**Big Stone City School**

**District 25-1**

**Support Staff Handbook**

**2022-2023**

*\*\*Page at end of handbook, please sign and return the last page to the principal.\*\**

## BIG STONE CITY SCHOOL DISTRICT 25-1 SUPPORT STAFF HANDBOOK

***THIS HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT***

**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.

## CULTURE

The Big Stone City School has certain standards for student behavior and has adopted PBIS school-wide approach to discipline. PBIS (Positive Behavior Interventions and Supports) is a systems approach to enhancing the capacity of the schools to educate all children by developing research-based, school-wide and classroom discipline systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. PBIS allows parents/ guardians and teachers to have open communication about what is expected in all areas of the school.

## 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.

**Big Stone City School Staff & Phone Extensions**

**Phone 605-862-8108 Fax 605-862-8640**

**Position Name Phone Extension**

CEO/Business Manager Christopher Folk 109

Principal Janelle Huber 101

Administrative Assistant Stacy Hennings 100

Preschool Ruth Trautner 123

Kindergarten Sarah Chrzanowski 102

First Grade 103

Second Grade Holland Crocker 104

Third Grade Renae Hanson 105

Fourth Grade Jennifer Cronen 106

Fifth Grade Dorla Jacobson 107

Middle School Teacher Robert Walsh 112

Middle School Teacher Rachelle Muenchow 110

Middle School Teacher Kristin Roe 113

Special Education Teacher Nichole Cooper 111

K-8 Title I Lori Brandt 115

Librarian Lynda Ostlund 116

K-8 Physical Education Ashley Wollschlager 124

Music/Band Amy Adelman 114

Speech Karla Kastrup 125

Head Cook Shelly Anderson 120

Assistant Cook Kim Muenchow 120

Paraprofessional Char Athey

Paraprofessional Kerstin Cooper

Preschool Paraprofessional Morgan Lewandowski

Behavioral Interventionist Sylvia Musch 123

Head Custodian Dan Lester

Assistant Custodian Arlo Anderson

School Nurse Jennifer Meyer

Technology Rural Solutions

Bus Driver Leon Schmieg

School Board Members Hillary Henrich, Chair

 Susan Westermeyer, Vice Chair

 Amy VanLith Sue Christensen

Alan Chrzanowski

***Welcome to Big Stone City School!***

The purpose of the support staff handbook is to guide us from time to time on issues which may arise and to create a sense of responsibility and consistency among the staff members, board, and administration.

## PAYMENTS

Classified staff will be paid a contracted wage for a regular or specified number of hours per day. Classified staff will be paid once a month via direct deposit based on hours worked.

## LUNCH & BREAK

Non-certified staff receive a 30-minute, uncompensated lunch break. They will also receive a paid morning and afternoon break of 15-minutes.

**SCHOOL LUNCH**

 Student Breakfast – $2.50

 Student Lunch – $3.50

 Adult Breakfast - $3.00

Adult Lunch - $5.00

Seconds - $1.50

## 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 submit a request in writing to be approved in advance by the principal and CEO.

## LEAVE

All leave must be approved in advance by the principal and CEO. Leave is to be requested by completing leave form available in the business office. In the case of illness, a leave form should be completed and turned in upon return to school. Leave is prorated based on FTE.

If for any reason a staff member needs a substitute, please call the principal by 6:45 AM. If no answer, call the CEO/business manager. If neither can be reached, leave a message on both the principal and CEO/business manager’s school voicemail.

## MATERNITY/PATERNITY LEAVE

## Classified staff may take unpaid maternity/paternity leave following the guidelines of the current Family Medical Leave Act. Sick leave may be used. After sick leave has been depleted, pay will be deducted at the contracted rate.

## 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.

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

Big Stone City Schools does not have a clothing allowance.

## GRIEVANCE

Any grievance you have should go through proper channels. If you feel you have a grievance that violates school policies, please put your grievance in writing and sign it. The principal shall respond to it. If you are not then satisfied, you may appeal such grievance to CEO and the board of education for their disposition or comments. A complete grievance policy is included at the end of the 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.

## USE OF SCHOOL VEHICLES

The CEO/business manager or principal 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

**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.

The Big Stone City School District shall be responsible for costs involved with this procedure through a reimbursement process.

**USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

 **GBEC**

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

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

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

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

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

**STAFF COMPLAINTS AND GRIEVANCES**

 **GBM**

The Board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and the Board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That teachers and other employees may appeal a ruling of a principal or other administrator to the Superintendent/CEO;

2. That all school employees may appeal a ruling of the Superintendent/CEO to the Board.

The procedures established for the resolution of grievances in agreements negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular agreement.

**SEXUAL HARRASSMENT**

 **ACAA**

**SECTION 1 – Policy Statement**

The District is committed to a school environment which is free from sexual harassment and conducive to all students’ educational opportunities. Sexual harassment can inhibit a student’s educational opportunities and an employee’s work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities

The District shall investigate all reported instances involving sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District’s investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment.

Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a sexual harassment report should immediately contact a school administrator.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

**SECTION 2 – Sexual Harassment Defined**

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

**SECTION 3 – Sexual Harassment Reporting Procedure**

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA- E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

* the date the written complaint was filed or the Sexual Harassment Report Form was completed,
* the school employee receiving the complaint (if applicable),
* the name of the person reporting the sexual harassment,
* the address/phone # of the person reporting the sexual harassment,
* the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
* the date the school employee completed the form (if applicable),
* the date and signature of the person reporting the sexual harassment.

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher’s building school administrator.

For procedures for addressing sexual harassment complaints refer to Policy ACAA Section 4.

**REPORTING CHILD ABUSE**

 **JHG**

The term, abused or neglected child, means a child:

1. Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
3. Whose environment is injurious to the child's welfare;
4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
5. Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
6. Who is threatened with substantial harm;
7. Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
8. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
9. Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner; or
10. Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Any teacher or other school employee, who suspects that a child under 18 years of age has been neglected or abused by a parent or other person, will report orally or in writing this information to the building Principal or Superintendent. The Principal or Superintendent shall immediately report this information to the state's attorney, the department of social services, or to local law enforcement. The teacher or other school employee who witnessed the disclosure or evidence of the abuse or neglect must be available to answer questions when the initial report is made. If the Principal or Superintendent does not confirm to the teacher or other employee within 24 hours that the report has been submitted, the employee will report the information directly to the state's attorney, the department of social services, or to local law enforcement.

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

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

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

Information or records concerning reports of suspected abuse or neglect are confidential.  The release to persons other than those provided by law is a class one misdemeanor.  Failure to make a report of abuse or neglect is a class one misdemeanor.

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

**SUPERVISION OF STUDENTS**

 **JHFA**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

The superintendent/CEO and principal may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

**EMPLOYEE USE OF NETWORKING SITES**

 **GBCBB**

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent/CEO will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Proscribed conduct includes:

* + Improper fraternization with students.
	+ Listing students as friends on networking sites.
	+ Staff members providing private phone numbers without prior approval of the district.
	+ Inappropriate email or phone contact with students.

**STAFF ETHICS**

 **GBC**

School employees hold positions of public trust. High standards of honesty, integrity, and fairness are to be exhibited by each school district employee when involved in any school district activity. Ethical behavior by staff is required and expected at all times while fulfilling one's employment responsibilities and when at all school functions.

District employees are required and expected to:

1. treat students, parents, fellow employees, and community members with respect. Conduct which is prohibited includes, but is not limited to:
* inappropriate verbal, visual or physical conduct, including jokes that demean an individual or group of individuals, spreading gossip about any individual, threatening another individual and all types of bullying behavior;
* without proper authorization and authority violating another person's right of privacy and/or intentionally invading another person's personal space;
* knowingly falsely blame an individual for conduct not done by the person.
1. promote a safe, nurturing, and positive school and work environment. Conduct which is prohibited includes, but is not limited to:
* any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work or learning environment or has the purpose or effect of substantially or unreasonably interfering with an employee's or student's performance;
* threatening, harassing, punishing or retaliating behavior against students and/or other employees.
1. maintain confidentiality concerning students, families and employees.
2. act in a manner consistent with District policies, legal and contractual standards, responsibilities, and obligations.
3. model and promote appropriate dress and language.
4. report to a school administrator knowledge of mismanagement, waste of funds, misuse of school property, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation of the school district.
5. refrain from using school employment to promote personal political and/or religious views.

In addition to the foregoing, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Teachers Ethics as set forth in ARSD 24:08:03. The Professional Teachers Ethics as incorporated into this policy applies to:

* Teachers - a person charged with responsibility in the field of education and certified by the secretary of the Department of Education as a teacher or other specialist employed or contracted to provide services in an educational setting,
* Education Specialists - a person with specialized training or licensure, not serving as a classroom teacher, but employed or contracted to provide services in an educational setting, and
* Noncertified Educators - a person charged with responsibility in the field of education who is not certified by the secretary of the Department of Education as a teacher, administrator, or other education specialist, but who is employed or contracted to provide services in an educational setting.

Furthermore, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Administrators Ethics as set forth in ARSD 24:11:03. The Professional Administrators Ethics as incorporated into this policy applies to:

* the Superintendent/CEO,
* the Business Manager, and
* the principal, and
* all other educational administrators.

Any employee who believes a staff member has engaged in conduct which violates the code of conduct shall immediately report the alleged misconduct to their immediate supervisor. If the concern/complaint involves the individual's immediate supervisor, the complaint may be filed with any administrator within the school district.

All complaints will be investigated and should the investigation result in a determination of unethical behavior by a school employee such unethical behavior shall constitute just cause for discipline, up to and including termination of employment. A complaint reported which was intentionally and knowingly false will result in disciplinary action being taken against the person or persons involved in the false complaint being made.

## 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