as prescribed by South Dakota Department of Health
- Help clean kitchen and lunchroom
- Be present at school 1 day prior to and 1 day after school term
- Complete all other duties as assigned by the school board and administration

#### **LIBRARIAN**

The librarian will be employed to maintain the school library. The librarian's general duties include ordering library books and other media, processing library materials, promoting reading, being a resource person, teaching library skills, keeping materials shelved, and developing the collection of books by weeding out the old and keeping the library current.

#### **ATHLETIC DIRECTOR**

The athletic director will receive a stipend. The preparation time for this position is not scheduled into the regular school day. The job requirements of the athletic director include:

- Coordinate practice schedules and games. (There should be no more than 2 game nights per week.)
- Schedule all basketball games for grades 4-8.
- Make recommendations for coaching (basketball & cheerleading) hires within the adopted extracurricular budget and guidelines.
- Make all necessary busing arrangements for football, cross country, volleyball, basketball, cheerleading, softball, baseball, golf, and track.
- Submit schedules to the administrator and notify teachers of busing and sports schedules and cancellations.
- Notify coaches of students who are ineligible due to behavior or academics.

#### **TECHNOLOGY ASSISTANT**

The onsite technology assistant will receive a stipend when the time is not scheduled into the regular school day. This job description includes:

- Install and maintain Accelerated Reader program, assist in printing reports, logins, and administration of AR
- Do DDN Polycom Updates
- Complete purchase orders and/or quotes computer systems, printers, software, hardware guided by network coordinator, ink, and other tech. supplies as needed or requested
- Install and maintain software on desktop/laptop machines
- Clean computer lab tables, keyboards, mice, and monitors weekly
- Keep water in humidifier in winter
- Initial maintenance and troubleshooting:
  - iMacs (running OS 8.6-10.3)
  - eMacs (running OS 10.2-10.4)
  - iBooks (OS 9.1)
  - Win98 desktops
  - Printers
  - XP desktops and laptops
- Renew licenses as needed
- Start up computers in computer lab in the morning and shutdown lab in the afternoon
- Repair wire connections
- Maintain library program

- Perform initial troubleshooting procedures for hardware and software
- Maintain repair history and troubleshooting lists
- Serve on the technology committee and assist in development and implementation of technology plan and budget
- Maintain accurate inventory of computer hardware and software
- Organize technology resources for easy accessibility by students and staff
- Contact Technology Consultant as needed to allow for timely repair

### **TECHNOLOGY COORDINATOR**

The job description for the outside services include:

- Maintain the Win2003 Servers (New users, new folders, updates)
- Check SonicWall reports (Received via email)
- Maintain & Check Symantec Updates
- Request and manage state email accounts, web sites accounts, and WebCT accounts
- Assist in completing state reports
- Assign passwords
- Maintain and troubleshoot:
  - iMacs (running OS 8.6-10.3)
  - eMacs (running OS 10.2-10.4)
  - iBooks (OS 9.1)
  - Win98 desktops
  - XP desktops and laptops
  - Printers
- Renew licenses as needed
- Perform functions and procedures necessary to install and maintain school network hardware and software
- Maintain contact with on-site technology assistant

### **EXTRA-CURRICULAR COACHING**

#### **Boys'/Girls' Basketball Coach**

Each coach will be required to accomplish the following minimum goals for the given season:

- Plan for 15 practices
- Schedule 8 games
- Participate in 2 tournaments

The staffing allows for two boys coaches for grades 4-8 and two girls coaches for grades 4-8. The compensation is listed at the end of this section. If two people wish to share the position, the compensation is split.

#### **Oral Interpretation Coach**

If Oral Interpretation is offered as an extracurricular event, the coach will be required to accomplish the following minimum goals and will be compensated according to what is listed at the end of this section:

- Plan for five practices with each junior high student
- Arrange for and take charge of the local contest
- Participate in 2 away meets

If Oral Interpretation is offered as a class during the regular school day, the compensation and meets do not apply, however at least one "competition" and one culminating event should be planned to occur at our school.

#### **Cheerleading Coach**

The coach will be required to accomplish the following minimum goals:

- Plan for 10 practices
- Participate in 5 home game nights
- Participate in tournaments at home as scheduled by the coach

#### **Student Council Advisor**

The student council advisor will be required to accomplish the following minimum goals:

- Plan for at least two meetings per month to be held during the hours of 8:00 – 4:00 PM
- Manage the concession stand, by purchasing supplies and making arrangements for workers/volunteers
- Plan spirit builders including Spirit Week
- Arrange for students to complete at least one service project per year

- Plan for school projects for students to address in meetings
- Advise student council president
- Advise student council members during council activities

**Yearbook Advisor:**

The yearbook advisor will be required to accomplish the following minimum goals:

- Make/sign contracts with yearbook company
- Plan for a yearbook sale
- Arrange to have yearbook photos taken
- Complete the preparations for the yearbook to be sent to the printers
- Distribute the yearbooks

**Safety Patrol Advisor:**

The safety patrol advisor will be required to accomplish the following minimum goals:

- Plan for school safety patrol training in proper procedure
- Develop a school crossing plan
- Distribute and maintain crossing plan
- Take applications for school safety patrol and select 5<sup>th</sup> and 6<sup>th</sup> grade participants annually
- Schedule safety patrol for before and after school each day
- Arrange for incentive/rewards for participants

**EXTRA CURRICULAR COMPENSATION**

- Basketball:** 2.5 % of the base salary
- Oral interpretation:** 1.75% of the base salary
- Cheerleading:** 1.75% of the base salary
- Student Council Advisor:** 2.5% of the base salary
- Yearbook Advisor:** 1.75% of the base salary
- Safety Patrol Advisor:** 1.25% of the base salary
- Athletic Director:** \$775.00 annually
- Technology Assistant:** \$15.00 per hour
- Bus Driver:** \$18.00 per hour
- Concessions:** \$15.00 per game
- Referee:** \$15.00 per game

**STAFF DRESS**

School staff which work directly with students will be expected to dress professionally. Other school staff will dress appropriately for the duties of their position. Shorts are not allowed on student contact days.

Big Stone City Schools does not have a clothing allowance.

Fridays and other designated days will be considered “casual dress days”.

**GRIEVANCE**

Any grievance one has should go through the proper channels. If an employee feels that he or she has a grievance that violates school policies, the issue is to be put in writing and signed. The superintendent will respond to the issue. If the issue is not resolved at that point, it may be appealed to the board of education for their disposition or comments. See grievance procedure in the policy section of this handbook.

**INJURIES**

**ALL** injuries should be reported to the office. The person supervising must complete a school injury from stating person injured, time, who was in charge, what happened, and what was done to help the injured party.

**LUNCH & BREAK**

Non-certified staff receive a 30-minute, uncompensated lunch break. They will also receive a morning and one afternoon break. These paid breaks are 15-minutes in length.

**LOUNGE AREAS**

Lounge areas are there for the convenience and enjoyment of school employees; it is the responsibility of the staff to keep these areas attractive. Pop is available for staff purchase only. Students are not allowed in either lounge area unaccompanied by a school employee.

## **POLICIES**

### **EMPLOYEE CRIMINAL BACKGROUND CHECK POLICY**

Each offer of employment made by the Big Stone City School District is subject to the provisions of SDCL 13-10-12 relating to criminal background investigations.

Each application for employment will be attached to a copy of a fingerprint identification card prepared by a law enforcement agency. The employment application and fingerprint identification will be submitted to the Division of Criminal Investigation.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDLC 22-22-30, or trafficking in narcotics.

Convictions of any crime of moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record. Any criminal conviction may be considered in making an employment decision.

This policy applies to all other employment agreements, whether written or oral. The Big Stone City School District shall be responsible for costs involved with this procedure.

### **USE OF SCHOOL VEHICLES**

The principal or business manager will authorize school vehicle use if other than normal daily procedures. The following rules apply to usage:

- 1) Keep the vehicle clean
- 2) Always use seatbelts for all passengers
- 3) Limit the number of persons to the number of seatbelts
- 4) No smoking in school vehicles

### **SMOKING POLICY**

The Big Stone City School and all its properties are "smoke-free" zones. This includes all school vehicles. No smoking by anyone is allowed in or around school buildings, or anywhere on school property.

### **POLICY: USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG FREE WORKPLACE)**

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol, drugs, or controlled substances 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 drugs, or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of alcohol by an on-duty employee. 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 drug statute convictions for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent no later than five days after conviction. Within ten (10) days after the superintendent receives such notification in any school district receiving federal aid, the superintendent will report the violation to the United States Department of Education, and in all cases report the violation to the State Superintendent.

Thirty days after receipt of information concerning a violation of this policy the district will take appropriate disciplinary action, which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

All employees will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The school board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of 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 penalties 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 workplace.

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

LEGAL REFERENCE: Public Law 100-690

SOUTH DAKOTA POLICY REFERENCE MANUAL

Readopted 08-09-93

Revised 02-13-95

The following grievance procedure policy was adopted by action of the Big Stone City School District #25-1 Board of Education.

## **POLICY: GRIEVANCE PROCEDURE**

### **I. Definitions**

- A. A "grievance" is a complaint by an employee or a group of employees based upon an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, conditions of employment, or any of the provisions of this agreement. The absence of or disagreement with existing policy, rules, or regulation is not a "grievance" and may be subject to annual negotiation under the negotiations policy.
- B. The term "teacher" except where otherwise indicated, is considered to apply to any certificated professional employee not classified as administrative personnel. The term "teacher" may include a group of teachers who are similarly affected by a grievance.
- C. An "aggrieved person" is the person or persons making the claim.
- D. A "party in interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term "days" when used in this policy shall, except where otherwise indicated, means working school days.
- F. Association shall mean any association of school employees.
- G. The board shall mean the Board of Education of the Big Stone City School District 25-1.

### **II. 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 of working conditions of employees.
- B. All parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Nothing herein contained shall be construed as limiting the right of any teachers having a problem to discuss the matter informally with any appropriate representative of the association at any time.
- D. Any employee or group of employees has the right to at any time present any grievance to such persons or board through such channels as are designated for that purpose.

### **III. Structure**

- A. The association shall designate a school representative for each school chosen in such a manner as may be determined by the association.
- B. The association shall maintain a grievance committee (hereinafter referred to as the “committee”), which may be broadly representative of teaching levels and areas and shall be constituted in such a manner as may be determined by the association.

#### **IV. Time 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, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- 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.

#### **V. Informal Procedures**

- A. If an employee has a grievance, he or she should first discuss the matter with the superintendent, or supervisor to whom he or she is directly responsible in an effort to resolve the problem informally.
- B. If, after such discussion, the employee is not satisfied with the disposition of the matter, he or she shall have the right to have the association school representative assist him or her in further efforts to resolve the problem informally with the Board of Education.

#### **VI. Formal Procedures**

##### **A. Level One: School Principal**

- 1. If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he or she may submit his claim as a formal written grievance to his principal.
- 2. The principal shall within five (5) days render his decision and its rationale in writing to the aggrieved person, with a copy to the association school representative for his or her file.
- 3. The principal shall keep on file a statistical summary of the number and types of grievances processed, not to include individual names or details of the grievances.

##### **B. Level Two: Board of Education**

- 1. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within three days after he or she has first met with the principal, he may file the grievance again with the association’s committee within five (5) days after a decision by the principal or ten (10) days after he has first met with the principal, whichever is sooner.
- 2. After receiving such further appeal, the committee through its chairman may refer the grievance to the board of education for consideration at its next regular meeting.
- 3. 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 representatives of the committee for the purpose of resolving the grievance. The decision of the board shall be rendered in writing within five (5) days.

##### **C. Level Three: Arbitration**

- 1. If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) days after he has first met with the board, he may, within five (5) days after a decision by the board or ten (10) days after he has first met with the board, whichever is sooner, request in writing to the committee and the association that his or her grievance be submitted to arbitration.
- 2. If, after following the grievance procedure enacted by the governing body, the grievance remains unresolved, it may be appealed to the Commissioner of Labor and Management, who shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the governmental agency.

D. These procedures shall not be construed so as to prevent any individual on his own initiative from exercising the procedural rights accorded an association.

### **VII. 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.

B. All interested parties may be represented at all levels of the formal grievance procedure by persons of their own choosing.

C. When a teacher is not represented by the association, the association shall have the right to be present, and to state its views at all stages of the procedure (except at Level Two if the board elects to into executive session).

### **VIII. Miscellaneous**

A. If, in the judgment of the committee, a grievance affects a group or class of employees, the committee may submit such grievances in writing to the principal directly; and the processing of such grievances shall begin at Level One.

B. Decisions rendered at all levels of the formal grievance procedure shall be in writing setting forth the decision and its rationale. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Article VI, Section D.

C. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

D. Forms for filing and processing grievances and other necessary documents shall be prepared by the principal and made available through the association school representative, and the committee so as to facilitate operation of the grievance procedure.

E. The sole remedy available to any employee for any alleged breach of this policy or any alleged violation of his or her rights hereunder shall be pursuant to the foregoing grievance and arbitration procedure provided, however, that nothing contained herein shall deprive any employee, administrator, or school board of any legal right.

F. If a grievant initiates an action in a duly constituted court of law, this procedural policy shall not be available unless directed otherwise by the court.

### **POLICY: STAFF INTERNET USE**

*Please sign the agreement at the end of this handbook and return to the school administrator before the first day of school.*

#### **Educational Purpose**

- The term "educational purpose" includes use of the system for classroom activities, continuing education, professional or career development, and high quality, educationally enriching personal research.

#### **Term of Permitted Use**

- Any staff member who submits a signed Staff Internet Policy required by Big Stone City School District will have use of the school computer network, an e-mail account, and Internet access while employed at Big Stone City School.

#### **Acceptable Uses**

- The Big Stone City School District's Internet system should only be used for educational purposes.
- Staff should not be sending personal emails unrelated to education during student contact hours.
- Staff may not use the Big Stone City School District Internet system for communications related to personal commercial purposes.
- Staff may not take school software home and install it on their personal computers unless the district's software license permits it. A request for software use at home must be granted by the principal before the software leaves the district.
- Staff will maintain acceptable web pages. This would include appropriate language, images, and student projects with the emphasis of confidentiality.

- E-mail should be utilized only during none student contact hours. It is not acceptable to use school email to send jokes, forwards, advertisements, or other material if not of educational value.

#### Due Process

- The Big Stone City School District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District Internet System.

#### Confidentiality

- Teachers will ensure the protection of student personal information when establishing any relationship with a third-party site or system.

#### E-mail

- Staff transmission of student confidential information via e-mail must be in compliance with all federal and state student privacy laws.
- Email transmission will be utilized only when the circumstances justify the need for immediacy in the transmission of information.
- The "subject line" of the e-mail should provide an indication that the e-mail contains confidential student information.
- A hard copy of any e-mail containing student confidential information will be retained in accord with District student records retention requirements.

#### School Network Monitoring

- Network usage is checked on a weekly basis. Suspicious activity will be questioned and monitored daily for indication of further misuse.

#### Failure to Follow Policy

- If a user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate. The school district may also take other disciplinary action in such circumstances.

The district utilizes passwords and usernames for access to the network for students and staff. Data saved to the server is considered property of the district.

**Big Stone City School District Staff Member Agreement**

*Every staff member must read and sign below. Return to the school administrator.*

I have read, understand, and agree to abide by the terms of the Support Staff Handbook including the foregoing Staff Internet Use Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date