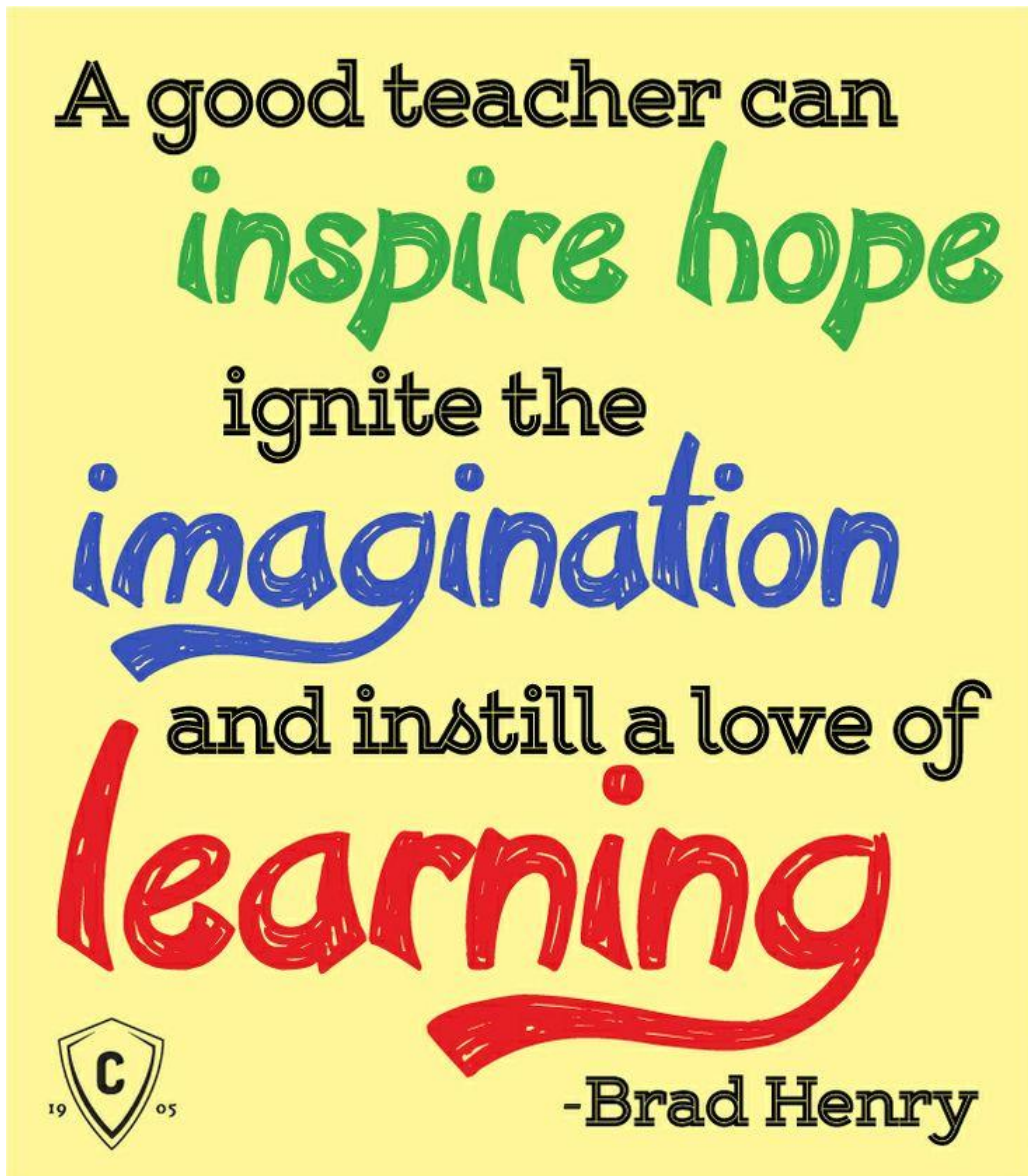


Teacher Handbook

Bon Homme School District #04-2



July 1, 2023 – June 30, 2024

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OUR BELIEFS

- We believe that children are life-long learners who must be prepared to meet the challenges of the future.
- We believe that a positive classroom environment with high expectations is important to student success.
- We believe that students are entitled to receive instruction from highly qualified, professional staff.
- We believe that education is the joint responsibility of the parents, the community, and the school.
- We believe that students need to become productive citizens of a rapidly changing world.

Adopted: November 12, 2007

Reviewed: June 2008

OUR MISSION

To ensure that our students have the resources to succeed in a changing world.

Adopted: 1994

Reviewed: June 2008

OUR VISION

The vision of Bon Homme School District is to provide the opportunities for each Bon Homme student to succeed as a lifelong learner in our changing world. The most relevant and rigorous educational program possible will be provided through positive leadership, quality academics, and opportunities for social, emotional, and character development. All Bon Homme graduates will successfully pursue and enjoy lifelong learning, understand the importance of community involvement, and successfully compete in the work force. Bon Homme Schools must strive to accelerate all students' mathematical problem solving and reading comprehension skills as applied across the curriculum. To achieve this vision, we will maintain a climate of low anxiety, high expectations, and high productivity using technology and available resources to enhance quality learning experiences. The District will support and encourage professional development across the curriculum with the understanding that only through high quality professional development and instruction will students reach maximum achievement potential.

Adopted: 2007

Reviewed: June 2008

ADMINISTRATION OF MEDICATION (Policy JHCD)

Parents are encouraged to give medications at home whenever possible. If it is necessary to administer medications to students during school hours, the following regulations will be observed:

1. Medication to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage, and frequency to be given, including the doctor's signed prescription order.
2. An official consent form must be signed by a parent/guardian. The form will specify what the school is responsible for administering, i.e. the noon dose. Medication will not be given without this written permission. Medication doses other than the dose listed on the consent form will not be administered i.e. missed morning doses.
3. There will be a consent form with lines for each medication.
4. A parent/guardian or designated adult **MUST** deliver to the school all medications including refills to be administered by school personnel.
5. All medications brought to the school will be counted and documents on medication count form with two verifying signatures.
6. If there is an increase or decrease in medication, only the secretary responsible for medicine distribution can take verbal or telephone order from the health care provider. A new prescription label must be received within 24 hours.
7. If there is a change of medication (different medication), a new consent form must be completed.
8. Over the counter medications will be given only when prescribed by a physician and labeled by a pharmacy with name, date, medication name, dosage, and time schedule.
9. Teachers will be notified of a student taking medication using a medication notification slip. This will include the student's name and what time to send the student to the office for medication.
10. **Medication Administration Logs** will be utilized to document medication administration. The person delegated to give the medication will sign and time the log.
11. All medications must be stored in a locked cabinet.
12. Medications can safely be administered up to ½ hour before or after the prescribed time.
13. All consent forms and log sheets will be kept for one year past the last administered date.
14. If a student needs to carry an inhaler(s), a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler needs to be properly labeled. A medication administration log will not be maintained.
15. Students will be responsible for reporting to the office for taking medication.
16. Parents are responsible for refills. Parents are urged to keep track of the time frame for needed refills.
17. Bon Homme School District #04-2 will not be held responsible for any medication self-administered with or without our knowledge.
18. If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure on the use of the medication kit and leave complete instruction provided by the physician for administration.

MIDDLE SCHOOL

All above rules apply with two exceptions:

1. Where parent/guardian hold student responsible, refills may be sent with the student to school.
2. Students may have, in their possession, a daily dose of non-prescription medication, such as aspirin and decongestant. This medication should be in the original container and labeled with the student's name.

HIGH SCHOOL

1. Students at Bon Homme High School will be allowed to self-administer prescription and non-prescription medications. Exemptions to this will be:
 - Controlled substances such as Ritalin and Dexedrine.
 - Parental request to have school personnel store and administer or assist with administration of medication.
 - IEP of student specifies storage and administration of medication by school personnel.
 - Health Services recommends that medication be stored and administered by school personnel for a specific student.
2. Medications stored and administered by school personnel will follow rules of Bon Homme School District's Medication Policy.
3. Students will be allowed to transport medication refills to school.
4. All medications (prescription and non-prescription) in a student's possession should be in the original container and labeled with the student's name.
5. The principal or designee maintains the right to discontinue the student's privilege of self-administering medication if the student is abusing the intent of the policy.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

Bon Homme School District is an equal opportunity employer providing opportunities for employment and advancement without regard to race, color, creed, religion, age, gender, disability, national origin, or ancestry. Bon Homme School District recognizes the right of an individual to work and to advance on the basis of merit, ability, and potential.

Inquiries concerning the application of Title IX, Section 504, Title VI, or the Americans with Disabilities Act of 1992 may be referred to the proper individuals in charge at Bon Homme School District #04-2, PO Box 28, Tyndall SD 57066 (Telephone (605) 589-3388 Ext. 1101 or Fax (605) 589-3468) or to the US Department of Education, Office of Civil Rights, 10220 North Executive Hills Blvd., Kansas City, MO 64153-1367 (Telephone 816-880-4202 or Fax 816-891-0644).

AGENCY FUNDS

The Business Manager acts as custodian for all Agency Fund accounts by appointment of the Board. The funds are authorized by Board policy and are the depository for all funds raised by and on behalf of student organizations or classes. New accounts in the Agency Fund may not be opened except by authorization of the Board.

Each class, club, or organization with funds in the Agency Fund must file an Agency Fund form with the principal in charge of the organization before October 1 of each year.

All money deposited in the Agency Funds will be receipted. Monies may not be drawn from the accounts except by presentation of a completed voucher signed by the director/advisor, the student treasurer (where appropriate), the principal, and the Business Manager. Directors and advisors of classes, clubs, or organizations with monies in Agency Funds are responsible for assisting the student leaders in following these procedures. Unauthorized expenditures of funds by advisors or students will be the responsibility of the person making the expenditure.

AMERICANS WITH DISABILITIES

Bon Homme School District acknowledges and affirms its commitment to provide a workplace with equal access for all employees. Federal Law obligates us to provide reasonable accommodations to known disabilities of employees, unless to do so would pose an undue hardship. Please feel free to let your supervisor or administrator know if you need an accommodation to complete the tasks of your position.

ANNOUNCEMENTS AND POSTERS IN SCHOOL

The faculty in each building will be provided with a bulletin board upon which they may post messages for one another or of general faculty interest. Faculty members may also place notices in employee mailboxes or send them to other employees in the District through District mail service whenever they wish. No other notices, messages, announcement, or other communications may be placed anywhere in the building by anyone without the permission of the building principal. The principal may consult with the superintendent before giving a final ruling. All employees are asked to assist with the enforcement of this policy. No pamphlets, posters, literature, or articles may be distributed to students on school grounds without prior approval of the superintendent.

APPROVAL FOR GRADUATE HOURS

The Master Agreement provides that teachers must receive advance approval from the superintendent for any course taken after September 4, 1990, if the teacher plans to count the course toward horizontal movement on the salary schedule. Forms for course approval are available in the District Office. The courses will be judged according to the guidelines found in the Master Agreement.

ASBESTOS MANAGEMENT PLAN

On July 9, 1989, Bon Homme School District began implementation of its Asbestos Management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities. In the short term, these steps include repair of any damaged materials and cleaning of any areas which may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the Plan allows the eventual removal of the material when an opportunity to do so presents itself. The Plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate, and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection. December 27, 2018, this re-inspection was completed. A copy of the Plan will be kept on file in the District Office and will be made available for review to any interested parties. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned. If there are any special questions or concerns, they should be directed to: Kevin Callahan (402) 429-0557 or Rod Schall (308) 440-3142.

BACKGROUND CHECKS (Policy GCDB)

Bon Homme School District #04-2, in compliance with SDCL [13-10-12](#) requires a criminal background check of all new employees. In order to make a record check for other than criminal justice purposes the Division of Criminal Investigation and Federal Bureau of Investigation, as central repository for South Dakota criminal records, must have an Authorization and Release form signed by the employee together with a set of fully rolled fingerprints on a standard 8"x8" fingerprint card which will be provided by the District to new employees.

The DCI and FBI will conduct a search of the new employee's files and supply a copy of any criminal history that is found or a statement that there is no criminal history. All identifying information (date of birth and social security number) must be provided and the card must be signed by the employee and by the official taking the prints.

The fee will be paid by the District. If this certificate is not completed and submitted to the District Office within the first ten (10) days of employment, the contract is not valid.

BOMB THREATS (Policy EBCA)

In the event that a telephone call or other notice is received indicating that a bomb has been placed in a school or on school property, the following procedures, which have been developed in cooperation with the Bon Homme County Sheriff's Department, will be followed:

1. IMMEDIATE RESPONSE

- a. The person receiving a threat by telephone will press *69 (star 69) in Springfield and *57 (star 57) in Tabor and Tyndall to lock in the number from where the call is being made. The person receiving the threat by telephone will note the exact time of the call and attempt to get a voice description of the caller - age, sex, or identifying patterns of speech.
- b. Evacuate the building(s). Use All Call on the intercom or appropriate methods at the site and report a "Code Red Emergency". This should notify the staff that they have a brief period of time to properly address students prior to exiting the building.

2. NOTIFY IMMEDIATELY
 - a. The principal of the threatened school.
 - b. Bon Homme County Sheriff's Department (589-3942 or 589-3950). They will notify the City Police and/or Fire Department.
 - c. The Superintendent of Schools.
 - d. Bus Drivers.
 - e. Evacuation site representative.
3. SHERIFF'S DEPARTMENT
 - a. The Sheriff's Department and other emergency vehicles will respond. The local Law Enforcement Agencies shall search the building(s) involved with their own personnel or with personnel they have designated for such purposes.
 - b. The school building(s) shall not be opened to the students and staff until they or parts thereof are approved for occupancy by the Law Enforcement Agency in charge.
 - c. After the entire building(s) is approved for occupancy by the Law Enforcement Agency in charge of the search, the school day shall be resumed at the point at which it was interrupted.
4. INVESTIGATION
 - a. An investigation of the incident should be made by the local Law Enforcement Agency in charge (normally the Sheriff's Department). They may be assisted by the State Fire Marshall's Office or any other organization they deem necessary.
5. TIME TO BE MADE UP
 - a. At a minimum, the amount of time missed due to a bomb threat, or any other threat will be made up, even if it requires going to school on a Saturday. It is encouraged to make up time on a half-day or full-day increment for each occurrence.

BUILDINGS AND GROUNDS SECURITY

Any employee who discovers an incident of illegal entry to a building, theft of school property, vandalism, or other damage will notify the superintendent immediately. If the superintendent cannot be reached, the local Law Enforcement Agency (County Sheriff) will be notified. Care should be taken not to disturb any evidence while making the report.

CAFETERIA PLAN

All employees are offered the option to participate in a Section 125 Cafeteria Plan, Medical Care Expense Reimbursement. Any employee wishing to enroll in any of these programs for the following year should contact the Business Manager by November 1st of any year. Open enrollment for current employees who wish to make changes can occur ONLY before the December payroll. Open enrollment can also occur if there is a change in marital status, dependent status, work status, or other types of family status. The District will provide \$650 for full-time and \$325 for half-time in cafeteria benefits per year for those certified employees who do not choose to enroll in the District group health insurance plan. This money may only be used for Medical Care Expense Reimbursement. The Benefit is effective upon January 1st employee open enrollment.

CERTIFICATE OF HEALTH

Bon Homme School District #04-2 may require a physical at the discretion of administration.

CLASSROOM ENVIRONMENT

Teachers and activity directors have a responsibility to cooperate with the principal and the custodial staff to maintain a good learning environment in the school. Equipment that is not functioning properly should be reported to the principal, preferably in writing. Rooms should be left neat and orderly at the end of class or the day. Teachers should not attempt to adjust heating or cooling equipment in any way. Custodians have been directed to report problems in these areas to the principal.

COACHES

The head varsity coach in each sport is expected to act as the leader for all of the coaches in that sport grades 6-12. He/she shall provide the coaches of the younger students with an overall philosophy of the sport and shall provide assistance to them in whatever way he/she finds most productive to their success. The coaches at the lower levels should keep in mind that their primary task is to develop fundamental skills and positive attitudes among their students and to be a member of the coaching team for the sport.

COLLECTING MONEY

All money collected on behalf of any school organization or activity must be properly receipted. When any faculty member collects money from a student, the student must be given a written receipt. The money must then be turned in to the Business Office or the principal's office where the faculty member will be given a receipt. The following rules apply:

- a. Vouchers must have relevant paperwork attached. Copies of invoices are sufficient, but stubs being sent with the checks are not.
- b. Any cash collected for fundraisers must be deposited bi-weekly. Copies of student's orders must accompany deposits. Cash exceeding \$50.00 must be deposited in the office.
- c. Any funding events must be approved by the administration in advance.

COMMUNICABLE DISEASES (Policy GBEB)

Any employee or student who contracts a communicable disease may be subject to exclusion from school or work. The decision to exclude will be made on a case-by-case basis under the direction of the principal using the procedure outlined in Policy GBEB.

COMMUNICATIONS OUTSIDE OF THE SCHOOL

All communications, not of a personal nature, that are sent from the school to outside organizations, parents, or the general public should be cleared with the principal and the principal should be given a copy. They should be neat, carefully worded, and contain no spelling or grammatical errors. These communications, whether written, spoken, or acted, are of great importance in establishing and maintaining the image of the school. All employees are expected to assist in projecting a positive image of the school.

COMPLAINTS (Policy KLD)

Constructive criticism is welcomed by the Bon Homme Board of Education when it is motivated by a sincere desire to improve the quality of the education program and to help personnel in performing their tasks more effectively.

The policy has been established to ensure that a citizen's complaint is given respectful attention and that the integrity of all concerned is upheld. The term "complaint" in this policy is restricted in meaning to that criticism of a particular school employee(s), by a citizen of Bon Homme School District, which includes and/or implies a demand for action by school authorities. The "complaint" may extend to the manner in which a policy, rule, or procedure is implemented or interpreted.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he /she sees them.

Oral Complaint

A complaint which comes first to the employee against whom it is directed shall be listened to courteously. The employee shall try to resolve the difficulty by explaining the background and/or educational purposes involved. The employee shall refer the complaint to the principal if the complaint remains unsatisfied. Complaints terminated on this level shall be recorded by the employee.

A complaint which comes first to the principal or superintendent shall be listened to courteously. There shall be no commitments, admissions of guilt, or threats. A complaint which involves a particular employee(s) shall be referred to the employee(s) immediately by the principal or superintendent. A conference shall be recommended between the complainant(s) and the employee(s) criticized. If the complainant has already conferred with the employee(s) criticized and remains unsatisfied, the principal or superintendent will immediately invite the complainant to file his/her complaint in writing together with a complete copy of the District's complaint policy.

Any other school employee(s) or School Board member(s) who receives a complaint shall refer the complainant to the employee(s) criticized. The procedure outlined above shall then be followed. No further action shall be taken unless the complainant submits a written record. Efforts to improve the school operation shall continue.

Written Complaint

Level 1 - Employee: A copy of the written complaint shall be given to the employee(s) criticized. A written reply from the employee(s) will be required. The criticized employee(s) shall have the right to counsel. Note: All persons involved must treat the written complaint and response as confidential material. If not settled, the written complaint may proceed to Level 2.

Level 2 - Principal: The principal shall schedule a conference with the complainant(s), the criticized employee(s), and other personnel selected by either the administrator or the criticized employee(s) who could contribute to settling the problem. If not settled, the written complaint may proceed to Level 3.

Level 3 - Superintendent: The superintendent shall schedule a conference with the complainant(s), the criticized employee(s), and other personnel selected by either the administrator or the criticized employee(s) who could contribute to settling the problem. If not settled, the written complaint may proceed to Level 4.

Level 4 - School Board: The School Board shall schedule a conference with the complainant(s), the criticized employee(s) and other personnel selected by the Board who could contribute to settling the problem at the next regular scheduled School Board meeting. The final decision rendered by the Board may be appealed to a Court of Law.

If the complaint is settled to the mutual satisfaction of all parties involved in Level 2, 3, or 4, a written statement outlining how the complaint was resolved will be drawn up by the administrator(s) involved or School Board. A copy of the complaint, the criticized employee's response, and the written statement outlining how the complaint was resolved will be placed in the District's "Complaint File" and not in the employee's "Personnel File".

In cases of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: the principal of the building, then the superintendent or the superintendent's designee. If the superintendent is unable to satisfy the parents, he or she will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of further study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which the superintendent will implement. The decision of the Board may be appealed.

Legal References: SDCL 13-32-6; 13-46

Revised: August 1999; July 12, 2010

CONTESTS FOR STUDENTS (Policy IGDE)

The School Board approves student participation in contests that promote the school curriculum and that are deemed by the principal to be educationally beneficial to the students. However, participation by students must be voluntary and may not interfere with the instructional program. In high school, the policy of the National Association of Secondary School Principals relative to contests shall serve as a guide.

When students agree to participate in a contest sponsored by an outside organization, it shall be the responsibility of the sponsoring organization to manage the contest and provide the students with detailed information, instructions, and rules.

Students may not be required by school personnel to participate in any contests sponsored by outside organizations.

Revised: October 9, 1995; July 12, 2010

The National Association of Secondary School Principals has issued guidelines for student participation in contests. The guidelines have been modified to apply to all contests in Bon Homme School District #04-2:

- A contest or activity should be designed solely to benefit youth in educational, civic, social, and ethical development. Programs that tend to promote or advertise a product or an ideology should be avoided.
- Contests that encourage students to work out solutions, contributions, and creations by their own efforts are preferred.
- Programs must be open to all students regardless of race, creed, color, handicapping condition, sex, or national origin.
- Programs must not place undue burdens on students, staff, or schools. The involvement of a teacher and/or principal in the selection or judging process is discouraged.
- Cost of participation must be minimal.
- Programs should be held on non-school time (weekends, vacations, evenings). Programs that utilize school time or involve extensive travel must be evaluated in terms of the benefits to all students affected by the loss of instructional time.
- New programs must be unique, not duplications of others already in operation.
- Awards should be appropriate both in number, kind, and value.

COURSE GUIDELINES/CONTENT STANDARDS/TECH PATHS

The primary vehicles for articulation of the curriculum in Bon Homme School District #04-2 are the Course Guidelines and Content Standards. Every course taught at every grade level will have the curriculum mapped on tech paths and on file in the principal's office; this is an ongoing process. The Course Guidelines will contain a summary of the course content, a list of major objectives to be accomplished in the course, a plan for evaluating the student's work, and a set of criteria for arriving at marks to be given to students who complete the course. Curriculum maps will be reviewed each year by appropriate teachers and principals. Whenever a new course is added to the curriculum, a map will be developed and approved for the course before it is taught. All maps are subject to review and adopted by the Board each year. Instructors may find it necessary to document how the South Dakota Content Standards for each course are implemented into their curriculum and lesson plans.

CRISIS EMERGENCY PLAN

A Crisis Emergency Plan is in place. Please review the Plan and ensure you are familiar with proper procedures.

DENTAL INSURANCE

Bon Homme School District #04-2 offers Delta Dental for all teachers but does not contribute toward premiums for it. Teachers who wish to participate in the plan must notify the Business Manager.

DISCIPLINE

Good discipline in a school is essential and requires the cooperation of the entire staff. Principals are directed to work with faculty, cooks, custodians, bus drivers, and all others in developing plans that help students behave appropriately. Discipline plans, whether for the whole school or for the classroom, should incorporate consequences for behavior. Inappropriate behavior should have negative consequences that help the student learn from his/her error and improve in the future. Appropriate behavior should be recognized so that all students can use it as an example for themselves. Another important part of good discipline is an opportunity for the students to participate in making the rules and determining the consequences for both appropriate and inappropriate behavior. All discipline plans should have self-discipline as their ultimate goal.

DISMISSAL TIMES

Teachers are to hold class right up to dismissal time at 3:45 p.m.

DRESS CODE

Blue jeans will be permitted for fundraising only on the last instructional day unless pre-approved by administration. They will be permitted on Tutor/Professional Days. If staff will be wearing shorts at any time, they will be dress shorts not above knee length. Staff will dress respectfully during classroom instruction time. Physical Education faculty may dress for their activity providing the dress is appropriate, i.e. shorts will be dress shorts only. Flip flops will not be acceptable during the school day.

DRUG FREE WORKPLACE (Policy GBEC)

Student, student teacher, and employee safety is a paramount concern to the School Board. Employees under the influence of alcohol, drugs, tobacco, or controlled substances are a serious risk to themselves, students, and other employees. The Board hereby institutes this policy as a part of its continuous effort to maintain a drug-free workplace in Bon Homme School District.

The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance anywhere in Bon Homme Schools workplace or at any activity, on or off school grounds, sponsored by the District is prohibited. Employees and student teachers are also prohibited from the use of alcohol, tobacco, or being under the influence of alcohol on any school property or at any activity in which Bon Homme students are participants. Any employee or student teacher who violates this policy will be subject to disciplinary action which may include dismissal.

The violation of a State or Federal Criminal Drug Law by an action in the workplace or while engaged in employment is prohibited. Any employee or student teacher who is convicted of a violation of a Criminal Drug Law must notify his/her immediate supervisor within five days of such conviction if the conviction resulted from an act committed at the workplace. The superintendent will provide notice of such conviction to the United States Department of Education within ten days after the superintendent receives notice from the employee. Within 30 days of receipt of the notice of violation by the employee, the District shall discipline the convicted

employee which may include dismissal or a requirement that he/she complete a Government-Approved Drug Rehabilitation Program. Each employee or student teacher shall be given a copy of this notice each year and compliance with it is a condition of employment in the District. Each employee will also receive some instruction on the dangers of drug abuse in the workplace, the availability of drug counseling, rehabilitation, and other assistance programs in the area.

School employees or student teachers who use alcohol, consume alcoholic beverages, or illegal drugs on school property and/or before a school activity will not be allowed on school property or to participate in school activities and will be subject to disciplinary action.

Legal Reference: Public Law 100-690

Adopted: August 14, 1989

Revised: July 8, 1996; March 8, 2010; July 14, 2014

2023-24 DUES & FEES SCHEDULE Bon Homme School District #04-2

Revised: July 10, 2023

FOOD SERVICE PRICES	<u>Adult</u>	<u>PK</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>K-12 Reduced</u>
Breakfast	\$2.75	Free	Free (\$1.40)	Free (\$1.40)	Free (\$1.40)	Free (\$0.30)
Lunch	\$4.85	NA	\$2.80	\$2.90	\$2.90	\$0.40
Additional Milk	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Additional Entrée-Lunch	\$1.50	NA	\$1.50	\$1.50	\$1.50	\$1.50
Additional Entrée-Breakfast	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Extra Breakfast Juice	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Extra Dessert	\$0.75	NA	\$0.75	\$0.75	\$0.75	\$0.75
A la Carte Assorted Beverages				\$1.25-\$1.50 (MS/HS)		
A la Carte Ice Cream Novelties				\$.25-\$1.00 (MS/HS)		

TRAVEL ALLOWANCES	<u>Student</u>	<u>Adult In-State</u>	<u>Adult Out-of-State</u>
Breakfast	\$ 6.00	\$ 6.00	\$10.00
Lunch	\$14.00	\$14.00	\$18.00
Dinner	\$20.00	\$20.00	\$28.00
Maximum per day	\$40.00	\$40.00	\$56.00
Lodging	Paid in full	Applicable/State rates	-----

The adult meal rates are based on State Rates.

Student meal allowance provided on approved overnight trips for competition and state events only.

MILEAGE - \$0.51 / mile (if school vehicle **IS NOT** available) \$0.25 / mile (if school vehicle **IS** available)

ACTIVITY TICKETS		
Allow admission to any Bon Homme #04-2 sponsored event in District except tournaments and musicals		
Grade K-5 = \$8.00	Grade 6-12 = \$15.00	Employees = \$21.00
Adult = \$50.00	Sr. Citizen 62+ = Free with Gold Card	
Family = \$100.00 (Includes two adults and the elementary & high school students residing in one household)		

ADMISSION		
Concerts - No charge (a free will offering may be taken up.)		
HS Athletic event/Play	Adult = \$5.00	Student = \$3.00
HS Athletic Double Header	Adult = \$6.00	Student = \$4.00

SUBSTITUTE TEACHER PAY	
Certified (Valid teaching certificate)	\$125 per day
Non-Certified (No teaching certificate)	\$100 per day

BAND RENTAL FEES			
Flag & Drum Major Uniform Rent	\$ 2.50/year		
Drum Rental--Grades 5-12	\$ 7.50/sem	Horn Rental--Grades 5-12	\$20.00/semester

SUMMER BAND LESSONS \$2.50/lesson/student payable at beginning of each month.

STUDENT ATHLETIC PHYSICALS The District does not pay any portion of the cost of the biennial athletic physicals.

ANNUAL COSTS \$50.00

DRIVER EDUCATION FEE \$250.00 student attending Bon Homme
DRIVER EDUCATION FEE \$300.00 student not attending Bon Homme

PRE-SCHOOL FEES	
\$150.00 / month for first child, decreasing by half for each of the others in families with more than one child beginning at the same time.	
\$100.00 / month per child for those that qualify for reduced meals.	
\$25.00 / month per child for those that qualify for free meals.	

ETHICAL JOB SEARCH

When a Board issues a contract to a teacher, the Board is bound by Law to honor that contract in every respect. Teachers who have signed a contract to teach are legally and morally bound to fulfill the contract. If for some reason the teacher feels that they cannot,

they may request a release from contract from the Board. Such requests are viewed more favorably if the teacher has maintained good communications with the administration and Board.

In South Dakota, teachers could be in violation of the Code of Professional Ethics if they actively seek a teaching position in another District for a school term for which they have signed a contract. Such job searches can ethically be carried out if the teacher notifies the superintendent of the contracting District that they are seeking other employment and informs any District that invites them for an interview that they are under contract. It is unlawful for a teacher to sign contracts in more than one District. Such an action could void both contracts and cause the State Department of Education to take action to revoke a teaching certificate.

EVALUATION OF TEACHING PERFORMANCE

The following criterion for evaluation of teachers is designed to help teachers improve their teaching performance and has been adopted by the Board. The criteria statements provide teachers with an outline of good teaching that is intended to serve as a model for teachers in Bon Homme School District #04-2. Evaluations will be based upon these criteria and the job description for each position.

BON HOMME SCHOOL DISTRICT #04-2

TEACHER EVALUATION CRITERIA

A. Professional Growth and Behavior

- Follows PPSC Code of Professional Ethics
- Is willing to assume a fair share of school responsibilities
- Participates in school policy and procedure development and implementation
- Maintains confidentiality in school related matters
- Models good health in personal hygiene, dress, and behavior
- Seeks opportunities to continue professional growth through organization memberships, workshops, and college courses
- Cooperates with the entire staff
- Shares ideas, materials, and methods with fellow teachers

B. Teaching Techniques

- Uses a variety of methods in presenting material
- Is willing to try new or different methods
- Shows flexibility
- Provides study materials beyond the text
- Provides enrichment activities for the students
- Gives learners positive feedback
- Responds to individual student learning styles, aptitudes, talents, needs
- Encourages students to participate in class
- Places a high value on student success in class
- Uses student's current knowledge as a basis for new material
- Systematically uses a variety of evaluation techniques to determine student learning

C. Knowledge of Subject/Curriculum

- Knows of and uses a variety of available resources
- Knows and accurately presents material to students
- Keeps up on current trends in subjects being taught
- Knows and teaches skills appropriate to age and grade of students
- Understands the intellectual development and needs of students
- Understands the sequence of knowledge skill development of students in the curriculum

D. Classroom Environment and Management

- Maintains comfortable, safe, accepting classroom environment that maximizes student learning
- Maintains an atmosphere of mutual respect
- Has a high student engagement rate in learning activities
- Encourages and recognizes appropriate student behavior

E. Planning/Organizing:

- Makes short- and long-range plans
- Correlates class objectives with school and District goals
- Prepares weekly lesson plans that show instructional goals
- Involves students in planning
- Organizes equipment, supplies, and materials in an efficient and visually pleasing way
- Assigns appropriate homework (length and content)
- Completes and submits timely grade reports and records
- Keeps in touch with other teachers in the District
- Has good classroom routines
- Plans for substitutes

F. Interpersonal Skills:

- Works with parents to interpret and encourage support of school programs and activities
- Shares concerns about students with parents and appropriate colleagues

- Encourages parents to visit classrooms
- Conducts constructive, informative parent conferences
- Maintains a positive outlook in dealing with parents, students, and colleagues

FEDERAL PROGRAMS POLICY PROHIBITING DISCRIMINATION AND GRIEVANCE PROCEDURE

Bon Homme School District #04-2 will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, marital status, disability, age, religion, ancestry, or any other legally protected classification. All middle/high school students may participate in Career Technology Education Programs. Announcement of this policy is in accordance with Federal Law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

504 Coordinator Mr. George Seiler

Title IX Coordinator Lisa Tolliver

Both individuals may be reached at Bon Homme School District #04-2

1404 Fir Street, Tyndall, SD 57066 Telephone: 605-589-3388

South Dakota Regional Office for Civil Rights:

Office for Civil Rights

U.S. Department of Education

One Petticoat Lane, 1010 Walnut St, 3rd Floor, Suite 320

Kansas City MO 64106

Telephone: 816-268-0550; FAX: 816-268-0559; TDD: 800-877-8339

Email: OCR.KansasCity@ed.gov

FEDERAL PROGRAMS POLICY REGARDING TEACHER QUALIFICATIONS

All parents in a Title I school will be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. This information may include whether the teacher has met the state requirements for licensure and certification for the grades and subject matters in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which State Qualification or licensing criteria have been waived; the college major and any other graduate certification or degree; and whether the child is provided services by paraprofessionals, and if so, their qualifications. If you are interested in this information, you may send a request to your building administrator and a response will be provided.

The District will provide notice to parents of students in a Title I Program if their child’s teacher is absent for four or more weeks and is being taught by a teacher who is not highly qualified.

FIRE DRILLS (Policy EBCB)

Each year at least two fire drills will be conducted each semester. The principal in each building will determine when the drills will be held. During a fire drill, the entire building must be evacuated. Teachers should take their students far enough away from the building so that firefighting and rescue equipment can safely get to the building. Teachers should take a class list along so that they can check their class rolls to be sure everyone is accounted for. In case a fire should occur during inclement weather, teachers and principals should discuss arrangements for temporary shelter for the children while they are out of the building.

GIFTS TO SCHOOL PERSONNEL (Policy GBI)

School employees are prohibited from accepting any commission or gift from individuals or companies seeking to sell equipment or materials to our public schools. This includes materials for the construction, repair, and maintenance of the school plant, for the conducting of student classes, for materials and supplies used in school organizations such as clubs.

This prohibition shall not be construed to prevent vendors from paying reasonable costs to provide opportunities for school officers and employees to see or hear about new ideas, equipment, and/or materials; nor shall it be construed to prevent students from presenting token and inexpensive gifts to staff members.

Anyone wishing to present a gift or donation to the school may do so by presenting it to the School Board. The Board shall act to accept or reject such a gift at a regular meeting. The Board welcomes expressions of gratitude and appreciation through the writing of letters to staff members.

Revised: October 9, 1995; July 12, 2010

GRADING STUDENT WORK

The plan of study for each course taught in our District must include a set of standards for grading student's work. Each teacher must see that the plan for grading is appropriate for the students being taught and it must be approved by the principal and the Board. Teachers will be held accountable to students and parents for those grades. Teachers will find that innovative grading systems will be viewed positively as long as they are suited to the use. Please work with your principal.

Principals will establish procedures for submitting marks to the office at report card time. They will also establish procedures for notifying students and parents of any deficiencies in student work between report card periods. Cooperation among parents, teachers, and administrators is essential in assuring the maximum student progress. Teachers are encouraged to make frequent personal (or telephone) contact with the parents of students who are not performing up to expectations. Prior to assigning a failing quarter or semester grade, teachers should visit with the principal to determine who, besides the student, should be consulted about the problems.

GRIEVANCE PROCEDURE (Policy GBM)

The following grievance procedure shall be the procedure followed by all employees.

Bon Homme School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex, or disability and will not violate any of the provisions of applicable Federal Programs, Statutes, or Regulations.

In compliance with applicable Federal Laws and Regulations, Bon Homme School District has appointed the Superintendent of Schools as the Title IX Coordinator to coordinate District programs and compliance with Federal Mandates prohibiting discrimination. The superintendent can be reached at PO Box 28, Tyndall, SD 57066, or by calling (605) 589-3388. The 504 Coordinator can be reached at this address as well.

Definitions A "grievance" is a complaint by a public employee or group of public employees based upon an alleged violation, misinterpretation, or inequitable application of any existing agreements, contracts, ordinances, policies, rules, or regulations of the School District as they apply to conditions of employment for the staff of Bon Homme School District #04-2. The absence of or disagreement with existing policy, rules, or regulations is not a grievance.

Term "employee", except where otherwise indicated, is considered to apply to any employee not classified as administrative personnel. The term "employee" may include a group of employees who are similarly affected by a grievance.

An "aggrieved person" is the person(s) making the claim.

A "party in interest" is the person(s) making the claim and any person(s) who might be required to take action or against whom action might be taken in order to resolve the problem.

The term "days" when used in this policy shall, except where otherwise indicated, mean calendar days.

"Immediate Supervisor" is defined as the individual conducting the evaluation.

"Association" shall mean any association of employees.

The "Board" shall mean the School Board of the School District.

Principles The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise affecting the welfare or working conditions of employees.

All parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any employee having a problem to discuss the matter informally with any appropriate member of the administration or with any appropriate representative of an association at any time.

Any employee or group of employees has the right at any time to present a grievance to such person or Board through such channels as are designated for that purpose.

Time Limits 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 limit specified may, however, be extended by mutual agreement in writing.

In the event a grievance is filed at such time that it cannot be processed by the end of the contract period, the time limits set forth herein will be reduced so that the grievance procedure maybe completed prior to the end of the contract period or as soon thereafter as it is practicable.

Employees must file a grievance within thirty days after the alleged violation, misinterpretation or inequitable application.

Informal Procedure If an employee has a grievance, he/she should first discuss the matter with the principal, administrator, or supervisor to whom the person is directly responsible in an effort to resolve the problem informally.

If, after such discussion, the employee is not satisfied with the disposition of the matter, the employee may file a formal grievance in accordance with this policy.

Formal Procedure Level One: School Principal or Immediate Supervisor

1. If an aggrieved person is not satisfied with disposition of his/her problem through informal procedures, the person may submit a claim as a formal written grievance to his or her principal or immediate supervisor.
2. The principal or immediate supervisor shall within five days render a decision with rationale for that decision in writing to the aggrieved person.

Level Two: Superintendent

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five days after presentation of the grievance in writing, he/she may file the formal written grievance with the superintendent within three days after the decision at Level One or eight days after the grievance was presented, whichever is sooner.
2. The superintendent or his/her representative shall act for the administration at Level Two of the grievance procedure.
3. Within ten days after receipt of the written appeal to the superintendent, the superintendent shall meet with the aggrieved person for the purpose of resolving the grievance. The superintendent shall, within three days of the meeting, render a decision with rationale for that decision in writing to the aggrieved person. If more than one meeting with the aggrieved person is necessary or if the superintendent determines to conduct an investigation in addition to meeting with the aggrieved person, the decision shall be within three days of the last meeting with the aggrieved person or within three days of the conclusion of the investigation.

Level Three: Board

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within the time frame set forth, he/she may file a written appeal with the Board.
2. After receiving the written appeal, the Board may appoint a fact finder to review the grievance and its proceedings to this point and to report to the Board prior to its hearing with the aggrieved person. A hearing on the appeal shall be conducted in executive session and the decision of the Board with rationale for that decision shall be rendered in writing within five days.

Level Four: Appeal to the Department of Labor

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may within thirty days after the final decision by the Board is mailed or delivered to the aggrieved person, file an appeal with the South Dakota Department of Labor pursuant to South Dakota statutes and regulations.

Miscellaneous If a grievance affects a group or class of employees, the grievance may be submitted in writing to the superintendent directly and the processing of such grievance shall begin at Level Two.

If a grievance involves the aggrieved person's principal or immediate supervisor, the superintendent shall designate another person to hear the grievance at Level One. If the grievance involves the superintendent, the Board shall designate another person to hear the grievance at Level Two.

Decisions rendered at all levels of the formal grievance procedure shall be in writing setting forth the decision and its rationale.

All documents, communications, and records dealing with the processing of a grievance shall be filed in a place other than the personnel files of the participants.

Forms for filing and processing grievances and other necessary documents shall be prepared by the superintendent and made available through building principals and in the District Office.

Any individual employee or group of employees shall have the right at any time to present grievances to their employer and to have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of any settlement with the Association then in effect, provided that the Association has been given the opportunity to be present at such adjustment.

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

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

All parties in interest may be represented at all levels of the formal grievance procedure by person of their choosing.

Legal References: SDCL 3-18-1; 3-18-1.1; 3-18-3; 3-18-15 through 3-18-15.3

Contract References: Master Agreement & Classified Employee Handbook

Revised: July 8, 1996; April 09, 2007; July 12, 2010; June 9, 2014; March 9, 2015

HANDLING OF BODY FLUIDS

The proper handling of blood and other body fluids is important in maintaining a clean, disease-free environment. Proper handling of body fluids will deter the spread of diseases such as giardiasis, pneumonia, athlete's foot, cytomegalovirus, hepatitis B, and AIDS. All school employees will be expected to follow this policy when handling body fluids. For purposes of this policy, body fluids are defined as blood, feces, saliva, semen, sweat, tears, urine, nasal discharge, and vomit.

The prevention of the spread of pathogens in school settings is best accomplished by thorough hand washing after urinating or defecating, before eating, and after cleaning one's nose.

Gloves made of some impervious material should be worn when handling any body fluids or waste which may contain body fluids or when cleaning toilets, urinals, sinks, and other areas in which body fluids might be found.

The secretions/excretions must be cleaned (wiped, mopped, scooped, and absorbed) up with disposable paper towels or disposable rags. Soiled paper towels, rags, and disposable gloves are to be deposited in double plastic bags (i.e. two Zip Lock bags), securely fastened shut and placed in regular garbage pickup.

Surfaces that have been soiled with body fluids must be disinfected. If possible, use a 1:10 solution of household bleach. For surfaces that would be ruined by bleach (i.e. carpet) use an agent labeled mycobacterial that will not ruin the surface and, if possible, a hot shampoo treatment and drying. Following the cleaning and disinfecting process, even though gloves were worn, hands must be washed. Washing should include a vigorous scrubbing with soap for 15 to 30 seconds, dry hands with a paper towel and use the towel to shut off the water supply.

Food service workers will exercise care to avoid injury during food preparation. Workers will immediately dispose of any food that is contaminated by blood or any other body fluid and thoroughly clean any surface or equipment that may have been in contact with the body fluid.

Disposable gloves are to be worn by all food service workers, coaches, trainers, student managers, secretaries, teachers, and administrators who handle food or who treat persons with injuries or illness involving body fluids. Gloves will also be worn when cleaning any surface that has been contaminated by body fluids. Disposable gloves must be properly put on and removed and must be discarded when removed.

Athletes who may have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person. Athletes are to be provided with individual drinking containers, preferably disposable, during practices and athletic events.

HARASSMENT (Policy JFCEA)

It is the District’s policy that harassment is illegal, unacceptable, and shall not be tolerated; that no employee or student of the District may harass another. Any employee or student will be subject to disciplinary action including possible termination of employment or attendance at school for violation of this policy.

Conduct: whether intentional or unintentional, in any form, including physical, verbal, or visual, that results in unlawful harassment of others is prohibited. 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.

Any employee who believes that he/she has been the subject of harassment should report this incident immediately to his/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 school counselor and the responsible administrator.

All incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. Retaliation against individuals who complain about harassment, or who report or cooperate with an investigation of a harassment complaint, is prohibited by the District. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize the applicable Grievance Procedure.

HEALTH INSURANCE PLAN

All certified staff will have the option to choose one of the following deductions with the District paying the following amount toward each plan:

	<u>\$1,000 Deductible</u>	<u>\$1,500 Deductible</u>	<u>\$2,000 Deductible</u>
Single	\$460	\$460	\$460
Family	\$490	\$490	\$490
Employee/Spouse	\$460	\$460	\$460
Employee/Child(ren)	\$460	\$460	\$460

*The District will pay for a single premium for the \$2,000 deductible and \$490 for any family deductible.

The Board shall have the sole right to determine the carrier and coverage benefits; however, in no event shall the Board negotiate an annual increase of more than twenty-five percent (25%) in deductible or co-pay amounts without the approval of the Association. A committee of BHEA members and Board members will meet each year to discuss carrier and coverage. No change in the insurance carrier or coverage will be made without consulting the Association. An employee who retires may stay on the group health insurance until they become eligible for Medicare and must pay for the entire premium themselves. Premiums and deductibles are effective January 1 – December 31.

HIV/AIDS-EMPLOYEES (Policy GBED)

Bon Homme School District does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Bon Homme School District shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare, or school athletic settings.

Staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person’s HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person’s HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student’s permanent educational or health record without written consent.

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration and/or appropriate health care authorities for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

A school staff member is expected to alert the appropriate administrator responsible for health and safety if a student’s health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, the appropriate administrator may counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

INTERSCHOLASTIC COMPETITIVE SPORTS/ACTIVITIES (Policy IGDD)

SDHSAA Recognized Sports and Activities: This category is limited to sports and activities which are recognized and sanctioned by the SDHSAA and sponsored by the Bon Homme School Board. All sponsored sports and activities must abide by the constitution, By-Laws, and the Athletic Handbook of the SDHSAA as well as the policies and athletic handbook of Bon Homme School District. The Bon Homme School Board will assume total decision making and financial control over the sport or activity which includes but is not limited to: hiring of coaches and officials, scheduling of contests and events, transportation of teams, purchasing of equipment and supplies and uniforms, maintenance of practice and game fields and courts, meals and lodging (when appropriate).

Students who participate in this category of sports and activities are entitled to receive school awards such as letters, certificates, and monograms.

School Sponsored Sports and Activities: This category is limited to sports and activities which are conducted with the approval of the Bon Homme School Board. These sports and activities will be governed by the Policies and Activities Handbook of Bon Homme School District. The Bon Homme School Board will assume total decision-making control over the sport or activity which includes but is not limited to: hiring of coaches and officials, scheduling of contests and events, transportation of teams, purchasing of equipment and supplies and uniforms, maintenance of practice and game fields and courts, meals and lodging (when appropriate).

The financial obligation for these sports/activities will be the sole responsibility of Bon Homme School District. The sport/activity, however, will not be offered or sponsored by Bon Homme School District if, at least four months prior to the same, the Bon Homme School Board determined in its sole discretion, that sufficient contributions and monies are available from non-general fund sources to pay for all or a portion of the sport/activity. Students who participate in this category are entitled to receive school awards such as letters, certificates, and monograms.

In order for the School Board to consider sponsoring a new sport/activity in this category, the following conditions must be considered:

1. There should be documented evidence that a sufficient number of students have expressed interest in participating in the sport or activity.
2. There should be appropriate facilities within the District to facilitate the sport or activity.
3. There should be documented evidence that adequate competition exists within the geographical region.
4. Certified coaches or sponsors are currently available, or certification can be completed prior to the start of any practice session with students.
5. Comparable sports/activities opportunities must be available for both boys and girls so as to comply with Title IX.

Transitional Sports and Activities: This category is limited to sports and activities which are not currently recognized or sanctioned by the SDHSAA but are conducted with the approval of the Bon Homme School Board and are under the direct control and financial obligation of a Board of Directors. Transitional sports may use the School District name and/or mascot and the school facilities, but students who participate in these club sports are not entitled to receive school awards such as letters, certificates, and/or monograms and are not under the direction, control, or supervision of Bon Homme School District or Board of Education.

Adopted: July 2002

Revised: July 12, 2010

INVENTORY

Each teacher and activity director will be given an inventory of all materials and equipment for which he/she will be held responsible. That inventory should be carefully checked BEFORE the start of school. At that time, new items should be added and items that are missing should be reported to the District Office Secretary. The completion of new inventory will be a part of the check-out procedure in the spring. If proper records are maintained, the spring inventory is greatly simplified.

KEYS

All school keys are the sole property of Bon Homme School District #04-2. Keys are loaned to each employee for use while under contract to Bon Homme School District. Each employee must adhere to the following procedures:

1. All school keys are to be surrendered to the District Office Secretary upon termination of employment with Bon Homme School District.
2. No keys are to be duplicated in any manner without authorization from the appropriate administrator.
3. No keys are to be loaned to any individual(s) who is not an employee of Bon Homme School District.
4. The District Office Secretary will determine which individual(s) need a key and will distribute them accordingly.
5. Employees will be held responsible for the school keys in their possession. Should keys be duplicated, loaned out, or lost, the employee may be charged for the cost of changing locks, changing cores, and/or key(s).

LEAVES AND ABSENCES (Policy GCBD)

Leave will be provided according to the agreements with recognized employee bargaining groups, or absent such a bargaining group, established by the Board.

1. Providing the employee with an opportunity for continued professional growth.
2. Encouraging the employee to take the necessary time to recuperate from illnesses.

The Bon Homme School Board believes that the provision of leaves helps to attract and retain faculty who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

3. Providing the employee with income in the event of illness or accident.
4. Providing a way for the employee to arrange for absence in the event of an emergency.
5. Cooperating with the employee in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

Leave requests will be made to the superintendent or designee. All requests for long-term leaves of absence will be submitted by the superintendent, along with his recommendation, for Board approval.

Employees are expected to perform all duties and responsibilities as defined by the employee's contract, statutes, rules, and regulations of the State of South Dakota, The State Board of Education, policies of the School Board, and administrative regulations of this School District.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent him/herself from required or assigned duties without first getting permission from his/her supervisor or administrator.

Unauthorized leave shall constitute a breach of contract and therefore may result in the initiation of dismissal procedures, loss of salary, or such disciplinary action as may be deemed appropriate by the Board. An employee shall receive as salary only an amount that bears the same ratio to the established annual salary. Time he/she serves will be compared to the required days of service or such hourly wage as had been earned depending upon the manner of compensation named in the employee's contract.

The superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of absence. The District may require, at its own expense, a physical examination to verify the reason for absence if the reason given is personal illness or disability.

Revised: July 1996; July 12, 2010

LEAVE PROVISIONS

The Master Agreement describes procedures for Sick Leave, Personal Leave, Professional Leave, Leave of Absence, Disability Leave, Legislative Leave, Out-Of-State Leave, Inclement Weather Leave, Parental Leave, Short-Term Leave, and Long-Term Leave.

LEAVE REPORTING

Whenever a teacher takes a leave of any kind*, it is the teacher's responsibility to file an on-line leave request. This electronic format is used to update records and to ensure that leaves are properly recorded in the Business Office. The principal/superintendent will approve or disapprove the request using the on-line system. Teachers may also check their leave balances electronically and contact the Business Office with any questions. *For Professional Leave only, in addition to the electronic request, the Professional Leave hard copy form must be submitted to your principal in advance of the leave.

LESSON PLANS

All teachers are required to file lesson plans with their building principal each week. Teachers are also required to file these lesson plans on-line.

MEETINGS

Teachers are expected to attend all meetings announced or scheduled by their principal. Teachers may also attend professional meetings outside of school in accordance with the professional leave policies and procedures.

MONIES IN SCHOOL BUILDINGS (Policy DM)

Monies collected by School District employees and by student treasurers shall be handled with good and prudent business procedures to demonstrate the ability of the 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.

Revised: December 11, 1995; July 12, 2010

MORAL AND CHARACTER INSTRUCTION

Students look to their teachers for examples of the right living. The community and the Board expect teachers in Bon Homme School District to impart good moral values to their students. Teachers must live their own lives in ways that present students with a good example. The State of South Dakota requires that schools teach sexual abstinence as the only method of staying safe from sexually transmitted diseases such as AIDS. Bon Homme School District has adopted abstinence education as the policy for sex education in the District. Teachers must abide by this policy of moral character when they present sexual information in their classes.

NEGOTIATIONS

The Bon Homme Education Association (BHEA) holds continuing recognition from the Bon Homme School Board to carry on negotiations for the teachers and counselors employed in the District. The Association and Board meet annually to negotiate salaries, working conditions, and other matters of concern to the parties. The negotiations result in a Master Agreement that is signed by both parties and is in effect for a period of time specified in the agreement. A copy of that agreement will be available upon request. Teachers who feel that the agreement is being unfairly applied may file a grievance according to the Grievance Procedure which is a part of that agreement. Board policy prohibits teachers from conducting BHEA business during school time except as provided in the Master Agreement.

OTHER COMMITTEES

Teachers will be expected to serve on committees to assist with the review and revision of plans of study and curriculum and with the selection of new teaching materials. These committees will be headed by a principal or designee and members will be selected so that membership reflects the expertise of the staff and the subject matter being dealt with. When service on these committees requires additional travel to attend to committee business, mileage may be authorized by the administrator in charge.

Bon Homme School District endorses the concept of participative management. The employees of the District are expected to provide input into the decision-making process, either through formally constituted committees and councils or through informal contacts with administrators and the Board. Recognizing that good decisions require information; it is the goal of the administration that employees be provided with as much information as possible about issues and problems so that their counsel will be most productive. The only bad idea is the one that is never communicated to the persons with the resources and authority to try it.

OTHER PROGRAMS

All teachers are responsible for implementing PBIS, Plan Book, Whiteboard Training, DDN Campus, and other District programs, such as RTI, when applicable.

OUTSIDE EMPLOYMENT DURING SCHOOL TERM

From time-to-time teachers may be asked to perform a service for pay in connection with a school-related activity (i.e. judging and officiating) which requires them to be absent from their duties. Before accepting, the teacher must get the approval of the superintendent. If granted, the teacher will be required to either surrender the pay they receive for the work or 1/179 of their salary, whichever is least for each day they are absent. Teachers may also choose to use personal days for such absences in which case no salary will need to be forfeited.

PAYROLL INFORMATION

Teachers may take their pay in either ten or twelve installments. All paychecks are issued on the 15th of each month or on the working day immediately prior to the 15th. Teachers who select the ten-check option will receive their tenth check immediately after checking out and only after the appropriate administrators and office staff have verified that the checkout process is complete, and all debts are taken care of. Staff members will have their inventory verified; all bills and debts collected and paid for, and shall be responsible for any loss of equipment, inventory, and textbooks. The appropriate principal shall validate and verify each teacher's check out. Charges will be assessed which the principal and Business Manager deem due, and collectable as follows: for missing or damaged equipment, inventory, textbooks; or overdue fees not collected. This shall be payable to Bon Homme School District. Bon Homme School District shall take all appropriate steps necessary to collect on staff debts remaining after checkout. A current copy of Form W-4 (Federal Income Tax Withholding) must be on file in the Business Office before the first day of school. Teachers must also present proof of US Citizenship (or a copy of their Green Card), and their current address and phone number to the Business Office before they can be paid. Paychecks can be directly deposited to the bank of the teacher's choice. Paychecks not directly deposited will be delivered to the teacher's school mailbox or mailed to their current address. Teachers may arrange for a direct paycheck deposit through the Business Manager. The District also offers a number of payroll deductions to teachers. A complete list of these can be found in the Master Agreement.

PERSONNEL RECORDS (Policy GBL)

Each District employee will have a personnel file opened in his/her name in the District Office. The file will contain payroll and tax information, teaching certificate, copies of correspondence with the District, copies of contracts, copies of final evaluations (up to 3 years old), and other data of a similar nature. The file may be inspected by the employee at any time during regular office hours. Copies of materials in the file may be made but the file may not be removed from the office. Material in the file that an employee feels should not be there may be removed if the Business Manager and superintendent agree that it is no longer pertinent and that it should be removed.

PREPARATION PERIODS

Preparation periods are unassigned periods to be utilized for professional work. A teacher may decide to use preparation periods to write lessons, grade papers, analyze student data, meet with parents, students or colleagues or other professional responsibilities.

Some teachers may have a preparation period scheduled prior to or following a lunch period. At no time will a preparation period be used as an extension for the lunch period.

PROFESSIONAL STAFF DEVELOPMENT

Bon Homme School District may provide teachers with staff development each year. The training will be arranged by the administration.

PURCHASING (Policy DJ)

The Bon Homme School Board realizes that a large percentage of the expenditures of the District are for the purchase of supplies, materials, and equipment. It is the desire of the Board that all Laws and Regulations relating to purchases by the School District be strictly observed. The purchase and use of materials and equipment shall be accomplished in accordance with good business practices with the goal of serving the program of instruction. The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and service.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The Board will abide by the letter and the spirit of all Laws and Regulations relating to purchases by the School District and the control of its finances and property. All contracts must be approved by the Board in order to be binding on the School District.

Within the framework of applicable Laws and Regulations, purchases and use of materials, and manpower will be made in accordance with good business practices with the primary purpose of serving the instructional program.

The superintendent will serve as the purchasing agent. The superintendent will develop and administer the purchasing program for the schools with the assistance of the Business Manager, within the legal requirements and the adopted school budget.

The superintendent will work with the Business Manager in the development of a system for handling all purchases made by the District. The system developed will reflect the best available business and accounting practices and will be communicated to all employees of the District. All employees will be expected to comply with the established procedure and with the guidelines outlined in this policy.

All purchases of supplies, materials, or equipment for or on behalf of Bon Homme School District shall comply with the following guidelines:

1. District funds may not be used to pay for items purchased without prior authorization of the District Business Office. Any unauthorized purchases will be billed to the person who made the unauthorized purchase.

2. Purchase of any item for which specifications can be reliably written, quality measured or gauged, or the quantity measured or counted will be by bids or quotes.
3. Bids will be taken when the cost of the item exceeds the amount specified in South Dakota Law or when the Business Manager feels that sufficient funds can be saved to warrant writing specifications or when the Board directs that bids be taken.
4. Quotes will be secured on all purchases of equipment costing more than \$300 and for which specifications can be reliably written. A minimum of two quotes will be sought.
5. Quantity purchasing will be used whenever possible in order to ensure maximum quality for minimum cost.
6. When bids are taken, bidding procedures including specifications, advertisement, and opening will be those prescribed in South Dakota Law. The successful bidder will be determined by the Board and the Board reserves the right to reject all bids.
7. When items are purchased for student fundraising activities or for resale to students, the organization or individual sponsoring the sale must receive prior approval from the school administration for the sale. Applications for approval must specify what is to be sold, where it is to be purchased, the purchase and sale price, and a plan for the disposition of any profits resulting from the sale. Merchants who are located within the District must be given an opportunity to supply the merchandise for resale.
8. Factors to be considered when deciding which supplier to choose when selecting vendors when the bid laws are not in effect are:
 - quality of product,
 - suitability of product,
 - price,
 - conformance to specifications,
 - convenience of deliver
 - past service to the District.
9. Only the School Board will award contracts when bids are taken.
10. The administration will make the final determination of vendor when a quote procedure is followed.
11. A minimum of two quotes are to be sought by the purchasing agent when the bidding procedure is not being used.

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 needed
2. Cite several existing, commercially available "standard brands" that meet those specifications acceptably as examples
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 its judgment, circumstances warrant.

Legal References: SDCL 13-16-24; 13-20-1; 13-20-3

Adopted: April 9, 1990

Revised: December 11, 1995; November 9, 2009; July 12, 2010; December 14, 2015

ROOM PARTIES

From time-to-time teachers may desire to hold a small party or celebration in their classroom in honor of some special event or as a reward for good work or behavior. When plans are being made for such an activity, it must be cleared with the principal in advance. Time consumed for these activities should be kept to a minimum. If food and/or drink is involved, care should be taken not to create any additional cleanup work for the custodial crew.

SCHOOL ACTIVITIES

Bon Homme School District offers a wide variety of activities to its students. The activities provide students with opportunities to grow in ways that are not ordinarily found in academic pursuits. It is our hope that at least one activity will appeal to the interests of every student and that they will participate and succeed. Scheduling activities is a large and important part of the program. The District employs an activity director who coordinates and schedules events that occur outside of the regular class time and day. No changes in activity event schedules may be made without the approval of the activity director and/or the principal.

Class time and school day activities should be cleared with the activity director, but they also require the approval of the principal. The activity director and principal will work closely to ensure that the programs operate smoothly.

An Activities Handbook has been prepared that outlines the expectations of the District for each activity. Activity directors are required to read the sections that pertain to their activity and all teachers are expected to be familiar with the book. Teachers may be called upon by students for advice in their choices of activities and in setting priorities when and if conflicts occur. All teachers are expected to support all of the activities in the District in their discussions and behavior in the classroom and by presence at activity events whenever possible.

Activity directors are expected to plan practices and events just as they would for any other class that they teach. They are also expected to cooperate with one another, especially when their activities involve the same students. Give and take is an important part of a successful activities program. Teachers are reminded that research has shown that the students who are involved in activities are usually the best performers in the classroom.

The success of activities programs cannot always be seen in the trophy case or on the scoreboard. We expect students to have opportunities to grow and personally succeed in our activities and to enjoy their participation. When these goals are being met, the results are often reflected in the win/loss records and championships won for the school. Students who do not participate in activities miss an opportunity for growth and students who do not feel successful may not grow. Activity directors must always keep the wellbeing of the whole student in mind, and they must remember that they are dealing with children when they plan and direct their programs.

SCHOOL BOARD POLICIES

Bon Homme School Board has adopted a set of policies and handbooks which are used to govern the operations of the schools and the Board. These policies are constantly under review and may be changed at almost any time during the school year. A complete, up-to-date set of current Board policies and handbooks are kept in the District Office. All up-to-date policies are also posted on the school website. A set of policies and handbooks are also kept in the principal's office in each building, however, that set is updated only once each year. Although principals are expected to be knowledgeable of Board policies and handbooks, they may not always have the latest official copy for reference. District Office personnel should be consulted for answers to policy questions when the latest information is essential.

SCHOOL CLOSING ANNOUNCEMENT

WNAX-AM 570; WNAX-FM 104.1 THE WOLF; KYNT-AM 1450; KDAM 94.3; KKYA-FM 93.1; KOOL 98-FM 98.3; KVTK-AM 1570; KVHT-FM CLASSIC HITS 106.3; KMIT-FM 105.9; RESULTS RADIO (AM--KXRB COUNTRY 1000; KSOO 1140; FM--KMXC-MIX 97.3; ESPN 99.1; KDEZ EASY & FUN 100.1; KIKN 100.5; KYBB CLASSIC ROCK B 102.7; KKLS-HOT 104.7); KELO-TV-#11 and DAKOTA NEWS NOW-TV-#46 television stations, and via the BrightArrow automated phone system will be used for all school announcements.

When announcements affect school starting times, we will try to get them on the air before 6:30 a.m. All school employees are expected to listen to one of these stations whenever weather is threatening. Please do not make phone calls to the office or the homes of administrators unless you have essential information. You could be tying up lines needed to make the calls to the stations.

SCHOOL VEHICLES

School employees are encouraged to use school owned vehicles for travel when on school business. Approval for their use must be secured from the District Office. Persons using school vehicles are asked to maintain the vehicle use records found in each vehicle. If the vehicle assigned is not kept in Tyndall, the employee may be asked to make arrangements for pickup and delivery at the vehicle's location. When returning a vehicle, the operator is asked to report any problems that they might have had with the vehicle, fill up with gas, and remove trash.

SDHSAA REGIONAL MEETINGS

The South Dakota High School Activities Association sponsors many state level competitions each year. They require each school to send their various activity directors to these meetings so that rules can be explained, and details of the contests planned. Any school not attending these regional meetings must be excused in advance or the supervisor/director shall pay a \$50.00 fine for that activity. Activity directors should consult with the superintendent if they find for any reason that they cannot attend.

SDRS SUPPLEMENTAL RETIREMENT PLAN

New employees will participate in the SDRS Supplemental Retirement plan at a minimum of \$25 per month. The deduction will begin with the first paycheck issued after July 1, 2009, for all new employees in accordance with SDCL 3-13.

SEXUAL HARASSMENT (Policy JFCEB)

Bon Homme School District #04-2 has a policy which prohibits the sexual harassment of anyone (including students) in its workplace. Sexual harassment is also prohibited by US Government Statute. Sexual harassment is defined as any action, words, or innuendo which is interpreted as offensive by the person who is its subject. Persons who feel they are being sexually harassed may file a complaint with the Title IX Sexual Discrimination Officer (Bon Homme Superintendent of Schools) or with the US Office for Civil Rights located in 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367. Sexual harassment is serious business. Persons who are found guilty of sexual harassment will be disciplined by the Board. Disciplinary measures may include being expelled from school or dismissed from their job. Persons who feel they are being sexually harassed are urged to discuss the problem with the administration.

SICK LEAVE BANK

A sick leave bank has been authorized by the Board. The bank is administered by the Sick Leave Bank Committee. Teachers may become members of the sick leave bank by contributing one day of their sick leave each year to the bank. Teachers may apply to the committee for bank days after they have exhausted all of their own sick leave and personal days. Forms for applying will be furnished by the Sick Leave Bank Committee and are available in each building office and the Business Office.

SMOKING ON SCHOOL PREMISES (Policy GBK)

The Bon Homme School Board recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and non-smoker and the safety of the School District. In order to protect the students, staff, employees, visitors, and guests of Bon Homme School District from an environment that may be harmful to them and because of possible harm to personal well-being, the Bon Homme School Board hereby prohibits smoking by staff members, employees, visitors, or guests in all School District buildings, on grounds, and in all school vehicles at all times.

For the purpose of this policy, "smoking" will mean all uses of tobacco including cigars, chewing tobacco, cigarettes, and pipes. It is understood that this policy will be in addition to other Board policies concerning the prohibition of smoking by all students on school property and buses.

This smoking prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in District buildings or on District grounds.

The Board hereby directs the superintendent to formulate the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

Legal References: SDCL 34-46-2 (Prohibits minors from purchasing tobacco products, using, possessing, or selling tobacco products.

Resource: NSBA (1987). No Smoking: a Board Member's Guide to Nonsmoking Policies for the Schools. 1680 Duke Street, Alexandria, VA 22314

SOLICITING AND SELLING (Policy KI)

Employees shall not use school time or school facilities to engage in any activity that will result in personal financial gain for them. Any violation of this provision will be held to be willful insubordination.

Except as may be expressly authorized by the Board or superintendent no employee shall:

- Permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools
- Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools

There shall be no fundraising activities other than those authorized by the superintendent and conducted to raise funds for student organizations.

Revised: July 8, 1996; July 12, 2010

SPECIAL EDUCATION PROCESS

Below is a brief outline of the process needed for a child to receive Special Education or related services. The State of South Dakota recognizes fourteen disability categories through which a child may be eligible for Special Education Services. It is important that teachers are familiar with the procedure used to identify and serve students with special needs. Any questions about the process should be directed to the principal, the Special Education Coordinator, or the superintendent.

REFERRAL A referral is a formal, written request for assistance to a child experiencing difficulties in the classroom. It may come from a teacher, student, or parent. Both parental and teacher referral forms are available in all building offices. Parents may request a form without a teacher referral. When the referral is completed, it will be given to the building principal who is required to act upon it.

PRINCIPAL INVESTIGATES Upon receipt of the written referral, the principal will discuss the referral with the teacher, the Special Education Coordinator, the District Psychologist, or other staff who may be helpful. If further investigation seems necessary, the referral is forwarded on to the Special Education Coordinator.

PARENTS CONTACTED Upon receipt of the referral, the Special Education Coordinator contacts the parents to discuss the referral and evaluation. For a child to be evaluated, parents must sign a written consent for the evaluation. The written consent states why the District feels that evaluation is needed and states who will be conducting the evaluation.

EVALUATION Evaluations are carried out by at least two evaluators, usually a Psychologist and the Special Education Coordinator, but could be any others that they choose to consult. The student may also be formally observed in the classroom as a part of this process. The tests used are usually standardized measures of learning potential or standardized diagnostic tests. The results of each evaluation and the analysis of the examiner are reduced to writing in preparation to placing them in the child's file.

STAFFING Once written permission to evaluate has been received; the District has 25 school days to complete the evaluation. The evaluation must look at all areas of suspected disability. At least two people will be part of a child's evaluation team to determine eligibility standardized measures of learning potential used in addition to standardized diagnostic tests. All tests are individually administered. In addition, the child may be formally observed in the classroom. Each examiner submits a written report of their findings. These reports become part of the child's permanent file. Teachers have access to these reports. They may also conference with the evaluators to go over the results.

PLACEMENT COMMITTEE MEETING At the conclusion of the evaluations, the District has 30 calendar days in which to hold a placement committee meeting. The participants in this meeting will be the parent, the child's classroom teacher, the building administrator, the staff completing the evaluations, and the child, when appropriate. At the placement committee meeting, the evaluations are reviewed and discussed. The team reviews the criteria for eligibility as defined in the South Dakota Eligibility Criteria. If the child is not eligible, the team makes a determination as to the type and extent of services to be offered. Parental consent must be obtained before a child receives Special Education Services.

IEP TEAM MEETING The Individual Education Plan (IEP) is a formal document which outlines the services to be offered to a child for a year and states the extent to which the child will be participating in the General Education curriculum. Often members of the child's placement team are also members of the IEP team. An IEP meeting may be held in conjunction with the Placement Committee Meeting, although some parents may wish to take the information provided by the Placement Committee and review it again before an IEP meeting is held. This is their right. A parent may waive this right and elect to hold the meeting to develop the IEP immediately after the Placement Committee Meeting. A copy of the IEP document is given to the parents at the completion of the IEP meeting. The IEP is placed in the student's permanent file and may be reviewed by staff at any time.

ANNUAL REVIEW Any child receiving Special Education and related services will have a review of their plan annually. There may be occasions when a team may meet more than annually, depending upon the special needs of the student. At the annual meeting the team will review the student's progress toward the stated goals and objectives. The team may at this time decide to continue placement, change the child's placement, dismiss the child from services, or seek additional or re-evaluation of a child's educational needs. A new IEP is written, and the child continues to receive services. If at any time the parent decides to remove a child from services, they may do so after providing the District with written notification declining services. Teachers should be aware that any and all information pertaining to a student with Special Education needs must be kept confidential and not be discussed with persons outside the child's educational environment.

STUDENT ACTIVITY TRAVEL/MEAL ALLOWANCES (Policy IGGA)

Student meal allowance will be provided on approved overnight trips for competitions and State Events only.

For all approved school trips that require an overnight stay, the following also apply:

1. The actual cost of students' lodging is paid in full.
2. Meal allowances will be paid according to the adopted schedule.

3. Meal allowances for a full day will be granted to those people who leave before 6:00 a.m. and return after 7:00 p.m.
4. Meal allowances will be granted for individual meals providing the person is away from home one hour before or after a given meal. *Morning meal*--Leave before 5:31 a.m., Return after 7:59 p.m. *Noon meal*--Leave before 11:31 a.m., Return after 12:59 p.m. *Evening meal*--Leave before 5:31 p.m. and return after 7:59 p.m.

All overnight travel must be approved by the Activity Director, principal, or superintendent prior to the event.

Revised: February 2003; July 12, 2010

STUDENT ASSISTANCE TEAM (SAT)

An administrator and/or teacher for Bon Homme School District shall appoint a Student Assistance Team if necessary. The team shall develop strategies to assist staff in meeting the needs of students who have developed and exhibited academic or behavior difficulties. Bon Homme School District #04-2 SAT shall consist of the building principal or designee, the appropriate classroom teacher(s), and other resource person(s) considered necessary for each situation.

STUDENT ERRANDS

Teachers may not send students on errands during the school day that require them to leave the school grounds. If it is necessary for a student to go home to get something, permission must be secured from the principal in advance. Students may not drive their cars during the school day without permission from the principal.

STUDENT HANDBOOK (Policy JOB)

All Bon Homme student's families will receive a Student Handbook. Teachers are expected to be knowledgeable of the handbook contents and assist in the interpretation of information and enforcement of the rules/regulations for students.

STUDENT TRIPS (Policy IICA)

Teachers must get advance approval from the principal before planning any student trips (including field trips) outside the school building. Student trips planned to be carried out over a Sunday must be approved by the Board. Any overnight travel must be approved by the principal, superintendent, and Board. Travel over 400 miles must be approved by the principal, superintendent, and Board. All travel is contingent upon the availability of suitable transportation and chaperones. After a trip is approved, the teacher must furnish a list of all students who are going on the trip to the principal. Actions must also be taken to inform parents that their child will be on a school sponsored trip.

Field Trip - This is a one-day trip for students which will be carried out between 8:30 a.m. and 3:00 p.m. if possible. This trip must be applied for and approved by the principal in charge. Employees who are selected or volunteer for a field trip must be approved by the principal. Students may complete approved fundraisers to finance field trips. The District does not budget for field trips.

Class, Club, or Organizational Trip - This is a trip that may extend beyond the limits established by a "Field Trip". This trip must be applied for and approved by the principal. The meal expense of employees accompanying the students will NOT be reimbursed by the District. Transportation for class, club, or organizational trip(s) must be arranged by the individual in charge. If school owned vehicles are used, the class, club, or organization must operate within the limits of the Law and must pay for the operating costs of the vehicle. Employees accompanying students on a class, club, or organizational trip will be appointed by the principal(s) with the employee retaining the right to refuse such an assignment.

SUPPLY ROOM

Basic supplies like binders, binder clips, paper clips, correction tape, staples, tape, pencils, pens, markers, glue, envelopes, and paper are stored in a Supply Room in the District. Employees in need of these items should request them through the District Office. Teachers should not request food or other supply items from the school food service kitchens.

SURPLUS EQUIPMENT/MATERIALS (Policy DN)

All unsuitable, obsolete, or unusable property of the District shall, by resolution of the School Board be declared surplus property. The School Board resolution may order the means of disposition of said property. Property to be sold shall be appraised by three real property owners of the School District unless that property is to be traded for other property, destroyed, transferred to another political subdivision, was created as result of an educational program, or is to be sold at public auction of the District; the appraisal shall be filed with the Business Manager. If the property is appraised at less than \$500, it may be sold without public notice. In all other cases, property, including property created as a result of an education program, appraised for more than \$500, the Business Manager shall advertise the property in the newspaper for two consecutive weeks with the first notice being at least 10 days prior to the date of the sale. The notice shall describe the property and give its appraised value. The School Board may, in accordance with Law, donate any surplus property to any other Governmental unit or to any non-profit agency.

Property declared surplus and appraised at more than \$500 in value shall be sold by sealed bid or public auction according to Statute. The District will follow procedures for disposal of surplus property as established in SDCL 6-13.

Legal References: SDCL 6-13-1 through 6-13-13; 13-15-7; 13-24-4; 13-24-9 Revised: December 2002; November 9, 2009

TEACHER ASSIGNMENT

The teaching assignments of instructional personnel will be made by the principal, with input from the superintendent, in accordance with certification rules, Board policy, and the Master Agreement.

TEACHER USE OF TIME

Teachers are hired to instruct, supervise, and direct students in classes and activities. Anything that the teacher does that tends to impair their effectiveness in carrying out those duties should be avoided. Classrooms are to be attended at all times that students are present. Teachers will not be called from their duties except in emergencies. Salespersons, agents, and solicitors should not disturb teachers during their workday without the approval of the principal. Teachers must help in the enforcement of this restriction. Teachers will be expected to begin classes on time, make maximum use of the assigned time and finish the class on time. Learning is

at its best when students are actively engaged in appropriate activities directed by the teacher. Routine duties like roll call, lunch counts, and announcements, are necessary, but they can become great timewasters. Plan to keep the time consumed by them to an absolute minimum.

TESTING STUDENTS

When exams are given to students, teachers must construct them in accordance with the objectives and course content outlined in the plan of study. A good exam will be pertinent to the work students have done in class, the work done by the student outside of class and the objectives of the course. The student should be required to use information, thinking skills, and communications skills in responding to exam items. Tests should involve more than one kind of item and should give the student every chance to demonstrate what he/she has learned. Exams need not always be of the paper/pencil variety. Tests should not be used as punishment.

TORNADO PREPAREDNESS

One tornado drill will be conducted each semester in each school in the District. During a tornado drill, the students will be notified of the tornado by the appropriate method available in the building and they will be taken to shelter in a designated shelter area inside the building. They will remain in the shelter area until the "all clear" has been sounded through the intercom.

When school is in session and a tornado warning is issued for Bon Homme County, the students and staff will proceed to the designated tornado shelters in each school and remain there until the "All Clear" announcement is made. Buses will not operate while the County is under a tornado warning.

If a tornado watch has been issued the school administration will monitor the situation closely but school will continue on the regular schedule. Buses will run when a tornado watch is in effect.

When a tornado is sighted while students are on a bus, the driver will stop the bus, and the driver and students will proceed to a ditch or low area in a surrounding field and lie down. Everyone should move away from the bus or trees to reduce the chance that anything will topple over on them.

Students and faculty who are away from school should monitor the weather by radio if the weather appears threatening. If there is a tornado warning for the area, the director of the activity should seek shelter for the group and notify the authorities of their location. Under no circumstances should students be released to go home when there is a tornado warning in effect for the area.

TRANSCRIPTS AND CERTIFICATES

All teachers must have a current official transcript of college credits and the "Employers Copy" of their teaching certificate on file in the District Office before the first day of school or as soon after as possible. South Dakota Law prohibits the payment of any salary to any teacher who does not hold a valid teaching certificate. Teachers who are eligible for additional endorsements must send proper documentation and fees to the State Department of Education to have their certificate updated.

TUTORING

Board policy prohibits teachers being paid by parents or others to provide assistance to students who are enrolled in classes that they teach at any time. Teachers may not do any tutoring of any student for pay on school property or during school time. All tutoring arrangements must be made and carried on outside school time and in accordance with Board policy.

USE OF PERSONAL AUTO BY EMPLOYEES

Employees who use their personal auto for school business must be authorized, in advance, to do so if they wish to be paid mileage. In most cases when such authorization is secured, it carries with it coverage by the District (liability, property damage, and medical payments) auto insurance under provisions of authorized "volunteer" use of personal auto. When such authorization is granted, the employee may claim mileage from the District at the rate established by the Board. Teachers who travel in-District to participate in curriculum related meetings authorized by the principal may receive mileage for that travel. Arrangements must be made in advance with the principal.

USE OF SCHOOL BUILDINGS

Persons or organizations wishing to use the school buildings must make arrangements in the office of the building principal. Following approval of the use, keys will be issued which must be returned to the office following the building use. Teachers should report any suspicions of unauthorized building use to their principal.

USE OF SCHOOL FACILITIES (Policy KG)

School equipment may be used in the building by any employee so long as that use does not interfere with the educational programs and the use is strictly personal and no monetary gain will accrue to the employee from the use. Portable equipment may be loaned to employees for the same purposes as listed above by the building principal. Whenever equipment is borrowed, the date for its return must be settled at the time it is loaned. Under certain circumstances, equipment may also be loaned to students. All such loans are subject to Board policy and must be approved by the building principal in advance.

VISION CARE INSURANCE

Bon Homme School District #04-2 offers a vision care plan for all teachers but does not contribute toward premiums for it. Teachers who wish to participate in the plan must notify the Business Manager.

VISITS TO THE SCHOOLS (Policy KK)

All citizens desiring to visit a school and/or classroom may be permitted to do so providing the following conditions are met:

- Arrangements have been made through the Building Principal's Office prior to the visit. This does not pertain to those days such as open house when the public is encouraged to visit school.
- Upon entering the building, the visitor shall proceed immediately to the Principal's or District Office to state his/her business or to give notification of his/her desire to observe classes or programs. All visitors will then be given a visitor's badge sticker to be worn while the visitor is inside the school building.
- Permission has been received for the visit from the principal or District employee. They shall then have the right to observe classes

unless it is determined that their presence would disrupt the class and prevent the instructional program from being carried out.

- All representatives of commercial firms and teacher organizations must receive permission from the superintendent to be in the school building and contact students or teachers during the normal school day. The superintendent shall protect the students and professional staff from undue distraction from school duties by such outside visitors.

Revised: October 9, 1995; July 12, 2010

WORKDAY

With the four-day school week, teachers will be on duty from 7:50 a.m. to 3:50 p.m. each school day and from 8:00 a.m. to 12:00 p.m. each designated Friday for tutoring and/or Professional Development. Principals may grant permission to leave early or arrive late or to be absent occasionally for short periods during the day when the teacher is not scheduled with students.

Activities which distract from effective teaching, or which take teachers away from their classrooms are prohibited. Teachers should be especially careful about consulting with representatives of businesses or organizations during their work time. Teachers are allowed some breaks during the day and any non-teaching related business should be transacted during this time.

PROPOSED BON HOMME #04-2 SCHOOL CALENDAR - 2023-24			Approved:		
FIRST SEMESTER			SECOND SEMESTER		
AUGUST		Contact = 10	Contact = 19	JANUARY	
1 2 3 4 5	6 7 8 9 10 11 12	13 14 15 16 17 18	19 20 21 22 23 24 25 26 27	1 2 3 4 5 6	7 8 9 10 11 *12 13
28 29 30 31	8/16 Open House 6:00 8/17 First Day of School 1/15 = ML King; 1/19 School Friday (M) Early Dismissal 12:30	14 15 16 17 18 19	20 21 22 23 24 25 26	20 21 22 23 24 25 26	27 28 29 30 31
SEPTEMBER		Contact = 17	Contact = 17	FEBRUARY	
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16	17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 *2 3	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
9/4 Labor Day; 9/8 School Friday (M)	HOMECOMING WEEK 9/22 Early Dismissal 12:30	2/15 PTC 1:00-9:00; Early Dismissal 12:30	2/19 Washington's Birthday		
OCTOBER		Contact = 18	Contact = 16	MARCH	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10/5 PTC 1:00-9:00; Early Dismissal 12:30 10/9 Native American Day 10/19 End of 1st Quarter	10/5 PTC 1:00-9:00; Early Dismissal 12:30 3/7 End of 3rd Quarter	10/5 PTC 1:00-9:00; Early Dismissal 12:30 3/7 End of 3rd Quarter	1 2 3 4 5 6 7 8 9 10 11 12 13 14 *15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 *15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER		Contact = 17	Contact = 18	APRIL	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11/11 Veterans Day 11/22 Early Dismissal 12:30; 11/23-11/24 Thanksgiving Break	4/1 Easter Monday; 4/5 School Friday (M)	4/1 Easter Monday; 4/5 School Friday (M)	1 2 3 4 5 6 7 8 9 10 11 *12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 *12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER		Contact = 11	Contact = 9	MAY	
1 2 3 4 5 6 7 *8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	12/20 End of 2nd Quarter; Early Dismissal 12:30 12/25 Christmas Day	5/11 Graduation 5/15 End of 4th Quarter; LAST DAY; Early Dismissal 12:30; 5/16 PD Day	5/11 Graduation 5/15 End of 4th Quarter; LAST DAY; Early Dismissal 12:30; 5/16 PD Day	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
CLASS SCHEDULE 12 Holidays 3 Staff In-Service (8 Hour Days) = (3 Contract Days) 17 Unscheduled 2 PD/Work (Jan 2 & May 16-8 hour days) = (2 Contract Days) 10 Tutor Days (4 Hour Days) = (10 Contract Days) 2 PTC (Parent Teacher Conferences) = (2 Contract Days) 1 1/2 PD Day and 1/2 Teacher Workday = (1 Contract Day) 2 Tutor Day(AM) - Professional Day(PM) (8 Hour Days) = (2 Contract Days)			Teacher Contract Days = 172 --- Student Contact Hours = 1042 End of 1st Quarter: 10/19/23 End of 2nd Quarter: 12/20/23 End of 3rd Quarter: 3/7/24 End of 4th Quarter: 5/15/24 1st Sem: 73 39 34 2nd Sem: 79 40 39 Total: 152		

Make Up Days - First Three Student Contact Forgiven; if used, then

Make Up Days will be the next * marked day on the calendar and others Determined by Administration

Holidays, PD and P/T Conferences Will Not Be Used or Changed For Makeup Days

Tutor Day Make Up Days Will Be Determined by Administration

Full School Day Make Up Will Have Precedence Over Tutor Day Make Up

If a date is red, this indication means it is a federal holiday (No Banking or Mail on those given days)

- 2018-19 = 1060 hours
- 2019-20 = 1043 hours
- 2020-21 = 1039 hours
- 2021-22 = 1043 hours
- 2022-23 = 1036 hours