



**2025-26**

# **Faculty Handbook**

**Dupree School District 64-2**

Approved by the Dupree School Board  
August 4<sup>th</sup> 2025

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## Section 1 – District Information

### INTRODUCTION

It brings me great joy to welcome all of you for the start of a brand-new academic year. Today marks a special day, not just because we are kicking off another year of learning and growth, but because it gives us an opportunity to reflect on how far our school community has come and to look forward to the exciting journey ahead. I want to take a moment to express my deepest gratitude to our incredible faculty. The growth and success of Dupree School would not be possible without your commitment to change. Your efforts have created an environment where students are not just educated but are empowered to become the best versions of themselves. As we begin this new school year, let us continue to build on the foundation of excellence that has brought us to where we are today. Let us work together to create a year filled with learning, growth, and positive experiences. With the continued dedication of our administration, teachers, support staff, and the enthusiasm of our students, I am confident that this year will be the best yet. Thank you all for wearing the "purple sweater" and always putting students first. I am beyond excited about the climate and culture we are creating for the entire Tiger Nation.

Sincerely in Education,

Brent Mareska  
Superintendent

## Dupree School: Where Pride and Concern = Success

### PHILOSOPHY AND OBJECTIVES OF THE DUPREE SCHOOL DISTRICT #64-2

The faculty of the Dupree School District, in agreement with the governing body, prescribe to excellence in education by making available a sound educational program that allows every student an equal opportunity to become educated to his/her fullest potential. Embodied in the Dupree School District principles of education are such ideals as human rights, patriotism, individualism, cooperation, and competition.

Each student is an individual human being and shall be treated as such. The Dupree School District will make every effort, within its resources, to accommodate the special needs and individual differences among students. It is the responsibility of the student to participate in the school program in such a way as to receive the greatest personal benefit without depriving any other child of this right to the same kind of education.

The effectiveness of the school on the student and the community is dependent upon the instructional program, the curriculum, and activities within the school. Interest and concern must be placed on the matter of instruction and curriculum development so that it will be relevant and coordinated in all levels of the school. Development and implementation of sound exploration and experimental programs are to be encouraged.

## **DUPREE SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Dupree School District, with the support of the students, parents, and community, is to enable students to become socially responsible citizens who are productive and competent lifelong learners by providing a positive, safe environment, which offers innovative learning experiences, thus encouraging critical and creative thinking and respect for others in an ever-changing, culturally diverse world.

### **Dupree School District Vision Statement**

We envision....

- A school that develops creativity and individual interests.
- A school where everyone is physically and emotionally safe.
- A school where everyone takes responsibility for their own actions.
- A school where parents, community, faculty, and administrators encourage and support the students to establish a learning partnership.
- A school where students will be self-directed lifelong learners.
- A school where students are able to succeed in a technologically advanced global society.
- A school where students will communicate effectively and work co-operatively.
- A school where students will think critically, solve problems, and make informed choices.
- A school where students will demonstrate the rights and responsibilities of good citizenship.
- A school where students show respect toward themselves and others regardless of differences.
- A school where cultural diversity is respected and celebrated.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Dupree School District #64-2 that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical disabilities, or marital status in any program, service, or activity for which the school is responsible, as required by Title XIX, P.L. 93-122, Section 504, and other state and federal laws. The Dupree School Elementary Principal is the coordinator for the policy. The Elementary Principal may be reached at 365-5140 or write: Elementary Principal, Dupree School, Box 10, Dupree, SD 57623.

**BOARD OF EDUCATION**

Mandi Smith -President  
Kody Woodward – Vice President  
Jenny Farlee  
Medina Matonis  
Jesse (Jake) Longbrake

The Board of Education meets at 6:00 PM on the second Monday of each month.

**Administration**

Brent Mareska  
Superintendent  
(605)365-5140

Cindy Lindskov  
PreK-5 Principal  
(605)365-5140

Micheal Busch  
JH/HS Principal  
(605)365-5140

Connie Alspach  
Business Manager  
(605)365-5140

**Certified Staff**

Belarma, Rose  
Blue Arm, Marion  
Bochman, Amy  
Brooks, Carolyn  
Christianson, Christian  
Corley, Amber  
De La Rosa, Susie  
Farlee, Kayla  
Fordyce, Gnene  
Hinrichs, Shannon  
Lawrence, Kristen  
Laughlin, Rex  
Libertad, Angela Grace  
Longbrake, Jessie  
Lundberg, Tether  
Maher, Sydney  
Martin, Cathy  
McLellan, Terri  
Menciano, Ghirlie  
Milla, Edwinalyn  
Mraz, Gay  
Olsen, Kathy  
Olsen, Shawn  
Peacock, Mark  
Peacock, Patty  
Pesicka, Lynn  
Pharris, Kodi  
Rabang, Jenny Rose  
Sampiano, Mary Ann  
Shoemaker, Kelly  
Sheridan, Jami  
Stewart, M. Susan  
Tomac, Valerie  
Wall, Michelle  
Ward, Jimmie  
Woodward, Cassie

Elementary SPED  
K-12 Lakota Language  
JH English  
Computer Science/FACS  
K-12 PE/AD  
Elementary Guidance Counselor  
JH Math/Social Studies  
SPED Coordinator/Elem SPED  
HS Social Studies  
DOS/Truancy  
2<sup>nd</sup> Grade  
Music/Band  
SPED  
PK-12 Art  
Kindergarten  
3<sup>rd</sup> Grade  
5<sup>th</sup> Grade  
1<sup>st</sup> Grade  
HS Mathematics  
4<sup>th</sup> Grade  
PT Librarian  
4<sup>th</sup> Grade  
2<sup>nd</sup> Grade  
HS Science  
JH/HS Guidance Counselor  
Kindergarten  
CTE Teacher  
JH Science  
1<sup>st</sup> Grade  
HS Math  
JH Reading  
HS English  
Pre-K  
3<sup>rd</sup> Grade  
5<sup>th</sup> Grade  
CTE Teacher/Paraprofessional

## Support Staff

Alley, Junella	Assistant Cook
Brehmer, Shelley	Head Cook/Bus Driver
Brooks, Charlie	Bus Driver
Brooks, Robyn	School Nurse
Dekle, Cheryl	Bus Driver
Dekle, Steve	Bus Driver
Dupree, Makenzie	Paraprofessional
Fischbach, Julie	Paraprofessional
Hale, Danae	Paraprofessional
Hinrichs, Shannon	DOS/Truancy
Gage, Tristen	JH/HS Secretary
Garter, Kent	Custodian
Gillin, Shandee	Paraprofessional
Gould, Joseph	Technology Coordinator
Holmes, Jazmyn	Paraprofessional
Howard, William	Assistant Cook
Jensen, Gary	Facilities Manager
Jensen, Kim	Library
Keckler, Casey	Paraprofessional
Little Star, Travis	Bus Driver/Custodian
Longbrake, Audrey	Kitchen Helper (PT)
Longbrake, Jackie	Administrative Assistant
Martin, Cathy	Paraprofessional
Meeks, Jeremy	Paraprofessional
McLellan, Kennedy	Paraprofessional
McGill Bennett, Tammy	Paraprofessional
Milla, Edwin	Paraprofessional
Olsen, Shawn	Bus Driver
Overton, Donna	Study Hall/Study Skills
Rave, Hosteen	Paraprofessional
Ross, Mariah	Custodian (PT)
Schad, Jodi	Assistant Cook
Shaff, Doron	Custodian
Stambach, Carla	Paraprofessional
Stambach, Wade	Bus Driver
Stevens, Rhea	Paraprofessional
Stewart, Morgan	Paraprofessional
Swan, Lynnea	Paraprofessional
Two Crow, Keegan	Bus Driver/Custodian
Ulrich, Hannah	Administrative Assistant
Zeiler, Callie	Assistant Business Manager

**Dupree School District Office Hours:**  
**7:30 - 4:00 - Monday – Thursday**  
**7:30 – 2:30 Friday**

## 2025-2026 ACTIVITY SPONSORS

### **WRESTLING:**

Head-Josh Schrempp

JH – Nate Grueb

### **Football:**

Head/JH-Cody Eaton

Assistant/JH-Micheal Busch

Assistant-Dakota Longbrake

### **BASKETBALL-BOYS:**

Head Boys/JH – Micheal Busch

Assistant Boys/JH – Jeremy Meeks

4-6 Grade Boys- Open

### **BASKETBALL-GIRLS:**

Head-Robyn Dupree

Assistant-Open

JH Girls-Open

4-6 Grade Girls- Open

### **TRACK-BOYS & GIRLS:**

Head-Jessie Longbrake

Assistant – Mike Busch

Assistant -

### **VOLLEYBALL:**

Head- Chelsey Kelly

JV/JH – Mekenzie Bordeaux

JV/JH – Kristen Lawrence

### **CHEERLEADING:**

HS Football – Tammy McGill

HS Boys/Girls BB- Tammy McGill

### **CROSS COUNTRY:**

Head-Jessie Longbrake

JH-Open

**One Act Play Competition:** Patty Peacock

**6<sup>th</sup> Grade Class Advisors:** Amy Bockman/Marion Blue Arm

**7<sup>th</sup> Grade Class Advisors:** Jenny Rose Rabang/Carolyn Brooks

**8<sup>th</sup> Grade Class Advisors:** Susan DeLaRosa/Jesse Longbrake

**Freshman Class Advisors:** Susan Stewart/Ghirlie Menciano

**Sophomore Class Advisors:** Kelly Shoemaker/Kodi Pharris

**Junior Class Advisors:** Jami Sheridan/TBA

**Senior Class Advisors:** Gnene Fordyce/Rex Laughlin/Mark Peacock

**Yearbook:** Patty Peacock

**Athletic Director:** Christian Christianson

### **Student Council Advisors:**

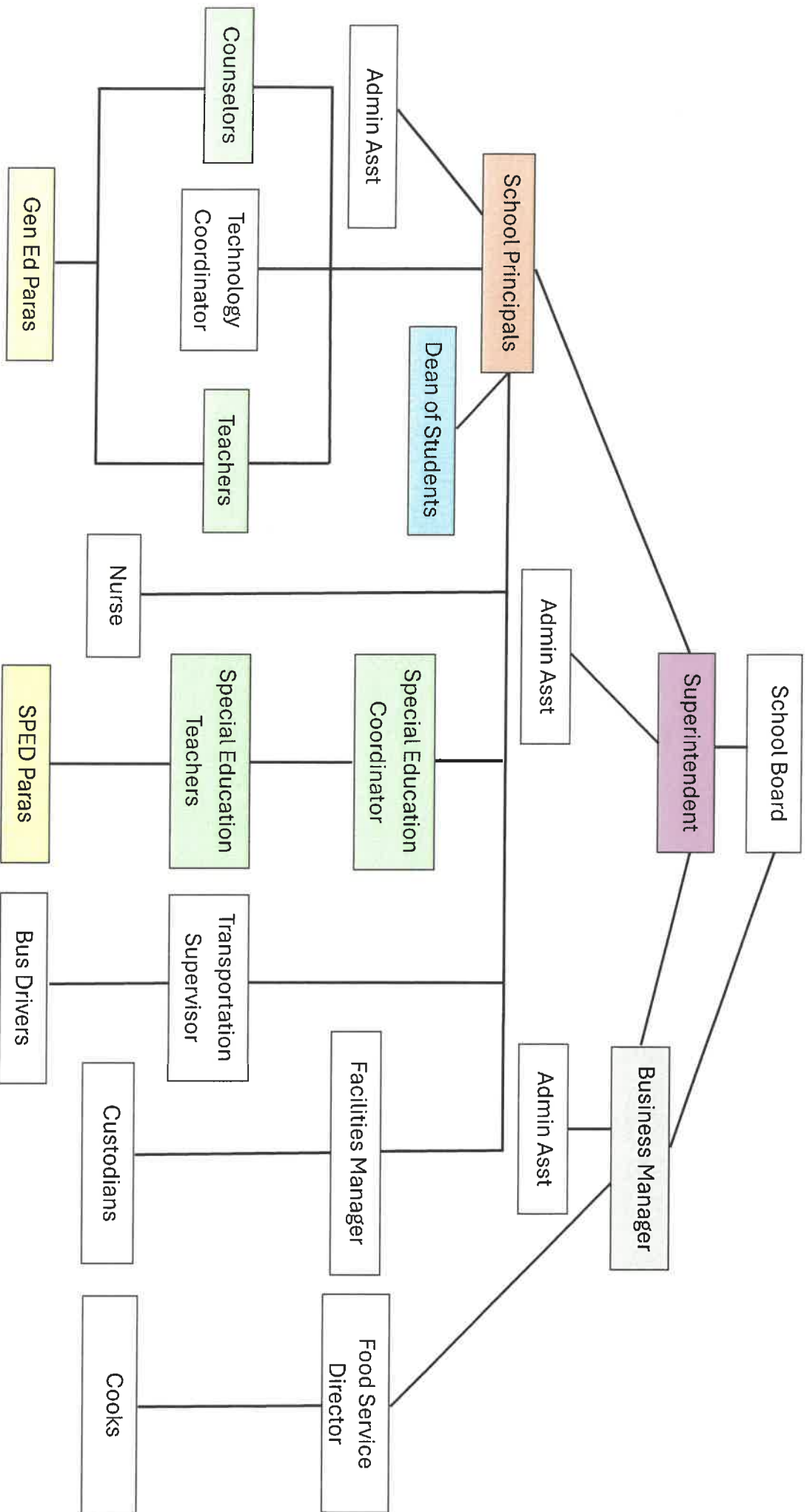
High School-Mark and Patty Peacock

Elementary-Cathy Martin and Terri McLellan

**National Honor Society Advisors:** Susie DeLaRosa/Jamie Sheridan/Gnene Fordyce

\*Up to 5 coaching activities

# Dupree School District 64-2 Organizational Chart



August 2025

S	M	T	W	T	F	S
					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

September 2025

S	M	T	W	T	F	S
	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				

October 2025

S	M	T	W	T	F	S
			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 2025

S	M	T	W	T	F	S
						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

December 2025

S	M	T	W	T	F	S
	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			

January 2025

S	M	T	W	T	F	S
				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

For more information, please go to Dupree School Facebook, Dupree School District App or [www.dupree.k12.sd.us](http://www.dupree.k12.sd.us)

2025-2026

Dupree School Calendar

Aug. 6-7 - Pre-Registration  
 Aug. 7 - 1<sup>st</sup> allowable FB Practice  
 Aug. 12- **Mandatory** Fall Sports Meeting  
 Aug. 13-14- Staff Pre-Service  
 Aug. 14 - 1st allowable CC/VB Practice  
 Aug. 14 – PreK-12 Open House 5-7pm  
 Aug. 18 – First Student Day  
 Aug. 20 – **Mandatory** Fall Sports Meeting  
 Aug. 27 - Picture Day Portrait/Fall Sports  
 Aug 29 & Sept 1 – Labor Day/Fair  
 Sept. 19 No School – Staff PD  
 Sept. 23-24 Pre-School Screening  
 Sept. 29 Homecoming Coronation 7pm  
 Oct. 3 – Homecoming Parade 1pm  
 Oct. 7-8 – Parent/Teacher Conf. 3-7pm  
 Oct. 9 – Last Day Quarter 1  
 Oct. 10 & 13 – No School  
 Oct. 14 – Start of 2<sup>nd</sup> Quarter  
 Oct. 24 – No School – Staff PD  
 Nov. 10-13 - Native Pride Week  
 Nov. 11 – Veterans Program 1:00p.m.  
 Nov. 14 – No School – Staff PD  
 Nov. 17 – 1<sup>st</sup> Allowable Wrestling prac.  
 Nov. 19 – **Mandatory** Winter Sports Meeting  
 Nov. 24 – 1<sup>st</sup> Allowable GBB practice  
 Nov. 26-28 – Thanksgiving Break  
 Dec. 1 – 1<sup>st</sup> Allowable BBS practice  
 Dec. 9 - Winter Concert 1:00p.m.  
 Dec. 16 - End of 1<sup>st</sup> Semester  
 Dec. 17-19 – No School (LM)  
 Dec. 22 – Jan. 5 Christmas Break  
 Jan.5 – Staff In-Service  
 Jan. 6 – School Resumes  
 Jan. 19 – Martin Luther King Jr Day  
 Feb. 10-11 Parent/Teacher Conf. 3-7  
 Feb. 13– No School PTC Comp Day  
 Feb. 16 – President’s/Chief’s Day  
 Feb. 27 – No School Staff PD  
 Mar. 9 – 1<sup>st</sup> Track Practice (tentative)  
 Mar. 11 –End of 3<sup>rd</sup> Quarter  
 Mar. 12-13 No School Spring Break  
 Mar. 18 – NWAS K-8 Spelling Bee  
 Mar. 24 -April 17 – State Testing Window  
 Mar. 27 - No School – Staff PD  
 April 1 – National Honor Society 6pm  
 April 3/6 Easter Break – No School  
 April 8 – NWAS Academic Olympics  
 Apr. 13 – Athletic Banquet 6:00p.m.  
 Apr. 21 – Spring Concert 1:00p.m.  
 Apr. 25 – Prom (4:30 Pics) (6:30 G-March)  
 Apr. 27-28 – Kindergarten Visitation  
 May 13– 7 12 Academic/Fine Arts Awards  
 May 13 – JOM Honoring Ceremony 5:00p.m.  
 May 14 -Elementary Field Day/Elem Awards  
 May 14 – End of 2<sup>nd</sup> Semester/Last Day  
 May 15 – Staff In-Service  
 May 16 – Graduation 1pm

School Hours

Monday – Thursday 8:00am-3:16pm  
 Friday 8:00am-2:00pm

February 2026

S	M	T	W	T	F	S
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

March 2026

S	M	T	W	T	F	S
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				

April 2026

S	M	T	W	T	F	S
			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		

May 2026

S	M	T	W	T	F	S
					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

No School	
1 <sup>st</sup> Student Day of Semester	
Sports/School Portrait Picture Day	
PTC Conference 2:00 p.m. dismissal	
Student Registration	
Spring/Winter Concert	
Homecoming	
All Day Staff PD – No School	
Native Pride Week	
Pre School Screening	
National Honor Society Induction	
JOM Honoring Ceremony	
Graduation	
Prom	
Kindergarten Visitation	
NWAS Spelling Bee/Academic Olympics	
End of Quarter/Semester	
MANDATED Parental Sports Meeting 5pm	
Make-Up School Days (If Needed)	

All Dupree School Board Meetings will be the 2<sup>nd</sup> Monday of the month @ 6p.m.

All JOM/Title IV Advisory Board meetings will be the 1<sup>st</sup> Wednesday of the month @ 6pm

## **CODE OF PROFESSIONAL ETHICS for SD TEACHERS**

### **Obligations to Students**

In fulfilling their obligations to the students, educators shall act as follows:

1. Not, without just cause, restrain students from independent action in their pursuit of learning;
2. Not, without just cause, deny to the students access to varying points of view in the classroom;
3. Present subject matter for which they bear responsibility without deliberate suppression or distortion;
4. Make a reasonable effort to maintain discipline and order the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
5. Conduct professional business in such a way that they do not expose the students to unnecessary intimidation, embarrassment, or disparagement;
6. Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
7. Maintain professional relationships with student without exploitation of a student for personal gain or advantage;
8. Keep in confidence information that has been obtained in the course of professional purposes or is required by law;
9. Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.

SDCL 24:08:03:02

### **Obligations to the Public**

In fulfilling their obligations to the public, educators shall:

1. Take precautions to distinguish between their personal views and those of the local school district or governing body;
2. Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
3. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
4. Not exploit the local school district or governing body to promote political candidates or partisan political activities;
5. Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit;
6. Engage in no act that results in a conviction;
7. Commit to no act of moral turpitude or gross immorality; and
8. Not misuse or abuse school equipment or property.

SDCL 24:08:03:03

### **Obligations to the Profession**

In fulfilling their obligation to the profession, educators shall:

1. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
2. Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
3. Discuss professional matters concerning colleagues in a professional matter;
4. Accept a position or responsibility only on the basis of professional preparation and legal qualifications;

5. Adhere to the terms of a contract or appointment unless affected parties, except as provided by law, legally terminated, or legally voided;
6. Use sound professional judgment in delegating professional responsibilities to others;
7. Not interfere with the free participation of colleagues in the affairs of their associations'
8. Not use coercive or threatening means in order to influence professional decisions of colleagues;
9. Not knowingly misrepresent their professional qualifications;
10. Not knowingly distort evaluation of colleagues;
11. Not criticize a colleague before students, except as unavoidably related to and administrative or judicial proceeding;
12. Cooperate with authorities and the commissions regarding violations of the codes of ethics of the South Dakota Professional Teachers Practices and Standards Commission Standards Commission;
13. Perform duties in accordance with local, state, and federal rules and laws.

**In fulfilling their obligation to professional employment practices, educators shall act as follows:**

1. Apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualification;
2. Apply for a specific position only when it is known to be vacant, and refrain from commenting adversely about other candidates;
3. Not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
4. Give prompt notice to the employing agency of any change in availability of services;
5. Adhere to the terms of a contract or appointment unless the contract has been substantially altered without consent of the affected parties, except as provided by law, legally terminated, or legally voided;
6. Conduct professional business through channels that have been adopted by the agency when available;
7. Not delegate assigned professional responsibilities to unqualified persons.

## Teachers as Role Models

***"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."* -Maya Angelou**

A role model is a person who inspires and encourages us to strive for greatness, to live to our fullest potential and to see the best in ourselves. A role model is someone we admire and someone we aspire to be like. We learn through them, through their commitment to excellence and through their ability to make us realize our own personal growth. We look to them for advice and guidance.

Teacher follow students through each pivotal stage of development. Seven or more hours a day, five days a week, you as a teacher are poised to become one of the most influential people in your students' life. After their parents, children will first learn from you, their PK-elementary teacher. Then as junior high teachers, you guide students through yet another important transition: adolescence. As children become young adults, learning throughout JH and moving to Dupree High School, you will answer their questions, listen to their problems and teach them about this new phase of their lives. You not only watch your students grow—you help them grow.

Much of what students learn from their teachers is not detailed on a syllabus. As teachers, you help students grow as people and are responsible for imparting some of life's most important lessons. During their initial school years, students encounter, perhaps for the first time, other children of the same age and begin to form some of their first friendships. As a teacher, you will show your students how to become independent and form their own relationships; you will carefully guide them and intervene when necessary.

School is as much a place of social learning as academic learning, and this is true, not only in our early years of education, but all the way through college. Though a teacher's influence on the social sphere of school lessens as students mature, those early lessons still have an effect on how they will interact with others in the future.

Teachers, you are founts of experience. You have already been where their students are going, undergone what they will go through, and are in a position to pass along lessons, not only regarding subject matter, but lessons on life.

Bottom line for all Dupree Faculty:

You are a role model, both in and out of the classroom/school. Your actions, what you say and even how you dress, shape the public's perception of you and of the school in general. You have been hired by the Dupree School District to serve its students to the best and to represent the school and our communities to the best of your ability.

## STATE LAW WILL HAVE PRIORITY OVER EXISTING POLICIES IN THIS HANDBOOK

### Section 2 – District Procedures

#### PLEDGE OF ALLEGIANCE

##### **SDCL 13:24:17.2**

South Dakota state law requires that schools *"shall provide students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag. However, a student who does not participate in the salute shall maintain a respectful silence during the salute."*

The *Pledge of Allegiance* will be included in the opening messages from the office every morning. Take every opportunity to stress the importance of citizenship and democracy to students.

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

#### TEACHER HOURS

The standard school day for teachers shall be 7:30 a.m. until 4 p.m. All teachers shall remain in the building until 4 p.m., Monday – Thursday. Teachers wishing to leave the building before 4 p.m. shall make arrangements and get permission from their administrator before leaving. Teachers may leave at 2:15 p.m. on Fridays, except when staff meetings or parent meetings are scheduled.

Teachers who on-staff sub during their planning period for another teacher who is absent, will receive \$20 for sub pay per hour. The hourly rate can be pro-rated. Hourly staff will work contracted hours. Maximum pay of \$20/day. Administration must approve all request and vouchers must be submitted on or before the 20<sup>th</sup> of each month.

Before school supervision will be assigned. Teachers assigned morning duty will be in their assigned location by 7:30; otherwise, all staff shall be in the halls by 7:50 a.m. Teachers may be assigned after school supervision by your principal. Your presence and awareness in the hall will help in the prevention of potentially negative situations and provide a welcoming environment.

Staff needing to leave during duty hours must submit a leave request and get approval from their administrator. Leave will be granted in half or full day increments.

Student hours are 8 a.m. to 3:16 p.m., Monday through Thursday and 8 a.m. to 2 p.m. Fridays. Breakfast service begins at 7:30 a.m.

#### TEACHERS' MEETINGS

Teachers' meetings will be scheduled once a month from 3:20pm – 4:00pm, or as needed, depending on agenda. All other meetings will be scheduled by appointment. All teachers and paraprofessionals are required to attend. These meetings are scheduled to promote better communication within the school system.

#### STAFF ABSENCES

Discretionary Leave: Each teacher is granted 15 days discretionary leave per year, cumulative to 30 days. Discretionary leave is defined as days absent from work that the employee may use for any reason, including personal leave, sick leave, emergency leave, business leave and parental leave.

Faculty members who request more leave than allowed or accumulated, must get the leave approved by the superintendent prior to being absent. Any days missed beyond those accumulated will result in a pay deduct. In cases of illness, the district may require a medical note.

All staff, who go beyond the number of discretionary leave days will be required to pay the Dupree School District \$130.00/day or the cost of a substitute. This is also in effect even if the school is unable to fill the position with a substitute. The superintendent may nullify this rule in extenuating circumstances.

No discretionary leave will be granted on the day before or the day following a day(s) of vacation or holidays unless approved by the Superintendent. No discretionary leave may be taken the first ten (10) days of school, or the last ten (10) days of school, unless it's approved by the Superintendent.

Discretionary Leave shall not be used during Professional Development days or Parent-Teacher Conferences. Granting Discretionary Leave for illness or emergency situations is at the discretion of the administration.

Illness is the most common reason for staff absences. Should you need to be absent for this or any other unexpected reason you are to call or speak to your supervisor by or before 6:30 A.M to allow time for a substitute to be procured.

Elementary call Mrs. Lindskov at 605-850-8225; secondary call Mr. Busch at 605-214-3811.

For a planned absence using Discretionary Leave, employees must arrange their leave with the Building Principal a **minimum of 3 days prior** to leave period requested. The number of staff persons granted leave at the same time will be at the discretion of the building principal, based on the number of requests.

For unplanned/emergency leave, employees must contact the Building Principal as soon as possible.

Professional Leave: Upon approval by the Superintendent or Principal, a staff member may take professional leave during the workday(s) to participate in educational activity.

Jury Duty: Any teacher called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours on a matter in which s/he is not a named party, will be granted leave with pay for the day or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence will be deducted from the regular salary. The staff member will notify their principal as soon as practical to make the necessary arrangements for a substitute teacher when jury leave must be taken.

Military Leave: A staff member may be granted a military leave of absence upon approval by the Superintendent of a formal written request. State and federal laws will be followed regarding this leave. A staff member who is called to active duty in the military service qualifies under the Soldier's Preference Law to be reinstated with accrued benefits.

## **Chain of Command**

It is critical that we try to resolve situations and conflicts at the lowest, most direct, informal level possible. In the case of a student's or parent concern, the required sequence is as follows:

1. Students and parents will first attempt to resolve the conflict with the teacher or staff person.
2. If no resolution is reached, the student or parent will be referred to the principal.
3. If no resolution is reached, the student or parent will be referred to the superintendent.

Staff members shall follow this chain of command in sequence.

Conflicts and concerns that arise between staff members will follow the same sequence:

1. Staff members will first attempt to resolve the conflict between themselves.
2. If no resolution is reached, all staff members involved will request a meeting with the principal
3. If not resolution is reached, all staff members involved will request a meeting with the superintendent.

Very few staff conflicts would reach the school board level. Depending on the situation, staff discipline or job actions may be appropriate. Bypassing this chain of command and speaking to school board members is discouraged and may result in staff discipline.

When the superintendent, **Brent Mareska**, is out of the building, the chain of command is as follows:

Principal – Mr. Michael Busch  
Principal – Mrs. Cindy Lindskov  
Dean of Students – Mr. Shannon Hinrichs  
Business Manager – Mrs. Connie Alspach

## **DRESS**

Dress and personal appearance shall be clean, neat, modest, and representative of the education profession. Clothing which does not meet this standard will not be accepted as professional dress. Staff may wear jeans on Fridays and school-themed dress is encouraged every day of the week. Discretion is left to the administration.

## **COMMUNITY RELATIONS/SOCIAL MEDIA**

Although students are a great force in projection of a school system's image on the public, all staff members of the system are equally as important. It becomes incumbent for the staff to:

1. Maintain a professional attitude in dealing with all they come in contact with.
2. Avoid making disparaging remarks about fellow staff, students or the school/system in general. They are in poor taste and can do nothing but injure yourself and others and have the deprecating effect on the quality of education being delivered.
3. Faculty members have the right to freedom of speech, expression and association including the right of the use of social media/networks. Communication to colleagues, students and families shall be professional at all times, void of inappropriate language, pictures or graphics.
4. Faculty members are expected to portray themselves, their colleagues and their district in a positive manner on social media.

## **ATTENDANCE**

Attendance: Each teacher will record attendance for the beginning of school in *Infinite Campus* by 8:15 a.m. so calls can be made to parents of students with unknown absences.

## **GRADING**

Teachers will update grades in *Infinite Campus* at least twice weekly, prior to failing list being printed at 7:30 AM Monday and Thursday mornings. Mid-term, quarter, semester test and final grade posting deadlines will be announced. The deadlines for posting grades will be enforced.

The school year is divided into two (2) semesters and each semester is divided into two (2) nine-week periods. After the 2<sup>nd</sup> and 4<sup>th</sup> quarters, a culminating semester test will be given at the secondary level with the grade appearing on the report card. Report cards are issued at the end of each nine-week period. The grading system entails the use of letter grades. Each teacher is to have a system of deriving the following letter grades and will explain it to their students at the beginning of the year. Care must be taken to make certain the students understand the system.

**GRADES PK-2**

4	Proficient with Distinction
3	Proficient
2	Approaching Proficiency
1	Below Proficiency
N	Not Yet Proficient
S	Satisfactory
U	Unsatisfactory

**GRADES 3-5**

A	94-100	OUTSTANDING WORK
B	85-93	ABOVE AVERAGE WORK
C	72-84	AVERAGE
D	65-71	BELOW AVERAGE WORK
F	0-64	FAIL-BASIS FOR RETENTION
I		INCOMPLETE
S		SATISFACTORY WORK
U		UNSATISFACTORY WORK

**GRADES 6-12**

A	90-100	OUTSTANDING WORK
B	80-89	ABOVE AVERAGE WORK
C	70-79	AVERAGE
D	60-69	BELOW AVERAGE WORK
F	0-59	FAIL-BASIS FOR RETENTION
I		INCOMPLETE
P		PASS

**HONOR ROLL**

An honor roll will be published at the end of each nine-week grading period and for each semester. The following grade point average criteria will be used for placement on it:

**GRADES 3<sup>rd</sup>-12<sup>th</sup>**

"A" Honor Roll	3.75 - 4.0
"A-B" Honor Roll	3.35 - 3.74
"B" Honor Roll	3.0 - 3.34

**LESSON PLANS**

Lesson Plans: Lesson plans must be completed every Friday for the following week's classes. Teachers shall utilize *Planbook.com* software and complete plans before leaving for the weekend. If a teacher knows in advance of an absence, lessons plans for the substitute teacher must be completed and turned in to the office prior to leaving school.

**IN-SERVICE**

The district shall conduct an annual program of in-service education and staff development for all staff.

## **PAY DAY - OFFICIAL COLLEGE TRANSCRIPTS - TEACHER CERTIFICATION**

State law requires that no salary payment be made to a teacher unless the following are on file in the business office:

1. A valid South Dakota Teacher Certificate;
2. An official transcript of all college credits -- may not be a copy and should be sent directly from the college to the school;
3. Background check;

Payday for all personnel is on or before the 25th of each month.

For more information, see the complete District policy, GBPB, Personnel in Section G

After June 1<sup>st</sup> – 2% of current salary, including extra-duty pay

After July 1<sup>st</sup> – 4% of current salary, including extra-duty pay

After August 1<sup>st</sup> – 10% of current salary, including extra-duty pay

Such a sum is to be deducted from the balance due the staff member from the School District and if no balance exists, said amount is to be paid by the staff member before such release shall be granted. The amount being deemed as consideration for such release and is liquidated damages as well as for defraying expenses in securing a replacement.

As an incentive for staff to notify the Board of their intent not to return for the following year, the Board offers the following Early Resignation Incentive to be paid with the employees last check or if the employee qualifies, this payment will be deposited into the South Dakota Retirement System Special Pay Plan (IRS 401 (a) Plan).

Resignation acted on prior to January 15<sup>th</sup> – \$700.00

Resignation acted on prior to February 15<sup>th</sup> - \$550.00

Resignation acted on prior to March 15<sup>th</sup> - \$400.00

Note: Liquidated damages or early resignation incentives will be prorated as per percentage of FTE.

## **DAILY ANNOUNCEMENTS**

Announcements will be available on the district website.

## **SCHOOL LUNCH PROGRAM**

All teachers(or designee) are responsible for walking to the lunchroom with their class and supervising them on the way and in the lunch line. The organization and assignment of lunchroom supervision duties will be addressed at the beginning of the school term.

The cost of adult meals is \$5.00 for lunch and \$3.00 for breakfast. All lunch/breakfast tabs must be paid on a monthly basis. All lunch/breakfast tabs must be paid in full prior to check-out and signed off by the central office. Remaining lunch/breakfast tabs may be deducted from employee's payroll.

## **HANDLING MONEY**

The school has bonded administrative personnel. All money should be presented at the office where it will be receipted and allocated to the proper fund. Do not leave money in your desk unless you are prepared to take personal risk for it. Teachers are responsible for the money they handle until it is turned in to the office and receipted. Warn your students against carrying money to school or leaving money in their desks or lockers. The school cannot be responsible for money being lost from these places.

## **TRUST AND CUSTODIAL FUND**

The funds of all classes, clubs, or any organization which is directly associated with the school, are a part of the High School Trust and Custodial Fund. These funds are under the supervision of the superintendent. All receipts of school sponsored activities shall be deposited in the Trust and Custodial Fund. All expenditures must be approved in advance by the superintendent.

## **SCHEDULING OF ACTIVITIES**

An Activity Calendar will be published, containing a schedule of all school activities to occur at the beginning of the year with the best information known at the time. Activity sponsors are responsible for clearing activity dates with the principals.

No school activities including open gym shall be scheduled on Wednesday night, as this is designated as Church Night.

On days that school is dismissed/cancelled due to inclement weather, no practices, organized school activities or games are to occur. In a unique situation, the superintendent may override this policy.

Rare Sunday afternoon practices/activities will be allowed for special circumstances, with prior approval from the superintendent. The practices must be voluntary and have no negative impact on those players unable to attend.

## **STUDENTS LEAVING SCHOOL EARLY**

All requests to leave the school premises during school hours (including lunch hour) must be cleared through the central office and communicated to the appropriate principal's office. All PK-12 students being checked out will be called to the central office to meet parent/guardian. Parents/guardians will remain in the central office to meet their child. If a student drives him/herself, the parent/guardian will call the central office to excuse the student and the central office will notify the HS office. All students leaving school (even those driving themselves) must check out of the central office. Students being picked up by parents/guardians must be checked out from the central office and must have parent/guardian complete a sign-out sheet. Any student who leaves school premises without permission and without checking out of the central office will be considered truant. No students shall be checked out or dismissed for lunch unless leaving with a parent/guardian.

## **SUPERVISION OF ACTIVITIES**

- A. Insist on promptness. Set a meeting time, then carry out your business as rapidly and efficiently as possible.
- B. Demand the same courteous conduct in extra-curricular activities as you would in the classroom.
- C. If the meeting or practice is in the evening or on a weekend, the faculty member should arrive at least 15 minutes before the students.
- D. Do not allow non-participating students to enter the school building. Allow your group to enter, then lock the door.
- E. It is imperative that all faculty members understand that students are not to be allowed in the building unless properly supervised.
- F. Faculty members are to be the first to arrive and the last to leave, as they are ultimately responsible for the condition of the building.
- G. The school lights are to be turned off and all doors are to be locked when finishing your supervision of activities.

## H. VEHICLES

School vehicles are to be used for official school business use only and not for personal use. When an activity is scheduled and approved, the following procedures should be followed.

1. Follow administrative procedure for reserving and checking out school vehicles. Complete the information on the vehicle's clipboard before/after every trip.
2. Always keep car, van, and bus clean!
3. Students are not allowed to drive.
4. Obey speed limits and other traffic regulations.
5. Alcohol, drugs and weapons are not allowed in vehicles.
6. The coaches/sponsors shall travel to and from the activity with the students. Athletic Director's or Principal's approval is needed for any exceptions to this travel policy.
7. When returning the vehicle after hours, park vehicle at the designated area, lock vehicle and take keys with you. Return keys the next morning by 8:00 AM to the Central office.

## I. SCHEDULING

1. Each coach/sponsor of an activity has the responsibility to assist the Athletic Director and Principal with scheduling.
2. The Athletic Director and the Principal should approve all activities.
3. All activities should be put on the yearly activity calendar to avoid scheduling conflicts.

## J. BEHAVIOR BOUNDARIES

1. Coaches/sponsors are responsible for the behavior of their activity students. School disciplinary policy, the Student Activity Handbook and District policy will be followed.
2. Should major behavior problems occur, they should be documented on a disciplinary referral form and reported to the Athletic Director and Principal.
3. Minor behavior problems should be handled by the coaches/sponsors.
4. Students, parents, teachers, and coaches/sponsors should be cognizant of the Student Handbooks.
5. Activity sponsors/coaches will treat all students with appropriate respect. Verbal abuse of students will not be allowed. Swearing and offensive language by the activity sponsors/coaches will not be tolerated.

## K. DOCUMENTATION - DISSEMINATION RESPONSIBILITY

1. Activity sponsors/coaches are required to take inventory before and after the season.
2. Activity sponsors/coaches are responsible for the equipment and supplies used for their activity.
3. Accidents causing injuries must be documented and reported to the Athletic Director and/or Principal
4. Activity sponsors/coaches are to assist the school paper and yearbook in writings related to their activity.
5. Activity sponsors/coaches are responsible in providing a list of proposed budget items needed for the next school year.
6. Activity sponsors/coaches shall process all purchase requests through the proper procedure.
7. Activity sponsors/coaches should issue a trip list at least one day prior to leaving on an activity if school time will be missed.
8. Before extra duty payment will be released the following shall be accomplished:
  - a. All supplies and equipment put in proper space.
  - b. All uniforms cleaned and put in proper space.
  - c. Inventory sheets turned into the business manager. Report of summary of activity and involved students will be turned in the Athletic Director and/or Principal.

## **KEYS**

Each teacher and staff member will be provided with the necessary keys/cards to the rooms they normally use. You are responsible for the keys/cards that are given to you, they are not to be given to or used by an unauthorized individual. Staff may be charged for lost or missing keys/cards. In the case a staff member loses/misplaces a key/keycard, please contact Joseph Gould (IT) [joseph.gould@k12.sd.us](mailto:joseph.gould@k12.sd.us) or 1-605-219-0783.

## **USE OF COPY MACHINES**

Use these machines before and after school, during noon hour, or during your preparation period. Waiting until the last minute and leaving your class unattended is inviting costly problems. Students are not to use any copiers or the laminating machine without supervision.

## **USE OF ALCOHOL, CONTROLLED SUBSTANCES AND TOBACCO DURING SCHOOL HOURS**

The use of alcohol, any tobacco products/e-cigarettes, and controlled substances not prescribed by your doctor are prohibited in the Dupree School. This includes attendance at school activities or supervision of school activities during the hours they occur. District disciplinary policies will be enforced. See District policy GBEC.

## **THE TEACHERS' RESPONSIBILITY IN THE CLASSROOM**

Teachers should remain in their rooms with their students at all times during their classes and study halls. Should an urgent matter arise which necessitates your attention outside of the room, contact the office for supervision until you return. Such matters as obtaining supplies and making phone calls should be done during your preparation period.

## **GUIDING PRINCIPLES OF DISCIPLINE**

1. Orderly beginning and dismissal of classes eliminates many problems and improves the general tone of the class.
2. Be fair, courteous, respectful, and business-like and have a sense of humor. Sarcasm is not appropriate.
3. Keep students on task.
4. Be friendly, but command respect.
5. When misbehavior occurs, discipline the individual, not the class.
6. Control your temper, don't get upset easily!
7. Be consistent. Students need to know where they stand.
8. Do not use school work as punishment, such as writing sentences or doing extra work sheets.
9. When you establish the rules for your classes, take time to explain the purpose and need for the rules. Most students are fair and will accept rules that they understand.
10. Don't make threats you cannot carry out. Say what you mean. Mean what you say and stick to it.
11. Keep classroom discussions orderly. Adopt a system, which allows for participation within the structural limits established.
12. Speak to students about problematic areas in the classroom. Don't "nag" OR "hound" them constantly about their shortcomings.
13. When serious infractions of school rules occur, students may be recommended to the principal for disciplinary action.

## **CLASSROOM MANAGEMENT -- DISCIPLINE**

Number one rule: maintain your composure and do not escalate situations by raising your voice or giving the students no other choice than to "lash out." (Fight or flight) Teachers are responsible at all times for the conduct of the students under their supervision. Improper behavior of any school student is to be corrected when needed. The school expects all students to be well controlled at all times whether it is in the classroom, hallways, or restrooms. Should an occasion arise which a teacher is unable to deal with, immediately notify the principal. A teacher is not to allow situations to continue which detract from the optimum environment for learning in their classroom.

Teachers are encouraged to explore new behavior approaches, which emphasize rewarding good behavior rather than using negative means to induce behavior changes. Focusing on positive behavior patterns can be an effective means of improving the overall behavior of the students.

The need for a teacher to be fair, consistent, and reasonable in dealing with students is of prime importance.

### **ASSEMBLY SUPERVISION**

Supervision is required when students are called together for any activity during the school year. Faculty members shall cooperate in the proper supervision of students at these assemblies. All teachers are to be present at every activity held during school hours. Supervision will be arranged for those not attending. Staff are expected to sit with the class they take to the assembly. If the staff does not have a class at that time, they are still required to attend the assembly.

### **SENDING STUDENTS TO THE PRINCIPAL**

All teachers are encouraged to handle their own minor discipline problems. The continuous and/or serious discipline problems are to be brought to the attention of the principal and a disciplinary referral form shall be completed. Any student causing serious difficulties should be sent to the principal's office immediately in order that the other students' schoolwork is not impeded. Should the need for this action arise, immediately contact the office via the intercom informing the need for a principal. The principal will determine the appropriate consequence according to his/her inquiry and the discipline policy. If a parent comes to visit a teacher regarding a discipline problem, they should be certain to have the principal present when the discussion takes place.

### **STUDENT DISCIPLINE POLICY/GRID**

The District student discipline policy/grid will be followed for all student disciplinary referrals to the principal.

### **SUPERVISION**

Teachers will be responsible for hall supervision before and after school, during lunch and during passing periods. Your presence is required. Other supervisory duties will be rotated and scheduled throughout the year. (See Teacher Hours section) Playground supervisors should have radios on the playground when children are present.

### **LUNCHROOM SUPERVISION**

Lunchroom supervision assignments for grades PK-12 will be made at the beginning of the school year. Staff are to accompany their classes to the lunchroom and to instruct their students on lunch line conduct, table manners, and conduct in the halls. All teachers/paras will have duty free lunch when they are scheduled for lunchroom supervision. Teachers/para's must be in the lunchroom during their entire supervisory time.

## **ELEMENTARY PLAYGROUND SUPERVISION**

Students in grades Pre-K-5 are to go to the designated areas following breakfast. On days of severe weather each teacher will be responsible for the supervision of their own group. Grade level staff will be responsible for their grade level's noon and recess supervision. School policy and common sense dictate that playground supervision is necessary to the welfare of the child and is as important as the teachers' classroom duties. Each teacher is responsible for keeping the children in their class informed of the playground and building rules and regulations. Students are expected to show proper respect for the supervising staff. Playground supervisors should have radios on the playground when children are present.

## **TELEPHONE CALLS/TEXTING**

Cell phones are not to be used by staff for calls or text messages during instructional time, supervisory time or in the presence of students. Staff with children in school should not be calling/texting their children or receiving calls/texts from their children during class time. Personal long-distance calls must be approved by the administration prior to their execution unless you are using your own cell phone.

Personal calls and texts are discouraged during school hours. Phone messages can be taken by office staff and given to teachers or students in order that they may respond later.

## **ACCIDENTS AND ILLNESSES**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal who will complete an Incident Report Form. Dismissal for accidents and illness and arrangement for transportation home will be handled through the central office.

## **STAFF USE OF LIBRARY**

1. Staff members are encouraged to utilize our library resources which include a professional library, informational books, online databases, audio-visual media and interlibrary loan of materials.
2. The librarian can produce bibliographies, assist with curriculum planning and help instruct classes on research techniques. Weekly library skills classes are provided for grades PreK-5
4. Before assigning class projects involving library resources, staff members are asked to check with the library to verify availability of sources.
5. Student and class use of the library is most welcomed. Because of limited space along with classes held in the library, staff members are asked to check prior to sending a group of students or bringing a class to the library. Your cooperation is appreciated.

## **SCHOOL SURVAILANCE CAMERAS INSIDE, OUTSIDE, AND BUS**

The Dupree School has installed cameras inside and outside of the school building. Cameras are installed on school-operated buses as well. These cameras can aid in identifying intruders and investigating altercations involving students, staff, parents/guardians, and potential misbehavior or unlawful acts by anyone in any number of circumstances

The network administrator is the sole operator/maintainer of these camera systems and will be responsible for their continuous operation. The network administrator is not allowed to make and/or view recordings of any activities unless directed by the Superintendent. The network administrator will not release any video footage captured on the Dupree School camera without authorization from the Superintendent. The network administrator will keep all information captured on these in strict confidence.

The Superintendent has the ultimate authority over decisions regarding the need to make a recording of an event, view and event, allow others to view and event, and/or release the recording to law enforcement.

## **ITEMS FOR PRESS PUBLICATION**

All items for publication in newspapers or on the radio concerning school matters shall be submitted to the principal prior to release to the press. Any pictures, articles or names of students for publication must be cleared through the office prior to publication. We have students whose parents/guardians have requested that their child(ren) not be in any publications. All teachers are welcome to submit newsworthy items for the local paper, as it is one means of public relations.

## **FUND RAISING AND SOLICITATION**

Fund raising and soliciting by classes and school organization may be done only with the approval of the Superintendent. A record and schedule of fundraisers and items to be sold will be maintained by the Central Office.

## **SALES REPRESENTATIVES SOLICITING TEACHERS OR STUDENTS DURING SCHOOL HOURS**

Sales Representatives are prohibited from presenting/selling goods or services to teachers during school hours except when prior approval from the administration is granted. Should a teacher be approached by such a solicitor, they are to refer them to the principal.

## **HAZING AND INITIATION ACTIVITIES**

Hazing and initiation activities of any type are inconsistent with the educational process and will be prohibited at all times by the Dupree School District. Any employee of this District found in violation of this rule will be subject to disciplinary action.

## **HOMECOMING**

Homecoming activities will be scheduled by the student council and administration. All activities must have administrative approval.

## **SCHOOL DISMISSALS AND CLOSINGS**

In case of severe weather or other emergency circumstances, the official announcements for school closings may be heard over the following radio and television stations with the announcements being made as soon as practical.

RADIO:	KIPI	93.5 FM	EAGLE BUTTE
TELEVISION:	KEVN		RAPID CITY
	KOTA		RAPID CITY
	KELO		SIOUX FALLS

An automated calling system is set up to help notify parents and staff of any changes to the school day.

## **PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences are scheduled within the school calendar. When parents come to school to confer with teachers, teachers are to give the parent a precise assessment of their child's performance and describe the child's strengths and weaknesses accurately. Teachers are to be professional in their manner of dealing with the parent remembering that both the teacher and the parent have the common goal of the educational welfare of the child. All efforts of the conference should be pointed to this goal. Discretionary Leave shall not be used during Parent Teacher Conferences.

## **SCHOOL TRIPS**

Prior to any school sponsored activity trips or field trips, the teacher in charge shall first clear the trip with the principal. Once approved, the teacher needs to submit complete trip information, including a list of the students involved, complete agenda, list of chaperones, and leave and return times to the principal. Principals will set guidelines for parent notification and other procedures regarding trips with students.

## **INVENTORIES -- ROOM AND DEPARTMENT**

A complete inventory of all school equipment and property shall be completed each year. Every teacher is required to take inventory of all equipment and property in their classroom at the end of each school term. These are to be filed with the business manager on a form provided for that purpose. Inventories are to be completed at the conclusion of each athletic season by the head coach and submitted to the AD for review, who then files the inventories with the business manager prior to payment being received for those duties.

## **JOB DESCRIPTION**

The Dupree School has on file in the Central Office a job description for all employed staff. All newly employed staff shall receive a copy of the job description during their orientation. The job description file is available for all staff upon request to the Central Office.

## **ADMINISTRATIVE RULES FOR REQUISITION AND PURCHASING PROCEDURE**

The board has designated the superintendent as the purchasing agent for the school district. The following guidelines will be in force:

1. Purchases made by the instructional staff must have prior authorization of the superintendent and business manager.
2. Instructional staff will need to follow the steps listed below:
  - A. Fill out a requisition and turn the form into the proper building principal.
  - B. The requisitions will be reviewed by the building principals, then the superintendent for final authorization.
  - C. If approved, a purchase order will be prepared by the personnel in the business office and signed by the superintendent.
3. All vouchers must have prior authorization of the superintendent before Board approval.
4. Instructional staff will be allowed reimbursement for items with prior administrative approval.
5. Business manager will be authorized to sign purchase orders and vouchers when the superintendent is absent.
6. Under no circumstances shall expenditure be made without authorization of the superintendent. When a purchase is made without the superintendent's signature, or not in compliance with the rules above, the bill will belong to and be paid for by the purchaser.

## **FIRE DRILL PROCEDURE**

Fire drill procedures should be posted in a highly visible place near the door of each classroom. Teachers are to instruct the students of each class period in the exit procedures.

1. The warning signal for a fire drill shall be a continuous sound of the alarm systems.
2. At the sound of the alarm, the teachers line up students and have them exit to the waiting area outside. Wait for further instructions.
  - A. Close all windows and doors.
  - B. Take attendance book.
  - C. All electrical equipment should be turned off.
  - D. Leave lights on.
3. During evacuation of the building everyone should walk quickly and orderly to their designated area.
4. Once at the waiting area, the teacher is to take roll to assure that all students are present. Students are to remain together as a class and the teacher should **ACTIVELY SUPERVISE** their students.
5. Personnel not specifically assigned to an evacuation duty are to help teachers supervise students.
6. No students, visitors, or staff are to remain in the building during the fire drill. Staff executing the drill may remain in the building.
7. The administrators are the only personnel that shall "clear" the building for return by students and staff.
8. On returning to the classroom, the teacher and students should proceed in the same orderly manner in which they evacuated the building.
9. Staff assignments for supervision of evacuation areas will be announced at the beginning of the year.

## **TORNADO DRILL PROCEDURE**

1. Important Terminology:
  - A. Tornado Watch: Weather conditions are favorable for producing tornadoes. Stay in contact with weather source information.
  - B. Tornado Warning: This alert is for an actual sighting or a tornado indicated on radar. People should take cover immediately.
  - C. Tornado Path: Tornadoes will usually travel from southwest to northeast. Spotters should be southwest of the school.
2. The warning signal for a tornado warning shall be given via the P.A. system by the decision of the Superintendent:

**"ATTENTION ALL STAFF—THERE IS A TORNADO WARNING IN EFFECT.  
PLEASE TAKE STUDENTS TO DESIGNATED AREAS."**

3. Upon receiving the tornado warning all teachers are to organize their students to form an orderly line in their classroom and the teacher (at the head of the line) and proceed to their designated area and wait for instructions.
4. Once at the designated area, the teacher is to take roll to check that all students are present. Students are to remain together as a class and the teacher should **ACTIVELY SUPERVISE** their students.
5. The designated areas for students and staff are as follows:

### ELEMENTARY

PK – K:	Old Computer Lab
1 <sup>st</sup> – 3 <sup>rd</sup> grade:	In hallway
4 <sup>th</sup> – 5 <sup>th</sup> grade:	In hallway

### ROOMS ACROSS FROM OLD GYM

Fordyce, SpEd Room: Old Gym Locker Room 1 (east)

JH/HIGH SCHOOL WING

JH/High School/Mobile Unit: Two science rooms and ELA room  
Upstairs classes: New Gym Visitor Locker Room

SPECIALS

If students are in one of these places, they need to report to assigned area for class

PE, Music, Lunch, Lakota, Guidance, Art, Library: Go to designated class area

OTHER

HS Office: With students/small room in office  
Central Office: Interior offices  
Lunch/custodial: New gym AD office

6. Personnel not specifically assigned to a designated area are to go to their nearest designated area and help teachers supervise students.
7. All students, visitors, and staff are to report to the designated tornado warning areas.
8. All students are taught the use of the protective position. This position is to drop to knees, clasp hands behind your neck, bury your face in your arms, make body as small as possible, close eyes, and cover ears with your forearms facing away from windows.
9. The superintendent will determine recovery plans which may include how long to hold students, informing parent/guardian of students' well-being, release of students, and possibly supervision of food.
10. As soon as it is possibly feasible the parents will be contacted by phone.
11. The custodians should be aware of all the designated shelter areas. They shall be responsible for shutting off gas and water.
12. Bus drivers should travel at right angles away from tornado path and are instructed to take cover in shelters, ditches or ravines if caught in the open.

**INTRUDER PROCEDURES -SRP for emergency situation**

When it becomes necessary to secure either classrooms or the building, the office will issue commands from the intercom. The following are the alerts and meanings.

1. HOLD – Announcement will be "HOLD in your area or room. Clear the halls." This will be announced for issues such as medical emergencies or other issues that might arise. Students and teachers stay in their classroom with the door locked. Nobody should leave until an all clear is issued. Conduct classroom operations as normal but do not pass classes until all clear is given.
2. SECURE – Announcement will be "SECURE! Get inside the building. Lock outside doors." This alarm will be given if there is a danger outside of the school, such as emergency services or law enforcement activity, or a vicious animal located outside the school. All classroom activities remain normal, including passing classes, except for the mobile unit. No staff or students should exit the building until an all clear is issued cancelling the SECURE status.
3. EVACUATE – Announcement will be "Evacuate the building." This may be a situation with a gas leak or bomb threat. Additional information may be added given specific directions if needed. Otherwise exit the building as for a fire drill. The relocation area will be Pioneer Hall. Students should be always contained and accounted for by teachers. If necessary, parents will be notified to retrieve their students at Pioneer Hall. No students should be allowed to drive away from the school for accountability purposes.

4. SHELTER – Announcement will be “Tornado Warning, shelter in assigned areas.” Staff and students should remain in the designated areas until the all clear. See tornado drills for specific areas to relocate students if necessary.
5. LOCKDOWN – Announcement will be “LOCKDOWN! Locks, Lights, out of sight.” All doors will remain locked and lights off until cleared by Law Enforcement. Students and staff should proceed to an area in the classroom that is out of view of the door and sit on the floor and remain quiet. Do not open the door once Lockdown is announced. Law Enforcement will open doors for evacuation when it is safe. During evacuation Law Enforcement will give directions. The relocation area will be Pioneer Hall. Teachers maintain accountability of students until parents are called to retrieve students.

### **STATE TRAVEL RATES AND PER DIEM ALLOWANCE TRAVEL ALLOWANCES**

A receipt is required for all expenses. This includes: Airline tickets, motel bills, taxi or other airport transportation and all other expenditures except meals.

Lodging: Actual costs.

Mileage will be paid if administration has approved traveling by private automobile if a school vehicle is unavailable. State rates will be utilized. Meal allowance will be paid at state rate **only when an overnight stay is involved.**

	In-State Rates:	Out-of-State Rates:
Breakfast -	\$6.00	\$10.00
Lunch -	\$14.00	\$18.00
Dinner -	\$20.00	\$28.00

### **TEACHER ASSISTANCE TEAM**

The Teacher Assistance Team will meet every Monday or as needed at 3:30 P.M. This team is formed to develop strategies to assist staff in meeting the needs of students who have developed and exhibited academic or behavioral difficulties. I encourage all staff to visit with this team on their concerns, needs, and problems. This team is for your assistance; please use assistance team.

The Teacher Assistance Team members will be announced at the beginning of school.

## TEACHER ASSISTANCE TEAM GUIDELINES

**PURPOSE:** Problem-solving group that meets to develop strategies for dealing with day-to-day problems and concerns in regular classrooms.

### PROCEDURES:

1. Teacher contacts TAT Coordinator for a referral form.
2. Teacher completes written referral and gives to coordinator.
3. Coordinator and team review case (via referral form-referring teacher not there at this time.)
4. Coordinator schedules requests from team members for observation with referring teacher and clarifies referral.
5. Coordinator meets with referring teacher to schedule TAT meeting.
6. Conduct 30 minute problem-solving meeting with complete team.
  - A. Identify problem (recorder has drafted before meeting-is finalized) at meeting - 5 minutes.
  - B. Plan objective - make sure it is realistic and manageable (i.e. stay in seat, being math assignment, etc.) - the teacher chooses the objective - 3 minutes.
  - C. Brainstorm solution (1 liners - 8 to 22 suggestions).The teacher can also brainstorm - 10 minutes.
  - D. Teacher selects approach(es)/solution(s) from brain stormed ideas. Can ask for clarification - 2 minutes.
  - E. Team refines suggestions and identifies measurement - 5 minutes.
  - F. Plan follow-up - schedule something specific or informally. Coordinator will check with referring teacher within 1-4 weeks of meeting - 5 minutes.
7. Teacher implements selected approach(es).
8. Follow-up is conducted either formally or informally.
9. Coordinator and referring teacher determine whether or not approach was successful.
- 10a. If successful, referral is completed.
- 10b. If not successful, either TAT committee will reconvene or a referral to special services may need to be made. (Parents may be contacted at this time or earlier).

## **Section 3 – Policies**

### **USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES**

For more information, see District policy GBEC. Policies can be accessed from the school website under the policies tab.

### **REPORTING CHILD ABUSE AND NEGLECT POLICY**

See District policy JHG for more information.

### **CUMULATIVE FOLDERS AND PERMANENT RECORDS POLICY**

For more information, see District policy JO – Student Records and JO-E(1) – Student Records –Notice of Rights and JOA – Student Directory Information.

### **PERSONNEL RECORDS POLICY**

See Personnel File, Section D under Evaluation Policy

### **GRIEVANCE POLICY (For all staff)**

#### **A. Definitions**

1. A "grievance" is a complaint by a person or group of persons employed by the Dupree School District, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, practice or procedure of the School Board. Non-reemployment is not a grievance.
2. An "aggrieved person" is the person or group of persons making the claim.
3. "Board" means the School Board of the district.
4. "Day" shall mean calendar days unless otherwise specified.

#### **B. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the District and to facilitate this purpose these proceedings will be kept as informal and confidential as may be appropriate.
2. Nothing herein contained shall be construed as limiting the rights of an employee having a grievance to discuss the matter informally with any appropriate administrator.
3. The employee may be represented by a representative at such an informal discussion only by the mutual consent of the employee and the administrator.
4. All written and printed matter dealing with the processing of a grievance will be filed by the Business Manager separately from personnel files of the grievant.

5. Filing a grievance shall not in and of itself be stated, construed, inferred, or claimed, either directly or indirectly, to be unprofessional conduct on the part of the grievant.

#### C. Procedure

1. It is important that grievances be processed as rapidly as possible. The number of days indicated at each level are maximums. The time limits specified may be extended only by mutual agreement of the parties reduced to writing and signed by both parties. If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level.
2. If an employee does not file a grievance in writing with the Principal within ten (10) calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
3. In the event a grievance is filed at such time that it cannot be processed by the end of the school year, the time limits set forth herein will be reduced so that the grievance procedure may be completed prior to the end of the school year.
4. A supply of grievance forms shall be on file with the building Principal.

#### D. Informal Procedures

1. If an employee feels they have a grievance, they shall first discuss the matter with their principal in an effort to resolve the problem informally.
2. If, after such discussion, the employee is not satisfied with the disposition of the matter, they shall have the right to present the matter to and discuss it with the Superintendent informally.
3. If the teacher is not satisfied with the disposition of the grievance through Informal Procedures, he/she may take the grievance to the formal procedure.

#### E. Formal Procedures

1. If an aggrieved person is not satisfied with the disposition of the problem through informal procedures the employee shall submit the claim in writing as a formal grievance.
2. Three (3) copies of this written grievance shall be prepared by the employee and they shall send one copy to the principal, one copy to the Superintendent and keep one for themselves.

##### Level One – Principal

1. An aggrieved person may submit their grievance to the principal, who shall arrange a meeting to occur within fourteen (14) days. Both the grievant and the principal may have one representative at this meeting. Neither representatives shall be attorneys. The principal will render a response with the rationale for the decision, in writing, within five (5) days of the meeting.
2. If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision was rendered within five days after the meeting, the grievant may appeal the decision of the principal to Level Two.

##### Level Two – Superintendent

1. If an aggrieved person is not satisfied with the decision concerning the alleged grievance at Level One, or if no written decision has been rendered within five (5) days, the employee may, within

three (3) days after the decision is rendered, file the alleged grievance with the Superintendent. The aggrieved person will provide the Superintendent with a copy of the grievance and a summary of any facts relevant to the grievance. Any appeal to Level Two must be submitted within three days of having received a decision at Level One.

2. The Superintendent, within five (5) days from the receipt of the written grievance shall meet with the aggrieved person for the purpose of resolving the grievance. The Principal who was involved in Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties shall be made in writing at the Level Two hearing and copies thereof shall be given to the Superintendent and the grievant. Both the grievant and the principal shall have the right to up to two representatives to attend and participate in the meeting. Neither representatives shall be attorneys. The Superintendent shall, within five (5) days after this meeting render a decision in writing, with the rationale for the decision, to the aggrieved person, and the Principal.

#### Level Three – School Board

1. If the aggrieved is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five (5) days after the meeting, the employee shall within five (5) days, submit a letter and written appeal to the Business Manager with a statement of reason why the grievance is being appealed to the Board.
2. At the next regular meeting, the Board shall consider the grievance in Executive Session and set a hearing to be held within fourteen (14) days or otherwise investigate the grievance. The Board will meet with the grievant in Executive Session to conduct the hearing. All parties to the grievance, including the principal and superintendent shall be in attendance.
3. The grievant must be in attendance and has the right to be accompanied by an attorney or representative of their choosing, at their own expense. If the grievant does not appear, or give sufficient notice and reason for not attending (at least one day prior) the Grievance Procedure will end and the last determination rendered will be final.
4. The decision of the Board shall be rendered in writing within seven (7) days of the hearing.

#### Level Four

1. If the aggrieved person is not satisfied with the disposition of the grievance at Level Three or if no written decision has been rendered with the time period of seven days, the grievant may within thirty (30) days after receipt of the written decision of the Board, appeal to the SD Department of Labor, pursuant to state law.

#### Level Five

1. Nothing therein shall prohibit either party from appealing the decision to a court of competent jurisdiction.

#### F. Miscellaneous (Only applies to certified staff)

1. If in the course of investigation of any grievance by representatives of the grievant, such investigation requires their presence in a school building; they shall report immediately to the Principal of such building being visited and state the purpose of the visit.
2. Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with mutual consent of both parties.
3. If, in the judgment of the teacher association, a grievance affects a group of teachers, the association may submit such grievance in writing to the Superintendent directly and the processing of

such a grievance begin at Level II. The teacher association shall designate not more than two spokespersons for the association.

4. Meetings and hearings under this procedure shall not be conducted in public and shall include the grievant and their designated representatives referred to in this Grievance Procedure. The vote on the Board's decision on Level III grievance shall be made in open session.
5. When it is necessary for a party or parties in interest to attend a board meeting or hearing called during the work day, the Superintendent shall so notify the grievant and Principal who shall be released from work without loss of pay for such time as their attendance is required as such meeting or hearing.
6. At the Level 4 hearing, the aggrieved person and the administration may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

### **FAMILY and MEDICAL LEAVE ACT (FMLA)**

#### Policy and Procedures:

The Dupree School District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993 and the 2015 Final Rule in accordance with the following provisions.

An eligible employee is entitled up to a combined total (paid and unpaid) of twelve (12) weeks of FMLA leave per year for:

1. The birth and first year care of a child,
2. The adoption or foster placement of a child,
3. The illness of an employee's spouse, parent, or child, or
4. The employee's own illness.

The employee must first use and count all available accrued paid leave, including sick leave and personal leave, before using the unpaid leave. During the period of FMLA leave, the employee is entitled to the continuation of all fringe benefits. Employees will still earn sick days and personal days while on FMLA leave. The school district will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for his/her portion. Upon return to work, the employee will be entitled to his/her same position or an equivalent position with equivalent pay.

In the case of birth, adoption or foster placement, the FMLA leave entitlement for child-care ends after: (1) the child reaches the age of one, or (2) 12 months after adoption or placement. FMLA leave to care for a child would include leave for a step-parent or a person in loco parentis.

In cases where both spouse are employed by the school district, the combined amounts (both employees) of FMLA leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total.

The school district, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hours basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendations of the superintendent.

The employee must first use and count all available accrued paid leave, including vacation, sick leave and personal leave before using the unpaid leave.

When FMLA leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) days notice of the date when FMLA leave is to begin. When FMLA leave is in respect to family or employee illness, which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour leave, so as to not unduly disrupt the operations of the school district.

In case of employee illness, in addition to current sick leave policy requirements, the school district will require the employee to provide certification by his/her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

If an employee fails to return to work after the leave period has expired, unless the absence is due to continued family or personal illness or other circumstances beyond the employee's control, the school district will require the employee to reimburse the school district's share of the health insurance premiums paid while the employee was on FMLA leave.

The superintendent or designee will work individually with an employee who wants to apply for FMLA leave. FMLA leave request forms are available from the superintendent's office.

### Employee Eligibility

There are three basic requirements before an employee is eligible to take FMLA leave:

1. The individual must have been employed by the school district for 12 months. The 12 months need not be consecutive.
2. The employee must have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of leave.
3. The school district must employ 50 or more people within a 75 mile radius.

The 50 employee requirement is met if the school district had 50 or more total employee (full or part-time, certified and non-certified) on the payroll at the same time for at least 20 full work weeks (which need not be consecutive) in the current or preceding calendar years.

The "12-month period" is defined as the school fiscal year of Sept. 1 – Aug. 31.

Note: It is the responsibility of the employee to write a letter requesting FMLA leave and submit it to the Business Manager, if "foreseeable," thirty (30) days prior to the commencement date of unpaid family and medical leave, for final Board approval. It is also the responsibility of the employee to have read the provisions of this Family Medical Leave Policy, and to have asked the Business Manager) for assistance regarding interpretations and application of the policy as needed.

## **STAFF EVALUATION POLICY**

All non-certified staff will receive a formative evaluation and a summative evaluation by direct supervisor annually. All evaluations will be kept on file with direct supervisor and in staff personnel file in the business office.

### **EVALUATION OF PROFESSIONAL STAFF**

#### A. Purpose

1. The purpose of evaluation of professional staff shall be improvement of instruction, assessment of performance, assessment of professional growth, and determination of future employment. Evaluation shall be a joint process that includes both the evaluator and the person being evaluated. The process will provide a framework for communication between staff member and administrator involved in the evaluation process.
2. In instances where teacher non-renewal is to be considered, the evaluation process shall provide a means to bring remedy to the staff member's inadequate performance prior to the decision to non-renew the contract of the employee.
3. Teacher evaluations shall follow the requirements as set out in SDCL Ch. 13-42.

## B. Procedure

1. Teachers new to the school system will be evaluated at least once each semester during the first two years of employment and at least once a year thereafter. Tenured teachers will be evaluated at least once a year. Evaluation should provide positive feedback to teachers and administrators. Strengths, as well as areas needing improvement will be noted.
2. The evaluation shall take into consideration the philosophy and objective of the Dupree School, the environment with the school community, and population conditions under which the educator acts. Competency shall be based on formal and informal evaluations.
3. The formal evaluations will be written and will be discussed by the evaluator and the teacher. The discussions may either precede or follow the writing of the evaluation document.
4. Copies of the written document will be signed and dated by both parties and incorporated into the personnel files of the teacher. The signature of the teacher does not indicate approval or disapproval of the evaluation, but that the evaluation has been read, discussed and received. The teacher will be given a copy of each written evaluation.
5. The written evaluation should be specific in terms of a person's strengths and weaknesses. The four areas in the evaluation instrument include Strengths, Recommendations, Areas for Growth and Comments. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.
6. Evaluations are to be used by the administration and teachers to improve the quality of instruction and may be used in the determination of advancement, assignments, Plans of Assistance, and future employment.
7. Classroom visitation will occur at least once a year for all teaching staff. The Board encourages school administrators to make regular classroom visits throughout the school term.

## C. Other Provisions

1. All information used in conjunction with the evaluation plan may be used to make decisions about future employment as well as to assist the teacher in remediation of problems and to enhance strengths.
2. All monitoring of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher, unless illegal, unethical or improper activities by the teacher are suspected.
3. Teachers will be provided either written or electronic copies of informal drop-in observations. Teachers will be required to confirm receipt of these copies either in written form or through e-mail response.
4. The affixing of the respective teacher's signature to any evaluation document signifies the teacher has read the document and does not indicate agreement or disagreement with its content. If the teacher disagrees with any written report, that teacher may submit a written answer which shall be attached to the file copy of the report in question. Evaluation instruments containing the signature of both the teacher and supervisor will be filed in the teacher's personnel file. Any evaluation instrument that does not contain both signatures will not be filed.
5. An additional component of the overall teacher evaluation will be based upon student growth. Student growth is to be measured based on pre-test and post-test data linked to a specific SLO relevant to the teacher's area of instruction according to guidelines established by the South Dakota Department of Education and the Every Student Succeeds Act (ESSA).

#### D. Personnel File

1. A personnel file for each teacher shall be maintained in the central office.
2. These files are confidential and access to the files shall be as determined by the District
3. Each teacher shall have the right, upon request, to review the contents of their personnel file. If the teacher so requests, a representative from the Association may accompany the teacher. A representative of the business office shall be present at such review. A principal who maintains a working file on a teacher shall make known the existence of the site file to the teacher.
4. Only authorized persons shall be permitted to examine a teacher's personnel file. The teacher, Principals, Superintendent, Business Manager, and any persons designated by the teacher shall be authorized.
5. A written record shall be maintained in the file of the persons having access to the file and the hours and day of such examination.
6. No material derogatory to the teacher's conduct, service, character or personality shall be placed in the teacher's file unless the teacher has had the opportunity to read the material. The material shall be signed by the teacher indicating that he/she has read it.
7. If the Teacher takes exception to any statement in the file, he/she may prepare a demurral statement. Such demurral must be received by the Superintendent not later than ten (10) working days after the document to which the teacher objects has been signed by the teacher or ten (10) working days after the teacher has become aware of the presence of a document to which the teacher objects.
8. The Superintendent and Business Manager shall review the demurral and attach it to the appropriate file document.
9. The teacher shall have the right, upon request, to receive a copy of any document or other material in the file.
10. A teacher shall have the right to request the removal from the file of any material he/she believes to be obsolete, to refer to corrected deficiencies, to be unfounded, or to be otherwise inappropriate. Such material shall be reviewed by a representative of the teacher and by the Superintendent or Designee. If these persons agree that the material should be removed, the material shall be destroyed in the presence of the representative. Disputes over the retention of said material may be processed through the grievance procedure, commencing at Level Two.
11. Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance and no derogatory documents and/or other derogatory materials shall be placed in the personnel file of such teacher after severance except in accordance with procedures set forth in this policy.

## **SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS**

The Board will strive to assist personnel to adjust to their positions and to perform their duties satisfactorily. Reasonable effort will be made to avoid dismissing personnel at any level.

When an employee is charged with misconduct, insubordination or unsatisfactory performance, he/she may be temporarily suspended by the superintendent until the charges are investigated. If the charges are unfounded, he/she will be reinstated, if not, he/she will be discharged.

If the employee is dissatisfied with the superintendent's decision, he/she may appeal to the School Board for a review of his/her case.

### **TEACHER DISCIPLINE**

A. Teacher discipline procedures are as follows:

1. No teacher shall be disciplined without just cause. In no case shall disciplinary action be made public by the district, except as required in state law.
2. On any occasion in which a teacher receives disciplinary action which may affect his/her employment status, the teacher shall be notified in writing of the meeting in advance, and notified of his/her right to have a representative present, except in the case of item 3, paragraph a, following.
3. The administration and the Board shall have the authority to discipline teachers consistent with this section. Following investigation, such discipline shall be progressive through the following steps beginning with step "a," or with whatever step may be appropriate to the situation.
  - a. Oral reprimand by the principal or superintendent.
  - b. Written reprimand by the principal or superintendent.
  - c. Suspension with or without pay for up to three (3) days by the superintendent
  - d. Suspension with or without pay for no more than ten (10) days by the superintendent.
  - e. Suspension with or without pay by the Board not to exceed 90 teaching days.
4. At any discipline step except "a," a written communication shall state what conduct is expected, what conduct is not to occur, and the consequences of further misconduct.
5. If the behavior recurs in another contract year, any discipline shall begin with the step which is appropriate for the frequency and the lapse of time since the last disciplinary action occurred for the same or similar offense.

B. Teacher Dismissal

1. A teacher may be terminated by the Board at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. SDCL 13-43-6.1
2. If dismissal is contemplated, the teacher may be suspended pending investigation. If the pre-hearing investigation and Board hearing do not result in the dismissal of the teacher and the teacher is reinstated, the reinstatement shall be without loss of pay or benefits unless suspension without pay is imposed as an alternate disciplinary action.

## CONTRACT RENEWAL AND NON-RENEWAL

### A. Non-renewal Based on Evaluation

1. A teacher shall be offered reemployment for the ensuing school year unless he/she receives in a written final evaluation indicating, "Not Recommended." A Teacher in the first three full years of employment shall receive by April 15 any final evaluation indicating "Not Recommended." A Teacher in or beyond the fourth consecutive year of employment shall receive by April 15 any final evaluation indicating "Not Recommended."
2. A teacher in or beyond the fourth consecutive year of teaching, who receives a written final evaluation indicating "Recommended with Qualifications," shall have been formally evaluated according to district procedures.
3. A teacher in or beyond the fourth consecutive year of teaching, who receives a written final evaluation indicating "Not Recommended," shall have been formally evaluated according to district procedures.
4. If it is determined that a teacher in or beyond the fourth year of teaching is "Not Recommended" for reemployment, the administrator shall, by April 15, notify the teacher in writing. This notification shall contain the reason or reasons on which the non-renewal is based, an opportunity to review his/her personnel file, and the opportunity for a hearing before the Board. The teacher shall have no later than (15) days to request a Board hearing. The Board must hold the hearing no sooner than fourteen (14) days or no later than forty-five (45) days, after receiving the written request for a hearing. Within ten (10) days of the Board hearing, the Superintendent shall provide written notice, hand delivered or sent registered mail, of the Board's decision. Any teacher who has been notified of non-renewal must be informed of his/her right to counsel or representation in any of these proceedings at their expense.
5. If it is determined that a teacher in the first three (3) consecutive terms of employment is "Not Recommended" for reemployment, the Superintendent shall, by April 15, notify the teacher in writing citing the reason(s) under Section B, 1.

### B. Non renewal: State statutes

#### **The following state laws govern contract renewal and non-renewal.**

13-43-6.2. The superintendent or the school board must give written notice of the termination to the teacher; a written statement of the reasons for the termination; access to the employment records of the teacher; the opportunity to the teacher for a hearing before the school board to present reasons in person or in writing why the termination should not occur; and the opportunity to be represented.

13-43-6.3. Until a teacher is in or beyond the fourth consecutive term of employment as a teacher with the school district, a school board may or may not renew the teacher's contract. The superintendent or school board shall give written notice of non renewal by April fifteenth but is not required to give further process or a reason for non renewal.

After a teacher is in or beyond the fourth consecutive term of employment as a teacher with the school district, 13-43-6.1 and 13-43-6.2 apply to any non renewal of the teacher's contract. Written notice of non-renewal of a teacher's contract shall be given by April 15.

13-43-6.4. Notwithstanding 13-43-6.1 to 13-43-6.3, inclusive, if a teacher's contract is not renewed due to a reduction in staff, only written notice is required, which shall be provided by the school board to the teacher by April 15.

13-43-6.5. A teacher's employment may not be terminated because of the amount of the teacher's compensation.

13-43-6.6. Although a collective bargaining agreement between a district and its teachers may set forth specific additional grounds for termination or set forth provisions as to the procedure or notice, no agreement may limit the

grounds set forth in 13-43-6.1 to 13-43-6.3, inclusive. No agreement may limit the protection afforded to a teacher under 13-43-6.5.

### C. Contract Renewal and Resignation

1. The Business Manager will give teachers a Contract of Employment for the subsequent school year during the month of May. Teachers are required to return the signed Contract of Employment to the Business Manager by the designated return date if they intend to return for the subsequent school year.
2. Any teacher who wishes to resign or retire at the end of the current year, must submit a written letter of resignation or retirement addressed to the School Board and given to the Superintendent. Early notification of retirement or resignation is appreciated.
3. Once acted on by the Board, the resignation or retirement is final.

### **STAFF REDUCTION POLICY (RIF)**

In the event the Board determines that a staff reduction is necessary, the following procedures will apply:

1. An effort will be made to affect the reduction through normal attrition.
2. Position held by persons with less than full certification for their current teaching assignment will be open if the position is needed and will be available for a continuing contract teacher who has been notified that their position has been eliminated.
3. If a position of a continuing contract teacher is terminated due to staff reduction, the Board will determine which continuing contract teacher or teachers are to be released using the following criteria, as applicable. These criteria are not necessarily in order of importance.
  - A. student needs
  - B. financial condition of district
  - C. priority evaluation records
  - D. competency
  - E. qualifications
  - F. certification
  - G. longevity
  - H. educational background
  - I. federal mandates
  - J. other relevant considerations

The Board will provide the continuing contract teacher who has been notified that their position has been eliminated with a list of those positions described in steps 1 and 2, above. The list should accompany the letter of intent.

In making staff reductions involving professional staff members on continuing contract status, the Board also will follow the provisions of state law.

### **RECALL**

For the purpose of this policy, the effective date of a lay-off by reduction enforce shall be June 30. If, during the first fiscal year subsequent to the time a continuing contract teacher is laid off because of reduction in staff and a vacancy occurs in the grade, subject areas and activities in which a laid-off teacher had been teaching or is qualified to teach, reemployment shall be extended to the teacher in reverse order of lay-off. When more than one staff member has the same recall date and is qualified for the open position the board may consider, among other things, recommendations of administrative staff, qualifications, years of service and educational background in selecting the person to be hired. A recalled teacher shall retain previously accumulated sick leave benefits.

Recall privileges cease when a staff member resigns. Recall privileges will also cease if upon being recalled the staff member fails to report within 20 calendar days after the mailing of a written notice of recall. Such notice shall be sent by certified mail to the last address furnished to the superintendent by the staff member and the 20 day period shall commence to run on the day the notice is mailed. Recall privileges will not apply to teachers under contract with another school district unless that recall is for anticipated positions in the ensuing year.

### **SEXUAL HARASSMENT POLICY**

For more information, see the complete District policy, ACAA and its accompanying report forms, ACAA-E(1), ACAA-E(2) and ACAA-E(3).

### **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

For more information, see the complete District policy, KMB, Parent Involvement in Title I

**DUPREE INTERNET SAFETY POLICY  
ADOPTED TO COMPLY WITH  
THE CHILDREN'S INTERNET PROTECTION ACT  
AND  
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55**

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**I. Introduction:**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

**II. Internet Safety**

It is the policy of the Dupree School District 64-2 to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. Dupree School has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
- C. All network users are prohibiting from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

**III. Implementation of Technology Protection Measure**

- A. All school owned computers [used on campus] must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

**IV. Acceptable Use Policy**

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

## **V. Monitoring of Online Activities**

It shall be the responsibility of all personnel of the Dupree School to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

## **VI. Cyberbullying and Appropriate Online Education**

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

## **VII. Definitions Used in this Policy:**

- A. *Minor:* The term "minor" means any individual who has not attained the age of 17 years.
- B. *Obscene:* The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. *Child pornography:* The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- D. *Harmful to minors:* The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. *Technology protection measure:* The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- F. *Computer:* Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

Approved by Dupree Board of Education: August 4<sup>th</sup>, 2025